

Sole Source Procurement Instructions

Department: Fire Department

Date: October 1, 2015

Vendor: National Safety Supply 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.

Calibration gas is used to test our CO meters, gas meters and other meters we use for hazardous conditions and/or potential hazmat incidents.

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

National Safety Supply is the only company that sells the calibration gas.

3. Explain why the price is considered reasonable.

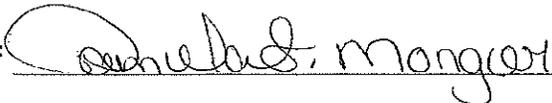
We can only assume that it is reasonable. We have nothing to compare it to.

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

We negotiate price with them each year.

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

Signature:



Date:

Oct. 1, 2015