

Sole-Source Justification

Request Information	
Date of Request: (mm-dd-yy) June 25, 2025	
Procurement Department Information	
Procurement Agent: Alaina Knofla	
Procurement Agent E-Mail Address: aknofla@cityofpsl.com	Telephone: 772-871-7612
Request Submitted By	
Name: Mariana Feldpausch	
Department and Title: Office of Solid Waste Director of Solid Waste	
e-Mail Address: mfeldpausch@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: Nature’s Keeper	Telephone: 772-467-1230
Contractor Contact: Terri@natures-keeper.com	
Scope of Work:	
The selected contractor shall provide the following:	
<u>1. Facility Requirements</u>	
<ul style="list-style-type: none">• Must be located within 20 miles (drawn in a straight line, not in highway miles) from City Hall• Must have sufficient space and infrastructure to:<ul style="list-style-type: none">- Accept and manage up to 50 visits/trucks per day- Receive and process 30,000 tons and 6,000 trips annually, with provision for an annual 10% increase capacity.	
Up to 250 tons/day of yard waste	
<u>2. Equipment Requirements</u>	
Equipment must be well maintained and capable of managing seasonal surges and emergency volumes. It is expected that the main equipment is less than 2 years old, with back-up plan for any experienced down time.	
<u>3. Operations & Logistics</u>	
<ul style="list-style-type: none">• Must have a weighing and tracking system for incoming/outgoing materials.• Shall operate during normal business hours (Monday - Friday 7am – 5pm) and offer extended hours when requested by City, including but not limited to storm events or declared emergencies.• Must have on-site staffing capable of managing incoming loads, directing traffic flow, and ensuring material compliance.	

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- Must provide proper disposal for any mixed debris found during processing of vegetative debris received, at no extra cost to the City. Contamination percentage set at 10% of a load.

4. Disaster Response Support

- Must provide Emergency operations plan, to be followed during time of emergency.
- Must have the ability to scale operations rapidly to manage additional debris collected by the City, including but not limited to storm events or declared emergencies.
- Should maintain a 24-hour emergency contact and be available for coordination with the City's staff, including but not limited to Office of Solid Waste, and Emergency Operations Center (EOC).
- Must assist in the disposal (inclusive, but not limited to) segregation, grinding, and staging of vegetative debris following FEMA guidelines for reimbursement eligibility.

5. Reporting & Recordkeeping

- Provide monthly reports on tonnage received, processed, and removed.
- Provide tonnages, trip counts, and any other data required regarding the vegetative debris received from the City, or its franchised hauler, a maximum of 7 calendar days from a written request made by the City.
- Maintain records for a minimum of ten years.
- Support compliance and audit processes as required by DEP or FEMA.

Deliverables

- Yard waste processing services as outlined above
- Monthly operational reports
- Emergency operations plan
- Documentation of all processed volumes and material end-use

Exclusions

- Collection and delivery of yard waste curbside is not included

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 City's needs).

The selected vendor Nature's Keeper is uniquely positioned to provide yard waste processing and disposal services due to operational capability, and geographic advantage.

Given the critical nature of timely waste disposal and the need to comply with local environmental regulations, it is in the City's best interest to proceed with Nature's Keeper as a sole source vendor for this service.

Letter from Original Equipment Manufacturer (required): N/A

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Exclusive Capability

They possess the necessary equipment, personnel, and permits to manage fluctuating volumes of yard debris efficiently and responsibly. No other known provider within the region offers the same level of service, responsiveness, or logistical feasibility.

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 #: