

# Sole Source Procurement Instructions

Department: Public Works Date: 05/16/24

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.

Our Mt. Clinton Pike project required some utilities be relocated in order to proceed. Since these were Verizon utilities, they are the only company able to move them.

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

Verizon is the only company able to relocate their own utilities.

3. Explain why the price is considered reasonable.

The price quoted by Verizon is in-line with previous utilities relocation.

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

The price was agreed upon by all parties involved.

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

Signature: Reggy Furrbaech Date: 5/16/24