

Memo

To: City Administration/City Council

From: Mark Sollenberger/Water & Wastewater Director

Date: August 20, 2018

Re: Sole Source Bid/Quote Award Recommendation

This memo is to recommend that the city council award phase 1 of the “water plant’s process turbidimeters replacement program” to the sole source bid Hach Company for a total cost of \$ 32,617.48. The city council approved \$35,000.00 in the 2018 O&M budget to complete phase 1 of the process turbidimeters replacement program. There are a total of 14 turbidimeters that need replaced, and the staff is planning to replace 6 this year (phase 1), and the remaining 8 (phase 2) hopefully in 2019. The health department requires continuously monitoring the water produced at the water plant for various water quality parameters, one of which is turbidity of our produced water at various stages of treatment. Hach Company is one of the leaders in the turbidity monitoring equipment, and has been for many years. The company is headquartered in Colorado, so repair parts and service are readily available. The water plant presently utilizes 14 older style Hach turbidimeters, however as with many things, technology has evolved to the point where the present equipment has become outdated and not as accurate as the newest generation of turbidimeters. Also, repair parts for the present units are no longer produced or stocked by the company. The present turbidimeters have been in place for a little over a decade and have proven to be very reliable, and they interface well with our SCADA system. I request to sole source this manufacturer, because of the excellent performance we have had with their turbidimeters over the past 20 years.

My recommendation is to award phase 1 of the “process turbidimeters replacement program” bid/quote# (100326286v4) for \$ 32,617.48 to Hach Company the sole source bidder and distributor for HACH equipment in Colorado. I have attached this quote for your review. Thank you in advance for considering this request.

<u>Vendor</u>	<u>Total Bid Amount</u>
Hach Company	\$ 32,617.48

MEMO

DATE: August 23, 2018
TO: Craig City Council
FROM: Sherman Romney, City Attorney
RE: Attorney Review of Sole Source Bid/Quote Award Recommendation for Water Plant Turbidimeters

Greetings, I have reviewed the Memo from Mark Sollenberger, Water and Wastewater Director dated August 20, 2018 in which Mark proposes that the City award a quote to Hach Company in the amount of \$32,617.48 for the purchase of 6 turbidimeters for the water plant.

Mark recommends a sole source purchase based on a quote from Hach Company, a Colorado based company that was the provider of our current line of turbidimeters. This purchase would involve 6 of the 14 turbidimeters this year, with the remaining 8 to be scheduled for replacement next year.

There is justification for this action in our purchasing ordinance found in Section 3.08.090. In this case, there are market conditions or special circumstances which allow that informal bidding procedures be used. The informal bid process could be supported by a need to standardize parts and maintain compatibility with existing installations (Section 3.08.090 (2)(a)). Also, it is our practice to consider the quality of the past performance of this very specific equipment from this manufacturer. (Section 3.08.070 (D)). If this line of turbidimeters has performed well, it makes sense to obtain a quote from the sole supplier of this type of equipment rather than preparing bid specifications that are likely to result in one bid to be received for this particular supplier.

Conclusion: There is legal justification in our purchase ordinance for the award of a sole source quote for the purchase of the turbidity meters as recommended by staff.



Quotation

Quote Number: 100326286v4

Use quote number at time of order to ensure that you receive prices quoted

Hach
 PO Box 608
 Loveland, CO 80539-0608
 Phone: (800) 227-4224
 Email: quotes@hach.com
 Website: www.hach.com

Quote Date: 12-Mar-2018

Quote Expiration: 31-Aug-2018

CITY OF CRAIG
 300 W 4TH
 CRAIG, CO 81625

Name: JOEL HOLBROOK
 Phone: 970-824-6340
 Email: wstaff@ci.craig.co.us

Customer Account Number : 096822

Sales Contact: Julieanna Kornas Email: jkornas@hach.com Phone: 800-227-4224, x6460

PRICING QUOTATION

Line	Part Number	Description	Qty	Unit Price	Net Unit Price	Extended Price
TU5300 Online Laser Turbidimeter						
1	LXV445.99.53112	db TU5300sc TURB, FLOW, CLEAN, SYSCHK, RFID, EPA. Standard lead time 20 days.	6	2,688.00	2,553.60	15,321.60
SC1000 Probe Module, 4 sensors, Modbus (RS485)						
2	LXV400.99.1B572	db ee MODULE, PROBE (4-SNSR), SC1000, 4mA. Standard lead time 10 days.	3	2,607.00	2,476.65	7,429.95
SC1000 Multi-parameter Controller Display Module						
3	LXV402.99.00002	db ee MODULE, DISPLAY W/O GSM, SC1000. Standard lead time 10 days.	3	2,911.00	2,765.45	8,296.35
TU5300 Accessories						
4	5743700	VALVE, SHUT-OFF, 2-WAY F/ 1/4" TBG. Standard lead time 10 days.	6	34.15	32.44	194.64
5	LZY911	vv Tubing Set (inlet and outlet - black) TU5xxx. Standard lead time 10 days.	6	43.84	41.65	249.90
6	LZV946	Sample Vials. Standard lead time 5 days.	1	52.00	49.40	49.40
7	LZY907.97.00002	Maintenance Case TU5xxx; RoW. Standard lead time 20 days.	1	1,117.00	1,061.15	1,061.15
8	LZY873	Kit, Service Bracket, TU5xxx sc. Standard lead time 10 days.	1	15.25	14.49	14.49
Grand Total Discount						\$ 1,716.71
Grand Total						\$ 32,617.48

TERMS OF SALE

Freight: Ground Prepay and Add

FCA: Hach's facility

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at www.hach.com/terms. Hach TCS are contained directly and/or by reference in Hach's offer, order acknowledgment, and invoice documents. The first of the following acts constitutes an acceptance of Hach's offer and not a counteroffer and creates a contract of sale "Contract" in accordance with the Hach TCS: (i) Buyer's issuance of a purchase order document against Hach's offer; (ii) acknowledgement of Buyer's order by Hach; or (iii) commencement of any performance by Hach pursuant to Buyer's order. Provisions contained in Buyer's purchase documents (including electronic commerce interfaces) that materially alter, add to or subtract from the provisions of the Hach TCS are not part of the Contract.