

## Sole Source Procurement Instructions

Department: Police

Date: 8/26/2014

Vendor: Southern Police Supply

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.

Law enforcement approved TASER equipment has a limited availability. Southern Police is the local vendor for TASER International, the manufacturer of all the TASER equipment used by the police department.

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

The vendor is the sole provider for the manufacture TASER International.

3. Explain why the price is considered reasonable.

Vendor provides law enforcement pricing. Switching manufactures would increase HPD training cost substantially and is not an option.

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

No other vendors are authorized to sell TASER International products. Other products do not meet the departments requirements.

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

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

