

SOLE SOURCE JUSTIFICATION
Not Required for Single Purchases Under \$10,000

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. 11-32 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. (Ord. No. 1717, § 2, 1-5-16; Ord. No. 1945, § 1, 8-2-16)

Department: Fire-Rescue and Emergency Services
Contact Name: Eddie Ferguson
Contact Phone: 804-556-5364
Date of Request: 07/29/2025

1. Service Description or Product and Manufacturer Name/Model _
Mobile emergency apparatus preventative maintenance and repairs

2) Estimated cost \$100,000/year

3) Required delivery or performance date Ongoing

4) Vendor name and address (name of "sole" product supplier or service provider):
Adam Perkins -Precision Mechanics
19143 Blackberry Ln
Rockville, VA 23146

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

Precision Mechanics is the only mobile repairs company in the area. If not for the preventative maintenance and repairs hat are done on-site and after hours by Precision, we would have to take emergency apparatus outside of the county for all PM and repairs, resulting in a shortage of units needed for emergency responses and a major increase in costs and shortage of manpower.

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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.

There are no other mobile mechanics in the area who are certified to work on emergency apparatus.

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

Precision's pricing is in line with the hourly labor rates of other emergency apparatus repair shops.

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

Precision Mechanics

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:

Ongoing maintenance throughout the course of the year.

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?

The department will be short on emergency response units if they have to be taken out of service for general preventative maintenance, there could be towing expenses on the occasions where repairs prohibit driving the vehicles to repair shops (none of which are located in Goochland), and we pay mark-ups on parts for repairs versus Precision using the Association NAPA account (which has discounted pricing) and submitting to us for direct payment. This will also take personnel out of the service area.

APPROVED/DENIED BY: Mary L. Zapata DATE 07.29.2025
(Purchasing Director) PO 32600047
SS 2026-05