



CITY OF HOLLYWOOD, FLORIDA

OFFICE OF PROCUREMENT AND CONTRACT COMPLIANCE

Sole Source Justification Form (Use for Purchases(s) over \$5,000)

Per City of Hollywood Ordinance § 38.41 (C) (2), sole source purchases are exempt from competitive bid and competitive proposal requirements. Sole-source goods, supplies, materials, equipment and services, such as unique, patented, or franchised goods, supplies, materials, equipment or services, are exempt if the CPO determines, after conducting a good faith review of available sources, that the particular supply or service is available from only one source.

Date 04/01/2024

Department/Office Public Utilities

Division/Area Lift Stations

Requestor Frederick Gary

Title Lift Station Superintendent

Phone 954-921-3046

Email fgary@hollywoodfl.org

1. Requested Vendor Xylem Water Solutions U.S.A., Inc. Vendor Number 104224

Address 14125 South Bridge Circle, Charlotte NC 28273

Contact Person Rick Reyes

Title Sales Representative

Phone 561-699-4077

Email rick.reyes@xylem.com

2. Product/Service being requested (be specific). Flygt Pump equipment and parts for lift stations.

3. Detailed description of the product/service's function and purpose. Upgrading pumps for lift stations

4. Please explain in detail why this vendor is the sole source supplier for the required product/service. Be sure to explain the necessary features this vendor provides which are not available from any other vendor. Xylem Water Solutions USA, Inc. owns the Flygt Corporation and is the only authorized vendor for Flygt Products and OEM Parts. Xylem is also the only authorized service repair and warranty organization in the State of Florida.

5. Please explain in detail what process the Department/Office took to verify that there are no other vendors or products/services available to perform the required function. Received Sole Source Letter from the vendor and researched online.

6. Please submit supporting documentation from the vendor or other sources certifying that this vendor is a sole source for the required product/service being requested. For example, the vendor holds the distribution rights, productions rights, copyrights, trademark and/or patent:

(Revised 04/2023)

- ☐ Vendor holds the exclusive rights for the product/service.
- ☒ Vendor is the sole provider of the product/service that has unique characteristics essential to the required function which no other product/service is capable of satisfying.
- ☐ Product is replacing existing product and necessary to maintain warranty or service contract.
- ☐ Product is replacing existing product and is not interchangeable with any other product.
- ☐ Other (Please explain). _____

7. Total cost of the requested product/service? Estimated up to \$340,000.00

8. Total estimated annual (fiscal year) cost of requested product/service?

Account Number(s) 442.400603.53600.564531.000000.000.000

Equipment

9. Is this product/service covered by a warranty? ☒ Yes ☐ No

If yes, please attach a copy of the warranty details.

10. Will grant funds be used to pay for the requested product/service? ☐ Yes ☒ No

If yes, please explain _____

REQUESTING DEPARTMENT RECOMMENDATION

WARNING: Per Florida Statutes 838.22(2) – “It is unlawful for a public servant or a public contractor who has contracted with a governmental entity to assist in a competitive procurement to knowingly and intentionally obtain a benefit for any person or to cause unlawful harm to another by circumventing a competitive solicitation process required by law or rule through the use of a sole-source contract for commodities or services.”

I recommend that the competitive quoting/bidding process be waived and that the goods/services be purchased as a sole source.

DS
JC
DocuSigned by:
Fred Gary
8B8ED6EDEF9B044A
Requestor's Signature

DS
KDM
DocuSigned by:
Vincent Morallo
6385CE2A8EB545E...
Director's Signature

4/1/2024

Date

4/4/2024

Date