



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 1/31/2023

Department/Office: Public Utilities

Division/Area: Wastewater

Requestor: Coy Mathis

Title: Interim Assistant Director-
Operations

Phone: 954-921-3046

Email: cmathis@hollywoodfl.org

1. Requested Vendor Arroyo Process Equipment Company Vendor Number: 100273

Address 1550 Centennial Boulevard Bartow, Florida 33830

Contact Person: George Boyer

Title: Regional Territory Manager

Phone: 800-445-2630

Email: george@arroyoprocess.com

2. Product/Service being requested (be specific). One (1) each Anoxic/Mixer Train 4 Stage 1 and one (1) each Mechanical Surface Aerator Train 3 Stage 2.

3. Detailed description of the product/service's function and purpose. Currently Anoxic/Mixer for Train #4 Stage #1 and Mechanical Surface Aerator for Train #3 Stage #2 have failed, and they are beyond repair. New units need to be acquired to have these treatment train units function and operate correctly as designed for the proper treatment process to mix the microorganisms with the biological oxygen demand in the treated wastewater.

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. Arroyo Process Equipment is the authorized sole provider and supplier of all aftermarket service and repairs for M2T – Hanson equipment. No other vendor can provide the necessary equipment to replace Mixer Train #4 Stage #1 and Aerator Train #3 Stage #2 that will fit and match the current design features of Mixer and Aerator.

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. In contacting Lotepro Environmental Systems and Services the original manufacturer of the Mixer and Aerator they have informed us Arroyo Process Equipment is the authorized sole source provider of the equipment, parts and materials needed to replace the Mixer and Aerator.

(Revised 03/2022)

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 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? \$271,992.00

8. Total estimated annual (fiscal year) cost of requested product/service? \$271,992.00

Account Number(s) 442.409903.53600.563010.001640.000.000.

Upgrade & Replace Mixers

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.

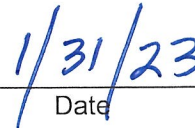


Requestor's Signature

DocuSigned by:



Director's Signature



Date

1/31/2023

Date