

# SOLE-SOURCE/ SINGLE-SOURCE JUSTIFICATION

*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 service. Florida Statute, Chapter 838.22*

## Sole Source Definition:

A source selected for the purchase of goods or service over \$3,000.00 when there are no other sources capable of providing the goods or services except for the one selected.

## Single Source Definition:

A source selected for the purchase of goods or service over \$3,000.00 due to the compatibility of equipment, replacement parts, training, warranty, or some other unique purpose even though other sources are available.

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## General Information:

Date: April 23, 2020 Requestor's Name: Jean Dupuis  
Total Amount: \$100,000.00 Requestor's Title: Deputy Director

Requesting Department: Utilities and Engineering

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## Vendor Information:

Vendor Name: Florida Spectrum Environmental Services, Inc.  
Vendor Contact: Katharine A Kutil  
Street Address: 1460 W. McNab Road  
City/State/Zip: Fort Lauderdale, FL 33309  
Email Address: kkutil@flenviro.com  
Phone: (954) 978-6400 Fax: (954) 978-2233

\*\*\*\*\*

**Please check all statements applicable to the purchase of the particular good/service you are requesting as a sole or single source purchase.**

- Sole provider of a licensed or patented good or service
- Sole provider of items that is compatible with existing equipment, inventory, systems, programs or services
- Sole provider of goods and services for which the City has established a standard
- Sole provider of factory-authorized warranty service
- Sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (attach documentation)

None of the above apply. A detailed explanation and justification for this sole source request is attached.

# SOLE-SOURCE/ SINGLE-SOURCE JUSTIFICATION

## Goods/Services Information:

### Features Requirements

List the major features/capabilities that are required. What unique design/performance features does this good or provider of the services have that are essential to your requirements? Provide a brief technical explanation as to why these features are essential. Identify the manufacture/model of your existing equipment, if applicable:

DEP regulations require regular drinking water sampling within the City's service area. Various sampling is performed monthly, quarterly, yearly or 3-year basis. Laboratory services are required to conduct this sampling. Consequences for failed sampling are serious and impact customers directly. The City has been in partnership with Spectrum for more than 20 years without any incident. This lab is accurate, responsive and meets City's needs.

### Competing Brands Investigated

Did you consider other goods or providers of services with similar capabilities? Indicate specific brands/models of competitors' products that were investigated and describe why they do not meet listed Features Requirements. List all contact names and phone numbers for competitors.

The City did not consider changing these services. The potential for mistakes and resulting consequences are too serious. The City has confidence in Spectrum's quality and service.

### Brand Name Source

Is the specific brand/model being recommended for procurement available from more than one source (i.e. more than one dealer or distributor)? If yes, list all ruled out vendors, why they were ruled out, and the contact name and phone numbers of those vendors.

Other vendors could provide laboratory services. One of them is Pace Analytical Services, Inc. Pace is within similar proximity that Spectrum is. Pace is ruled out because of non-familiarity with staff and potential for mistakes. Another lab is Advance Environmental Laboratories located in Miramar, 25 miles away. Advance is ruled out because of distance. It would make fast turnaround difficult, a critical item in this business. Low annual costs do not warrant the risk for changing labs.



# SOLE-SOURCE/ SINGLE-SOURCE JUSTIFICATION

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## Statement of Need:

My department's recommendation for sole source is based upon an objective review of the product/service 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, favors 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. I have attached the pertinent documentation showing what market research was conducted to preclude other items from consideration.

\*\*\*\*\*

## Policy:

Sole source purchases exceeding \$50,000 require City Commission approval. A Notification of Intent to Award a Sole Source / Single Source will be posted electronically for at least 7 business days as per Section 287.05(3)(c), Florida Statute as amended from time to time.

\*\*\*\*\*

## Authorization:

**\*A minimum of two different individual approval signatures are required.**

Researcher: James T. Moore Date: 3/31/2020

Requestor: Jean Dupont Date: 3/31/2020

Department Director: Orlando V. ... Date: 03/31/20

\*Purchasing & Contracts Manager: \_\_\_\_\_ Date: \_\_\_\_\_

\*Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_

## If Purchase is over \$10,000:

\*City Manager: \_\_\_\_\_

\*\*\*\*\*

## PURCHASING USE ONLY:

Advertise Sole Source Notification: Yes / No Electronic Posting Date: \_\_\_\_\_

Statements of Disagreement Received: Yes / No Electronic Removal Date: \_\_\_\_\_

**From:** [DeLaunay, Maureen](#)  
**To:** [Seeram, Nafisa](#)  
**Subject:** FW: Time sensitive/Emergency Form Review and Approval Needed  
**Date:** Tuesday, April 7, 2020 5:54:35 PM

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**From:** Brooks, Karen  
**Sent:** Monday, April 6, 2020 6:17 PM  
**To:** Hughes, Bernadette <[BHughes@coconutcreek.net](mailto:BHughes@coconutcreek.net)>  
**Subject:** RE: Time sensitive/Emergency Form Review and Approval Needed

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Approved.

Thanks,  
Karen

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Department	Type of Form	Vendor Name	Amount	Comments
<b>Utilities Engineering</b>	Sole Source	Florida Spectrum Environmental	\$100,000.00	

Thank you,

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**Aliea Seeram**  
Senior Staff Assistant  
Purchasing and Contracts Division  
Finance and Administrative Services Department  
Ext - 1542

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# Authorization for Purchasing Forms

## COVID-19 2020

Temporary Approval Process – Effective 3/23/2020

As an authorized Approver for the City of Coconut Creek, I certify that I have reviewed each Purchasing form and its respective backup listed in the table below in accordance with applicable City policy. My typed name shall serve as authorization.

Department	Type of Form	Vendor Name	Amount
Utilities Engineering	Sole Source Form	Florida Spectrum Environmental Services, Inc.	\$100,000.00

## Authorization:

Note: If signing on behalf of an Approver, please type as follows: (Your name) on behalf of (Approver name).

Approver	Type Name	Date
CIO (I.T. Related Purchasing Only): <input checked="" type="checkbox"/> NA		
Senior Purchasing Analyst (Initial Review)	Christina Semeraro	4/2/2020
Purchasing and Contracts Manager	Linda Jeethan	4/2/2020
FAS Director (\$3,000.00 and Over):	Peta-Gay Lake	4/2/2020
City Manager (\$10,000.00 and Over):		



# CITY OF COCONUT CREEK

FINANCE AND ADMINISTRATIVE SERVICES  
PETA-GAY LAKE, DIRECTOR  
4800 WEST COPANS ROAD  
COCONUT CREEK, FLORIDA 33063

RECEIVED

NOV 05 2019

November 5, 2019

CITY OF COCONUT CREEK  
CITY CLERK DEPARTMENT

## NOTIFICATION OF INTENT TO AWARD A SOLE SOURCE PURCHASE

The City of Coconut Creek, Florida and its Utilities and Engineering Department intend to issue a Sole Source award to Florida Spectrum Environmental Services, Inc. for the procurement of drinking water analysis per Florida Department of Environmental Protection (FDEP) regulations within the City's service area. Details regarding the intended vendor and product are as follows:

### Vendor Information:

Vendor Name: Florida Spectrum Environmental Services, Inc.

Vendor Contact: Katharine A. Kutil

Address: 1460 W. McNab Road

City/State/Zip: Fort Lauderdale, FL 33309

Phone: (954) 978-6400

### Product/Service Specifications: N/A

Manufacturer: Florida Spectrum Environmental Services, Inc. Model No.: \_\_\_\_\_

Description: Florida Department of Environmental Protection (FDEP) regulations requires regular drinking water sampling within the City's service area. Various sampling is performed monthly, quarterly, yearly or three (3) year basis. Laboratory servixes are required to conduct this sampling. Consequences for failed sampling are serious and impacts cutomers directly.

The City of Coconut Creek, Florida requests that prospective vendors provide information regarding their ability to supply the named product. Any vendor who believes that they possess an equal to or better product shall submit a written **Statement of Disagreement** outlining their reasons and concerns in detail along with sufficient documentation to substantiate their claim that their offering meets or exceeds the specifications of the intended product.

Statements of Disagreement shall be received by the Office of the City Clerk, Coconut Creek Government Center, 4800 West Copans Road, Coconut Creek, Florida 33063, on or before **5:00 p.m. EST on Thursday, November 14, 2019.**

Please be advised that City Hall is closed on Fridays and on holidays observed by the City. Normal business hours are between 7:00 a.m. and 6:00 p.m., Monday through Thursday.

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## General Information:

Date: October 14, 2019 Requestor's Name: Jean Dupuis  
Total Amount: \$20,000.00 Requestor's Title: Assistant Director  
Requesting Department: Utilities and Engineering

\*\*\*\*\*

## Vendor Information:

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The City did not consider changing these services. The potential for mistakes and resulting consequences are too serious. The current partnership has been successful and serves the City well.

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**Authorization:**

*\*A minimum of two different individual approval signatures are required.*

Researcher: James T Moore Date: 10/14/19  
Requestor: Jean Dupuis Date: 10/14/19  
Department Director: Carrie Blanton Date: 10/14/19  
\*Purchasing & Contracts Mgr.: M. Meethan Date: 10/30/19  
\*Finance Director: [Signature] Date: 10/31/19

**If Purchase is over \$10,000:**

\*City Manager: Kenneth Brooks Date: 10/31/19

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**PURCHASING USE ONLY:**

Advertise Sole Source Notification:  Yes  No Electronic Posting Date: \_\_\_\_\_  
Statements of Disagreement Received:  Yes  No Electronic Removal Date: 11/14/2019

**From:** [Moore, James](#)  
**To:** [Jeethan, Linda](#)  
**Cc:** [Martin, Todd](#); [Crockett, Reggie](#); [Dupuis, Jean](#); [Elshami, Osama](#); [Copeland, Alicia](#)  
**Subject:** Florida Spectrum Environmental Services- Piggyback Contract  
**Date:** Monday, April 30, 2018 3:32:56 PM  
**Importance:** High

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Linda,

I was informed late last week that our Piggyback Contract with Florida Spectrum Environmental Services that utilized the Naples, Florida contract had expired on March 31, 2018 and no other piggyback contracts within the State of Florida were available from Florida Spectrum Environmental Services to piggyback on. This Laboratory has completed our Water Quality Analysis work for many years with no Compliance issues I am aware of and this year is completing the highly specialized Fourth Unregulated Contaminant Monitoring Rule ( UCMR4) analysis for the City with the first round of sampling completed in February and March and the second round would be completed 6 months later. Florida Spectrum Environmental Services has subcontracted out this specialized (UCMR4) testing with Eurofins Eaten, Analytical, Inc and they have access to the USEPA database to enter the City data. At this time, it is my recommendation to Sole Source the Water Quality Lab Analysis with Florida Spectrum Environmental Services due to the critical nature of the UCMR4 sampling and reporting through FY 2018. It would not be in the City's best interests to change Labs at this time. We would expect Florida Spectrum Environmental Services to honor contract pricing previously enjoyed under the Naples Piggyback contract. Before the end of FY 2018, we would look for piggyback opportunities with Florida Spectrum Environmental Services and if none exist, utilize a piggyback contract with Pace Analytical Services utilizing the City of Wellington contract.

James T. Moore, P.E.  
Utility Engineer  
954-545-6626