

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: Matt Longshore
Contact Phone: 804-556-5839
Date of Request: 7/11/2016

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

Allen Bradley PowerFlex 523 AC Variable Frequency Drives (VFD) and installation parts.

2) Estimated cost: \$6,758.30

3) Required delivery or performance date: 7/2016

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

Electrical Equipment Company
1807 Boulevard West
Richmond, VA 23230
Attn: Theadora Ammon; Theadora.Ammon@eeco-net.com

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

This product order is for two Allen Bradley (AB) VFD's for the River Road Booster Pump Station. Electrical Equipment Company (EECO) is the sole vendor in the Richmond area authorized to sell AB products. Our system is already largely comprised of AB electrical hardware, and due to the quality and reliability of AB products, it is

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important from a maintenance and serviceability perspective that we remain consistent with using AB components for this pump station.

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.

EECO is the local authorized dealer for Allen Bradley products. As previously mentioned, Goochland DPU already owns and utilizes Allen Bradley hardware for the electrical and controls system for this pump station.

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

The County evaluated previous quotes from this company along with other electrical vendors for similar products and concluded that the quoted price in this proposal is reasonable regarding the products to be provided.

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

DPU uses Allen Bradley electrical hardware/components for controls systems.

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 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 DPU installed other manufacturer's VFDs in this pump station, it will potentially not be compatible with the existing controls system could cause a wide array of maintenance issues in the future. Additionally, Allen Bradley products are highly reputable for meeting the utmost standards for quality, reliability and customer service in the electrical industry, and it is critical for DPU to use such products in order to maintain asset integrity.

APPROVED/DENIED BY:


(Purchasing Agent)

DATE

7.13.14