

**SOLE SOURCE JUSTIFICATION**  
**Not Required for Single Purchases Under \$5,000**

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** Goochland Sheriff's Office  
**Contact Name:** Lt. Theresa Pleasants  
**Contact Phone:** 804-556-5349  
**Date of Request:** July 12, 2016

1. Service Description or Product and Manufacturer Name/Model  
Annual maintenance agreement for service and repairs to the Gold Elite consoles,  
Quantro repeaters, receivers and comparators which are used in our communications  
center for dispatch for sheriff's office, fire and rescue units

2) Estimated cost \$16,320.00 for a total year of maintenance

3) Required delivery or performance date Beginning August 1, 2016 and ending July  
31, 2017.

4) Vendor name and address (name of "sole" product supplier or service provider):  
Sole source vendor will be Radio Communications of Virginia, Inc. located at 1282  
Mountain road, Glen Allen, VA 23060.

5) Describe the unique design/performance features that make this particular product, system, or service unique and unavailable from other sources. Be specific:  
The radio equipment is used to dispatch fire/rescue units and Sheriff's Office deputies  
to all type of 9-1-1 and regular everyday type calls. The consoles handle our CAD and  
RMS system, as well as our telephone lines coming into and out of the Sheriff's Office

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

The determination for the service provider was the company from whom the equipment was purchased as well as did the installation of the equipment. Radio Communications is the only company which guarantees a four (4) hour turnaround time for service calls.

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

The cost is consistent with prior years of maintenance agreements.

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

We have used the same company since installation of the equipment.

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 will be an on-going project for the life of the equipment.

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?

This is not for evaluation or testing.

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

It is important to keep the maintenance up on this equipment due to the age. If there happens to be a problem with the equipment, the hourly rate and cost of the parts would be an astronomical cost for the agency. If the maintenance agreement is kept in place, the cost to the agency would be minimal.

APPROVED/DENIED BY: \_\_\_\_\_



(Purchasing Agent)

DATE \_\_\_\_\_

7-13-16