

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: 10/17/16

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

- 1 Hydraulic Cylinder rehabilitation

2) Estimated Cost: \$8,731.00

3) Required delivery or performance date: 2 weeks

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

Atlantic Pump and Equipment Company, Inc.
301 Jefferson Davis Highway
Richmond, VA 23224
Attn: Darrell Wells

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

We asked Atlantic to remove the valve and provide a quote for rehabilitation after they have identified the issues it was having. We thought the issues would cost less than \$5K so we did not seek other quotes. Now that we know the cost will be \$8,731, we still request that Atlantic perform the repair because they will still charge us for the work performed to date and we also feel that the cost is a fair cost.

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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.

See #5 above.

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

We have had other valves that are similar to this one rehabilitated before and the costs were similar.

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

n/a

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 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, we would have to pay Atlantic for their services to date, obtain more quotes, then award appropriately. In other words, we would be paying double for the removal and replacement of the valve. Further, the entire process could take several weeks or longer and we do not want the pump that this valve is for to be out of service for longer than it needs to be.

APPROVED/DENIED BY:


(Purchasing Agent)

DATE

10-18-16