

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: Fire-Rescue
Contact Name: William MacKay
Contact Phone: 804-556-5319
Date of Request: August 30, 2016

1. Service Description or Product and Manufacturer Name/Model

Procure and install station alerting system for new Station #6. Vendor will supply all equipment that is compatible with existing and proposed system that is currently in-place as well as that which is the process of being installed in Goochland County.

2) Estimated cost \$8,525.55 (based on quote provided on August 17, 2016)

3) Required delivery or performance date: TBD (dependent on substantial completion of new facility)

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

Radio Communications of Virginia
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:

Goochland County is currently in the process of installing a multi-million dollar 700/800 mhz radio system that will dramatically improve coverage and capability of its Public Safety Radio system. In order to ensure that emergency responders are alerted to an emergency the alerting system for the new fire-rescue facility must be compatible with the radio system. Radio Communications of Virginia is the vendor for the installation of the new system and has specific knowledge of this critical

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component.

- 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 vendor is intimately familiar with the radio system being installed and their price was determined to be reasonable by the county Purchasing Agent

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

Purchasing agent conducted negotiations.

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

This is a new installation at a new facility.

- 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:**

One time installation expense. The system may require repair but outside of that there are no expected recurring costs.

- 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?**

Emergency responders will not be alerted to an emergency to which they are expected to respond. RCV currently does all the maintenance associated with the current and future system and has been performing this service for years. If another vendor was available and had been chosen there would be a significant learning curve and added expense to the county. In addition the integration of another vendor into a project in which RCV is the prime supplier and installer would present an integration challenge.

APPROVED/DENIED BY:



DATE

8-31-16

(Purchasing Agent)