




SOLE SOURCE REQUEST FORM

PROCUREMENT MANAGEMENT DIVISION

TO: 5 fH i f' < "GcfYnž==
City Manager

VIA: Chief Procurement Officer

FROM: Andrea Suarez Abastida (Name) 
NMB Water (Department)

DATE: 11/02/2022

RE: _____

Annual Expenditure not to Exceed: \$ 70,191.38 Vendor # _____

Section 3-4.5 Exemptions for Bidding, Purchase of the following materials and services shall be exempt from the bidding process and subject to the spending limitations provided in subsection 3-3.14, unless otherwise provided by **State law: a. Sole source purchases. Sole-source supplies and services, such as unique, patented, or franchised supplies or services, are exempt if the Purchasing Agent determines, after conducting a good faith review of available sources, that the particular supply or service is available from only one (1) source.**

Sole Source Justification: 3-4.8 Sole Source Purchasing. Department heads may recommend purchase of a part, commodity, or service from a sole source supplier after a reasonable search has been made to find other suppliers. The recommendation shall include a written justification documenting the potential vendors contacted, and the results. The Purchasing Agent shall either confirm the lack of additional suppliers or inform the Department of potential suppliers.

The Norwood Water Treatment plant currently need to purchase replacement sludge pumps, mixers and parts.

Moss Kelley Inc. and MKI Services Inc. is the sole authorized sales representative for Hayward Gordon equipment and parts in the state of Florida. All purchases can only be done through this sole representative.

Chief Procurement Officer (Up to \$25,000)

Arthur H. Sorey, III, City Manager (Up to \$50,000)

Approved

PF

Date

11/28/2022

DocuSigned by:

Sumar Brown

11/29/2022


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Purchases exceeding \$50,000.00 will be placed on the next Commission Agenda pending Procurement review.

**PROCUREMENT EXPLANATION MEMO****PROCUREMENT MANAGEMENT DIVISION**

TO: **5 fH i f' < "GcfYnž==**
City Manager

VIA: Chief Procurement Officer

FROM: Andrea Suarez Abastida 
Name
Director of NMB Water
Title/Department

DATE: 11/02/2022

RE: _____

Fiscal Amount not to Exceed: \$ 70,191.38

Vendor # _____

Purpose (How does it align with City NMB Strategic Plan?):

In keeping with City of NMB's Strategic Plan Mission of providing a safe environment for residents and visitors to the City, and being fiscally responsible, a request is being made to award a sole source contract to MKI Services Inc. for the purchase of critical equipment and parts required to maintain normal plant operations.

Background:

Hayward Gordon equipment is used in the lime treatment system for sludge processing and requires maintenance and at times repairs or replacement parts due to wear and tear. Currently, there are two pumps that require replacement in the sludge thickener. This purchase will enable the water plant to make timely repair and replacement in case one of the pumps or mixers becomes defective or fails.

Recommendation:

NMB Water recommends this Sole Source Request be approved and established as MKI Services Inc. is the authorized sole source vendor of these services. By establishing this contract, the water plant will have the means of procuring critical equipment and parts to maintain normal plant operations of the lime treatment system.

Fiscal Impact / Account Number(s):

FY2023 / 410904 - 533640 (\$42,110.00) FY2023 / 410904 - 533520 (\$26,581.38)
FY2023 410904 - 533420 (\$1,500.00)

Contact Person(s):

Andrea Suarez Abastida, PMP Director of NMB Water; Carlos Carrazana, Water Plant Manager



Pumps • Mixers • Strainers • Engineered Systems and Controls

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September 29, 2022

To Whom It May Concern:

Re: Hayward Gordon ULC – Pumps and Mixers

The purpose of this correspondence is to confirm the following:
MKI Services Inc. is our sole authorized sales representative for Hayward Gordon equipment and parts in the state of Florida with the exception of the Florida panhandle.

We thank you for your interest in our products, and request you send all of your inquiries and orders to the following address for proper handling and processing:

MKI Services, Inc.
7284 W. Palmetto Park Road, Suite 304
Boca Raton, FL 33433
Tel: 954-755-2092
Attention: Michele Shuminer
michele@mosskelley.com

Sincerely,

David Caton

David Caton
East Region Sales Manager
Hayward Gordon ULC