

Fairfax Water Procurement Procedures

ATTACHMENT E
SOLE SOURCE DETERMINATION OVER \$50,000



8570 Executive Park Avenue
Fairfax, VA 22031

March 8, 2023

MEMORANDUM

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

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

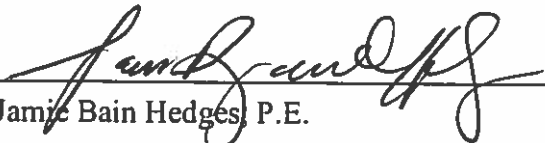
Through: Donald R. Legg, CPPO, Procurement Manager *DRL*
Elizabeth B. Dooley, CPPO, CPPB, Procurement Manager

From: Douglas Grimes, P.E., Production Director *DKG*

Subject: Request for Sole Source Contract Award to Munters Corporation

1. **Background:** The Corbalis Treatment Plant has eight Munters dehumidifiers in service; the newest of which were installed in 2009. Annual preventive maintenance service is required to troubleshoot and recommend any corrective action necessary to ensure each unit is working to manufacturer's specifications. Staff would like to renew Munters "Service Caire®" performance testing plan for one year in the amount of \$10,700.00, effective April 01, 2023 – March 31, 2024. The service plan includes inspection of all units, a 10% discount on all parts, and discounted labor rates for repairs and emergency service. In addition, staff plans to perform maintenance on at least one dehumidifier this year. That work includes replacement of the desiccant wheel, belts, and rollers, which is currently priced at \$31,203.00. The desiccant wheel replacement appropriation was approved at the March 02 Board meeting. Moving forward, staff plans on replacing one desiccant wheel assembly per year.
2. **Justification:** A letter from Munters Corporation stating they do not have authorized resellers of their equipment and/or maintenance is attached. We have researched the supplier's claim and can affirm there are no other resellers. In addition, only Munters Corporation Technicians are authorized to service their equipment.
3. **Recommendation:** Award a sole source contract for one year to Munters Corporation, estimated at \$45,000.00, requirements may be more or less depending on actual needs but in no case will the contract exceed \$75,000 without prior Board authorization. We also recommend an additional four one-year renewal options for a sole source to Munters Corporation.

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 supplier is the only known source practicably available to obtain the goods and/or services specified above.



Jamie Bain Hedges, P.E.
General Manager

Date: 3/14/2023

Revised: September 2021