

Sole Source Procurement Instructions

Department: Transportation

Date: 1/13/2025

Vendor: Overhead Door Company

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 door that is damaged is an Overhead Door. This was installed when the building was built. We are utilizing the original door manufacturer and installer. Overhead Door has the original design specifications.

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

Overhead Door was chosen for the original building design to meet certain specifications. We chose them to meet those specifications again and meet the current criteria for the building.

3. Explain why the price is considered reasonable.

We submitted this request to the insurance company and the appraiser agreed that this was a reasonable price estimate.

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

We chose Overhead Door Company because their price was reasonable, and timeframe met our expectations. We also chose to file an insurance claim which was reviewed and approved.

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

Signature:



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