

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.

We have one Vendor currently (Hawk Security) monitoring the security system for city facilities. In order to keep consistency across all facilities.

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

Hawk security is our selected vendor for security monitoring, smoke alarms, etc.. They also provide Paxton equipment which is the system used for monitoring our HVAC controls in facilities. There are many vendors who can supply Paxton equipment, however since we already have Hawk Security for system testing and monitoring, we feel its best for our facility maintenance program if we consolidate vendors. We have limited staffing in facilities and so efficiency in operations is critical.

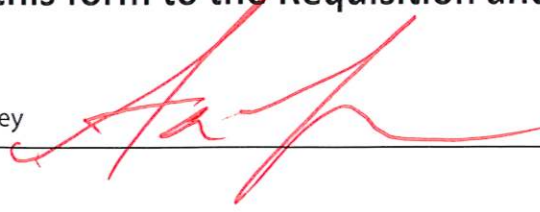
3. Explain why the price is considered reasonable.

Price is in line with past jobs we have used Hawk Security for.

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

We received a quote from Hawk for the security systems required in the Navigation Center. We compared that quote with past quotes received from Hawk and it aligns.

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

Signature: Aaron Rhoney 

Date: 9-10-2024