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## MEMORANDUM

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DATE: April 8, 2024

TO: Albert P. Childress, City Manager  
Christina Bervaldi, Finance Director

FROM: Kelly Crowe, P.E., Utilities Director

SUBJECT: **Sole Source Declaration for Crispin Valves, WWTP Wellhead Installation**

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Pursuant to Section 2-797(1), sole source procurement of double disk valves, butterfly valves with Rotork actuator assemblies, and air/vacuum release valves is necessary because PSI Technologies, Inc. is the sole exclusive representative for Crispin Valve products.


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 product, procurement shall be made under sole source exemption, in accordance with Section 2-797.

Crispin Valves meet the specifications for ductile iron fabrication, stainless steel stem, aluminum bronze seats, ductile iron gates, and stainless-steel bolts and nuts, which is necessary for exterior installation in marine environments with high salt-spray conditions.

In this case, the sole source vendor, PSI Technologies Inc., is the only distributor for Crispin Valves, and has provided a quote for four (4) disk gate valves, two (2) butterfly valves, and two (2) air/vacuum release valves. A Sole Source letter is attached.

Pursuant to Section 2-797(1)(b), "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 Crispin Valves that can manufacture the necessary gate valves, and butterfly valves.

  
Approved by Jessica Durocher  
Purchasing Agent

  
Date