

Fairfax Water Procurement Procedures

ATTACHMENT G
SMALL PURCHASE SOLE SOURCE DETERMINATION



FAIRFAX COUNTY WATER AUTHORITY
8570 Executive Park Avenue, Fairfax, Virginia 22031-2218
www.fairfaxwater.org

SMALL PURCHASE SOLE SOURCE DETERMINATION

This form must accompany requisitions for the sole source procurement of goods and/or services with an aggregate value not exceeding \$30,000.00 (excluding contract vendors). The purpose of this sole source justification is to show that competitive bidding is not possible because only one product can meet a specific need. Sole source justification cannot be based on quality or price alone. The justification must include a succinct, clear, and accurate explanation of the basis for a sole source contract award.

DATE: March 27, 2024

CONTRACTOR: Roof Net Consulting, LLC

DESCRIPTION OF SERVICES: Renewal of Roof Warranty and Service Contract and provide a funding source to expedite unforeseen roofing damage repairs. Compatibility with existing equipment is unique to Contractor in that Contractor warranties roof on basis of prior inspection.

JUSTIFICATION:

- The requested item, part, or accessory is required to insure compatibility with existing equipment and there is no equivalent item available from an alternate source of supply:
- To the best of my knowledge and research, the item(s) described herein is unique and there is no equivalent item currently available. These unique features are:
- The specified vendor is the only known source from which to obtain this product or service.
- Other (specify):

I am requesting that the goods or services described on this form be awarded as a sole source procurement based on the following criteria. Prices shown on the attached quotation are considered fair and reasonable and it is in the best interests of Fairfax Water to approve this request (attach additional supporting documentation as necessary).

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Requested by: Roger Pearson
Printed Name

Building Maint
Division / Department

Roger Pearson
Signature

I have reviewed this request and agree that a sole source award is the only practicable way to obtain the requested goods/services.

Approve: _____
Buyer's Signature

Date