



Sole Source Procurement Form

Submit

Established procurement policies require the County to seek competition to the maximum practicable degree. A contract may be negotiated for sole source purchases when there is only one firm that can provide the product/service to meet the department's essential requirements. A sole source justification cannot be based on price.

By completing this form, the purchaser is attesting to the accuracy of the information provided and understands this document will be included in the procurement file. This information may be audited or provided to interested parties under the Virginia Freedom of Information Act.

Furthermore, submission of this document constitutes acknowledgement the requestor has no personal, financial, or fiduciary relationship with the recommended firm.

The final determination of sole source validity will be made by the Finance Department and/or County Administrator.

Requester Information

Date: 3-31-2025 Department: PLSD
Requester Name: 1st Lt Tyler Stonebaugh Telephone Number: 540-743-1236
Requester Signature: [Signature]

Request

Describe the product or service requested: Security Cameras for Jail

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**Reason for Sole Source Purchase**

State the unique design or performance features (for products) or the unique qualifications or experience (for services) that are essential to meet the specific requirements:

*to view inmates*

*PREA Requires Cameras to cover/Block  
Restroom areas for inmates*

Identify the other products, services, and/or firms considered, and state the reason(s) why they did not meet the requirements.

*We have a contract w/ Valley Automation  
so I went w/ them.*

If no other products, services, and/or firms were considered, select the appropriate reason(s) from the list below:

Integral part or accessory compatible with existing equipment. State manufacturer and model below:

Maintenance service for existing equipment. State manufacturer and model below:

Upgrade or maintenance for existing software. Identify existing software below:

Used in research and is required to provide continuity of results.

Copyrighted or patented and only available from the recommended firm.

Considerable re-orientation and training would be required.

Other (describe below):

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