

**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:** Utilities  
**Contact Name:** Matt Longshore  
**Contact Phone:** 804-556-5839  
**Date of Request:** 11/23/2016

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

Administration Building HMI Display Project

**2) Estimated cost:** \$8,425.00

**3) Required delivery or performance date:** 2/2017

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

Electrical Equipment Company  
1807 Boulevard West  
Richmond, VA 23230  
Attn: Kennon Coats; Kennon.coats@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 proposal is for sewer and water SCADA HMI displays for the DPU administration building office. DPU currently uses Rockwell Software, a proprietary software, to run its SCADA system.

**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**

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

Goochland DPU already owns and utilizes the Rockwell Automation software for the SCADA network and will require additional Rockwell software to display SCADA information in the admin office. EECO is the only authorized dealer of Rockwell Automation products for the Goochland service area.

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

The County evaluated previous quotes and labor rates from similar products and companies and concluded that the quoted price in this proposal is reasonable regarding the services and products to be provided. DPU also met with Rockwell Automation representatives multiple times to develop a detailed scope of work and expectations for the project.

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

Rockwell Software (outdated):

- RS logix 500; RS Logix 5000; RS NetWorx; RSLinx Enterprise; FactoryTalk View SE Client; FactoryTalk View SE Server; FactoryTalk View Studio

**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 and service is for full implementation and use.

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

If denied, the HMI displays could not be added to the administration office (headquarters) without the appropriate software and development. Theses displays will be used for office staff (Director, Engineering) to assist field staff with diagnosing and correcting issues at DPU water and sewer assets that are connected to the existing SCADA network.

APPROVED/DENIED BY: 

(Purchasing Agent)

DATE 12-12-16