



City of Yakima
SOLE/SINGLE SOURCE
JUSTIFICATION
 Revised October 2020

Your Name	Jeff Bond	Your Department/Division	Water/Irrigation-PublicWorks
Your Phone	509-575-6177	Requisition Number	45519
Requested Vendor	DeNora Water Tech(#13821)	Cost Estimate (Including TAX)	\$42,224.65
Vendor's Address	DE NORA WATER TECH LLC. City, State & Zip 1110 Industrial Boulevard	Vendor e-mail & Website	Herbert.Barbee@denora.com
Vendor Contact Name	Herb Barbee	Vendor Phone	1-281-274-8464

1. **ARE FEDERAL FUNDS BEING USED?** YES NO

If Federal Funds are being used, a Cost Price Analysis, prior to requesting Sole Source, MUST also be attached. (See City Purchasing Manual for form).

2. **What are you purchasing? Describe product, service or system. Attach all information (Quotes, etc.).**

This is the Electrode assembly for the the chlorine generator at the drinking water treatment plant. We produce our own chlorine for disinfection of the City of Yakima drinking water. This equipment is a vital part of our day to day operation.

***** Below are eligible reasons for sole source. Check all boxes below that apply to your sole source situation and attach any useful documents to justify the sole source. List who you contacted, what they said and how you verified their accuracy.**

- Compatibility/Standardization to existing City standard or to existing equipment, inventory, systems, data, programs or service.** Describe. List efforts to find other sources (attach documentation, e.g. Internet Screenshots, etc.).
- Patented Product.** Attach documentation to confirm propriety (patent letter, etc.) and describe why the patented features are critical to your operation.
- Only Authorized Service Provider, Repair and/or Warranty Services.** Attach proof in writing from the MANUFACTURER (not the vendor) confirming there is only one dealer authorized to sell/service in our area.
- Unique design:** Requires unique features that are essential, aesthetic requirements, or not possible to match to existing design or equipment. Document the unique specifications that are needed which drove the research in finding a product that fits the specific needs of your department. Explain why these features are critical to your operation.

This Clortec chlorine generator is solely manufactured by De Nora Water Technologies and they are our main distributor for all Clortec parts and equipment. De Nora letter of sole source is attached.

Is written certification attached? YES NO

- Special Market conditions:** Can be used to purchase items at auction (RCW 39 30.045) or other items that are offered at a very favorable price and will be sold before and entity will have a chance to complete the bidding process (e.g. a flood is coming and you must obtain sandbags immediately), or only one supplier can meet required delivery date (describe why the delivery date is critical and list efforts to find other suppliers to meet the delivery date).
- Other Please Describe**

3. **Is this product/service available only through one vendor?** YES NO
 If yes, attach documentation that supports the screening process you performed to confirm. (e.g. Internet Screenshots, etc.)
 Yes, we have been working directly with De Nora for several years in all purchases large and small associated with the Clortec unit.

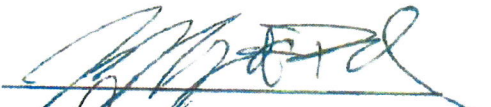


4. **Is this a one-time purchase?** YES NO
 If NO, explain.
 We have used De Nora for purchasing small and large items for several years for the chlorine generator. we will no doubt need to purchase parts and equipment in the future.

5. **Why is this a sole source vendor?**
 (tell the story).
 De Nora is the only Clortec manufacturer and we don't need to use a distributor to purchase parts and equipment for our chlorine generation needs.

6. **What efforts were made to assure the City is receiving the lowest or best price possible?**
 Describe and attach a document showing due diligence.
 This item is a standardized item and any purchase would have to go through De Nora at the manufacturers pricing.

STATEMENT OF NEED/CONFLICT OF INTEREST

My division's recommendation for sole source is based upon an objective review of the good/service being required and appears to be in the best interest of the City. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favor, or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Signature of Requester		Date	<u>7-13-21</u>
Signature of Division Manager		Date	<u>7-27-21</u>
Signature of Department Head		Date	<u>7/27/21</u>
Signature of approval by Purchasing Manager	<u>Maria Mayhue</u>	Date	<u>7/27/21</u>
Approval by Executive	_____	Date	_____

Please complete entire form and forward to Purchasing.