

City of Laredo Sole Source Affidavit

Compliance with Texas Local Government Code Chapter 252.021 is not required for purchases that are available from only one source, including: An item for which competition is precluded because of a patent, copyright, secret process, or monopoly. The item is a film, manuscript, or book. The item is a utility service, including electricity, gas, or water. The item is a captive replacement part or component for equipment. The sole source exception does not apply to mainframe data processing equipment and peripheral attachments with a single-item purchase price in excess of \$15,000.

1. My name is (Print Name) Jim Stepan

I am over the age of 18, have never been convicted of a felony and am competent to make this affidavit.
I am authorized to sign contracts for the following company or firm:

Company: Keystone Conveyor Corporation

Address: 19992 Ferret Street NW

City, State, Zip Code: Elk River, MN 55330

Telephone Number: (763) 712.1322

Fax Number: (763) 712.1324

E-mail Address: info@keystoneconveyor.com

2. The above-named company or firm is the sole source of the following item(s) and no other company or firm in the United States of America sells or distributes the products listed below:

3. Competition in providing the above-named item(s) is precluded due to:

- ☐ A patent
- ☐ A copyright
- ☐ A secret process
- ☐ A monopoly
- ☐ It is a film
- ☐ It is a manuscript
- ☐ It is a book
- ☐ It is a utility service, including electricity, gas, or water (does not apply to parts used for utility services)
- ☒ It is a captive replacement part or component for equipment
- ☐ Other circumstances provided by Texas Local Government Code 252.022 (provide details above)

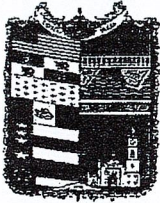
4. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function and there is only one price for the above-named item(s) or product(s) because of exclusive distribution or marketing rights.

5. This affidavit is valid for a period of one year, or until changed circumstances render it inaccurate, whichever occurs first.

[Signature]
Signature of Authorized Official

Officer
Title of Authorized Official

5/29/26
Date



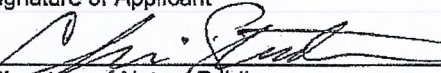
City of Laredo Sole Source
Affidavit

NOTARY USE
ONLY

Subscribed and Sworn to before me this 29th day of
May, 2026, State of
Minnesota, County of Anoka.



Signature of Applicant



Signature of Notary Public

Purchasing Department Use ONLY

Approved ☒

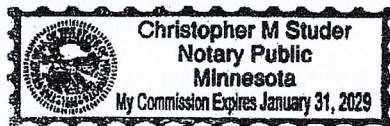
approved by J. Rodriguez, FAEA

Not Approved Return to Using _____
Department

Purchasing Agent Signature

Date


7/01/26



KEYSTONE

CONVEYOR CORPORATION

Date: March 27, 2026

To: South Laredo WWTP
309 Riverfront Street
Laredo, TX 78046

Attn: Purchasing Department

Re: Sole Source for Keystone Conveyor Products and Services

To whom it may concern,

Please be advised that Keystone Conveyor Corporation (KCC), is the OEM and sole source supplier for ***all*** components supplied, used and installed on the original conveyor at the following plant location filed under KCC project No. 10399

**South Laredo WWTP
309 Riverfront Street
Laredo, TX 78046**

We appreciate your continued interest in Keystone Conveyor and welcome you to contact our office at any time with any questions or comments.

Sincerely,



Rich Larson
Keystone Conveyor

Specialists in Conveyor Systems

Enrique Aldape III

From: Irma Sanchez
Sent: Wednesday, July 1, 2026 11:20 AM
To: Enrique Aldape III
Subject: Fw: sole source

FYI

From: Joaquin A. Rodriguez <jarodrigu1@ci.laredo.tx.us>
Sent: Tuesday, June 2, 2026 1:05 PM
To: Irma Sanchez <isanchez1@ci.laredo.tx.us>
Cc: Daniel Castillo Navarro <dcastillo@ci.laredo.tx.us>; Ines Sapien <isapien@ci.laredo.tx.us>; Daniel Villagran <dvillagran@ci.laredo.tx.us>; Tomas Hernandez <thernandez@ci.laredo.tx.us>
Subject: Re: sole source

Please consider this email as an approval of this sole source letter.

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From: Irma Sanchez <isanchez1@ci.laredo.tx.us>
Sent: Tuesday, June 2, 2026 10:13:29 AM
To: Joaquin A. Rodriguez <jarodrigu1@ci.laredo.tx.us>
Cc: Daniel Castillo Navarro <dcastillo@ci.laredo.tx.us>; Ines Sapien <isapien@ci.laredo.tx.us>; Daniel Villagran <dvillagran@ci.laredo.tx.us>; Tomas Hernandez <thernandez@ci.laredo.tx.us>
Subject: Fw: sole source

Good morning Joaquin,

I have attached the signed/notarized Sole Source Letter from Keystone and WaterTech regarding the sludge conveyor systems at South Laredo WWTP. If you have any questions, please let us know.

From: Daniel Castillo Navarro <dcastillo@ci.laredo.tx.us>
Sent: Monday, June 1, 2026 11:43 AM
To: Irma Sanchez <isanchez1@ci.laredo.tx.us>
Cc: Ines Sapien <isapien@ci.laredo.tx.us>; Tomas Hernandez <thernandez@ci.laredo.tx.us>; Daniel Villagran <dvillagran@ci.laredo.tx.us>
Subject: sole source

Good morning Irma,

Here is the completed affidavit for the purchase of the scrapers and any parts we may require from Keystone and WWatertech in regards to the sludge conveyer systems at South Laredo WWTP. If there are any questions, comments or concerns, feel free to contact me. Thank you.

Daniel Castillo

City of Laredo
Wastewater Operations Supervisor
(956) 795-2516 ext. 3094
(956) 251-0430 Mobile

