

Fairfax Water Procurement Procedures

ATTACHMENT E
SOLE SOURCE DETERMINATION OVER \$50,000



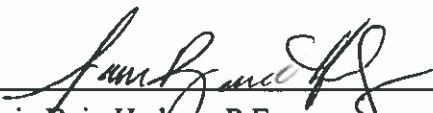
8570 Executive Park Avenue
Fairfax, VA 22031

June 13, 2024

MEMORANDUM

To: Jamie Bain Hedges, P.E., General Manager
Through: John W. Kingsbury, III., P.E., Deputy General Manager
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 Neptune Technology Group, Inc

1. Background: Fairfax Water (FW) maintains a number of Neptune Technology Group (Neptune) water meters that are 3" and over. When these meters require maintenance and repair, FW replaces the worn components rather than install a new meter.
2. Justification: The required components are OEM parts manufactured and sold directly by Neptune.
3. Recommendation: It is recommended FW award a one-year Sole Source Contract, with four one-year renewal options, to Neptune for the purchase of meter repair OEM parts. This Contract shall be renewed annually, as long as Neptune remains the sole provider for OEM parts and Fairfax Water continues to maintain Neptune water meters. Requirements may be more or less depending on actual needs, but in no case will the contract spend in a single year exceed \$200,000 without prior Board approval.
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: 6/13/24