



SOLE SOURCE REPORT CHECKLIST

Contract # **20260040**

Sole Source Vendor: **Schindler Elevator Corporation**

- A. Is a purchase for supplies, services, or construction. **Construction**
- B. The supply, service, or construction is available from only one source. **Yes**
- C. If a proprietary item, there is not more than one potential bidder or offeror for that item.
- D. The purchase complies with one of the following sole source procurement requirements (please indicate which): **1**

1. Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration;
2. Where a sole supplier's item is needed for trial use or testing;
3. Where public utility services are to be procured;
4. Where the item is a used item which is subject to immediate sale;
5. Where additional supplies or services are needed to complete an existing and ongoing scope of work, even when the supplies or services were not contemplated at the onset of the project;
6. Where the item is a component or replacement part for which there is no commercially available substitute, and which can be purchased only from the manufacturer or distributor; or
7. Other. Please explain:

2. The Department has provided a Sole Source Justification Memo and/or Sole Source Letter [Section 35.08(a)(24)(b)]. **Yes**

3. The Procurement Director, or his or her designee, approves negotiations with the sole source supplier, as appropriate, as to price, delivery, and the term and conditions of the award [Section 35.08(a)(24)(c)]. **Yes**

4. If the Contract requires City Council approval, this checklist, including all items references/consulted for the above questions, shall be included in any agenda summary submitted to Council as a Report [Section 35.08(a)(24)(d)]. **Yes**

5. The sole source or sole provider purchase has been bid out on the City's Quote system for a period of at least seven (7) business days. [Procurement Manual, Section 4.05 Sole Source/Sole Provider Purchases]. **Yes**

Approved Not Approved

Signature 

Sole-Source Justification

Request Information	
Date of Request:(mm-dd-yy) 09-10-2025	
Procurement Department Information	
Procurement Agent: Alaina Knofla	
Procurement Agent E-Mail Address: aknofla@cityofpsl.com	Telephone: 772-871-7612
Request Submitted By	
Name: Bryan Hirsch	
Department and Title: Utilities, Project Manager – Fleet & Facilities	
e-Mail Address: Bhirsch@cityofpsl.com	
Request Details	
<p>Sole-Source – A purchasing situation in which the procurement is available from only one source.</p> <p>Identify efforts made to locate other possible sources.</p>	
Contractor Name: Schindler Elevator Corporation	Telephone: 305-561-3309
Contractor Contact: Morgan Russell Morgan.Russell@schindler.com	
<p>Scope of Work</p> <p>Provide a detailed description of commodities/services to be provided. Also, include the following details: exact or estimated quantity, per unit price, and the total estimated value of the open contract to include the estimated quantity X unit price (if the exact quantities are not known).</p> <p>The modernization includes improvements to the machine room, governor, door operator, hoistway door equipment, car and hall fixtures, car and hoistway, and cab interior. The proposed estimate for the modernization is <u>\$137,995</u></p>	

Complete the Following: (For justifying a Sole Source/Sole Brand)

<p>Provide an explanation why only a particular style, model, type or manufacturer is required (i.e. why the commodity is the only commodity which will meet the City's needs).</p> <p>The Schindler 300A elevator installed is a sole source product, which is sold and installed exclusively by Schindler Elevator. Replacement parts must be procured through Adams Elevator Parts, owned by Schindler Elevator.</p>
<p>Letter from Original Equipment Manufacturer (required): Included</p>
<p>Exclusive Capability</p> <p>Provide a detailed description of proposed source's unique capabilities and/or personnel to perform the work and why this is the only source.</p> <p>As the OEM, the Schindler Elevator Company will be able to provide the level of advanced diagnostics needed to fully support and maintain the equipment.</p>

To Be Used for Procurement Records Only

CONTRACT #: 20260040

Sole-Source Justification

REQUISITION ID #:

If Publicly Solicited, Number of Protests:

Outcome:

Awarded Sole-Source

Issued PO / Contract

Not Awarded / Competitively Bid

Bid #: