



SOLE SOURCE / BEST SOURCE JUSTIFICATION

To be completed by Unit or Area and include additional details on separate sheets if necessary.

Vendor/Source Northern Boiler and Mechanical Contractors, Inc.

Amount (\$) \$40,638.08

Unit or Area Water Treatment Services Unit Date 7/22/2025

☐ Sole Source – A single vendor is uniquely qualified to meet the City's procurement objective.

Provide an explanation of the "need" that has to be fulfilled, focusing on the requirements (not a description of the product or service, which satisfies that need). Why is this vendor the only one that can fulfill the need identified?

Describe the unique aspects of their product or service and/or attach letter from vendor:

Check appropriate reason below:

- ☐ This is a product manufactured by a single vendor.
- ☐ This product or service is sold only through this single distributor.
- ☐ This service is unique to a single organization.
- ☐ An unusual or compelling urgency exists (explain below).



Best Source – Does the need meet one of the following “best source” definitions instead of the sole source definition referenced above (explain below):

- The product or service must match or be compatible with current equipment or services; or
- It would not be economically feasible for another vendor to provide the product or service needed; or
- A single vendor is uniquely qualified to fulfill the City’s need; or
- An unusual or compelling urgency exists.

The Water Treatment Plant's filter press system was provided through Universal Filtration and Pumping Solutions (Universal F&PS) and remains the sole source vendor for this system since installation in the 1980s. The system includes two filter presses, each with hydraulically operated bomb bay doors to allow discharge of sludge. Filter press #1 bomb bay doors are original and have deteriorated beyond their useful life and are a safety concern. These doors must be specially fabricated and installed by a contractor familiar with this system. Northern Boiler and Mechanical Contractors, Inc. (Northern Boiler) is the contractor recommended by Universal F&PS to ensure proper fabrication and installation of filter press components. This work is the next phase after Northern Boiler successfully fabricated and replaced the doors for filter press #2 in FY22 making Northern Boiler the Best Source vendor for this work.

What activities have already occurred prior to submitting this request? Discuss what other products and services in the market were reviewed and why they didn’t fulfill the need. Have you already evaluated products or services available on the market and then made a determination that this product or service is the only one that meets your need? Has the vendor already done any work related to this project or purchase?

Additional value from continued use of Northern Boiler is the efficiency and cost effectiveness that comes from reuse of specific drawings developed by Northern Boiler for filter press #2 doors, as well as overall familiarity of the City's filter press system. Northern Boiler has been on site multiple times to take measurements and observe the operation of the bomb bay doors and are familiar with all the features that are required to complete this job. In FY22, Northern Boiler fabricated and installed a new set of doors below filter press #2.