

Sole Source Procurement Instructions

Department: Fire

Date: 05/9/2025

Vendor: AVS

It is the policy of the City of Harrisonburg that contracts/products be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

AVS, who handles installing all radios, emergency warning devices, and consoles for fire and police, will also be upfitting the battalion chief vehicle (0672).

2. Explain why this vendor is the only practicably available source from which to obtain this product or service.

Previous established relationship and is also the sole source contract for Whelen lighting.

3. Explain why the price is considered reasonable.

Has a history of reducing unnecessary expenditures for previous projects. This company has a high regard for ensuring their reputation.

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

AVS is a center point for ordering from different companies with very minimal mark-up to their customers. Harrisonburg Fire and Police Departments both work with this company to ensure good fiscal spending.

Please attach this form to the Requisition and forward to Purchasing.

Signature:



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