

Sole Source Procurement Instructions

Department: Fire Department

Date: 3/17/25

Vendor: Fire & Safety

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.

Honeywell has regions for vendors to sell its products, this is one of two vendors in our region that can sell us our specific structural gear.

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

When a fire department selects their gear, you are not allowed to price out that gear to other vendors. Fire & Safety is our selected vendor, therefore Honeywell will not sell their gear to us unless we purchase from Fire & Safety.

3. Explain why the price is considered reasonable.

There is a Sourcewell Cooperative contract with this vendor, however, if Sourcewell is used the vendor will have to increase our pricing 2.5% to cover the charge Sourcewell applies to the vendor.

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

Before selecting our specific vendor prices were compared. Fire & Safety had the better pricing that the other vendor for our region.

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

Signature: _____ *A. Mullens* _____ Date: 3/17/25