

# Sole Source Procurement Instructions

Department: HRECC

Date: 06/12/2024

Vendor: Hawk Security System

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 is the system that we use for security both on our site and at our backup location and this helps keep us safe and our location and information secure.

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

We already use them for our door lock security system so to use anyone else we would have to redo the whole system we are using in our organization

3. Explain why the price is considered reasonable.

This is a reasonable price for all of the supplies, resources, and services they are providing us with.

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

When we initially were installing the security doors the research was done and this was the company we chose to work with and now that we already have the systems in place this is the logical next steps.

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

Signature: Peter Fulton Date: 06/12/2024