

Sole Source Procurement Instructions

Department: Public Works

Date: 3/12/2024

Vendor: J.O Herbert

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.

These units use the AP22 with any Modem and Plan that works with the RTC Connect™ Software, Premium "Always up" Cloud Based Data Storage, Cell Service that we currently use. This system is needed in order for use to communicate and set up programming with the units in the field.

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

This vendor is the only vendor for RTC AP22 with Modem and Plan that works with the RTC Connect™ Software, Premium "Always up" Cloud Based Data Storage, Cell Service in VA.

3. Explain why the price is considered reasonable.

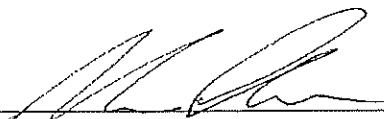
This price is in line of what we have paid for the units in the past.

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

We have researched for other vendors for this unit but this is the Rep's for this system in VA.

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

Signature: Shawn Adams



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