

# Sole Source Procurement Instructions

Department:

Date:

Vendor:

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.

This robot has patented abilities making it the sole option as an under-door robot camera available.

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

Innvotronics holds the construction based patent on the materials used in this product that enables a singles officer to deploy the robot.

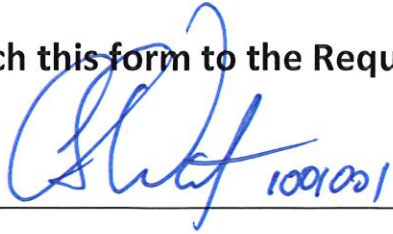
3. Explain why the price is considered reasonable.

This robot is constructed with durable material allowing single officer deployment and comes with a comprehensive three year no fault warranty.

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

There are no other companies that produces an under-door robot camera.

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

Signature:  1001021

Date: 5/8/24