

## Sole Source Procurement Instructions

Department: Police

Date: 05/05/25

Vendor: ALL20230 Alliance Vehicle Solutions

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.

Previously we had used the dealership for all vehicle upfits, but found that it was more cost-effective to have IT and other equipment shipped and installed locally. We are able to put vehicles in service faster when the upfitting of IT and emergency equipment is done locally.

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

The other vendor went out of business. Clear Communications is limited in capacity.

3. Explain why the price is considered reasonable.

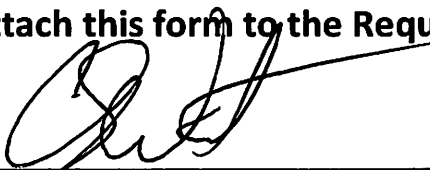
Wheelen parts and installation is under cooperative contract, the rest of the equipment pricing has been reviewed by IT and deemed reasonable.

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

Unable to find other vendors locally to provide the same service without extra cost and waiting periods.

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

Signature:



Date:

5/5/25