



SOLE SOURCE / BEST SOURCE JUSTIFICATION

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

Vendor/Source Trojan Technologies Corp.
Amount (\$) \$50,000.00
Unit or Area Water Treatment Services Unit Date 7/29/2025

- ☒ 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:

The Water Treatment Services Unit (WTSU) has 2 UV trains that were added as part of the disinfection process. Keeping the UV system in good working order is a top priority for the WTSU. Currently there are several parts such as quartz sleeves and wipers, as well as UV bulbs that are reaching the end of their usable life and need replacement. Spare parts and components are also needed to ensure the continued and uninterrupted operation of the UV trains. Trojan Technologies Corp. is the company that provided and installed the UV system and is the sole source provider for these critical replacement parts. Failure to replace these parts will result in the UV systems' ability to function at full capacity.

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.

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?

Trojan Technologies Corp. had a technician on site to inspect the UV trains and, as a result of that visit, recommended the quoted parts.