

Sole Source Procurement Instructions

Department: Fire Dept.

Date: 10/17/13

Vendor: TSI Inc.

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 machine that perform testing on the N95 masks.

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

They are the only company that makes a machine to test our masks.

3. Explain why the price is considered reasonable.

The only machine made for our testing.

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

We called the only other company that makes a similar product but it wouldn't work for our N95 masks.

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

Signature: _____

Samuel Monger

Date: _____

10/17/13