

Sole Source Procurement Instructions

Department: Public Works Date: 5/7/24

Vendor: UpKeep

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.

UpKeep is a current software we are using at Public Works. This is our year three renewal of the softwar

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

UpKeep is the business software we are currently using. This will enable us to contiue with the software our employees are familiar with

3. Explain why the price is considered reasonable.

This a annual software renewal plan. This pice per year has remained the same.

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

This is a annual plan with a set price

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

Signature: Reggy Farnbach Date: 5/07/24