Sole Source Procurement Instructions

Department: Fire **Date:** 7/11/16

Vendor: H&R Machine Welding and Fabrication

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 product we are requesting to purchase are made solely by this manufacturer. There are 5 training props to be purchased. There are also ones that are similar on the market, but not with the same accessories that come on the second generation door. We are looking to enhance our forcible entry and exit training with these props and to increase our safety awareness and these props will do exactly that.

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

This vendor is the only one who makes a second generation door with the necessary accessories to complete the training we need to do. It also provides several other props we would like to purchase as a package.

3. Explain why the price is considered reasonable.

Due to the need for durability and longevity, the way these products are made will provide this. Also, similar products with less accessories are more expensive.

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

In order to receive the best price from this manufacturer, we needed to order the props as a package to reduce the shipping costs. The purchase is being made with funds provided by a Virginia Department of Fire Programs Training Grant.

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

Signature: MB Michael J Brady, Deputy Fire Chief Date: 7/11/16