

Sole Source Procurement Instructions

Department: Public Utilities

Date: September 24, 2025

Vendor: Protexis Command and Control Services, LLC

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 Switzer Dam site is only accessible by satellite communication. HPU has researched other satellite monitoring systems, but finds them to be either intended for monitoring water tanks/troughs for ranches or sold as components to be designed and installed by the City. Protexis is a new company founded by the staff who installed and maintains the same satellite monitoring systems installed by Augusta and Rockingham County Soil and Water Conservation District to monitor other dams in our area.

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

This vendor has installed similar systems for other flood control dams in our county. By installing the same system, the City can save on installation and maintenance costs by sharing mobilization expenses with the other station users. Installing the same system also allows sharing of experience and emergency repair parts with the other local users.

3. Explain why the price is considered reasonable.

The quoted price is comparable to the former system installed in 2015 with moderate inflation.

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

By selecting the same system as is used at other local dams, the City is recognizing savings in travel for installation and future maintenance costs.

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

Signature: _____

Dan A. Amy

Date: _____

9/24/25