



City of Apopka

CITY COUNCIL STAFF REPORT

Type of Form: Consent

Meeting Date: June 7, 2023

Department: Finance

Subject:

Purchase of Commodities/Services: Environmental Products of Florida

Request:

Approve the issuance of sole source memos for fiscal year (FY) 2023

Summary:

The departments purchase large amounts of various commodities in its daily operations including equipment, tooling, and services throughout the year. This purchasing may be accomplished via sole source memo when only one vendor is able to provide or meet the City's requirements. In accordance with Section 107.3, of the City's Purchasing Policy:

107.3.9.8.3. SOLE SOURCE.

Sole Source procurements are proprietary and used when only one vendor is able to provide commodities, contractual services, or construction services of adequate quality or quantity that meet City's requirements, or when compatibility with existing systems requires procurement from a single source. Note: A memo of explanation must be sent to the appropriate approval authority along with the requisition documentation being attached to the purchase order. The City Administrator must give approval for the Sole Source designation. The Sole Source designation will expire each fiscal year after approval and may be renewed upon submission of a new request with documentation. Sole Source designations above \$50,000.00 must be noticed per Section 287.057(3)(c), Florida Statutes.

Contingent to any purchase order being issued, the listed pricing sources are reviewed by the appropriate departments and legal review where applicable. City Council staff report approvals, source memos and contractual information are kept on record with each purchase order issued. In accordance with Section 107.3.9.8.3 & 107.3.9.8.4. of the City's Purchasing Policy, staff requests blanket purchase order approval of the attached vendors for the purchase of the referenced commodities. The amounts shown will remain within the approved budget as designated.

Department	Vendor	Description	Amount	Pricing Source
Public Services	Environmental Products of Florida	Elgin and Vactor products, parts and services	\$86,000	Sole Source

Vendor: Environmental Products Group

Department: Public Services (within FY23 budget appropriations)

Description: Elgin and Vactor products, parts and services

Amount requested for FY 2023: \$86,000

Pricing Source: Sole Source

Policy Requirements:

- Sole Source procurements are proprietary and used when only one vendor is able to provide commodities, contractual services, or construction services of adequate quality or quantity that meet City's requirements:
 - Sole Source Letter from Federal Signal Environmental Solutions has been provided confirming that Environmental Products of Florida is the sole source for new Elgin and Vactor parts and equipment in the state of Florida not including the western pan handle. Environmental Products of Florida is the only factory authorized dealer for Elgin and Vactor products, parts and services in the area.
- Compatibility with existing systems requires procurement from a single source:
 - Elgin and Vactor products, parts and services are used for City owned equipment such as vactor truck, street sweepers and sanitation trucks.

Justification: Need to provide maintenance on already owned City equipment, Environmental Products of Florida is the sole source and only factory authorized dealer for Elgin and Vactor products, parts and services in our area.

History:

- Procurement method under sole source designation.

Funding Source:

Approved FY23 budget

Recommended Motion:

Approve the issuance of blanket purchase orders to the referenced vendors, not to exceed budgetary appropriations.

Attachments:

- Not Applicable