City of Delray Beach
100 N.W. 1st Avenue
Delray Beach, FL 33444

# Cover Memorandum/Staff Report

**File #:** 22-930 **Agenda Date:** 9/6/2022 **Item #:** 6.T.1.

**TO:** **Mayor and Commissioners**
**FROM:** **Hassan Hadjimiry, Utility Department**
**THROUGH:** **Terrence R. Moore, ICMA-CM**
**DATE:** **September 6, 2022**

APPROVAL OF RESOLUTION NO. 56-22 TO AWARD A CITY STANDARD AGREEMENT WITH HACH COMPANY FOR WATER QUALITY TESTING PRODUCTS IN THE NOT-TO-EXCEED ESTIMATED AMOUNT OF $250,000 ($125,000 PER YEAR).

**Recommended Action:**
Motion to approve Resolution 56-22 to award a City Standard Agreement with Hach Company., for water quality testing products in the not-to-exceed estimated amount of $250,000 ($125,000 per year).

**Background:**
The Utilities Water Treatment Plant, Water Sewer Network, and Laboratory Compliance Divisions require operating supplies and equipment to conduct water quality testing at the plant and in the distribution system to meet regulatory requirements. The City owns the following equipment including HACH DR 3900, DR4000, DR5000, Pocket Colorimeter, SL1000 Portable Parallel Analyzers (PPA), 5500sc Ammonia Online Analyzers, CL17sc Online Chlorine Analyzers, and others. Hach provides a Field Service Partnership program which includes full coverage for parts, labor, preventative maintenance repair services to all existing equipment, and any new equipment purchases.

The City desires to continue to procure these products and services from Hach Company. with a two-year Agreement term, in accordance with the City's Standard policy. The Agreement will allow as-needed purchases by providing supplies related to daily operations for water quality testing products, maintenance, and repair services.

Staff recommends approval of this Agreement in the not-to-exceed estimated amount of $250,000 ($125,000 per year).

| **Estimated Contract** | | |
|---|---|---|
| Agreement Term 2 years | August 9, 2022 - March 31, 2024 | $250,000 |

The acquisition of service is in compliance with the Code of Ordinances, Chapter 36, and City Policies and Procedures.

**City Attorney Review:**
Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**
Funding will be available from:
441-36-250-536.52-20 - Utilities Laboratory/Operating Supplies General Operating
441-36-259-536.52-20 - Utilities Water Treatment & Storage/Operating Supplies
441-36-283-536.52-20 - Utilities Water Distribution/Operating Supplies General
441-36-250-536.46-15 - Utilities Laboratory/Repair & Maintenance Service Equipment Maintenance
441-36-250-536.52-30 - Utilities Laboratory/Operating Supplies Chemicals.

**Timing of Request:**
This request is time-sensitive to ensure the daily operations of the water treatment plant.