

Sole Source Procurement Instructions

Department: Public Works **Date:** 5/20/2024

Vendor: AWARE Monitoring Systems Inc.

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.

The purchase is to upgrade the hardware/firmware in our existing flood sensors and to purchase a year subscription for the data and website package that goes with the existing flood sensors. Since we already have the flood sensors we can only purchase service through the authorized vendor.

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

The purchase is to upgrade the hardware/firmware in our existing flood sensors and to purchase a year subscription for the data and website package that goes with the existing flood sensors. Since we already have the flood sensors we can only purchase service through the authorized vendor.

3. Explain why the price is considered reasonable.

The price includes a 5% discount.

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

The price includes a 5% discount.

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

Signature: 

Date: 5.20.24