

## Sole Source Procurement Instructions

**Department:**

Fire

**Date:**

04/03/2025

**Vendor:**

AVS

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.

After reviewing several products, Rockland Custom Cabinets were able to fully meet our needs for this command vehicle, which AVS is a vendor for. We have used this company as well in the past. AVS is completing the upfit and is able to provide their warranties as well.

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

Other vendors did not meet to our needs for this build, whether it be design and/or weight restrictions.

3. Explain why the price is considered reasonable.

This set-up was combined for the module and slide-out to be constructed and assembled together at AVS.

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

AVS completes upfits for the fire and police departments and truly cares about functionality being met at the most reasonable cost. They have established themselves as a

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

Signature:



Date: 04/03/2025