

COMPARATIVE COST AND SOLE SOURCE JUSTIFICATION

Department: Fortuna Police Department

Description and Purpose of Item to be Purchased:

Production of Recruitment Video: This video will serve as a powerful tool to enhance the department's recruitment efforts, enabling the dept. to connect with candidates on platforms where they are most engaged.

COMPARATIVE COST: Complete this section when procuring Materials, Supplies and Equipment items costing between \$2,500 and \$10,000. Attach completed form to Requisition/Purchase Order.

Vendor 1: Name of Company: _____

Cost: _____

Vendor 2: Name of Company: _____

Cost: _____

Vendor 3: Name of Company: _____

Cost: _____

Notes:

SOLE SOURCE JUSTIFICATION: Complete this section to explain why only a single source is available for procurement of supplies, materials, equipment, vehicles, or services.

Name of Company: Sightseer Productions

Cost: \$3000.00

Notes:

Detailed Description of Justification for Sole Source:

Sightseer Productions is a local Fortuna business who has already shot video for the department at previous events creating the need for a continuity of service. Additionally, utilizing Sightseer Productions will bring needed specialized technical expertise for this law enforcement specific project.

Prepared by: Casey J. Day

Date: 12/05/2024

Department Head Approval: _____

Date: 12/05/2024