



# City Council Report

**Date:** May 20, 2019  
**To:** City Council  
**Through:** Michael Kennington, Chief Financial Officer  
**From:** Edward Quedens, Business Services Director  
Matt Bauer, Procurement Administrator  
**Subject:** Three-Year Term Contract with Two Years of Renewal Options for IDEXX Water Testing Reagents and Supplies for the Water Resources Department  
**(Single Response) (Citywide)**

## Recommendation

Council is requested to approve the award as recommended.

A committee representing the Water Resources Department and Purchasing evaluated the response. The evaluation committee recommends awarding the contract to the single and responsive proposal from IDEXX Distributors, Inc., at \$55,000 annually, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

## Background / Discussion

This contract will provide products and reagents to determine the presence or absence of total Coliform Bacteria and E. coli in water samples.

IDEXX Distributors provides Colilert® and Colilert® reagents and is the sole provider of these products. Colilert® reagent is the EPA approved product for Standard Method 9223, which is used in the detection of total coliforms and E. coli. The City is required, under its drinking water permit, to collect and analyze water samples for total coliforms and E. coli, or be subject to fines and penalties.

Realizing this is a limited source area, an RFP was issued to establish a contract with favorable terms and conditions to the City.

One proposal from IDEXX Distributors, Inc. was received on 3/21/2019. Since only one response was received the City was not able to perform a comparative analysis. The proposal was evaluated in accordance with the City's established policies and procedures. After reviewing the offerors response, IDEXX Distributors was found to be responsive to the requirements of RFP 2019152.

Water Resources is satisfied with the vendor's performance, customer service, invoicing and products provided by IDEXX Distributors. By awarding this contract to IDEXX Distributors, the City's pricing will be firm for at least three years. Water Resources has confirmed that the pricing offered by IDEXX Distributors, Inc. is fair and reasonable.

**Purchase Information**

Action: Award

Procurement Type: Request for Proposals

Contract Number: 2019152

Local Consideration: Not applicable as there were no Mesa responses

Protests Received: None

Initial Contract Term: Three years

Possible Renewals: Up to a maximum of two years, renewals subject to Administrative review and approval

Funding Source: Water Resources Department operating budget (Water and Wastewater Operations and Maintenance)

**Single Response**

IDEXX Distribution, Inc. - Westbrook, ME