

DATE: February 3, 2020
TO: Matt Jordan, General Manager
FROM: Charles H. Carden, Chief Operating Officer *CHC*
SUBJECT: Sole-Source Procurement for Analytical Equipment, Replacement Parts and Consumable Supplies, SSP #2020-515 – *Approve*.

SUMMARY

Tampa Bay Water has standardized on Hach Company online water quality analyzers for many real-time water quality parameter readings throughout the operating system. The Agency's Purchasing Policy was followed to receive approval of Sole Source Posting 2020-515 for Hach purchases during FY 2020. The total purchase amount requires Board approval.

RECOMMENDATION

Approve Sole-Source Procurement for Analytical Equipment, Replacement Parts and Consumable Supplies, SSP 2020-515 with the Hach Company.

COST/FUNDING SOURCE

\$460,000 not to exceed FY 2020 budgeted funds.

DISCUSSION

A Sole Source for Analytical Equipment, Replacement parts and Consumable Supplies was advertised on January 21, 2020, on the Onvia Demand Star site, as well as on Tampa Bay Water's website. No objections or protests were received. Tampa Bay Water posted its Notice of Declaration on February 6, 2020.

Tampa Bay Water staff reviewed and evaluated scope of services and proposed costs and determined that Hach Company, is a responsive, responsible and competent vendor.

The sole source has been reviewed and approved by Tampa Bay Water General Counsel's Office.

BACKGROUND

Tampa Bay Water's Operations Departments budget annually for online analytical equipment, replacement parts and consumable supplies. A portion of this budget is associated with analytical equipment manufactured by Hach Company. Except for APA6000 rotary valve parts, Hach Company

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is the single source provider of analytical equipment, replacement parts and consumable supplies for Hach Company analyzers. Therefore, replacement analyzers, parts and reagents are obtained from Hach Company through a sole source procurement method.