



CITY OF HARRISONBURG
**FINANCE
& PURCHASING**

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Sole Source Procurement Award Notification

Department: Public Utilities

Date: 02/19/26

Vendor: Carter Machinery

It is the policy of the City of Harrisonburg that contracts 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. Personal preference for certain brands or products does not adequately justify limiting competition. Per Virginia Code 2.2-4303 and 2.2-4360 the sole source document must be posted online for a minimum of ten (10) days before purchasing the product/service.

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

CAT provides an engine rebuild with a 3 year 5,000 hour warranty

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

The excavator is manufactured by CAT and they have provided service for the particular machine since the purchase date.

3. Explain why the price is considered reasonable. (*How does the pricing compare to similar products and if known, how does pricing compare to similar entities?*)

Carter Machinery had to dismantel the engine to diagnose the failure. It is most practical and effeicient to have them rebuild the engine with new parts as opposed to putting it back together and transporting it to another vendor for repairs. The city would incur the cost of the diagnosis process and putting the engine back together, along with transport just to get it to another vendor for the rebuild.

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers. (*What efforts have been made to obtain the best pricing? Sole Source purchases should still be negotiated to obtain the best fair and reasonable price.*)

See #3

Dept. Signature: Mike Higgs

Date: 02/19/2026