

Fairfax Water Procurement Procedures

ATTACHMENT E
SOLE SOURCE DETERMINATION OVER \$50,000



8570 Executive Park Avenue
Fairfax, VA 22031

11/1/2023

MEMORANDUM

To: Jamie Bain Hedges, P.E., General Manager
Through: John W. Kingsbury, III., P.E., Deputy General Manager *JW*
Through: Elizabeth B. Dooley, CPPO, CPPB, Procurement Manager *EBD*
From: Matthew Mitchell, Program Supervisor, Customer Field Services
Subject: Request for Sole Source Contract Award to Badger Meters

1. Background: Badger two-inch short meters have a lay length of 15 inches. A typical two-inch meter has a lay length of 17 inches. Fairfax Water installs and maintains these two-inch Badger short meters when a 15-inch lay length is needed. Badger Meters have proven to be reliable and a consistent product.
2. Justification: The lay length (the space between the inlet and outlet flanges in which a meter fits in the setting) is shorter than a typical two-inch meter. Currently, only Badger Meters manufactures meters of this shorter length. Replacing the "short" meter settings are cost prohibitive, and in some cases, not feasible based upon location.
3. Recommendation: I have reviewed contract pricing and believe it to be in the best interest of Fairfax Water to award a Sole Source contract to Badger Meters for \$60,000.
4. Determination: In accordance with Section 2.2-4303(E) of the Code of Virginia, as amended, it is my determination that the above named vendor is the only known source practicably available to obtain the goods and/or services specified above.



Jamie Bain Hedges, P.E.
General Manager

Date: 11/2/23