

Fairfax Water Procurement Procedures

ATTACHMENT F
SOLE SOURCE DETERMINATION \$30,000 - \$50,000

August 13, 2018

MEMORANDUM

To: Donald R. Legg, CPPO, Procurement Manager
From: Scott Powers, Laboratory Manager, Water Quality & Compliance
Subject: Request for Sole Source Contract Award (\$30,000 – \$50,000)



1. **Background:** Fairfax Water currently has contract services with Millipore Corporation to provide Preventive Maintenance (PM) and Extended Warranty coverage for the Millipore systems located at the Corbalis Lab. In addition, it covers PM & repair coverage for the Millipore system located at the Griffith Operators Lab. The award amount also includes consumable items needed during the contract period.
2. **Justification:** These refined water systems are critical to the laboratories' operation. Millipore is the manufacturer for these systems and as such is the source for the extended warranty, PM coverage and consumable items.
3. **Recommendation:** I have reviewed contract pricing and believe it to be in the best interest of Fairfax Water to award a one year Sole Source contract to Millipore Corporation for \$42,731.73.
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.


Donald R. Legg, Procurement Manager

8-15-18
Date

Revised: April 2016