



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Sole Source Justification Form (Use for Purchases(s) in excess of \$2,500)

Per City of Hollywood Ordinance § 38.40 (C) (3) 'sole source' purchases are exempt from the competitive bid and competitive proposal requirements. Sole-source supplies and services, such as unique, patented, or franchised supplies or services, are exempt if the Director of Procurement Services determines, after a good faith review of available sources, that a particular supply or service is available from only one source.

Date 10-02-17

Department/Office 4000

Division/Area 4012

Contact Person LAURA CUMMINS

Title STORESKEEPER

Phone 954-924-2986

Email
LCUMMINS@HOLLYWOODFL.ORG

1. Requested Vendor SUNSTATE METER AND SUPPLY, INC. Vendor Number 4669

Address 14001 W. NEWBERRY ROAD, NEWBERRY, FL 32669-2710

Contact Person KEITH ELLENBURG

Title MANAGER

Phone 352-332-7106

Email
KEITH@SUNSTATEMETER.COM

2. Product/Service being requested (be specific). NEPTUNE METERS & REGISTERS

3. Detailed description of the product/service function and purpose. FOR WATER SERVICES

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.
SUNSTATE METER IS THE ONLY AUTHORIZED DISTRIBUTOR OF NEPTUNE METERS FOR 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.
THIS DIVISION HAS DETERMINED THAT THE NEPTUNE METERS ARE THE MOST RELIABLE AND COST EFFECTIVE WATER METERS FOR USE IN DETERMINING CONSUMPTION OF POTABLE WATER. THE

Procurement Service Division use only

Requisition # R
BPO 13003097
(As Applicable)

Purchase Order # P
(As Applicable)

Blanket Purchase Order #
(As Applicable)

DIVISION HAS PREVIOUSLY USED KENT, BADGER, AND CENSUS METERS. NEPTUNE CONTINUES TO OFFER BRONZE/STAINLESS STEEL METER BODIES WHILE COMPETITORS HAVE MOVED TO PLASTIC BODIES WHICH ARE NEGATIVELY IMPACTED (LESS ACCURATE) BY HUMIDITY, TEMPERATURE AND ULTRA-VIOLET LIGHT.

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:

- ☒ 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 needs which no other product is capable.
- ☐ 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.

7. Total cost of the requested product/service? 5/8" - \$175.00 ea. 1" - \$237.50 ea. Neptune Meters and Accessories

8. Total estimated annual (fiscal year) cost of requested product/service? \$286,250.00 \$588,856.97

Account Number(s) 42.4012.536.00772.005226.
42.4000.75875.536.006301

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

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

10. Would this purchase(s) result in the potential of future purchases for related products/services being restricted to a particular vendor or create a specific vendor as sole source provider for related items?

☐ Yes ☒ No

If yes, please describe the related products/services and estimated cost(s.)

11. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase?

☐ Yes ☒ No

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.)

12. Is this a grant related purchase? ☐ Yes ☒ No

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) _____

Will this require matching funds? ☐ Yes ☐ No

What is the grant source? _____

Procurement Service Division use only

Requisition # R _____
BPO 3003097
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

What is the grant (dollar) amount? _____

13. Please complete an advanced search of the vendor recommended for award on the Federal Government's Systems for Award Management at www.sam.gov.

Date of Advanced Search _____


Company Name(s) Searched

Search Results

REQUESTING DEPARTMENT RECOMMENDATION

WARNING: Per Florida Statutes 838.22(2) – "It is unlawful for a public servant, with corrupt intent to obtain a benefit for any person or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using 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.



Contact Person's Signature

12/6/17

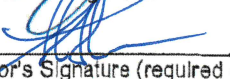
Date



Supervisor's Signature

12/6/17


Date





Director's Signature (required over \$10,000)

12/12/17

Date


12/7/17

APPROVAL (Procurement Service Division Use Only)			
Verified By:		Date	<u>1/8/18</u>
Approved By:		Date	<u>1/8/2018</u>

Procurement Service Division use only

Requisition # R _____
BPO 1003097
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

(Revised 9/2013)

October 2, 2017

Laura Cummins

Storekeeper

Underground Utilities

City of Hollywood, FL

Dear Ms. Cummins,

Please note that Sunstate Meter and Supply, Inc., is the sole authorized Neptune Distributor with a resell supply agreement in the State of Florida.



The geographical area of responsibility assigned to them includes all Counties within the State of Florida.

Types: Classes of customers exclusively assigned are: Municipalities, private water companies, contractors, and plumbers.

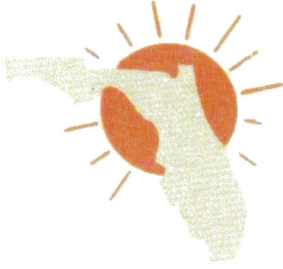
Hence, our Distributor(s) are required to maintain a sufficient inventory of Neptune Water Metering Products, including parts, to provide customer field servicing.

Thank you in advance for your cooperation.

Sincerely,

Terry D. Gullett

Terry D. Gullett
Senior Territory Manager
Neptune Technology Group, Inc.



SUNSTATE METER & SUPPLY, INC.

14001 W. NEWBERRY RD.
NEWBERRY, FLORIDA 32669-2710

October 16, 2017

Laura Cummins
Storekeeper
City of Hollywood, Public Utilities
1801 N 21 Ave Hollywood
Hollywood, FL 33020
Office: 954-924-2986
E-mail: LCUMMINS@hollywoodfl.org

Subject: Neptune Meter Pricing

Dear Ms. Cummins:

Neptune	5/8"x3/4"	Bronze Mach 10	cu.ft.	\$175.00 each
Neptune	1"	Bronze Mach 10	cu.ft.	\$237.50 each
Neptune	1 1/2"	Bronze Mach 10	cu.ft.	\$593.75 each
Neptune	2"	Bronze Mach 10	cu.ft.	\$687.50 each
Neptune	1 1/2"	Brz.T-10 ProCoder	cu.ft.	\$344.78 each
Neptune	2"	Brz.T-10 ProCoder	cu.ft.	\$415.78 each
Neptune	3"	Tru-Flo ProCoder	cu.ft.	\$1,785.72 each
Neptune	4"	Tru-Flo ProCoder	cu.ft.	\$2,231.43 each
Neptune	6"	Tru-Flo ProCoder	cu.ft.	\$3,857.15 each
Neptune	4"	HPT ProCoder	cu.ft.	\$1,050.00 each
Neptune	6"	HPT ProCoder	cu.ft.	\$2,071.43 each
Neptune	3"	Bronze Strainer		\$571.43 each
Neptune	4"	Bronze Strainer		\$1,050.00 each
Neptune	6"	Bronze Strainer		\$1,357.15 each
Neptune	All Sizes	ProCoder	cu.ft.	\$67.00 each
Neptune	All Sizes	Nicor Connector adder.		\$15.75 each

Pricing Good through 12/31/2020

Two optional 1 year renewals 2021-2022 if both parties agree.

Freight Allowed

Net 30 Days Check/ACH

Sincerely,

Jay H. Meyers

Sales



Notice of Intent to Award a Sole Source Procurement

Date: December 18, 2017

NTSS-007-18

Due Date for Comments: December 27, 2017

E-mail Address: rlowery@hollywoodfl.org

Fax Number: 954-921-3086

THIS IS NOT A COMPETITIVE BID

The proposed contract action is for product or services for which the City of Hollywood intends to negotiate and award with only one source under the authority of the City of Hollywood City Code Section 38.40 (C) (3) Sole-source supplies and services. Any responses received as a result of this Notice of Intent shall be considered solely for the purpose of determining whether to conduct a competitive procurement in the future. Responses will not be considered as proposals, bids, or quotes.

The Procurement Services Division has received a request to make the following sole-source procurement:

Requesting Department/Office: Public Utilities

Product and/or services to be purchased: Neptune Meters and Registers (See Quote)

Anticipated Cost: \$588,856.97

Sole Source Justification: Sunstate Meter and Supply, Inc is the sole authorized Neptune Distributor with a resell supply agreement in the state of Florida.

Action To Be Taken:

No action is required if you agree this proposed purchase is a valid sole-source. If you do not agree that this proposed purchase is a sole-source, you may respond by submitting in writing their name, address, point-of-contact, telephone number, email, and a statement regarding capability to provide the specified procurement. Interested firms will be considered only if they respond with clear and convincing documentation that they are capable of meeting or exceeding the requirements stated herein. All responses received within five (5) business days after the date of publication of this synopsis will be reviewed by the City.

All responses must be in writing and returned to ATTN: Robert Lowery, by Email or Facsimile number 954-921-3086 prior to the "Due Date for Comments." Please do not submit a bid for this public posting.

PAB
12/18/2017

Welcome dmainero@hollywoodfl.org | [Logout](#)Need assistance?
Contact us
or call 800-990-9339
[Home](#) [Search](#) [Source](#) [Tools](#)
[Schedule](#) [Task](#) [Note](#)
[Vendor view of bid](#)[Chat](#) | [Description](#) | [Attachments](#)

Bid #NTSS-007-18 - Neptune Meters And Registers NOTICE TO SOLE SOURCE

Time Left	Bid has ended.	Notifications	Report (Bidder Activity)
Time Started	Dec 18, 2017 9:11:32 AM EST	# of suppliers that viewed	21 (View)
Time Ended	Dec 27, 2017 5:00:00 PM EST	Q & A	View Questions & Answers
Agency Information	City of Hollywood, Florida, FL (view agency's bids)		

Q&A Deadline: Dec 27, 2017 3:00:00 PM EST

Bid Classifications [Classification Codes](#)

Bid Regions [Regions](#)

Bid Contact [see contact information](#)

View Rules Click here to [change](#) the rules for this bid.

Best and Final Offer: [Create](#)

Approval

View Approval Flow [View Approval Flow](#)

Approval Status Approved

Description

Bid Number NTSS-007-18

Title Neptune Meters and Registers

Budgeted Amount \$588,856.97 [\(change\)](#)

Estimated Amount \$588,856.97

Estimated Amount \$588,856.97 (This price is estimated - not guaranteed)

Description Sunstate Meter and Supply, Inc is the sole authorized Neptune Distributor with a resell supply agreement in the state of Florida.

No action is required if you agree this proposed purchase is a valid sole-source. If you do not agree that this proposed purchase is a sole-source, you may respond by submitting in writing their name, address, point-of-contact, telephone number, email, and a statement regarding capability to provide the specified procurement. Interested firms will be considered only if they respond with clear and convincing documentation that they are capable of meeting or exceeding the requirements stated herein. All responses received within five (5) business days after the date of publication of this synopsis will be reviewed by the City.

Documents[Select All](#) | [Select None](#) | [Download Selected](#)

☐ 1. [NTSS-007-18 Sunstate Meter and Supply.pdf](#) [\[download\]](#)

= Included in Bid Packet = Excluded from Bid Packet

Contractor Advertisements[View All Ads](#)

There are no advertisements on this solicitation.

NOT AWARDED REASON

The City of Hollywood did not receive any responses to the NTSS and will proceed with award to Sunstate Meter and Supply, Inc.

Questions? Contact a BidSync representative: 800-990-9339 or email: support@bidsync.com

[Home](#) | [Bid Search](#) | [Bids](#) | [Orders](#) | [Tools](#) | [Support](#) | [Privacy](#) | [Logout](#)



Copyright © 1999-2017 - BidSync - All rights reserved.