

## Sole Source Procurement Instructions

Department: P&R - Heritage Oaks Golf Course

Date: 6/11/2024

Vendor: Smith Turf and Irrigation (STI) - Toro

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.

Our irrigation system is a Toro product and is only made for Toro parts. It is not possible to retrofit another manufacturer's product onto a Toro unit.

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

Toro distributors are not allowed to cross over territory boundaries, and STI is our distributor and the only golf distributor in our area.

3. Explain why the price is considered reasonable.

Toro is currently running a special where you buy three face plates and get two for free as well as the discounted software package to run it. Their quote came in \$10k less than expected.

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

Their special was tough to beat and as I mentioned above, we came in \$10k less than expected.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

6/11/24