

Sole Source Procurement Instructions

Department: Fire Department Date: March 25, 2014

Vendor: Blue Ridge Rescue Suppliers

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.

This is the only vendor that we can buy this equipment from that services this area.

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

Same as the answer in no. 1.

3. Explain why the price is considered reasonable.

It is the only vendor that we can deal with on this piece of equipment, therefore we must accept the price.

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

Para Tech only has one vendor in this region that sells this equipment. Price was negotiated between us and the vendor, getting all discounts and best price.

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

Signature: Kent. Shyatt

Date: 4-11-2014