



## Sole Source/Standardization Request Form

It is the policy of the City of Winter Park to consistently purchase goods and services by full and open competition. The taxpayers of Winter Park are best served when we make sound business decisions based on competitive bids or proposals. Early acquisition planning including the Procurement Division can help to avoid delays and facilitate effective market research. However, there may be instances in which a method other than full and open competition can be justified. If a user department determines that a method alternative to full and open competition is necessary or in the best interest of the City of Winter Park, appropriate justification for that course of action must be submitted to the Procurement Division for approval in order to waive the competitive procurement process.

Requestor Name: Jason Riegler Date: 10/19/22 Department Code: 28

### Product/Service Description:

BOD Bottles, 47mm GF, Petri dishes, EOD vials, BOD QC, MFC media, Tryptic soy broth 2x, solid standards and other laboratory equipment and testing accessories

Select One:  First Application  Renewal

Request For:  Sole Source\*  Standardization\*\*

\*Sole Source (use for single purchases only):

The supply of a product or service is so uniquely\*\*\* qualified that is only available from a solitary source.

\*\*Standardization (can be used for multiple purchases and can be combined with a sole source): This is the procedure of maintaining methods and equipment as constant as possible because of measureable benefits to the department and/or City. Competition among distributors of a standardized method/brand will be attained if possible.

\*\*\*Definition of Uniquely:

1. Being the only one of its kind
2. Without an equal or equivalent; unparalleled
3. Unusual; extraordinary
4. Characteristic of a particular category, condition or locality

Brand/Manufacturer: Environmental Express Product Number: N/A

Proposed Vendor: Environmental Express

Fiscal Year: FY23 Estimated FY Spending: \$75,000



Explain why the product/service requested is the only product/service that can satisfy your requirements. Be specific with regard to specifications, features, characteristics, requirements, capabilities and compatibility. Describe what steps have been taken to make this determination.

Items have been written into the methods of the test. They need to be used or new method must be found. Items are also verified as good products and are consistent.

Explain why this service provider, supplier or manufacturer is the unique available source from which to obtain this product/service. Describe the efforts that were made to verify and confirm the validity of a distributor's claim to be the only available source. (Obtain and include a signed letter from the manufacturer confirming claims made by distributors of exclusive distributorship)

Environmental Express only makes some of the items. Others are already verified for quality and consistency.

Will this purchase obligate the City to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we need more "like" items in the future to match this one?)

Yes. See attached letter.

Please describe your market research and the results thereof, including a description of other similar sources or products available and why they are not acceptable.

Research was conducted for products not solely made by Environmental Express and found prices are very similar.

Explain the consequence(s) if this product/service is not approved for the requested determination. Be sure to include a dollar estimate of the financial impact, if applicable.

New method must be verified by the lab through the State of Florida.

# Procurement Division

CITY OF WINTER PARK, FLORIDA



**I certify that the above statements are true and correct to the best of my knowledge, and that prices obtained are fair and reasonable. I also certify that neither I, nor my family members, will gain or receive any additional benefit because I have recommended that this acquisition be obtained solely from a designated vendor or contractor.**

Department Head Signature: Jason Riegler

Date: October 19, 2022 | 3:46 PM

**FOR PROCUREMENT DIVISION USE ONLY**

Reviewed By: Michael Hall Date: October 19, 2022 | 3:48

Approved  Disapproved

If disapproved, state reason:

Procurement Manager Signature: Jennifer Maier Date: November 1, 2022 | 12:13



August 31, 2022

Stephen Sierant  
Laboratory Manager  
City of Winter Park

Dear Stephen,

Environmental Express, a Cole-Parmer company, is the sole manufacturer for the items listed below:

BOD: Disposable BOD Bottles -- part number D1001  
Filters-Borosilicate GF, 47mm, 1.5µm -- part number FG85047MM

Environmental Express is either the sole distributor or an authorized distributor for the following products that the City of Winter Park has previously purchased from us:

Sterile Petri Dishes with Pad -- part number 800101  
Filters-MCE, Sterile, 0.45µm, white gridded -- part numbers A045H047A and A045H047W  
COD Digestion Vials -- part numbers B0015, B1010, and B1015  
BOD: Glucose-Glutamic Acid -- part number D1243  
Sterile Sampling Vial with Thiosulfate -- part number D3200  
Universal Solids Standard -- part number F95005  
mFc without Rosolic Acid -- part number MA-101  
99mL Dilution Vial, Phosphate Buffer with MgCl<sub>2</sub> -- part number MEB099P  
Tryptic Soy Broth (Double Strength) -- MT-0778-100-2X  
Tubes, 8mL Round Bottom -- part number SC0060

Thank you for this business opportunity. If you require any additional assistance, do not hesitate to call or write.

Sincerely,

*Adam Schmitz*

Adam Schmitz  
Technical Sales Representative  
Environmental Express, Inc.