

Sole Source Procurement Instructions

Department: Economic Development

Date: 6-16-2022

Vendor: Sustainable Solutions

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 Hardesty-Higgins House is a historic structure that requires experienced laborers to properly install galvanized lintels without damaging the historic windows and framing. Sustainable Solutions has performed this work on the Hardesty-Higgins House in the past, and this is the next phase as the City seeks to properly preserve the fragile windows and frames.

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

Sustainable Solutions began the project of shoring up the brick around the Hardesty-Higgins House windows in 2018 in a manner consistent with the recommendations of an engineering study. Due to budget constraints only four windows were completed at the time. Sustainable was chosen to continue the project to maintain a consistent external appearance and as they possess a rare skill set and understand the scope of the project and possess the knowledge of historical preservation work required for this project.

3. Explain why the price is considered reasonable.

The quote received from Sustainable Solutions is in line with similar work provided by Sustainable on this same building.

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

Previously the cost for installing the galvanized steel lintels above each window cost \$2,500 per window. The current cost for the work will be \$2,225 per window or a total savings of \$2,200.

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

Signature: _____



Date: _____

6-16-22