



## MEMORANDUM

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Date: October 12, 2023

To: Albert P. Childress  
City Manager

Christina Bervaldi  
Finance Director

Via: Jessica Durocher  
Purchasing Agent

From: Kelly Crowe,  
Utilities Director

Subject: **Sole Source Declaration for MWI Pumps, Storm Water Replacement Pump**

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Pursuant to purchasing Code 2-844 relating to Brand Name Specifications, "Since use of a brand name specification is restrictive of product competition, it may be used only when the Purchasing Agent makes a written determination that only the identified brand name item will satisfy the City's needs."

Additionally, "The Purchasing Agent shall seek to identify sources from which the designated brand name item can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under the sole source procurement provisions of section 2-797".

In this case, the sole source vendor, PSI Technologies Inc is the only distributor for MWI Pumps and has provided a quote for replacement equipment in the site-specific pump stations. A Sole Source letter is attached.

Purchasing Code 2-797 (1) b. states, "A contract may be awarded without competition when the department head makes a written determination and the purchasing agent verifies that, after conducting a good faith review of available sources, there is only one source for the required commodity or contractual service."

After a good faith review, this confirms that PSI Technologies Inc is the only distributor for the MWI Manufacturer that can provide the required pump.

  
Approved by Jessica Durocher  
Purchasing Agent

9/15/2023

Date