

**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. 11-32 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. (Ord. No. 1717, § 2, 1-5-16; Ord. No. 1945, § 1, 8-2-16)

**Department:** Public Utilities  
**Contact Name:** Ashlea Koch  
**Contact Phone:** (804) 556-5837  
**Date of Request:** August 11, 2025

**1. Service Description or Product and Manufacturer Name/Model**

Bioxide products  
(Bioxide, Bioxide-AQ, Bioxide AE, Bioxide Plus 71 and AQUIT solutions)

**2) Estimated cost:**

\$1,900,000.00: Estimated total annual cost per DPU operating budget

\$3.17 per gallon: Unit cost for April 1, 2025 – March 31, 2026 term per Evoqua letter.

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

The order(s) will be intermittent over the course of FY26.

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

Evoqua Water Technologies LLC, 2650 Tallevast Road, Sarasota, FL 34243

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

See the "Sole Source – Bioxide Products and Services" letter provided by Evoqua.

**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.**

See answer to item #5.

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

DPU purchases chemicals from other companies and the costs are in-line with other chemical purchases. DPU also compares similar chemical purchases with other regional localities.

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

Evoqua Water Technologies LLC

**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 request will require future expenditures throughout upcoming fiscal years.

**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?**

Bioxide could no longer be used to treat the raw wastewater pumped through the Eastern Goochland Pump Station, leading to detrimental deterioration impacts on downstream infrastructure caused by hydrogen sulfide formation.

APPROVED/DENIED BY: Mary Zapata DATE 08/11/2025  
(Purchasing Director) SS 2026-08  
PO 2600048