



City Council Report

Date: April 20, 2015
To: City Council
Through: Alex Deshuk, Manager of Technology and Innovation
From: Edward Quedens, MPA, C.P.M., CPPO, Business Services Director
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator
Subject: Three-Year Term Contract for Hach Equipment Maintenance Repair and Supplies for the Water Resources Department **(Sole Source) (Citywide)**

Purpose and Recommendation

Council is requested to approve the Term Contract for Hach Equipment Maintenance Repair and Supplies as recommended.

Water Resources and Purchasing recommend awarding a contract to the sole source vendor, Hach Company at \$85,000.00 annually, based on estimated requirements.

Background / Discussion

This contract will provide factory service maintenance and repair for equipment located at several laboratories and the water reclamation plants from Hach Company. Hach provides factory service and parts for all Hach equipment and does not use distributors or authorized service facilities.

The Department processes separate purchase orders for sole source maintenance and parts throughout the year which collectively total over the \$25,000.00 threshold. This sole source agreement will allow the Department to include all maintenance and supplies under one agreement, and will also get the purchases in compliance with City procedures regarding spend limits and needing Council approval.

Hach Company is an IO 9001 certified company and unauthorized repairs will result in voiding the instrument's warranty.

Alternatives

Council may choose not to award the purchase and new quotes will be obtained.

Fiscal Impact

The total amount is funded by the Water Resources Department operating budget.

Coordinated With

Water Resources and Purchasing

PURCHASING INFORMATION

Action: Award

Procurement Type: Sole Source

Mesa Contract Number: 2015173

Initial Contract Term: Three years

AWARD RECOMMENDATION

Hach Company

Chandler, AZ

Description
Hach Equipment Maintenance Repair and Supplies
Annual Contract Amount: <u>\$85,000.00</u>