

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: Community Development
Contact Name: Sara Worley
Contact Phone: 804.556.5867
Date of Request: 05/12/2016

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

Dominion Lock and Security is to install access control units and electrified door hardware to integrate with the County's existing systems for security in the renovated Community Development department. The new access control units will integrate with existing Administration Building security system installed by Dominion Lock & Security.

2) Estimated cost \$13,478.46

3) Required delivery or performance date – Dominion's work depends on the schedule of the renovations. Work is scheduled to be completed by November 2016.

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

Dominion Lock and Security, Inc.
8098 Mechanicsville Turnpike
Mechanicsville, VA 23111

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

Since 2005, Dominion Lock and Security has been the County's sole security vendor for providing controlled access. Retaining one vendor limits the exposure of the

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County's security systems to the general public. It is also critical to integrate the renovated Community Development offices controlled access points to the County's overall management of facilities.

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.

Dominion has done all of the repair work and maintenance on our controlled access system. It is important to limit the number of companies involved in our security and networking environment.

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

The County has evaluated quotes from other providers of similar systems.

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

The County has used access control units provided by Dominion Lock and Security since 2005.

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:

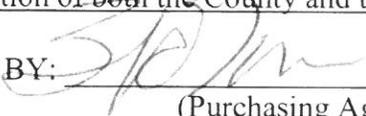
This is a onetime request.

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 this product is for full implementation and use.

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

County would risk safety and security at the Administration Building. Card access control is for the protection of both the County and the Public.

APPROVED/DENIED BY:  DATE 7.13.10
(Purchasing Agent)