

Sole Source Procurement Instructions

Department: Fire

Date: February 13, 2025

Vendor: US Digital Designs

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.

US Digital Designs is the manufacturer and servicer of our fire station alerting hardware in each of our stations. This contract is for continued maintenance of those mission-critical systems at our locations,

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

Maintenance must be through the designer, manufacturer, and installer of the systems.

3. Explain why the price is considered reasonable.

Price is for a maintenance agreement that is necessary to ensure continuity of operations for the fire department.

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

This is a continuation of an existing annual service contract. Vendor provided the lowest possible price for this service.

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

Date 2/13/25

Signature

