

SOLE SOURCE JUSTIFICATION
Not Required for Single Purchases Under \$2,500

This form is required with all requests for a sole source determination for the procurement of any supplies or services. The justifications should clearly indicate why the legally mandated competitive process required for the procurement is not practicable or possible or is not in the best interests of the County. Letters from the manufacturer of the goods or providers of the service are not, by themselves, adequate justification. The form must be complete with any attachments and must be signed by the department head.

Sec. 2-248. Sole source procurement.

A contract may be negotiated and awarded without competition when the purchasing agent determines in writing, documenting the basis for the determination, after conducting a good faith review of available sources, that there is only one (1) source practicably available for the required good, service, insurance or construction item. The purchasing agent shall conduct negotiations, as appropriate, to obtain the best price, delivery, and terms. The county shall issue a written notice stating that only one (1) source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted in a designated public area or published in a newspaper of general circulation on the day the public body awards or announces its decision to award the contract, whichever occurs first. Public notice may also be published on the county Web site. A record of sole source procurements shall be maintained that lists each contractor's name, the type of each contract, the item(s) procured and the identification number of each contract file.

Department: Utilities
Contact Name: Todd Kilduff
Contact Phone: 804-556-5835
Date of Request: 6/13/2016

1. Service Description or Product and Manufacturer Name/Model:

- Explosion Proof Control Head and replacement wiring.

2) Estimated Cost: \$9,550.00. See attached quote.

3) Required delivery or performance date: 30 days after PO is issued.

4) Vendor name and address (name of "sole" product supplier or service provider):

The Perkinson Company
10817 Southern Loop
Pineville, NC 28134
Attn: Ed Halliburton; 704-525-8191

5) Describe the unique design/performance features that make this particular product, system, or service unique and unavailable from other sources. Be specific:

The EGPS has special actuators for the valves at the Maple Avenue Valve Vault and The Perkinson Company is the local representative that can sell and install them.

6) How did you determine that there was only one source for the product or service? Describe what market research and/or evaluation of other products suppliers or

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service providers was made to determine that no other vendor either makes an acceptable product or can provide an acceptable service.

A DPU Inspector named Matt Colvin has searched for this product in other places and can only find them with The Perkinson Company.

7) How did you determine that the quoted cost of the goods or services is reasonable?

See #6 above.

8) What product, system, or service provider has your Department used until now to satisfy this requirement?

To our knowledge, we have only used The Perkinson Company after searching for other vendors and not finding any.

9) Is this request a one time request or is this a part of an on-going project that will require future expenditures? If yes, explain:

This is only a one time request.

10) Is this purchase for evaluation and testing? If yes, will there be competition after evaluation or will this supply or service become a sole source request?

No.

11) What will be the consequences if this request is denied?

If denied, the failed actuator will impact the operational structure of the valve vault and there will be no SCADA connection for remote operation.

APPROVED/DENIED BY: _____ DATE _____
(Purchasing Agent)