

Sole Source Procurement Instructions

Department: Public Works

Date: 5/16/2025

Vendor: J.O. Herbert Co., Inc

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.

This system was chosen because it will fit into our existing battery back-up cabinets with minor modification to the cabinet as we replace the old failing system, this will save the cost of buying new battery back-up cabinets. The SP 1400LT is so small, lightweight and incredibly flexible it can fit in almost all cabinets. Along with its batteries it can even fit in a cabinet as little as 16" H x 14" W x 12" D. The SP 1400LT provides continued operation during power loss for intersections using LED lights with either Lithium-Iron Phosphate or Lead Acid Batteries.

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

J.O. Herbert Co., Inc. is the only vendor approved by Clary Corporation to sell to customers residing in Virginia.

3. Explain why the price is considered reasonable.

The price for this system is in line with all other battery back systems (UPS) on the market, however due to its dimensions makes it the best fit for our needs.

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

Pricing is not negotiable, as it is set by the sole source vendor based upon manufacturer recommended markups. The markup used by the vendor is considered to be the best possible price.

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

Signature: _____

Shawn Adams

Date: _____

5-16-25