



SOLE SOURCE REPORT CHECKLIST

Contract # 20260047

Sole Source Vendor:

- A. Is a purchase for supplies, services, or construction. **SUPPLIES**
- 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: 06-05-25	
Procurement Department Information	
Procurement Agent: Angelene Frederick	
Procurement Agent E-Mail Address:	Telephone:
Request Submitted By	
Name: Eric Dickinson, Matt Finley, Bruce Sloan, Raama Badalo	
Department and Title: Utilities – Chief Operators, Supervisor	
e-Mail Address: edickinson@cityofpsl.com	
Request Details	
Sole-Source – A purchasing situation in which the procurement is available from only one source.	
Identify efforts made to locate other possible sources.	
Contractor Name: Fluid Control Specialties	Telephone: 813 309-7782
Contractor Contact: Rochelle Pettijohn	
Scope of Work	
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).	
Rosemount magnetic flow meter system – 4”, 6”, 10”, 12”, 16”, 24”	
Rosemount flanged magnetic flow meter system 8”	
Titan Check Valves – Stainless Steel – 4”, 6”, 10”	
Rotork Actuator Replacements – IQT500, IQT1000, IQT2000	
Emerson Rosemount Transmitters and Sensors	
Cla-Val – 4”, 6”, 8”, 12”, 16”, 24”	
Dezuirk Valves 3” – 30”	
V-Port Valves (VPB) 3’ – 12”	

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

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 state entity needs.)
This Brand is the only thing compatible with our current operating system. This system was installed from the initial construction and holds us to Rotork/Pakscan compatibilities until an upgrade to the whole system can be completed.
Letter from Original Equipment Manufacturer (required): Attached
Exclusive Capability

Sole-Source Justification

Provide a detailed description of proposed source's unique capabilities and/or personnel to perform the work and why this is the only source.

The application for these items requires the capacity to process a specific range of conductivity. FDEP compliance.

The Rosemount Magnetic flow meter does not require a third-party testing equipment to do calibration. The meter itself does its own calibration internally, and does its report for records.

To Be Used for Procurement Records Only

CONTRACT #: 20260047

REQUISITION ID #:

If Publicly Solicited, Number of Protests:

Outcome:

Awarded Sole-Source

Issued PO / Contract

Not Awarded / Competitively Bid

Bid #: