

PROCUREMENT DIVISION

Non-Competitive Purchase Request Form

Section A

Date 6/12/2026

To Tyrone White
(Procurement Division Contact; Phone and Email)

From Friseta Davis
(Procurement Liaisons of client departments)

Subject Eaton Corporation - Engineering, Maintenance, Repair, Inspection, Testing, Rental and Support Services
(Contract Number; Title; Term, From - To)

Due Date _____

It is the policy of Cooper City to consistently purchase goods and services using full and open competition. The citizens of Cooper City are best served through sound business decisions based on competitive solicitations. Early acquisition planning that includes consultation with Procurement staff can help avoid delays and facilitates effective market research. However, there may be instances when other than full and open competition may be justified. When a client department determines that other than full and open competition is necessary or in the best interest of the City, appropriate justification for such course of action must be submitted to the Procurement Division for approval and execution to waive the competitive bid/proposal process. The provision of this form to a client department by Procurement Division does not constitute a recommendation, nor does it imply that such request will be substantiated by the Procurement Division's independent evaluation or authorized to proceed as a non-competitive acquisition.

Instructions: Complete and return document, with the appropriate attachments, by the due date to: _____

Section B - To Be Completed by Client Department

Please provide the information requested below to support the need and feasibility for waiving the competitive bid/proposal process:

Department:	Utilities		
Project Manager Name:	Ryan Webster	Project Manager Phone Number:	Ext. 105
Requisition No.:		*Requested Allocation:	\$90,489.00
Proposed Supplier/Vendor:	Eaton Corporation	Requested Contract Term:	
Funding Source:	GL#450-911-534420-533 (Maintenance-Electric Systems) & Other UTL Funds		
Will Federal funds be used to support the requested allocation: Yes ____ No_x__		Will grant funds be used to support the requested allocation: Yes____ No_x__	
Previous Contract No.: (if applicable)	_____	Previous Contract Value: (if applicable)	_____

*Allocations may be proportionally adjusted should there be a change to contract term.

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Purpose of the Purchase

Please describe the minimum requirements and the benefits of the non-competitive acquisition.

The Utilities Department is requesting authorization to procure manufacturer-authorized electrical equipment maintenance, repair, inspection, testing, engineering, rental and support services for Eaton-manufactured electrical distribution equipment located throughout various City facilities. The requested services include support for automatic transfer switches, switchgear, circuit breakers, motor control centers, transformers and associated emergency power systems that are critical to maintaining essential City operations.

These services are necessary to ensure the reliability, safety and operational continuity of the City's electrical infrastructure. Failure to perform required maintenance, testing and equipment refurbishment could result in equipment failure, unplanned outages, service disruptions, regulatory compliance concerns and interruptions to critical municipal services, including water and wastewater operations.

Eaton will provide factory-trained technicians, engineering expertise, inspections, testing, diagnostics, maintenance, repairs and reconditioning services in accordance with original manufacturer specifications, helping to maximize equipment performance, extend service life and maintain system reliability.

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Best Interest of the City/Uniqueness of Product

Please provide a detailed description as to why a waiver of formal bidding is in the City's best interest (e.g., product standardization, compatibility, proprietary access, or distributorship, how vendor is uniquely qualified to provide the needed product or service, etc.). Please note that a lack of advance planning is not acceptable justification for a non-competitive acquisition.

Approval of this non-competitive procurement is in the best interest of the City because the equipment requiring maintenance and reconditioning was originally manufactured by Westinghouse, Cutler-Hammer, and Cooper Power Systems, all of which are now owned and supported by Eaton Corporation. Eaton is the sole manufacturer of replacement equipment, the owner of all proprietary engineering and manufacturing information and the only factory-authorized provider of engineering services, repairs, modifications, reconditioning and warranty support for this equipment. Eaton's Electrical Engineering Services and Systems Division employs factory-trained personnel who have access to proprietary engineering data, original design specifications, certified replacement parts and manufacturing standards necessary to properly maintain and repair the equipment. Services performed by any other provider may alter the original design intent, compromise equipment integrity, invalidate warranties and increase operational risk. The requested procurement meets the City's definition of a single source procurement because standardization, compatibility, warranty preservation and proprietary manufacturer requirements make competition impracticable. Utilizing Eaton ensures continuity of operations, maintains manufacturer-supported equipment, reduces operational risk and protects the City's investment in its existing electrical infrastructure.

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Market Research

Please describe the market research findings. This should include a description of other, similar sources or products available in the market, if any, and why these are not acceptable.

The Utilities Department conducted market research by reviewing available service providers for medium-voltage electrical equipment maintenance and repair. While independent electrical contractors may provide general electrical services, Eaton is the only manufacturer and factory-authorized service provider for the existing Westinghouse, Cutler-Hammer and Cooper Power Systems equipment installed at various City facilities. Eaton owns the proprietary engineering information, manufacturing specifications, design revisions and replacement component requirements for this equipment. Alternative providers do not possess the same level of manufacturer authorization, proprietary technical information, access to certified replacement components or ability to maintain manufacturer-supported equipment standards. Additionally, warranty-supported reconditioning services and specialized VCP-W circuit breaker rental equipment are only available through Eaton's factory service organization. Based on this research, no other vendor can provide an equivalent combination of manufacturer-authorized maintenance, reconditioning, proprietary technical support and equipment compatibility required to support the City's existing electrical infrastructure. Therefore, no economically feasible competitive alternative exists.

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Proposed Actions

Please describe the actions the department will take to mitigate the present barriers to competition prior to any future acquisitions of this product or service.

The Utilities Department will continue to evaluate available technologies and market conditions during future capital improvement planning efforts. However, because the City's existing electrical distribution infrastructure is manufactured by Eaton and its predecessor companies, future maintenance, repair, and reconditioning services will continue to require manufacturer-authorized support to ensure system reliability, safety, compatibility and warranty protection. During future equipment replacement or modernization projects, the Department will evaluate opportunities to incorporate competitively procured equipment and services where operationally feasible and in the City's best interest. At this time, maintaining standardization and manufacturer-supported equipment remains the most prudent and cost-effective approach for ensuring uninterrupted operation of City facilities.

Department Director Name/Initial

D. Akin Ozaydin

Date Approved

07/06/2026

Purchasing Name/Initial

Victoria Dominguez

Date Approved

07/06/2026