

SOLE SOURCE JUSTIFICATION
(Not Required for Single Purchases Under \$10,000)

This form is required with all requests for a sole source determination for the procurement of any supplies or services. The justifications should clearly indicate why the legally mandated competitive process required for the procurement is not practicable or possible or is not in the best interests of the County. Letters from the manufacturer of the goods or providers of the service are not, by themselves, adequate justification. The form must be complete with any attachments and must be signed by the department head.

Sec. 11-32 Sole source procurement.

A contract may be negotiated and awarded without competition when the purchasing agent determines in writing, documenting the basis for the determination, after conducting a good faith review of available sources, that there is only one (1) source practicably available for the required good, service, insurance or construction item. The purchasing agent shall conduct negotiations, as appropriate, to obtain the best price, delivery, and terms. The county shall issue a written notice stating that only one (1) source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted in a designated public area or published in a newspaper of general circulation on the day the public body awards or announces its decision to award the contract, whichever occurs first. Public notice may also be published on the county Web site. A record of sole source procurements shall be maintained that lists each contractor's name, the type of each contract, the item(s) procured and the identification number of each contract file. (Ord. No. 1717, § 2, 1-5-16; Ord. No. 1945, § 1, 8-2-16)

Department: Public Utilities
Contact Name: Ashlea Koch / Dennis Jones
Contact Phone: (804) 556-5837 / (804) 370-1453
Date of Request: September 18, 2025

1. Service Description or Product and Manufacturer Name/Model:

On-Call Electrical & SCADA services

(SCADA: Supervisory Control and Data Acquisition system)

2. Estimated total cost: (if multiple years break out cost per year with final contract total)

PREVENTATIVE MAINTENANCE \$1,3104.00

On-Call & Emergency invoiced as needed, yearly rates are to be provided annually.
(Annual increases to rates will not exceed the CPI Table 3. Consumer Price Index for All Urban Consumers (CPI-U): U. S. city average, special aggregate indexes – Services)

3. Required delivery or performance date:

The service(s) will be intermittent over the course of FY26.

4. Vendor name and address (name of "sole" product supplier or service provider):

Heritage Electrical Corp.
7725 Whitepine Road
Richmond, VA 23237

5. Describe the unique design/performance features that make this product, system, or service unique and unavailable from other sources. Be specific:

There are other electrical vendors, however, DPU has solely used Heritage Electrical Corp. for several years and does not wish to integrate with another vendor at this time.

There are specific fundamentals of the SCADA system that are proprietary to Heritage Electrical Corp. A few of these items include but are not limited to:

- Hardware (servers, PLCs, wire) for all utility assets
- Software concerns (engineering, programming) of our SCADA system

A sole source maintenance contract is justified as it would be extremely difficult for another vendor to troubleshoot the Heritage Electrical Corp. designed software, programming and its relationship to the various assets it directs. As each utility asset has different equipment, systems, processes, and operational controls, it is not feasible for another vendor to be able to do repairs without spending an immense amount of time and labor trying to learn the intricacies of the system. Having installed the various equipment that the SCADA system operates, and designed the programming for it to function, Heritage Electrical Corp. is exclusively qualified to make changes needed to the SCADA system in emergency situations to keep critically important utility infrastructure operating for Goochland County.

6. How did you determine that there was only one source for the product or service? Describe what market research and/or evaluation of other products suppliers or service providers was made to determine that no other vendor either makes an acceptable product or can provide an acceptable service.

See answer to item #5.

7. How did you determine that the quoted cost of the goods or services is reasonable?

DPU has received quotes from other vendors, and the costs are in-line with each other.

8. What product, system, or service provider has your Department used until now to satisfy this requirement?

The Dept. of Public Utilities has been using Heritage Electrical Corp. for several years.

9. Is this request a one-time request or an on-going purchase that will require future expenditure or renewals? If yes, explain:

Request that will be renewed each fiscal year.

10. Is this purchase for evaluation and testing? If yes, will there be competition after evaluation, or will this supply or service become a sole source request?

No.

11. What will be the consequences if this request is denied?

The Public Utilities SCADA system is critical to our utility operation and infrastructure. This vendor has in-depth knowledge of our system as they have installed, programmed, and supported all of the system components necessary to restore utility operations. To introduce another vendor to our operations without the design and programming knowledge Heritage Electrical Corp. would allow potential risk for system malfunction and costly VDH violations.

APPROVED/DENIED BY: Mary Zapata DATE 09.24.2025
(Purchasing Director) PO 12600078
GC SS 2026-11