

Fairfax Water Procurement Procedures

ATTACHMENT E
SOLE SOURCE DETERMINATION OVER \$50,000

February 2, 2024

MEMORANDUM

To: Jamie Bain Hedges, General Manager

Through: John Kingsbury, Deputy General Manager *JK 2/7*

Through: Elizabeth B. Dooley, CPPO, CPPB, Procurement Manager *EBD*

From: Bao Nguyen, Information Technology & Operational Technology Director

Subject: Request for Sole Source Contract Award to Chalmers and Kubeck For Valve Actuator Equipment

1. Background: A one-year sole source contract was awarded at the January 20, 2022, Board meeting to Chalmers and Kubeck for Valve Actuator Equipment. The Board item allowed the contract to be renewed annually until Chalmers and Kubeck are no longer the sole authorized regional reseller of Limatorque actuators.
2. Justification: Chalmers and Kubeck is the only authorized regional reseller supplier of Limatorque Valve Actuators.
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 estimated at \$200,000 for the purchase of Limatorque Valve Actuators to Chalmers & Kubeck Incorporated in perpetuity for the useful life of the equipment, or until another source becomes available.
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, General Manager

2/7/2024

Date