

Sole Source Procurement Instructions

Department: Fire

Date: 4/22/14

Vendor: Fire & Safety Equipment

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 company & only representative in this area that can sell this product. We must have this specific air pack for our use in this Dept.

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

Same as #1

3. Explain why the price is considered reasonable.

They are the only company that sells this equipment.

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

We negotiate price consistently with this company to obtain the best possible price.

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

Signature: Samuel M. Morgan

Date: 4/22/14