

Sole Source Procurement Instructions

Department: Public Utilities- WTP

Date: 9/3/2025

Vendor: RuhRPumpen

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.

RuhRpumpen is the regional parts supplier and repair facility for Johnston Pumps. Our pump needing repairs is a Johnston Pump.

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

The City WTP needs the Johnston backwash pump removed and replaced with the spare Johnston pump which RuhRpumpin refurbished last year. The work requires, on site, pump disassembly of the old pump (to fit on the elevator) and reassembly of the refurbished one. They have hands on experience with our pump as they have just refurbished it. It is crucial that the pumps be swapped and put back in operation as quickly as possible to prevent interruption in water plant output.

3. Explain why the price is considered reasonable.

The price includes travel expenses and pay for work crew, on site pump disassembly and reassembly, pump transport to their facility, and old pump refurbish.

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

City employees will pick up the repaired pump from Hampton VA to save return shipping costs.

Signature:  Date: 9-3-25