



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 06/28/2023

Department/Office Public Utilities

Division/Area Underground

Requestor Jaime Castillo

Title Interim Public Utilities Manager

Phone 954-240-5206

Email: jcastillo@hollywoodfl.org

1. Requested Vendor Environmental Products Group, Inc Vendor Number 24733
(EPG)

Address 2525 Clarcona Rd, Apopka, FL 32703-8718

Contact Person Paul Hart

Title Sales Manager

Phone 630-659-5673

Email phart@myEPG.com

2. Product/Service being requested (be specific). Parts and repairs for Vactor cleaning trucks.

3. Detailed description of the product/service's function and purpose. Provide parts and maintenance services and repairs to four Vactor Cleaning trucks and one TV truck.

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. EPG is the sole source vendor and original equipment manufacturer (OEM) for Vactor cleaning trucks and Envirosight Florida TV trucks. This equipment is unique in that only EPG can provide proper maintenance, repairs and part for these vehicles.

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. Sole Source letter (attached) from manufactures for this equipment.

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 is the sole source provider for OEM parts and maintenance repair services. Attached for you use are the vendor Sole Source letter.

- 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? 200,000.00

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

Account Number(s) 442.400201.53600.531170.000000.000.000
443.410101.53800.531170.000000.000.000 442.400202.53600.552250.000000.000.000

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.

DocuSigned by:

 0BEAFE048B424DA...
 Requestor's Signature

DocuSigned by:

 6385CE2A8EB545E...
 Director's Signature

6/29/2023

 Date

7/5/2023

 Date