

Fairfax Water Procurement Procedures

ATTACHMENT E
SOLE SOURCE DETERMINATION OVER \$75,000



**8570 Executive Park Avenue
Fairfax, VA 22031**

May 18, 2026

MEMORANDUM

To: Jamie Bain Hedges, P.E., General Manager

Initial
JWK

Through: John W. Kingsbury, III., P.E., Deputy General Manager

Through: Douglas Grimes, Production Director

Initial
DG

Through: Elizabeth B. Dooley, CPPO, CPPB, Procurement Manager

Initial
ED

From: Jose Serrano, Industrial Electrician Supervisor

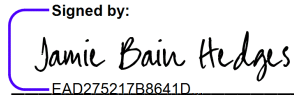
Subject: Request to Renew Sole Source Determination and Amend Contract with Munters Corporation

1. Background: In 2023, the General Manager made a determination that Munters Corporation (Munters) is the only practicable source to provide the goods and services needed to support the eight Munters dehumidifiers at the Corbalis Treatment Plant. The General Manager also approved the award of Sole Source Contract 2023-014 to Munters through March 31, 2026. Staff request that Contract 2023-014 is amended to renew Munters "ServiceCaire" Performance Testing and Inspection Plan for the period April 1, 2026, through March 31, 2027, in the amount of \$13,730. The Plan includes inspection of all units, a discount on all parts, and discounted labor rates for repairs and emergency service. During the renewal period, Staff also intend to have additional maintenance performed by Munters on three dehumidifiers. The maintenance work on the three humidifiers, includes replacement of the desiccant wheel, belts, rollers, and blowers, and is priced at approximately \$137,069.60. The desiccant wheel replacement appropriation was approved at the March 19, 2026, Board meeting. The HVAC blower replacement appropriation was approved at the April 9, 2026, Board meeting. Other parts required for the maintenance work may be purchased with an estimated total price not to exceed \$9,200. The amendment to Contract 2023-014 adds the maintenance work to be performed on the three humidifiers.
2. Justification: A letter from Munters Corporation stating they remain the sole authorized supplier of Munters manufactured components and Munters intellectual property is attached. Staff have researched Munters' claim and can affirm there are no other authorized resellers for the services and parts Fairfax Water require. In addition, only Munters technicians are authorized to service their equipment.
3. Recommendation: I believe it to be in the best interest of Fairfax Water for the General Manager to

make a determination that Munters remain the only source practicably available to purchase the required parts and services. Additionally, I have reviewed contract pricing and believe it to be in the best interest of Fairfax Water to renew and amend Sole Source Contract 2023-014 to Munters with an anticipated spend of \$160,000 for the period April 1, 2026, through March 31, 2027. I also recommend the period of the Sole Source Determination is valid through March 31, 2029, and Contract 2023-014 has an additional two one-year renewal options, also through March 31, 2029, provided that Munters continues to be the sole source of the parts and services. In no event shall this Sole Source Determination authorize purchases that exceed the General Manager's signature authority.

4. Determination: In accordance with Section 2.2-4303(E) of the Code of Virginia, as amended, it is my determination that the above named vendor is the only known source practicably available to obtain the goods and/or services specified above.

Signed by:


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Date: 5/20/2026

Jamie Bain Hedges, P.E.
General Manager

Revised: February 2026