

SOLE SOURCE PROCUREMENT JUSTIFICATION

It is the requirement of the Virginia Public Procurement Act and Spotsylvania County Procurement Policy that contracts are 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.

Sole source requests must be addressed from the department to the Procurement Division in a direct and concise manner that addresses the following questions:

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

VDOT has contracted Design/Builder, Shirley Contracting, LLC, to construct and improve a section of highway and bridge on Route 606. Within that project, the County's water and sewer lines will need to be moved. It greatly benefits the County to improve the water and sewer facilities at this time for future use as it greatly reduces the cost of the construction.

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

The vendor will already be moving the water and sewer lines within the VDOT project.

3. Explain why the price is considered reasonable.

This is a reasonable price because the County will eventually be improving the water and sewer lines in the area. If we improve the lines during the road improvements, the labor and material costs are drastically reduced as we are only paying for the difference between the cost of the existing lines and the upgraded lines, with a minimal cost for labor and equipment.

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

Utilities has met several times with the Design/Builder and VDOT and have gone over the plans and cost breakdown to ensure the best and lowest price for the County. The County's Engineers have concluded the Design/Builder is using the most practical method and best quality of materials to ensure a lasting product installed during the construction of the road improvements.

All sole source purchases must be submitted to the Procurement Division according to the procurement policy. Please attach a letter from the vendor confirming they are the sole source provider of this product/service. The Procurement Division will respond with a determination once it is reviewed.

Date: 2/6/18 Department: Co Admin. Budget Code: WT1801

Submitted and Approved By: _____


Signature

Ed Petrovitch
Print Name