

Sole Source Procurement Instructions

Department: ECC

Date: 2/11/2014

Vendor: New London Technology

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.

Single source for Lithium polymer batteries and charging equipment for P7100 radios.

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

Factory authorized re-seller for chargers and single source for Lithium polymer batteries.

3. Explain why the price is considered reasonable.

Cost is below contract price that can be achieved direct with manufacturer.

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

Negotiated price for custom batteries. Comparable other model batteries are 40% more costly from manufacturer.

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

Signature: _____ Date: _____