

Sole Source Procurement Instructions

Department: Harrisonburg Public Utilities

Date: 1/28/2025

Vendor: Special Fleet Service PO Box 990 Harrisonburg Va 22802

Product/Service: Crane and Hydraulics Installation.

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. Per Virginia Code 2.2-4303 and 2.2-4360, the sole source document must be posted online for a minimum of ten (10) days before purchasing the product/service.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

Special Fleet is a local specialty service shop that has done a lot of work on city vehicles due to close proximity. Which makes it easier and faster to get service and or parts when needed to keep city vehicles operational.

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

We are re purposing a truck crane from a another city vehicle and Special Fleet is willing to do this work. Other vendors typically require hardware purchases for them to do installations.

3. Explain why the price is considered reasonable.

Material/Hardware pricing seen on line as well as estimated labor to do all work and installation is reasonable based on past work completed on vehicles at today's labor pricing.

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

Could not find another vendor willing to do small scale applications like this without purchasing the equipment from them and or shipping the materials which is an extra cost. This is the special type work that Special Fleet does and is willing to do.

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

Signature: _____

Casey Contrell

Date: 1/28/25