

Sole Source Procurement Instructions

Department: Public Works

Date: 9-26-25

Vendor: James River Equipment

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 is the first five year maintenance service on this equipment.

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

James River Equipment is the nearest provider for service on this equipment the next closest is in Morgantown WV.

3. Explain why the price is considered reasonable.

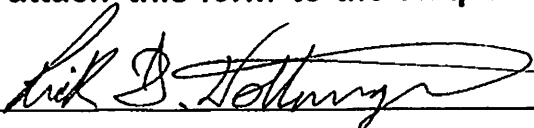
This is the first five year maintenance service on this equipment.

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

James River Equipment is the nearest provider for service on this equipment the next closest is in Morgantown WV.

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

Signature: _____



Date: _____

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