

# Sole Source Procurement Instructions

Department: ECC

Date: 1/5/2016

Vendor: New London Technology

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.

Lithium polymer chemistry batteries have over 2x single-run battery life than previous chemistry (NICAD/NIMH).

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

Single source for refurbished Harris P7100 Lithium Primary radio batteries and charger inserts.

3. Explain why the price is considered reasonable.

Cost is below contract price that can be achieved direct with manufacturer for those items available with manufacturer.

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

Negotiated quantity discounts from \$94.00 per to \$75.65 per (24% discount).

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

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



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

5/16/2010