

**SOLE SOURCE JUSTIFICATION**  
**Not Required for Single Purchases Under \$10,000**

This form is required with all requests for a sole source determination for the procurement of any supplies or services. The justifications should clearly indicate why the legally mandated competitive process required for the procurement is not practicable or possible or is not in the best interests of the County. Letters from the manufacturer of the goods or providers of the service are not, by themselves, adequate justification. The form must be complete with any attachments and must be signed by the department head.

**Sec. 2-248. Sole source procurement.**

A contract may be negotiated and awarded without competition when the purchasing agent determines in writing, documenting the basis for the determination, after conducting a good faith review of available sources, that there is only one (1) source practicably available for the required good, service, insurance or construction item. The purchasing agent shall conduct negotiations, as appropriate, to obtain the best price, delivery, and terms. The county shall issue a written notice stating that only one (1) source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted in a designated public area or published in a newspaper of general circulation on the day the public body awards or announces its decision to award the contract, whichever occurs first. Public notice may also be published on the county Web site. A record of sole source procurements shall be maintained that lists each contractor's name, the type of each contract, the item(s) procured and the identification number of each contract file.

**Department:** Public Utilities  
**Contact Name:** Ashlea Koch  
**Contact Phone:** 804-556-5837  
**Date of Request:** 8/8/2025

**1) Service Description or Product and Manufacturer Name/Model:**

Centerville Water Tank Mixer Replacement

**2) Estimated cost:** \$30,163.00

**3) Required delivery or performance date:** Immediate

**4) Vendor name and address (name of "sole" product supplier or service provider):**

Southern Corrosion  
Attn: Tom Delbridge  
738 Thelma Road  
Roanoke Rapids, NC 27870

**5) Describe the unique design/performance features that make this particular product, system, or service unique and unavailable from other sources. Be specific:**

This quote is for the full replacement of the Gridbee GS-12 mixer at the Centerville Water Tank. Southern Corrosion is the long-term maintenance contractor for our water storage tanks and should perform all maintenance and repairs to the tanks and appurtenances. Additionally, Southern Corrosion is an approved manufacturer's vendor and maintenance contractor for Gridbee mixers.

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- 6) How did you determine that there was only one source for the product or service? Describe what market research and/or evaluation of other products suppliers or service providers was made to determine that no other vendor either makes an acceptable product or can provide an acceptable service.**

Southern Corrosion is the local maintenance and repair contractor for Gridbee tank mixers.

- 7) How did you determine that the quoted cost of the goods or services is reasonable?**

DPU tracks similar repairs on the mixers for water tanks and concluded that the quoted price is reasonable regarding the services and products to be provided.

- 8) What product, system, or service provider has your Department used until now to satisfy this requirement?**

- Southern Corrosion

- 9) Is this request a one-time request or is this a part of an on-going project that will require future expenditures? If yes, explain:**

This is a one-time request.

- 10) Is this purchase for evaluation and testing? If yes, will there be competition after evaluation or will this supply or service become a sole source request?**

No

- 11) What will be the consequences if this request is denied?**

The Centerville Water Tank Mixer is currently out of service and will remain out of service until the necessary replacement is completed. Replacing the voltage leading to the mixer will allow it to run more efficiently and will put less strain on the motor. The previously installed mixer had a lower voltage rating which caused the motor to overheat more frequently since it consistently ran. A full replacement will be the most cost-effective option at this time.

APPROVED/DENIED BY: Mary Zapata  
(Purchasing Agent)

DATE 08/11/2025

SS 2026-07  
PO 12600047