SOLE SOURCE / BEST SOURCE JUSTIFICATION

To be completed by Unit or Area and include additional details on separate sheets if necessary.

Vendor/Source: West Shore Services, Inc

Amount ($): $55,870

Unit or Area: FIRE SERVICES - Emergency Mgmt Date: 8-21-2026

☑ Sole Source – A single vendor is uniquely qualified to meet the City's procurement objective.

Provide an explanation of the "need" that has to be fulfilled, focusing on the requirements (not a description of the product or service, which satisfies that need). Why is this vendor the only one that can fulfill the need identified?
Describe the unique aspects of their product or service and/or attach letter from vendor:

West Shore Services is the sole service provider for Federal outdoor warning equipment in the State of Michigan. West Source is the only vendor able to replace these cabinets and controllers.

This is to replace five cabinets and controllers that are part of the defense siren system. West Shore Services is extending a $2,500 discount as this work will be coordinated when they will already be on-site for the annual preventative maintenance. We have a service agreement with West Shore Services to perform the annual preventative maintenance through June 30, 2030.

In March 2026, the City solicited community feedback on a proposal to decommission the outdoor warning sirens due to these (and more anticipated) maintenance costs in light of more modern alert options. After receiving a significate amount of input, the decision was made to retain and invest in the system.

Check appropriate reason below:

☐ This is a product manufactured by a single vendor.

☑ This product or service is sold only through this single distributor.

☐ This service is unique to a single organization.

☐ An unusual or compelling urgency exists (explain below).

☐ Best Source – Does the need meet one of the following "best source" definitions instead of the sole source definition referenced above (explain below):

- The product or service must match or be compatible with current equipment or services; or
- It would not be economically feasible for another vendor to provide the product or service needed; or
- A single vendor is uniquely qualified to fulfill the City's need; or
- An unusual or compelling urgency exists.

What activities have already occurred prior to submitting this request? Discuss what other products and services in the market were reviewed and why they didn't fulfill the need. Have you already evaluated products or services available on the market and then made a determination that this product or service is the only one that meets your need? Has the vendor already done any work related to this project or purchase?