



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 2/14/19

Department/Office Public Utilities

Division/Area WWTP

Contact Person Coy Mathis

Title WWTP Manager

Phone 954-921-3288

Email cmathis@hollywoodfl.org

1. Requested Vendor Heil Process Equipment

Vendor Number 22423

Address 37000 Center Ridge Road, North Ridgeville, OH 44039

Contact Person Steve George

Title Parts/Customer Service

Phone 4403276051 223

Email sgeorge@heilprocess
equipment.com

2. Product/Service being requested (be specific). Purchase of Heil Fan Model HCB-42 (Heil SO#42089-BD) to replace the Headworks Scrubber West Blower.

3. Detailed description of the product/service function and purpose. Currently the West Blower is out of service. The Blower is use to move Hydrogen Sulfide mix air from the Headworks through chemical scrubbers to neutralize the Hydrogen Sufide rotten egg odor before being release to the atomosphere. The blower is necessary to prevent rotten egg odors in and around the WWTP. This equipment is necessary for the satisfactory operation of the WWTP within permit parameters and to protect Public Health and Safety.

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. Heil Process Equipment is the manufacturer of the West Blower. We are replacing the blower which was put in place in 1987 (32 years ago). No other blower assembly will fit or work in the current piping arrangement which

Procurement Service Division use only

Requisition # R
(As Applicable)

Purchase Order # P
(As Applicable)

Blanket Purchase Order # BPO
(As Applicable)

(Revised 9/2013)

was designed for the capacity of the Heil equipment. Heil Process Equipment is the sole distributor of Heil blower parts and equipment.

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.

The installed equipment is produced by the sole manufacturer Heil Process Equipment. No other supplier is available to procure this equipment. Heil Process Equipment is the original equipment manufacturer and the exclusive supplier of the equipment and parts requested. Sole Source letter from Heil Process Equipment is attached.

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? \$102,875.00

8. Total estimated annual (fiscal year) cost of requested product/service? \$100,875.00

Account Number(s) 442.409901.53600.563020.000704.000.000. Const Renov- WWTP Misc Repairs.

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.) _____

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Will this require matching funds? Yes No

What is the grant source? _____

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

2/14/19


Date



Supervisor's Signature

2/14/19

Date



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

2/14/19

Date

APPROVAL (Procurement Service Division Use Only)

Verified By:		Date	
Approved By:		Date	

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