

CITY COUNCIL AGENDA REPORT

August 4, 2020
Operations Services

TITLE: RATIFY PURCHASE ORDER AGREEMENT WITH HACH COMPANY BY INCREASING THE NOT-TO-EXCEED AMOUNT FROM \$95,000 TO \$125,000 FOR FY 2019/20

SUMMARY

The Utilities Division of the Operations Services Department is responsible for monitoring and testing the chemical residuals and water quality in the water system. The City utilizes Hach for the purchase of Online Analyzers for Chlorine, and Fluoride at all City turnouts and wells. The Water Lab utilizes Hach for Lab and Field-testing equipment for Chlorine, Fluoride, Turbidity and Nitrification. The Hach company is a sole source and supplies all reagents, sensors and replacement parts for the online analyzers, the handheld field analyzers, and lab equipment. The current purchase order has exceeded the \$95,000 allotment due to replacement equipment along with the daily supplies needed to monitor and test the water quality in the lab and field. Currently there are outstanding invoices for FY 2019/20 that need to be processed.

RECOMMENDATION

Authorize the City Manager to retroactively ratify the purchase order agreement with Hach Company by increasing the not-to-exceed amount from \$95,000 to \$125,000 for FY 2019/20.

FINANCIAL STATEMENT

The purchase order agreement with Hach Company is primarily funded by the Utilities Division Water Fund 42040602-433154. The FY 2019/20 budget is \$475,000 and adequate funding is available to cover the increase to cover expenses incurred through June 30, 2020.

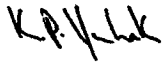
BACKGROUND

The Utilities Division of the Operations Services Department has been purchasing water quality laboratory testing supplies and equipment from HACH Company for over 20 years. A significant amount of the existing water sampling infrastructure in the Water Lab and in the field is built around and dependent upon HACH supplies. The replacement parts and reagents are designed to work with the HACH equipment that Utilities staff uses daily.

The Utilities Division continuously looks for alternative testing and monitoring equipment to ensure competitive pricing and staying current with the latest technology offered by other suppliers. Hach equipment is still the best choice for the City's wells and turnout sites.

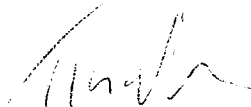
Staff is requesting to retroactively increase the Purchase Order to allow the funding for the replacement equipment along with the daily supplies needed to monitor and test the water quality in the lab and field and to close out pending invoices for FY 2019/20.

Submitted by:



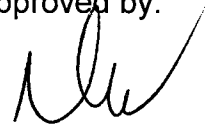
Kathleen Yurchak
Director of Operations and
Water Utilities

Fiscal Review:



Tina Olson
Director of Finance

Approved by:



Nelson Fialho
City Manager