

Sole Source Procurement Instructions

Department: Public Works Date: 01/20/26

Vendor: Godwin Manufacturing

Product/Service: Salt Spreaders

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. 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.

Proprietary equipment that Harrisonburg has purchased for years and the Transit Department has the tools and knowledge required to proved maintenance.

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

The vendor is the manufacturer of the product. Other vendors would need to reach out to this manufacturer and that would result in an upcharge.

3. Explain why the price is considered reasonable.

Original manufacturer pricing.

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

Other suppliers would need to reach out to this vendor and would then add an upcharge. We reached out to the manufacturer directly to receive better pricing.

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

Signature: Peggy CFaunbach Date: 01/20/26