

Sole Source Procurement Instructions

Department: Community Development

Date: May 20, 2014

Vendor: Vector Security

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.

The fire alarm panel was replaced within the last 6-months. The existing smoke detectors in the Municipal Building at 345 S Main Street need to be replaced as they are of a type that is not supported by the current technology that is required and contained within the new alarm panel. Using another contractor to install the detectors will result in the 2-year warranty for the new fire alarm panel to become voided.

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

In addition to the loss of the warranty, as explained in item #1, the installation of new detectors by a contractor other than Vector Security will result in the service contract we currently have with Vector to become invalid.

3. Explain why the price is considered reasonable.

Per the quote the average cost for each detector is \$103.12. This includes the cost of the detector, \$68.00, the cost of removing the old detector and installing the new one, programming the fire alarm panel to accept each new detector, disposing of the old detectors, which contain plutonium, and testing the system and each detector for correct operation.

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

I asked the contractor to provide the lowest price he could.

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

Signature: 

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