

DATE: 6/15/16

Requisition No.

**Bid/Quote No.**

Vendor No.

**WaterborneTech**  
**Waterborne Technologies**  
**1436 Virginia Way**  
**Monroe Ga 30655**

Ph: 770-688-0706

Fax:

Freight is FOB

Destination

Deliveries are accepted  
between the hours of  
8:00 a.m. and 4 p.m.

Mail all invoices\* to:

City of Griffin

Attn- Accounts Payable

P O Box T

Griffin, GA 30224

\*Terms: Net 30 unless otherwise specified on PO

Per Georgia State Code 48.8, the City of Griffin is tax exempt for sale and use taxes. Georgia Sales & Use Tax Exemption No. 20006246313

Deliver to:

City of Griffin

Potato Creek WPCP

1150 County Line Rd

Griffin, GA 30224

ATTN: Potato Creek WPCP/Aaron Cook

Phone: 770-229-6609

Fax:

-- ANY CHANGE ORDERS TO ANY PO OR WORK ORDERS MUST BE AUTHORIZED IN WRITING AND APPROVED. ALL INVOICES SUBMITTED FOR PAYMENT MUST REFERENCE A VALID PURCHASE ORDER NUMBER. --

- VENDORS MUST HAVE A CURRENT REGISTRATION ON FILE PRIOR TO PO PROCESSING -

On File? Y/N

**NY**

Description	Account Number	Quantity	UOM	Unit Price	Extended Totals
Replace #2 Pump at Rehoboth Rd	505 - 4336 - 53 - 2200 - 000	1		21,765.000	21,765.00
pump station #16	- - - -				
Quote is for new pump	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
CAPITAL PROJECT #:	- - - -				
DISTRIBUTION & \$\$	- - - -				
COMMENTS:				Totals: \$	21,765.00

COG USE ONLY	
Pricing method:	
<input type="checkbox"/>	Verbal / Phone
<input type="checkbox"/>	Email/Mail/Fax
<input type="checkbox"/>	Bid / RFP #
<input type="checkbox"/>	E-Verify Affidavit

Vendor emailed copy?	
	Vendor Notified

Invoice apprvd/attchd?	
PMT Approval	
Inv Attached	

■ COG USE ONLY

Dept / Requestor / Date

Purchasing / Date

Department Mgr / Date

Finance Director / Date

City Manager / Date

BOARD / Date



# CITY OF GRIFFIN

## SOLE BRAND\*/SOLE SOURCE JUSTIFICATION

### Request Type and Details

- ☒ Sole Brand\* – The item(s) requested have unique performance features (branded) not found in other items but is available on the open market from multiple sources. If not available in 100 mile radius, it will be treated as a sole source purchase.
- ☐ Sole Source – The item(s) requested has necessary features and is available only from a single manufacturer or from a single dealer with exclusive distribution rights. Sole source justifications should be confirmed annually.

Identify the efforts made to locate other sources: This item is a direct replacement for Wilo USA pump and is only available through this local representative.

Vendor/Source Name/Address:

Waterborne Technologies  
1436 Virginia Way  
Monroe, GA 30655

Vendor/Source Contact: Chuck Adcock

Phone: 770-688-0706

**Scope of Work:** Provide description of purpose for the request and what other comparable options have evaluated. (Include brand name, model, and vendor name):

Replace worn pump with new direct replacement. Any other brand of pump will require lift station modification. This is the local representative.

**Exclusive Capability:** Provide a detailed description of proposed source's unique capabilities and/or performance of work and why this is the only source. This is the local representative for this brand of pump. This lift station is unique as it has Davis EMU pumps installed. Davis EMU pumps are not compatible with the more popular Flygt stations.

### Request Information

*I hereby certify the validity of the information and feel confident this justification for sole brand / sole source meets the criteria and would withstand a vendor protest or an audit.*

Date of Request: 6/15/16

Requestor: Aaron Cook

Department: W/WW

Dept Acting Code: 4336

Phone: 770-229-6609

### Purchasing Use Only ↓

Date Processed:

Date Posted to GPR:

Bid #:

Outcome:



Awarded Sole Source	Issued PO/Contract	Competitive Bid	Number of Protests
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\*This form may also be used for Sole BRAND purchases if there is only one dealer within the State of Georgia or 100 mile radius of Griffin. Sole Brands are specific items that may be available on the open market from multiple dealers.

### **Sole Brand Guidelines**

Sole brand items have unique performance features not found in other items but are available on the open market from multiple sources.

Sole Brand purchasing is an exception to the procurement policies. Such requests should not be made unless you are certain there is a valid requirement and adequate documentation to qualify for this exception. The brand name procurement request must clearly demonstrate that the acquisition of the brand name product is:

1. Unique and essential to the department's requirements, thereby precluding consideration of a product manufactured by another company, or
2. Required to match other similar product already in place and the use of an alternate product would cause the department to incur substantial additional costs, and you provide specific information regarding the equipment you are matching.

In order for a request to be considered for Sole Brand, the justification form must be completed and signed. This justification will remain on file for review by auditors.

#### **Factors which do not apply to Sole Brand:**

1. Personal preference for the product or vendor.
2. Lack of advance planning.
3. Concerns related to the amount of funds (spending before they expire).
4. Explanation for the actual need and basic use of the item, unless the information relates to the request for unique factors.
5. The statement "No Substitution" will not be considered without completion of the justification.

### **Sole Source Guidelines**

Sole source items have unique performance features not found in other items AND are only available from a single manufacturer or dealer with exclusive distribution rights.

Sole source purchasing is an exception to the procurement policies. Such requests should not be made unless you are certain there is a valid requirement and adequate documentation to qualify for this exception. The sole source procurement request must clearly demonstrate:

1. That there is only one source or only one supplier within the predetermined radius that can provide the goods or services in accordance with the requirements of the department.
2. The existence of limited rights in data patent rights, copyrights or secret processes make the supplies or services available from only one source. Note – the mere existence of such rights do not justify a sole source.
3. Addition of new work that was not within the scope of (or incidental to) the original contract scope of work, either as part of the base contract or as an option, is subject to sole source justification.
4. To match and 'intermember' is an acceptable justification of sole source when you provide specific information regarding the goods/equipment you are matching.

In order for a request to be considered for Sole Source, the justification form must be completed and signed. This justification will remain on file for review by auditors.

**Factors which do not apply to Sole Source:**

1. Personal preference for the product or vendor.
2. Lack of advance planning.
3. Concerns related to the amount of funds (spending before they expire).
4. Explanation for the actual need and basic use of the item, unless the information relates to the request for unique factors.
5. The statement "No Substitution" will not be considered without completion of the justification.



# WaterborneTech

**Waterborne Technologies**  
**1436 Virginia Way**  
**Monroe Ga 30655**  
**770-688-0706**

**www.waterbornetech.com**

## Quote

Date	Quote #
6/14/2016	13687

Ship To
Griffin City of Aaron Cook

Project	Terms
Rehoboth Rd PS	Net 30

Item	Description	Qty	Price	Total
Wilo-USA Pump	Replacement pump for SN 488 788 Note* Due to the age of this pump, information is limited. FA10.78Z-370, FKT27.1-4/32, 56hp, 1750 rpm, 460v, with 60' cables.	1	20,650.00	20,650.00
Freight	Freight  Please allow 4-6 weeks delivery from order date.		115.00	115.00
Miscellaneous	Technician to help with install and perform start up.		1,000.00	1,000.00
			<b>Total</b>	<b>\$21,765.00</b>