



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

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 12/08/2022

Department/Office Public Utilities

Division/Area Underground Utilities

Requestor Coy Mathis

Title Interim Assistant Director -
Operations

Phone 954-921-3046

Email cmathis@hollywoodfl.org

1. Requested Vendor Environmental Products Group
(EPG)

Vendor Number 24733

Address 2525 Clarcona Rd. Apopka, FL 32708-8718

Contact Person Brian Stewart

Title Inspection Division Manager

Phone 407-608-0544

Email bstewart@myepg.com

2. Product/Service being requested (be specific). WinCan Pipeline Reporting Software.

3. Detailed description of the product/service's function and purpose. WinCan pipeline reporting software is used in the Underground Utilities TV Truck to provide a TV inspection report of the condition of Water, Sewer and Stormwater piping buried underground. WinCan identifies and documents visually the condition of the pipeline through a TV camera lens: line breaks, separation and corrosion of pipelines and deteriorated holes in pipelines. The visual inspection is recording electronically for review to document pipeline conditions identify conditions in need of replacement and repair.

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 WinCan pipeline assessment software. This product is an upgrade to our current WinCan pipeline assessment software purchased and been in use for past twelve (12) years.

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. WinCan is a propriety product which only sold through authorized dealers.

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: See attached Sole Source Letter from Manufacturer.

☐ 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? \$27,472.00

8. Total estimated annual (fiscal year) cost of requested product/service? \$27,472.00

Account Number(s) 441.400104.53600.531170.000000.000.000

Contractual Services.

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.




Requestor's Signature

DocuSigned by:



6385CE2A8E8545E...

Director's Signature


Date

12/8/2022

Date