

Sole Source Procurement Instructions

Department: Public Utilities

Date: March 26,2024

Vendor: Hawkins - Graves, Inc.

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.

Public Utilities owns a Magnum Hydraulic Breaker manufactured in Canada. The closest dealer is Hawkins - Graves, Inc in Lynchburg, VA

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

Hawkins - Graves, Inc in Lynchburg, VA is the closest Magnum dealer

3. Explain why the price is considered reasonable.

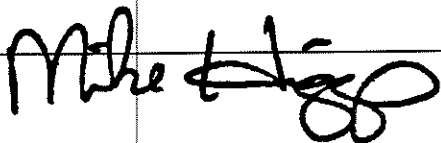
The unit had to be disassembled to diagnose needed repairs. This is a costly process that will be included in the repair price.

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

Public Utilities was advised by Public Transit to utilize Hawkins - Graves for repair

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

Signature: _____



Date: 03-26-24