

## SOLE SOURCE REPORT CHECKLIST

Contract #20260054

1. The purchase complies with the following:

- A. Is a purchase for supplies, services, or construction. Supplies (Light Fixtures)  
B. The supply, service, or construction is available from only one source. Yes  
C. If it is a proprietary item, there is not more than one potential bidder or offeror for that item. Yes. SESCO lighting is the exclusive authorized representative for Meteor Lighting fixtures.  
D. The purchase complies with one of the following sole source procurement requirements (please indicate which): 7.

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:

Meteor lighting is compatible with the dimming system that is installed in the ballrooms and halls. The same fixtures are utilized in Ruby Hall currently running on the dimming system.

2. The Department has provided a Sole Source Justification Memo and/or Sole Source Letter [Section 35.08(22)(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(22)(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(22)(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



# **METEOR**

**ADVANCED HIGH CEILING**

1860 S. Carlos Avenue,  
Ontario, California  
P 213.255.2060  
February 14, 2025

**To whom it may concern,**

**SESCO Lighting is the exclusive authorized representative for Meteor Lighting in the state of Florida. We sincerely appreciate your trust in Meteor Lighting and thank you for choosing and specifying our products.**



## Sole-Source Justification

<b>Request Information</b>	
<b>Date of Request:(mm-dd-yy)</b> 09-25-2025	
<b>Procurement Department Information</b>	
<b>Procurement Agent: Alaina Knofla</b>	
<b>Procurement Agent Email Address:</b> aknofla@cityofpsl.com	<b>Telephone:</b> X5223
<b>Request Submitted By</b>	
<b>Name: Rolando Esparza</b>	
<b>Department and Title: Event Center Operations Administrator</b>	
<b>Email Address: resparza@midfloridaeventcenter.com</b>	
<b>Request Details</b>	
<p><b>Sole-Source – The Midflorida Event Center has two event spaces that contain specialized lighting systems. Emerald Ballroom is 13,464 sqft in size and has outdated light fixtures. The current fixtures are CFL for a dimming system that is not used any longer. Compact Fluorescent Lamps are being phased out of production, so the ballasts are no longer made. Based on the events that are held here, Emerald Ballroom can be divided into 5 spaces based on the event needs; and each space requires exclusive control of the lights within that space.</b></p> <p><b>The dimming system that is capable of fulfilling these requirements has been installed for utilization in Ruby Hall with Meteor LED fixtures. These special fixtures have the ability to be operated individually or as group with the dimming system. SESCO is the exclusive authorized representative of Meteor Lighting.</b></p>	
<b>Contractor Name: SESCO Lighting</b>	<b>Telephone:</b>
<b>Contractor Contact and Email: Phil Wilberg</b> pwilberg@sescolighting.com	<b>954-474-9888</b>
<b>Product Requirements</b>	
<ul style="list-style-type: none"><li><b>1.) Provide lighting for a 13,464 sqft space that can be divided between 5 rooms or as a whole.</b></li><li><b>2.) The fixtures must be compatible with the new dimming system that is hard wired in the building.</b></li><li><b>3.) The lighting must have the ability to be operated individually or as a group with dimming and color temperature adjustment capabilities.</b></li><li><b>4.) The fixtures must be able to dim from 1% to 100% brightness, and have the color temperature adjustment from 2500K to 6500K with a lumen output up to 7,500 lm or above.</b></li></ul>	

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

**The Meteor lighting fixtures were utilized with the dimming system that has been installed for the Midflorida Event Center. These fixtures will match those used in Ruby Hall and be compatible with the new dimming system. The 3 different size fixtures that would be retrofitted in Emerald Ballroom are available by Meteor Lighting. In total 164 meteor LED fixtures of varying size are needed to replace the current failing light fixtures in Emerald Ballroom.**



## Sole-Source Justification

**Letter from Original Equipment Manufacturer (required): Yes**

**Exclusive Capability**

The Meteor light fixtures are an exclusive product to SESCO Lighting. These fixtures, along with the dimming system installed by SESCO Lighting, can provide the dimming and color temperature adjustment necessary for the events held here at the Event Center. These products are the same that have been used in Ruby Hall for the dimming system and have been proven to fulfill all our needs.

To Be Used for Procurement Records Only

**CONTRACT #:**

**REQUISITION ID #:**

**If Publicly Solicited, Number of Protests:**

**Outcome:**

☐ Awarded Sole-Source

☐ Issued PO / Contract

☐ Not Awarded / Competitively Bid

**Bid #:**