



City of Ocala

Request for Sole Source Procurement

This form **MUST** be used for commodities or services that are available from only one source and there are no alternates. Forward to bids@ocalafl.org sixty (60) days prior to actual need.

Date Submitted: 10/26/2022 Requesting Division/Department: OUS Warehouse

Contact Person: Mary Ann St. Laurent Telephone Number: 352-351-6705

Commodity/Service: Commodity

Describe the commodity or service and its function: Grundfos replacement pumps & parts to repair and service pumps within our operating system.

Cost of Commodity or Service: \$ 30,000.00

Vendor Name: FJ Nugent Contact Name: Howard Tuttle

Address: 269 Hunt Park Cove City/State/Zip: Longwood, FL. 32750

Contact Phone Number: 407-936-1139 Contact E-Mail Address: howard@nugentco.com

This purchase is clearly and legitimately limited to a Sole Source because the commodity or service is: _____
FJ Nugent is in agreement with Grundfos to be the sole distributor for the state of Florida.

Item(s) are available from only one source and there are no alternates (initials required): MS
Initials

Attach vendor documentation* certifying that the vendor is the only source for the commodities or services in question or holds the production, copyrights, trademark, and/or patent to the item.

Check the following statement(s) that apply:

- ☒ The vendor holds the exclusive distribution rights for the item in question.
- ☐ The commodity to be purchased is the only item compatible with existing equipment owned by the City.
- ☒ The vendor is the sole provider of the commodities or services which have unique characteristics essential to the needs of the City to perform the intended function and no other goods or service will be suitable for use by the City.

**Note: Certifying documentation must be attached to this form or it will be rejected.*

What steps were taken to verify that these features are not available elsewhere?

- ☐ Other brands/manufacturers were examined (please list names, phone numbers, and explain why they are not suitable for use by the City. Attach additional pages as necessary): _____
- ☐ Other vendors were contacted (please list names, phone numbers and explain why those contacted would not meet the needs of the City. Attach additional pages as necessary): _____
- ☒ State why this is the only source for the required commodity or service (attach additional pages as necessary): Approximately 75 - 80% of our submersible pumps are Grundfos

I hereby certify that to the best of my knowledge, this request is a sole source and the information provided herein is accurate and truthful.

Mary A St. Laurent Digitally signed by Mary A St. Laurent
Date: 2022.10.26 11:50:32 -04'00'

Requester's Signature

Date

Requesting Director's Signature

Date

For Procurement Use Only

Sole Source Number (if applicable): SSP-192

Date Listing Posted: 11/2/2022

This request appears to be sole source.

☒ Yes

☐ No

If, no. Is this a standardization?

☒ Yes

☐ No

Is Council approval required?

☐ Yes

☒ No

Was this Procurement posted on the Internet?*

☒ Yes

☐ No

*this requirement is for sole sources

Comments/Justification:

If Protested successfully, Vendor who provides similar goods/services: _____

Date Sole Source Terminated: _____

David Williams
Procurement Staff Reviewer Signature

11/1/2022
Date

Approved ☒ Denied ☐
Stephane M. Rotin
Chief Procurement & Contracting Officer

12/01/2022
Date

NOTE: Section 838.22 Florida Statutes, it is unlawful (second degree felony) for a public servant with corrupt intent to obtain a benefit for any person (company) or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole-source contract for commodities (goods) or services.

From: [City of Ocala - Contracting Officer](#)
To: [Mary Ann St. Laurent](#); [Corrin M. Fitsemmons](#); [Daphne Robinson](#)
Subject: Your policy exception has been approved.
Date: Wednesday, October 26, 2022 4:23:17 PM

Your policy exception has been **approved**.

Approval Comments: The standardization of Grundfos pumps is approved. Per Luis Acosta, Water Resources (WRS) standardizes their pumps so a limited number of tested pumps/brands exist on our system for maintenance and technician familiarity. WRS staff have been trained on the operation and repair of Grundfos pumps and Grundfos pump parts are on hand for repairs. Approximately 75-80% of WRS submersible pumps are Grundfos. IF THE GRUNDFOS PUMPS ARE BEING PURCHASED THROUGH A DISTRIBUTOR, PLEASE SUBMIT A SOLE SOURCE REQUEST INCLUDING A SOLE SOURCE LETTER AND PRODUCT SPECIFICATIONS. AFTER SOLE SOURCE APPROVAL, ENTER A REQUISITION WITH APPROVALS ATTACHED SO A PURCHASE ORDER CAN BE GENERATED WHICH CONTAINS THE CITY'S TERMS AND CONDITIONS. CALENDAR THE \$300,000 EXPENDITURE FOR CITY COUNCIL APPROVAL.

Procurement/Contract/P-Card Exception

Select exception type:

Procurement

Reason for procurement exception:

Standardization

Enter a brief description of your exception request:

WRS is looking to standardize the use of Grundfos pumps with in our system for lift stations. Approximately 75 - 80% of our submersible pumps are Grundfos. This was discussed with Procurement (Tiffany) back in 2019 and approved for standardization and sole sourcing at that time under SSP-128. I have submitted a new sole source request for FJ Nugent and contract 230008 has been set up for purchases. Initial amount \$50,000.00 with another \$250,000.00 to go to Council for approval.

Attach all documents related to the exception that can assist the Contracting Officer's decision.

[Grundfos Sole Source Letter - City of Ocala.pdf](#)
[RE_Item Approval \(SSP-128\).pdf](#)
[Sole Source FJ Nugent TK.pdf](#)

Department

(WHS) WAREHOUSE

Requestor Name

Mary Ann St Laurent

Requestor Email

mstlaurent@ocalafl.org

Phone number

(352) 351-6705

Courtesy Copy Email 1

Lacosta@Ocalafl.org

Courtesy Copy Email 2

mbrooks@ocalafl.org

Who authorized requesting this exception?

Mary Ann St Laurent



ProRFx ID: RFI10272200000197

Time left: **20d 01:32:55**[SHOW INSTRUCTIONS](#)**Transaction Fee:**[Yes](#)**ProRFx ID:**

RFI10272200000197

ProRFx Type:

RFI: Supplies

Format:

Client Purchase

Solicitation No:

RFI# SSP-192 OUS/230008

Listing Category:

[40151513] Submersible pumps

[40151720] Submersible pump spare parts

[47101500] Water treatment and supply eq... [MORE](#)**Scope of Work:**

The City of Ocala intends to award a sole source procurement to F.J. Nugent & Associates for the provision of Grundfos Wastewater Utility products (pumps, parts and rebuild kits). In the event respondents demonstrate the ability to supply the same or substantially similar products and/or services, the City may, in its sole discretion, elect to... [VIEW ALL](#)

Bid Name:Sole Source - Grundfos Wastewater U... [MORE](#)**Listing Image:** [Pump_20bd5a44.jpg](#) (JPG, 5 KB)**Industry Type:**

City and town managers' offices

Contact Name:

Mr. David Williams

Contact Phone:

(352) 629-8350

Ship to Location:

110 SE Watula Avenue

Address1:

110 SE Watula Avenue

Address2:

CITY HALL

City: Ocala**State:** FL**Zip/Postal:** 34471**Listing Class.:**[RFI](#) Request For Information**Listing Ends After:**

End Date/Time reached

Listed By:

CITY OF OCALA

Listing Creator:[Contact Information](#)**Contact Email:**

dwilliams@Ocalafl.org

Listing Start Date:

11/1/2022 9:12:21 AM EST

Listing End Date:

11/22/2022 2:00:00 PM EST

Bid Closes:

11/22/2022 2:00:00 PM EST

IMPORTANT BID DOCUMENT(S)

1. [Grundfos Sole Source... MORE](#) (489.5 KB - PDF)
2. [Grundfos Sole Source... MORE](#) (192.4 KB - PDF)

Listing View [Vendor Questions \(0, 0\)](#) [Bids \(0\)](#)

Template: RFI ()

Supplies - RFI

Header (6 steps to complete)

- 1.*General Terms & Conditions
2. Anti-Lobbying/Communications
- 3.*Vendor Agreements
4. Insurance
- 5.*SPECIAL CONDITIONS
6. Electronic Bid Response

[REQUIRED] [?]

[BLANK] [?]

[REQUIRED] [?]

[BLANK] [?]

[REQUIRED] [?]

[BLANK] [?]

1. Response Requirements***1.1. General Terms & Conditions***One or more items in this section are required.*

☐ * By checking this box you have read and agree to abide by the City's Terms & Conditions.

 [Click to open and read the General Terms and Conditions this transaction will be governed with.](#)

Enter your full name (Owner/Authorized Company Representative only):

1.2. Anti-Lobbying/Communications**ANTI-LOBBYING/COMMUNICATION WITH CITY STAFF AND OFFICIALS:**

To ensure fair consideration for all proposers/bidders, the City strictly prohibits any communication, whether or not written, verbal, or through a third party, relative to this solicitation with any department, City official, City Council member, or employee during the submission process, except inquiries directly made to the Procurement and Contracting Department, Contracting Officer, or as provided in the protest policy located at: [Protest Policy](#).

Additionally, the City prohibits communications initiated by a proposer/bidder, agent, or third party of proposer/bidder to any City official(s), City Council member(s), or employee(s) evaluating or considering the proposals/bids prior to, and up to the time an award decision is made at a scheduled City Council meeting.

***** Any prohibited communications initiated by a proposer/bidder, or a third party on behalf of proposer/bidder, will be grounds for disqualifying the offending proposer/bidder from consideration for award of the solicitation >AND< will face a three (3) year debarment from doing any business with the City of Ocala. *****

1.3. Vendor AgreementsOne or more items in this section are required.***Compliance Certification:**

As an authorized company representative, I certify my firm or corporation:

☐ Agrees to comply the requirements of Florida Statute 287.087 for a Drug Free Workplace.

☐ Agrees to comply with the requirements of Florida Statute 448.095 for Employment Eligibility. Employers, contractors and their subcontractors are required to register and use the Department of Homeland Security's E-Verify system when hiring new employees for the term of the contract. Violations will result in contract termination. (E-Verify is operated by the U.S. Department of Homeland Security).

Owner/Authorized Company Representative initials:

Bidder Certification (Non-Construction):

By my submission of a bid response, and in accordance with your solicitation, I hereby submit this proposal and agree, if my proposal is accepted, to provide goods and services to the City of Ocala in accordance with the solicitation and proposer response. I certify I have read, and will be bound by, all the terms and conditions of this solicitation and any resulting addenda and amendments, in its entirety and understand the scope of work and specification requirements.

Owner/Authorized Company Representative initials:

1.4. Insurance

Click  [HERE](#) to download the Standard Insurance Requirements for the City of Ocala

1.5. SPECIAL CONDITIONSOne or more items in this section are required.***ADA NEEDS:**

Please call the procurement professional shown on this listing forty-eight (48) hours in advance so arrangements can be made if reasonable accommodations are needed for you to participate in any meeting.

AWARDED CONTRACT FAILURE - BIDDING SUSPENSION

☐ I understand and agree to the following:

Bidders who submit a bid to the City of Ocala and fail to fulfill the contract term, for any reason, will be subject to future bidding suspension for year (1), and up to a possible three (3) year bid debarment for serious contractual failures.

Owner/Authorized Company Representative initials:

BIDDER CONTRACTS:

Bidder contracts/agreements will not be accepted in most cases. If a contract is required, only City of Ocala contracts will be used for all goods and services. The requirement of bidder contracts and/or bidder written terms and conditions may result in bid rejection. The City will consider adding appropriate bidder clauses into our contract; please upload any desired clauses with your solicitation response.

CLARIFICATIONS AND CORRECTIONS:

The City of Ocala reserves the right, where it may serve the City's best interest, to request additional information or clarifications from bidders/proposers, or to allow corrections of errors or omissions.

CONFIDENTIAL, PROPRIETARY, OR TRADE SECRET MATERIAL:

The City of Ocala (City) shall handle all written competitive submissions, replies, oral presentations, other submissions, correspondence, meetings and all records made thereof, and all other records concerning this solicitation in compliance with Chapters 119 and 286, Florida Statutes and Article 1, Section 24 of the Florida Constitution.

Proposals or replies received by the City pursuant to its solicitations are exempt from public disclosure until such time that the City provides notice of an intended decision or until thirty (30) days after opening the proposals, whichever is earlier. If the City rejects all proposals or replies pursuant to this solicitation and provides notice of its intent to reissue the solicitation, then the rejected proposals or replies remain exempt from public disclosure until such time that the

City provides notice of an intended decision concerning the reissued solicitation or until the City withdraws the reissued solicitation. A proposal or reply shall not be exempt from public disclosure longer than twelve (12) months after the City's initial notice rejecting all proposals or replies.

Upon award recommendation or ten (10) days after opening, bids become "public records" and shall be subject to public disclosure consistent with Chapter 119 (Public Records) and Section 815.045 (Trade Secret Information), Florida Statutes. Should bidders/proposers consider any information related to their proposal or the services to be provided to City to be proprietary, a trade secret, or otherwise constitute confidential material under Florida or federal law, bidder/proposer shall designate such portion of the material as such by clearly marking it as CONFIDENTIAL, PROPRIETARY, or TRADE SECRET and submit both a non-redacted and redacted copy of their submission. The redacted copy shall only exclude or obliterate the exact portions claimed to be confidential, proprietary, or trade secret. Additionally, bidder/proposer shall state the basis for of the exemption that it contends is applicable to the record, to include the statutory citation to an exemption created or afforded by statute.

THE CITY WILL MAKE NO EFFORT TO VERIFY WHETHER OR NOT THE REDACTED MATERIAL IS EXEMPT FROM CHAPTER 119, FLORIDA STATUTES. THAT DETERMINATION IS TOTALLY THE RESPONSIBILITY OF THE BIDDER/PROPOSER AND THE BIDDER/PROPOSER SHALL BE SOLELY RESPONSIBLE FOR DEFENDING ITS DETERMINATION THAT THE REDACTED PORTIONS OF ITS RESPONSE ARE CONFIDENTIAL, TRADE SECRET, OR NOT OTHERWISE SUBJECT TO DISCLOSURE. PROPOSER SHALL PROTECT, DEFEND, AND INDEMNIFY THE CITY FOR ANY AND ALL CLAIMS ARISING FROM OR RELATING TO PROPOSER'S DETERMINATION THAT THE REDACTED PORTIONS ARE NOT SUBJECT TO DISCLOSURE. IF THE PROPOSER FAILS TO SUBMIT A REDACTED COPY OF ITS SUBMISSION, ANY CLAIM OF CONFIDENTIALITY IS WAIVED, AND THE CITY SHALL BE AUTHORIZED AND REQUIRED TO PRODUCE THE ENTIRE DOCUMENT OR RECORD IN ITS ANSWER TO A PUBLIC RECORDS REQUEST FOR SAID RECORDS.

I have read and understand my responsibilities regarding any purported confidential, PROPRIETARY, or trade secret material contained in my proposal AND (please select the appropriate statement below):

☐ I have not included a redacted copy of our proposal.

☐ I have included a redacted copy of our proposal along with this original.

Owner/Authorized Company Representative initials:

CONFLICT OF INTEREST:

Disclose the name(s) of any employee, officer, director, shareholder, or agent of your firm that is also a City of Ocala employee or public official:

Disclose the name(s) of any City of Ocala employee or public official that is a known relative of an employee, officer, director, shareholder, or agent of your firm:

Failure to disclose known conflicts of interest may result in bid rejection and/or contract termination, if awarded.

City of Ocala employees who have a 5% or more interest in a bidder's firm must also complete an "Officer and Employee Disclosure Statement" which can be obtained at www.bidocala.com under Vendor Resources. This form includes instructions and relative Florida statutes. Failure to complete this form, if applicable, may result in bid rejection.

PERFORMANCE EVALUATION:

At the end of the service period, the City may evaluate vendor performance. This evaluation will become public record.

FLORIDA STATUTE 287.133: Public Entity Crime; denial or revocation of the right to transact business with public entities.

☐ Vendor on its behalf and its affiliates agrees and affirms that it has not been placed on the convicted vendor list following a conviction of a public entity crime as provided for in Section 287.133(2)(a), Florida Statutes, which states: a person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO, for a period of 36 months from the date of being placed on the convicted vendor list.

Owner/Authorized Company Representative initials:

REQUESTED AND ADDITIONAL DOCUMENTS

Upload any requested and additional documents here:

Upload

Not Uploaded

Browse...

Max. File Size you can upload is: 50MB. *.exe files will not be accepted

SAFETY AND ENVIRONMENTAL:

Vendor will be responsible at all times for precautions to achieve the protection of all persons including employees and property throughout the resulting contract term. The Vendor shall make an effort to detect hazardous conditions and shall take prompt action where necessary to avoid accident, injury or property damage. EPA, DEP, OSHA, and all other applicable safety laws and ordinances shall be followed as well as American National Standards Institute Safety Standards. All hazardous spills, accidents, injuries or claims or potential claims shall be reported promptly to the City Risk Management Department at 352-401-3989, or cell 352-572-0414, and rdennis@ocalafl.org.

☐ Agrees to comply with the safety and environmental requirements above.

Owner/Authorized Company Representative initials:

SOLICITATION DOCUMENTS:

The City of Ocala (City) has no responsibility for the accuracy, completeness or sufficiency of any bid documents obtained from any source other than the official City links below:

Bid Ocala: www.bidocala.com

ProRFx Florida: www.florida.prorfx.com

Obtaining these documents from any other source(s) may result in obtaining incomplete and inaccurate information. Obtaining these documents from any source other than directly from the source listed herein may also result in failure to receive any addenda, corrections, or other revisions to these documents that may be issued.

1.6. Electronic Bid Response**ELECTRONIC BID RESPONSE REQUIRED:**

All bids/proposals **MUST** be electronically submitted by or before the due date under the appropriate solicitation/listing accessed online at: www.bidocala.com or www.prorfx.com

Bids/proposals **may not** be submitted by any other means other than as described above. The City will **NOT** accept bids/proposals sent by U.S. Mail, private couriers, fax or email.

Scope Of Work

The City of Ocala intends to award a sole source procurement to F.J. Nugent & Associates for the provision of Grundfos Wastewater Utility products (pumps, parts and rebuild kits).

In the event respondents demonstrate the ability to supply the same or substantially similar products and/or services, the City may, in its sole discretion, elect to cancel this sole source and advertise a competitive solicitation.

Description:

Per correspondence from Grundfos Water Utility, Inc. dated October 26, 2022, FJ Nugent & Associates Inc., 269 Hunt Park Cove, Longwood, FL 32750, is the sole source contracted authorized representative/distributor of Grundfos Wastewater Utility products servicing wastewater customers in the state of Florida, East of the Apalachicola River.

Wastewater Utility products include all Grundfos, Yeomans, Chicago, Morris and Paco products used in the wastewater collection systems and wastewater treatment plants. This exclusivity applies to pumps, parts and rebuild kits for the products listed above as well.

If you believe your company has the capability of supplying a "like" (equal, equivalent, and/or identical) product, please send an e-mail to dwilliams@ocalafl.org (Buyer), and include any and all descriptive information and documentation which supports the claim that your product is a "like" item.

The products and or services listed on the attached pages are believed to be of a unique or proprietary nature and therefore only available from one source. The sole source posting shall be listed for a period not less than fifteen (15) business days.

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David C. Williams

From: Shayatta J. Roberts
Sent: Thursday, October 27, 2022 8:47 AM
To: David C. Williams
Cc: Eileen M. Marquez
Subject: FW: Grundfos Sole Source
Attachments: Grundfos Sole Source Request.pdf; Grundfos Sole Source Request.pdf; Grundfos Stanardization approval.pdf; Grundfos Sole Source Letter - City of Ocala.pdf

David,

Can you help Eileen and post this sole source?

Thank you,

Shay Roberts

Procurement and Vendor Relations Manager
City of Ocala
110 S.E. Watula Ave., 3rd Floor, Ocala, FL 34471
Phone: 352-629-8384
sjroberts@ocalafl.org



From: Mary Ann St. Laurent <MSTLaurent@Ocalafl.org>
Sent: Thursday, October 27, 2022 8:21 AM
To: Bids <Bids@Ocalafl.org>
Cc: Marie Brooks <MBrooks@Ocalafl.org>; Corrin M. Fitsemons <CMFitsemons@Ocalafl.org>; Luis Acosta <LAcosta@Ocalafl.org>
Subject: Grundfos Sole Source

Please see the attached sole source request for Grundfos products. Also attached is the sole source letter from Grundfos stating FJ Nugent is the sole distributor for the state of Florida. and the approved standardization from Purchasing. There is also an established contract for these purchases. Contract 230008. This will be going to Council for approval for the \$300,000.00. Tiffany had approved SSP-128 for this but with the newly approved standardization looking to get everything update.

Thank you

Mary Ann St. Laurent

Manager
Utility Services Warehouse
City of Ocala
1805 NE 30th Avenue
Building 700

From: [David C. Williams](#)
To: [David C. Williams](#)
Bcc: [acollazo@millerbearings.com](#); [bryantspump@gmail.com](#); [citruswell@earthlink.net](#); [jackson@hydropowerfl.com](#); [ben@dmcindustriesinc.com](#); [earlswell@embarqmail.com](#); [brainw@mvipump.com](#); [office@smokeypump.com](#); [ft.ocala.orders@spxflow.com](#); [sweetwater355@embarqmail.com](#)
Subject: New Solicitation Posted - RFI# SSP-192 OUS/230008: Grundfos Pumps and Parts
Date: Wednesday, November 2, 2022 12:42:00 PM

The City of Ocala has posted a new solicitation: RFI# SSP-192 OUS/230008: Grundfos Pumps and Parts. Please see <https://www.prorfx.com/bids/RFI10272200000197> for bid documentation.

The opportunity closes on Tuesday, November 22, 2022 at **2:00 PM EST**.

If you are not registered as a vendor on our fully electronic bid system (ProRFx), please sign up at www.bidocala.com to participate and obtain solicitation documents. It's free to register and receive unlimited notices of bid/solicitation opportunities based on your selected commodity codes. For this solicitation, please register under at least one of the following **UNSPSC codes: [40151513] Submersible pumps; [40151720] Submersible pump spare parts; [47101500] Water treatment and supply equipment.**

For assistance with registration, contact David Williams, Buyer at (352) 629- 8350 email: dwilliams@ocalafl.org.

David Williams I Buyer
City of Ocala
110 SE Watula Avenue, 3rd Floor I Ocala FL 34471
Tel: 352-629-8350
Email: dwilliams@ocalafl.org



Scott Rachal
District Sales Manger
State of Florida
Grundfos Water Utilities, Inc.
902 Koomey Road
Brookshire, TX 77423
October 26, 2022

City of Ocala
1220 NW 4th Avenue
Ocala, FL 34475

Attention: **Luis Acosta, Chief of Equipment Maintenance**

Subject: **Grundfos Sole Source Letter**
Wastewater Pumps, Parts and Rebuild Kits

Dear Bobby:

Please be advised that **FJ Nugent & Associates Inc., 269 Hunt Park Cove, Longwood, FL 32750**, is the sole source contracted authorized representative/distributor of Grundfos Wastewater Utility products servicing wastewater customers in the state of Florida, east of the Apalachicola River.

Wastewater Utility products include all **Grundfos, Yeomans, Chicago, Morris and Paco** products used in the wastewater collection systems and wastewater treatment plants. This exclusivity applies to **pumps, parts and rebuild kits** for the products listed above as well.

Please Contact F. J. Nugent at the following address:

F. J. Nugent & Associates Inc.
269 Hunt Park Cove
Longwood, FL 32750
Phone: 407-936-1139
Email: fred@nugentco.com

Thank you for your interest in the Grundfos line of products. We look forward to working with you and assisting you with your wastewater needs. Please do not hesitate to contact me with any questions.

Regards,

Scott Rachal

Scott Rachal
District Sales Manager, Florida
Grundfos Water Utility, Inc.
srachal@grundfos.com
386-282-1296



Powered by CITY OF OCALA

Official WorldERP™ Time: Tuesday, November 22, 2022 2:03:40 PM

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ProRFx ID: RFI10272200000197

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Filter Off

Sort By: Price Low-High ▼



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No Bids were found. Please select an option on the right.

Previous Page 1 ▼ of 1 Next



Filter Off

Sort By: Price Low-High ▼



Compare

NO BIDS

Select an Option

[207](#) Matching vendors Notified

Take No Action

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