



Cover Memorandum/Staff Report

File #: 24-964

Agenda Date: 9/3/2024

Item #: 6.M.1.

TO: Mayor and Commissioners
FROM: Hassan Hadjimiry, P.E., Utilities Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: September 3, 2024

APPROVAL OF RESOLUTION NO. 132-24 TO AWARD A CITY STANDARD AGREEMENT WITH HACH COMPANY FOR WATER QUALITY TESTING PRODUCTS, EQUIPMENT, AND MATERIALS ON AN AS NEEDED BASIS IN A NOT-TO- EXCEED AMOUNT OF \$375,000 (\$125,000 RESPECTIVELY PER YEAR).

Recommended Action:

Motion to Approve Resolution No. 132-24 to award a City Standard Agreement with Hach Company for water quality testing products, equipment, and materials on an as needed basis, in a not-to-exceed amount of \$375,000 (\$125,000 respectively per year).

Background:

The Utilities Water Treatment Plant (WTP), Water Sewer Network, and Laboratory Compliance Divisions require operating supplies and equipment to conduct water quality testing at the WTP, and in the distribution system to meet regulatory requirements. The City owns the following equipment including HACH DR 3900, DR4000, DR5000, Pocket Colorimeter, SL 1000 Portable Parallel Analyzers (PPA), 5500sc Ammonia Online Analyzers, CL17sc Online Chlorine Analyzers, and others. Hach provides a Field Service Partnership (FSP) program which includes coverage for parts, labor, preventative maintenance repair services to all existing equipment and also for new equipment purchases.

The City desires to continue to procure these products and service from Hach Company for a three (3) year Agreement term, in accordance with the City’s Standard policy.

The motion is in accordance with Code of Ordinance Chapter 36, Commission Approval Required and Purchasing Policy.

Contract - CS2024-022		
Agreement - 3 Yr. Term	Sept 3, 2024 - Sept 2, 2027	\$ 375,000
	Total	\$ 375,000

City Attorney Review:

Approved to form and legal sufficiency.

Funding Source/Financial Impact:

Funding will be available from the following:

441-36-250-536.46-15 Maintenance	Utilities Laboratory/Repair & Maintenance Service Equipment
441-36-250-536.52-20	Utilities Laboratory/Operating Supplies General Operating
441-36-250-536.52-30	Utilities Laboratory/Operating Supplies Chemicals
441-36-259-536.52-20	Utilities Water Treatment & Storage/Operating Supplies
441-36-283-536.52-20	Utilities Water Distribution/Operating Supplies Chemicals

Attachments:

1. Legal Review Checklist
2. CS2024-022 Agreement
3. Resolution No. 132-24
4. Approved City Standard Memo