



Print Form

**Sole Source Justification (Reference Article 6, Procurement Source Selection Methods and Contract Awards, § 1-10-56 SOLE SOURCE PROCUREMENT)**

Vendor: Englewood Electric E-Verify Number: 477299

Commodity: MV Starter Motor Protection Relay Upgrade

Estimated annual expenditure for the above commodity or service: \$ 85,135.00

Initial all entries below that apply to the proposed purchase. Attach a memorandum containing complete justification and support documentation as directed in initialed entry. (More than one entry will apply to most sole source products/services requested).

1. SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed.)
- X   2. SOLE SOURCE REQUEST IS FOR ONLY THE AUGUSTA GEORGIA AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturer's — not the distributor's — written certification that identifies all regional distributors. Item no. 4 also must be completed.)
3. THE PARTS/EQUIPMENT ARE NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Explain in separate memorandum.)
4. THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum with details of specialized function or application.)
5. THE PARTS/EQUIPMENT ARE REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Attach memorandum describing basis for standardization request.)
6. NONE OF THE ABOVE APPLY. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this sole source justification be authorized as a sole source for the service or material.

Name: Stephen Orton Department: 4416 Date: 11/13/2025

Department Head Signature: Frank W Byne Date: 11/14/2025

Approval Authority: Andy Peruch Date: 11/17/25

Administrator Approval: (required – not required) \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS:



## UTILITIES DEPARTMENT

Wes Byne, P.E.  
Director

**TO:** Andy Penick  
Director, Procurement Department

**THRU:** Wes Byne, P.E. *FWB*  
Director, Utilities Department

**FROM:** Stephen Orton

**CC:**

**DATE:** 11/13/2025

**SUBJECT:** JUSTIFICATION FOR SOLE SOURCE

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Englewood Electric proposal to do the upgrade needed at Hicks Plant for the MV Starter Motor Protection Relay. The work will consist of installing needed parts and engineering to migrate the motor protection relay for the motor starters. This will serve to upgrade the plant's control and monitoring systems. This upgrade is needed from this source as they are the sole source provider for Allen Bradley for our municipality.



10/7/25  
Received

# MV Starter Motor Protection Relay Upgrade

## FIXED PRICE PROPOSAL

Augusta City Council  
Augusta, Georgia

30557372.1B  
August 29, 2025

Presented to:  
George Bales  
Augusta City Council  
530 Greene St Rm 801  
Augusta, Georgia 30901  
USA

Proposed by:  
Wesco Distribution Inc  
1703 Marvin Griffin Rd  
Augusta, Georgia 30906-6809  
USA

Rockwell Automation Inc.  
135 Dundas Street St N  
Cambridge, Ontario N1R 5N9  
Canada



expanding human possibility®



Allen-Bradley



FactoryTalk



LIFECYCLE IQ  
Services



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#### 1.1.4 Equipment

The following equipment is included in this Statement of Work.

Line	Qty.	Description
1	4	<p>This item includes parts and engineering to migrate the Motor Protection Relay to SEL-710 on the following motor starters (with Analog I/O and Ethernet) on RA Series 7004498-002-03, 7004498-003-03, 7004498-006-03 and 7004498-007-03</p> <ul style="list-style-type: none"><li>• Low Voltage Lower Door prewired (TEW wiring) containing<ul style="list-style-type: none"><li>◦ Schweitzer Engineering Laboratories 710 Motor Relay catalog #071001A0XBA71861310</li></ul></li><li>• Shorting terminal block to remove 825-MCM module feeding the 825-P Note: The 825 RTD Module is compatible with the SEL-710 Relay and can communicate the same as the 825-P</li><li>• ST-type glass fiber optic cables for terminating the 825 RTD scanner to SEL-710</li><li>• 800T devices for existing control functions</li></ul>
2	2	<p>This item includes parts and engineering to migrate the Motor Protection Relay to SEL-751 on the following motor starters (with Analog I/O and Ethernet) on RA Series 7004498-004-03 and 7004498-008-03</p> <ul style="list-style-type: none"><li>• Low Voltage Lower Door prewired (TEW wiring) containing<ul style="list-style-type: none"><li>◦ Schweitzer Engineering Laboratories 751 Motor Relay catalog #751001A1A0X0881290</li></ul></li><li>• 800T devices for existing control functions</li></ul>

Please Note: This equipment list should NOT be considered a complete bill of materials nor served as an approval.

#### 1.1.5 Hardware Delivery

Delivery is approximately 18 to 20 weeks from Rockwell Automation acceptance of Purchase Order. Delivery is based on availability at time of purchase and is subject to change.

#### 1.1.6 Requirements Schedule

No requirements from customer are required.

#### 1.1.7 System Documentation

Rockwell Automation will provide the following in soft copy:

- Finalized Electrical and Dimensional drawings will be provided 4 weeks after onsite implementation.
- Rockwell Automation Field Service Report will be provided 4 weeks after completion of onsite implementation.

### 1.3 Customer Responsibilities

#### 1.3.1 Documentation Requirements

At release of order, Customer will provide any documents required for completion of MV Field Modification upon receipt of order acknowledgement confirmation.

Note: If Customer documents are not delivered by the required date, the Documented Change Request (DCR) Process will be followed to address any resulting delays.

#### 1.3.2 Single Point of Contact

Customer will designate a representative that is authorized to act on the Customer's behalf with respect to this project. This representative should have a working knowledge of the machinery and process and be available to Rockwell Automation personnel during working hours.

#### 1.3.3 Maintenance, Electrical, and Operations Staff

Customer will provide appropriate personnel knowledgeable in the process, operation, and control system supplied to assist Rockwell Automation personnel.

#### 1.3.4 Access to the System

Customer will make the applicable processes and/or systems available to Rockwell Automation personnel during the mutually agreed upon schedule for services and equipment implementation as described in this Statement of Work.

#### 1.3.5 Cancellation

This section outlines the cancellation charges for the scope quoted in this proposal, according to the stage at which the cancellation is requested. Rockwell Automation expects to receive a notice / intent to cancel or terminate, from the customer, per applicable clause agreed in the terms and conditions.

This schedule applies to all order items being considered for cancellation unless otherwise stated or confirmed by Rockwell Automation.

The percentage is based on Order / Item total NET value at the time of Cancellation.

Completion Stage	Cancellation %	Description
Order Entry	10%	<ul style="list-style-type: none"> <li>Order entered in the company's business system</li> <li>Order paperwork generated</li> </ul>
Drawings created for Information or Approval (when required)	30%	<ul style="list-style-type: none"> <li>Manufacturing Drawings available /ready for submission to the customer</li> </ul>
Order Released for Manufacturing	50%	<ul style="list-style-type: none"> <li>Manufacturing Drawings with code - Engineering Released</li> </ul>
Assembly of Units / Structures	80%	<ul style="list-style-type: none"> <li>Equipment assembly has begun</li> </ul>
Manufacturing Complete / Ready for Test or Shipment	100%	<ul style="list-style-type: none"> <li>Ready for factory test / inspection</li> </ul>



Reference	Assumptions (A), Clarifications (C), and Exceptions (E)
C14	<b>Customer or Site-Specific Requirements.</b> This Statement of Work does not include Customer specific requirements or on-site activities such as Customer or site-specific safety training, background checks, health-related testing or vaccinations, international work visas, and copies of expense receipts. Rockwell Automation must be made aware of any such requirements prior to contract award. Costs for associated time and expenses incurred while complying with such requirements will be at Customer expense.
C15	<b>On-site Working Hours.</b> Standard Rockwell Automation working hours are Monday through Friday, 8:00 AM to 6:00 PM (first 8 hours/day). Hours not included in the scope of this Statement of Work and worked outside the standard working hours will be billed as follows: <ul style="list-style-type: none"> <li>1.5 Times Standard Rate - Saturdays and any hours exceeding eight (8) on a weekday or performed outside the standard working hours.</li> <li>2.0 Times Standard Rate - Sundays and holidays</li> </ul>
C16	<b>Travel Time &amp; Expenses.</b> Travel time and expenses in excess of those which are included in this Statement of Work will be billed as follows: <ul style="list-style-type: none"> <li>Travel time to and from the jobsite is billed at the travel rate.</li> <li>Overnight expenses (hotel and meals) are billed at the overnight rate.</li> </ul> Transportation, auto rental, phone, and miscellaneous expenses are billed at cost plus a 10% administrative handling fee.
C17	<b>Stand-by Time.</b> Stand-by time is defined as time spent on-site waiting for completion of customer activities. This includes, but is not limited to, waiting for correction of construction, installation, and wiring or piping errors, and other delays beyond the control of, or not within, Rockwell Automation's specific responsibilities. Stand by time will be invoiced separately at applicable time and expense rates.
C18	<b>Infectious Disease Planning.</b> Rockwell Automation is committed to health, safety, and doing all we can to maintain a high level of service for our customers. We are committed to communicating with you about the impact that an infectious disease and any related governmental restrictions may have on the deployment of our personnel and delivery of the project and truly appreciate your cooperation and understanding. In submitting any purchase order, you acknowledge and agree that Rockwell Automation will be excused from performance, or delay in performance, of its obligations under this purchase order, regardless of whether a contract is currently in place governing the parties' relationship, to the extent that Rockwell Automation is unable to perform such obligations due to the effects of a known infectious disease affecting Rockwell Automation and/or third parties, including, without limitation, logistics and materials suppliers.
C19	<b>Work Site Safety.</b> Customer is responsible for assuring a safe and secure work environment, compliant with relevant local, state, provincial, and nationally-recognized standards and regulations, for work at the site.
C20	<b>Ethics and Compliance.</b> All of Rockwell Automation's employees and every person who performs work for, or on behalf of Rockwell Automation are treated with respect and dignity. Rockwell Automation has a no-tolerance policy for discrimination, and harassment, and zero tolerance for workplace violence and weapons. Please see the PartnerNetwork Code of Conduct and the Rockwell Automation Global Policy People for further details. <a href="https://www.RockwellAutomation.com/en-us/company/about-us/sustainability/ethics-compliance.html">https://www.RockwellAutomation.com/en-us/company/about-us/sustainability/ethics-compliance.html</a>
C21	<b>Third Party Software.</b> This Statement of Work may include third party software that is subject to third party license terms ("Third Party Software"). Customer's right to use such Third Party Software as part of or in connection with the Work is subject to any applicable acknowledgements and license terms accompanying such Third Party Software contained therein. If there is a conflict between the licensing terms of such Third Party Software and this Statement of Work, the licensing terms of the Third Party Software shall prevail in connection with the related Third Party Software.



## 2 Distributor Commercial Terms

### 2.1 Pricing Summary

Wesco Distribution Inc's price is based on the Statement of Work set forth in Section 1 above. All prices are in USD. Quotation is valid for 60 days from date of issue.

Description	Price
MV Starter Motor Protection Relay Upgrade Solution per Quotation #30557372.1B	57,572.00
Labor	27,563.00
<b>Total:</b>	<b>85,135.00</b>

### 2.2 Invoicing Schedule

Description	Milestone	Payment Percent
MV Field Modernization	Milestone #1: Upon shipment of hardware	100% of hardware
	Milestone #2: Upon completion of installation	100% of labor

### 2.3 Purchase Order Instructions

Please Issue a Single Purchase Order to:  
Englewood Electrical Supply  
1703 Marvin Griffin Road  
Augusta, GA 30906  
Ref: Project # SB09042025\_CF Rev 2

### 2.4 Wesco Distribution Inc Terms and Conditions of Sale

UNLESS THERE ARE DIFFERENT OR ADDITIONAL TERMS AND CONDITIONS CONTAINED IN A MASTER AGREEMENT THAT MODIFY WESCO'S STANDARD TERMS, BUYER AGREES THAT THIS QUOTE AND ANY RESULTING PURCHASE ORDER WILL BE GOVERNED BY WESCO'S TERMS AND CONDITIONS AVAILABLE AT [HTTP://WWW.WESCO.COM/TERMS AND CONDITIONS OF SALE.PDF](http://www.wesco.com/terms_and_conditions_of_sale.pdf). AS SUCH TERMS MAY BE UPDATED FROM TIME TO TIME, WHICH TERMS ARE INCORPORATED HEREIN BY REFERENCE AND MADE PART HEREOF. PLEASE CONTACT THE SELLER IDENTIFIED ON THIS QUOTE IF YOU REQUIRE A PRINTED COPY.



# AUGUSTA UTILITIES DEPARTMENT IN-HOUSE REQUISITION

CHECK ALL THAT APPLY:

DATE: 11/13/2025  
DIVISION: Hicks Water Treatment Plant  
FUND #: 506043540

WATER ☐ SEWER ☐ SUPPLIES ☐ SERVICE ☐  
EQUIPMENT ☒ TOOLS ☐ SAFETY ☐ OFFICE ☐  
CHEMICAL ☐ GASES ☐ REPAIR ☐ MAINTENANCE ☐  
LAB ☐ UNIFORM ☐ LIFT STATION ☐ OTHER ☐  
IT ☐ SCADA ☐ INVENTORY ☐ BID ITEM ☐  
ROUTINE ☐ EMERGENCY ☐ SOLE SOURCE ☒ PREFER ITEM ☐ FIBER ☐

REQUISITION #

SHIP TO:  
2822 Central ave. Augusta, Ga  
30909

VENDOR:  
ADDRESS:  
PHONE #:  
QUOTED BY:

Englewood Electrical Supply  
1703 Marvin Griffin Road Augusta,  
Ref: Project# SB09042025\_CF Rev

ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1.	MV Starter Motor Protect	1	57572.00	57572		0		0
2.	Labor	1	27563.00	27563		0		0
3.				0		0		0
4.				0		0		0
5.				0		0		0
6.				0		0		0
7.				0		0		0
8.				0		0		0
9.				0		0		0
10.				0		0		0
11.				0		0		0
12.				0		0		0
13.				0		0		0
14.				0		0		0
SHIPPING CHARGES								
TOTAL				85135		0		0

JUSTIFICATION AND EXPLANATION FOR PURCHASE:

MV Starter Motor Protection Relay Upgrade Englewood is the only vendor with the option to sell Allen Bradley to our municipality for the Protection Relay Upgrade needed at Hicks Plant

Fixed Price Proposal 30557372.1 A

REQUESTED BY: *Ronnie Taylor*

APPROVED BY: *Stephen Orlan*

*Frank W Byne*