

# 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: October 24, 2019 Requestor's Name: Jean Dupuis  
Total Amount: \$100,000 Requestor's Title: Assistant Director  
Requesting Department: Utilities and Engineering

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## Vendor Information:

Vendor Name: PSI Technologies, Inc.  
Vendor Contact: Eric Doverspike  
Street Address: 3520 Investment Lane, Unit 3  
City/State/Zip: Riviera Beach  
Email Address: eric@psi-techinc.com  
Phone: (305) 998-1371 Fax: (866) 344-1639

\*\*\*\*\*

**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:

A significant portion of submersible pumps used in the City's wastewater collection system are manufactured by WILO-EMU. Those pumps are reliable and robust. The City decided to use this brand at least 20 years ago and up to this day. It allows reuse of parts, uniformity in maintenance and greater familiarity of the products in the field.

### 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.

Yes, the City did consider and tried competing brands like Homa and ShiMaywa pumps. The pumps were not as reliable as the EMU. The two brands are still in use within the City. Replacements will likely be from EMU.

### 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.

No, this brand is not available through any other vendor than PSI in this area. PSI is the only authorized distributor of WILO-EMU products in this area.

# SOLE-SOURCE / SINGLE-SOURCE JUSTIFICATION

\*\*\*\*\*  
**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: Jean Dupuis Date: 10/24/19

Requestor: Jean Dupuis Date: 10/24/19

Department Director: Donna Williams Date: 10/24/19

\*Purchasing & Contracts Mgr.: M. Meethan Date: 11/7/19

\*Finance Director: [Signature] Date: 11/18/19

*If Purchase is over \$10,000:*  
\*City Manager: [Signature] Date: 11/18/19

*Commission Approval*

\*\*\*\*\*  
**PURCHASING USE ONLY:**

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

# City of Coconut Creek InterOffice Memorandum

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**To:** Linda Jeethan, Purchasing and  
Contracts Manager

**Date:** October 10, 2019

**From:** Jean Dupuis, Assistant Director of  
Utilities

**Subject:** PSI – Single source Vendor

**Recommendation:**

I recommend a short term approval of PSI Technologies, Inc., to be used as a single source vendor to supply wastewater pumps and parts.

**Background:**

The City has been using the same brand of submersible pumps, WILO-EMU, for over 20 years. This manufacturer conducts business via an exclusive area sales distributor, PSI Technologies, Inc. This makes PSI a single provider of goods and services for which the City has established a standard. In the past, a sole/single source justification had been used to purchase goods. Because of the amount of business (over \$50,000) conducted with the City, a City Commission approval will be required for future purchases. This approval will take several weeks. In the meantime, the wastewater collection system requires regular and constant maintenance. There are currently purchase requests awaiting approval.

Waiting weeks to process current and future purchase requests could result in catastrophic failures in the collection system where it would become an environmental issue. This is not a good scenario.

I do believe it is in the best interest of the City to allow short term approval for services with PSI. If further information is necessary, please do not hesitate to contact me.



WILO USA LLC, 9550 W. Higgins Rd. #300, Rosemont, IL 60018  
Wilo USA LLC, 86 Genesis Parkway, Thomasville, GA 31792

11.01.2019

November 1, 2019

**City of Coconut Creek**  
4800 West Copans Rd.  
Coconut Creek, FL 33063

Attn: **Asha Benjamin**  
Purchasing Analyst

Subject: Exclusive Distributor

Dear Ms. Benjamin:

Wilo USA LLC, a subsidiary of Wilo SE, is the sole provider in the United States of pumps and mixers manufactured under the Wilo brand.

This letter confirms that PSI Technologies, Inc. is our exclusive sales distributor for Wilo USA LLC. [Previously known as EMU until purchased by Wilo AG in 2003] water & wastewater pump and mixer sales for your served area as of October 1, 2018. This responsibility includes purchase of new products, OEM repair parts, repairs and maintenance.

No other distributor is authorized to sell products, repair/replacement parts, maintenance, repair/replacement services, field services and technical support for Wilo-USA in your served area. Your contact is:

PSI Technologies, Inc.  
Address 3520 Investment Lane, Unit #3  
Phone 305-998-1371  
Email [eric@psi-tech.com](mailto:eric@psi-tech.com)

If you have questions regarding this issue, please contact Harold Adams at [Harold.adams@wilo-usa.com](mailto:Harold.adams@wilo-usa.com) or the writer below.

Sincerely,

Joseph Jackson  
Water Management  
Director of Sales  
Wilo USA LLC  
CC: Harold Adams, SE Sales Manager  
Stacy Curti

WILO USA LLC  
9550 W. Higgins Rd. #300  
Rosemont, IL 60018

T + 866-945-6672  
F + 866-945-6673  
[www.wilo-usa.com](http://www.wilo-usa.com)



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

## Detail by Entity Name

Florida Profit Corporation  
PSI TECHNOLOGIES INC

### Filing Information

**Document Number** P17000003724  
**FEI/EIN Number** 81-4980985  
**Date Filed** 01/10/2017  
**State** FL  
**Status** ACTIVE  
**Last Event** AMENDMENT  
**Event Date Filed** 07/18/2018  
**Event Effective Date** NONE

### Principal Address

3520 Investment Lane`  
Unit #3  
Riviera Beach, FL 33404

Changed: 01/19/2018

### Mailing Address

151 N Nob Hill Road  
Suite 293  
Plantation, FL 33324

Changed: 01/19/2018

### Registered Agent Name & Address

DE LA CRUZ & CUTLER, LLP  
4000 PONCE DE LEON BLVD.,  
STE. 790  
CORAL GABLES, FL 33146

Name Changed: 07/18/2018

Address Changed: 07/18/2018

### Officer/Director Detail

#### **Name & Address**

Title PD

DOVERSPIKE, ERIC

5150 NW 32 ST  
MARGATE, FL 33063

Title VP/D

MARCHETTI, BRUCE  
10902 BLUE PALM STREET  
PLANTATION, FL 33324

Title ST/D

MARCHETTI, PATTI  
10902 BLUE PALM STREET  
PLANTATION, FL 33324

**Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2018	01/19/2018
2019	02/18/2019

**Document Images**

<a href="#">02/18/2019 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">07/18/2018 -- Amendment</a>	<a href="#">View image in PDF format</a>
<a href="#">01/19/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">11/30/2017 -- Amendment</a>	<a href="#">View image in PDF format</a>
<a href="#">01/10/2017 -- Domestic Profit</a>	<a href="#">View image in PDF format</a>

# INSURANCE REQUIREMENTS CHECKLIST


**Vendor Name:** PSI Technologies Inc.

**Summary of Work to be Performed:** To provide Wastewater pumps, parts and services.

Type of Liability	Limits	Comments
Workers' Compensation	Each accident \$ 100,000.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
General Liability	Each occurrence \$1,000,000.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Automobile	Each occurrence \$ 500,000.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Professional Liability / Errors and Omissions	Per occurrence \$1,000,000.00	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Builder's Risk	Completed value 100%	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Cyber Liability	Per occurrence \$2,000,000	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
<b>Additional Insurance Required</b>		
Type of Liability	Limits	Language to be included in Solicitation Document

I certify that I have reviewed the vendor's proposal/quote and find that the type of liability and amounts are in accordance with the risk identified in the service being performed for the City. Return completed form by 11/13/2019 to Asha Benjamin. Thank you.

Sanjeev Bissessar  
Risk Manager (Print Name)

  
Signature

11/13/2019  
Date





# CITY OF COCONUT CREEK

FINANCE AND ADMINISTRATIVE SERVICES  
PETA-GAY LAKE, DIRECTOR

4800 WEST COPANS ROAD  
COCONUT CREEK, FLORIDA 33063

RECEIVED

OCT 22 2019

CITY OF COCONUT CREEK  
CITY CLERK DEPARTMENT

October 22, 2019

## 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 PSI Technologies, Inc. for the procurement of WILO-EMU Replacement Pumps. Details regarding the intended vendor and product are as follows:

### Vendor Information:

Vendor Name: PSI Technologies, Inc.  
Vendor Contact: Eric Doverspike  
Address: 3520 Investment Lane, Unit 3  
\_\_\_\_\_  
City/State/Zip: Riviera Beach, FL 33404  
Phone: (305) 998-1371

### Product/Service Specifications: N/A

Manufacturer: WILO USA, LLC. Model No.: \_\_\_\_\_

Description: Significant portions of submersible pumps used in the City's wastewater collection system are manufactured by WILO-EMU. Those pumps are reliable and robust. The City decided to use this brand at least twenty (20) years ago. It allows reuse of the parts, uniformity in maintenance, and greater familiarity of the products in the field.

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, October 31, 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.

SCANNED  
11/13/19 (B)

# 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:

A significant portion of submersible pumps used in the City's wastewater collection system are manufactured by WILO-EMU. Those pumps are reliable and robust. The City decided to use this brand at least 20 years ago. It allows reuse of parts, uniformity in maintenance, and greater familiarity of the products in the field.

### 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.

Yes, the City did consider and tried competing brands like Homa and ShinMaywa pumps. The pumps were not as reliable as the EMU. The two brands are still in use within the City. Replacements will likely not be of the same.

### 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.

No, this brand is not available through any other vendor than PSI in this area. PSI is the only authorized distributor of WILO-EMU products in this area.

# 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.

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\*\*\*\*\*

## Authorization:

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

Researcher: Chad Haprock Date: 10/10/2019  
Requestor: Jim Pappas Date: 10/10/19  
Department Director: James J. Lamm Date: 10/10/19  
\*Purchasing & Contracts Mgr.: M. J. Methan Date: 10/14/19  
\*Finance Director: [Signature] Date: 10/21/19

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

\*City Manager: [Signature] Date: 11/5/19

\*\*\*\*\*

## PURCHASING USE ONLY:

Advertise Sole Source Notification:  Yes  No Electronic Posting Date: 10/22/19  
Statements of Disagreement Received:  Yes  No Electronic Removal Date: 10/31/19



WILO USA LLC, 9550 W. Higgins Rd. #300, Rosemont, IL 60018  
Wilo USA LLC, 86 Genesis Parkway, Thomasville, GA 31792

09.10.2018

Dear Valued Customer,

This letter confirms that PSI Technologies, Inc. is our exclusive sales distributor for Wilo USA LLC. [Previously known as EMU until purchased by Wilo AG in 2003] water & wastewater pump and mixer sales for your area as of October 1, 2018.

Wilo USA LLC, a subsidiary of Wilo SE, is the sole provider in the United States of pumps and mixers manufactured under the Wilo brand. Please note that all Wilo Warranties and Operations and Maintenance Manuals require the use of genuine Wilo components in order for the warranties to be valid and ensure proper operation.

Should you have any questions, please contact me via email at [Joe.Jackson@wilo-usa.com](mailto:Joe.Jackson@wilo-usa.com) or call (801) 699-6004.

Kind regards,

Joseph Jackson  
Water Management  
Director of Sales  
Wilo USA LLC

CC: Harold Adams, SE Sales Manager  
Stacy Curti

WILO USA LLC  
9550 W. Higgins Rd. #300  
Rosemont, IL 60018

T + 888-945-6872  
F + 888-945-6873  
[www.wilo-usa.com](http://www.wilo-usa.com)

# City of Coconut Creek InterOffice Memorandum

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**To:** Linda Jeethan, Purchasing and  
Contracts Manager

**Date:** October 10, 2019

*J. Dupuis*  
*10/10/19*  
**From:** Jean Dupuis, Assistant Director of  
Utilities

**Subject:** PSI – Single source Vendor

## **Recommendation:**

I recommend a short term approval of PSI Technologies, Inc., to be used as a single source vendor to supply wastewater pumps and parts.

## **Background:**

The City has been using the same brand of submersible pumps, WILO-EMU, for over 20 years. This manufacturer conducts business via an exclusive area sales distributor, PSI Technologies, Inc. This makes PSI a single provider of goods and services for which the City has established a standard. In the past, a sole/single source justification had been used to purchase goods. Because of the amount of business (over \$50,000) conducted with the City, a City Commission approval will be required for future purchases. This approval will take several weeks. In the meantime, the wastewater collection system requires regular and constant maintenance. There are currently purchase requests awaiting approval.

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