

Sole Source Procurement Instructions

Department: Parks and Recreation (Aquatics)

Date: 4/22/2025

Vendor: National Pools of Roanoke

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.

The Accu-Tab chlorinators state specifically that only Accu-Tab brand tablets can be used for operation and that using other tablets could be hazardous. National Pools is the only distributor for this area that supplies Accu-Tab in the quantity that we require for operation.

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

National Pools is the only distributor for this area that supplies Accu-Tab in the quantity we require for operation. This has been confirmed by the sales representative for Water Treatment Services (parent company of Accu-Tab)

3. Explain why the price is considered reasonable.

The company provides several different pricing options depending on the quantity needed. Due to the large amount of chlorine that is utilized at Westover Pool, a significant bulk order discount is granted when an early buy agreement is offered in the spring season.

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

Utilizing non Accu-Tab brand chlorine would cause damage and more expense to the chlorination system in place. An early buy agreement for bulk chlorine saves thousands as opposed to ordering each pallet individually as needed.

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

Signature:



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