

Sole Source Procurement Instructions

Department: Police

Date: 05-23-16

Vendor: Marlow White

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 Harrisonburg Police Honor Guard are replacing their uniforms and have decided to go with a "high collar" coat which is a specially item and the company Marlow White is the only company I have found to manufacture one with the quality we are looking for.

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

Marlow White has designed and developed proprietary patterns for High Collar Coats which are available only through their company.

3. Explain why the price is considered reasonable.

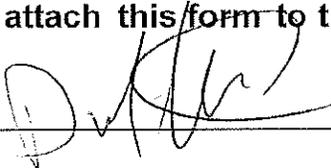
The Honor Guard are replacing their uniforms because of unserviceability and the inability to purchase matching uniforms due to the fact that the uniforms are dated. The price point is \$40.00 per officer difference than the older style uniform.

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

This is the only company that makes this style of coat.

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

Signature: _____



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