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: 9/19/2019

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

- Master Meter's for waterline metering.
- 5/8 inch through 8 inch meters
- Radio Read compatible

2) Estimated Cost: See requisition.

3) Required delivery or performance date: The order(s) will be intermittent over the course of FY20, however, delivery is expected within 30 days of request to the vendor.

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

Consolidated Pipe and Supply
1516 Commerce Road
Richmond, VA 23224
Attn: John Bourcier; jbourcier@consolidatedpipe.com

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

There are other meter manufacturers, however, DPU has solely been using Master Meters for several years and does not wish to integrate another meter manufacturer's

product at this time. If we were to do so, we would require training on how to operate and maintain those meters (which we don't have) and it is not conducive to a laminar flow for maintenance as we would need to stock surplus parts from those meters (which we don't have) and know how to use them.

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 other companies that make meters. See #5 above.

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

DPU has received quotes from other companies and the costs are in-line with each other.

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

We have been using Master Meters for several years.

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:

Unless DPU determines that Master Meters are too much of a hassle to maintain, there will be another Requisition in the future to supplement this one.

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, DPU will be forced to go through a lengthy bidding process, evaluate those bids, and could potentially then be forced to use a product that we have no experience or history with; it may be very difficult to integrate with our current meter reading software and database; and we have no spare parts on hand for maintenance/repairs.

APPROVED/DENIED BY: _____
DATE 9/23/19

(Purchasing Agent)