

Sole Source Procurement Instructions

Department: Public Works

Date: 5/17/2022

Vendor: J.O. Herbert Co., Inc

It is the policy of the City of Harrisonburg that contracts/products be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

GRIDSMART video detection has been in used throughout the City of a number of years now and our signal maintenance staff is knowledgeable of this system. This system also works as a PTZ camera which helps with the traffic management needs. If we were to use another video detection system this would increase our inventory of parts for the different systems as well as over all inventory cost.

2. Explain why this vendor is the only practicably available source from which to obtain this product or service.

J.O. Herbert Co., Inc. is the only vendor approved by GRIDSMART to sell to customers residing in Virginia.

3. Explain why the price is considered reasonable.

The price for this system is in line with all other video detection system on the market. This system gives use more capabilities than the other systems like the PTZ (virtual pan-tilt-zoom) function while maintaining detection.

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

Pricing is not negotiable, as it is set by the sole source vendor based upon manufacturer recommended markups. The markup used by the vendor is considered to be the best possible price for the reasons listed in question 3 above.

Please attach this form to the Requisition and forward to Purchasing.

Signature: _____



Date: _____

5-17-22