

## Sole Source Procurement Instructions

Department: Public Works

Date: 12/12/23

Vendor: Verizon

It is the policy of the City of Harrisonburg that contracts/products be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

Existing Verizon facilities need to be relocated in order to proceed with our Traffic light installation for the new Rocktown High School.

2. Explain why this vendor is the only practicably available source from which to obtain this product or service.

The facilities that need to be relocated belong to Verizon making them the only vendor who can move them properly.

3. Explain why the price is considered reasonable.

Verizon has performed relocations in the past and the price has always been reasonable

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

The price quoted was approved by the Public Works director.

**Please attach this form to the Requisition and forward to Purchasing.**

Signature: \_\_\_\_\_

*Reppy Fambach*

Date: \_\_\_\_\_

*12/12/23*