



Purchasing Division
City of Fort Worth

SOLE SOURCE PROCUREMENT JUSTIFICATION

Purpose

This form must accompany all sole source purchase requests for equipment, construction, supplies or services when the purchase is for more than \$3,000.00. This form is not needed when the purchase is for a professional services contract. The purpose of the sole source procurement justification is to demonstrate that the competitive process is not required because only one product or service can meet the specific need of the City of Fort Worth ("City"). A sole source procurement may not be used to circumvent the City's normal purchasing procedures or for a price-based justification. Acceptance of the sole source procurement justification is at the discretion of the Purchasing Division Manager or his designee.

Certification

My signature below certifies that I am aware that state and federal procurement statutes and regulations require that procurements of a certain amount made by government entities must be competitively bid unless the purchase qualifies as an exemption to the competitive bidding requirements. I am requesting this sole source procurement based on the information provided in the Justification section below. The information is complete, accurate and based on my professional judgment and investigations. I also certify that this purchase will not violate Section 2-238 of the City's Ethics Code.

Requesting Department: Water Production

Requested by [printed name]: Brenda Williams

Signature: _____

Recommended by [printed name]: Charly Angadicheril
Department Director

Signature: Ch Had for

Telephone number: 817-392-8267

Date: 5/19/16

Justification

1. Describe the product(s) or service(s) your department wishes to purchase – provide vendor name, manufacturer, model number and/or generic description identifying the item(s) or service(s).

Request a RPO with HACH Company to purchase chemicals and OEM replacement parts for existing HACH equipment for Water Production and Village Creek Water Reclamation facilities.

Manufacturer: HACH Company – 800-227-4224

Documented exclusive representative: - 972-415-7103 – John Cardenas

Estimated annual expenditure: \$350,000

2. Purpose – provide a brief description of why the product(s) or service(s) is required.

It will be used to purchase chemicals used in the labs and replacement OEM parts for the existing HACH equipment throughout the Water Department. By using the OEM replacement there will be very minimal changes to existing electronics, software, the housings of this equipment and preventative maintenance on equipment.

3. Describe your efforts to identify other vendors – trade shows, internet search, vendor catalogues. Provide product and contact information for other products, services and vendors evaluated. (A quote is not required, simply enough information to show the availability/non-availability of other sources.)

Did a search on Internet for vendors that offered this and HACH is the manufacturer of these items and John Cardenas is the local authorized distributor representative.

4. Justification:

- a. Identify the reason(s) why other vendors, products, or services competing in this market do not meet the City's needs or specifications:

The product(s) or service(s) is available from only one source because of patents, copyrights, secret processes, or natural monopolies.

The product(s) is a captive replacement part(s) or component(s) for existing equipment.

The dollar value of the existing equipment is approximately \$_____.

Use of other than Original Equipment Manufacturer parts jeopardizes the warranty or may result in equipment not functioning to the level of factory specifications.

Authorized factory service is available from only one source.

Maintenance for the existing product is only available from one source.

- b. Attach justification letter from the manufacturer or originator of the product or service.

5. Will this purchase limit the ability of other vendors to compete on future purchases for supplies, upgrades, or replacements? If so, how?

No

6. Will this purchase obligate the City to future purchases, for example, maintenance or license(s)? If so, what future purchases will be required?

No

7. What will happen if the City does not purchase the requested product(s) or service(s) from this vendor?

The city would have to do extensive modifications to existing piping/wiring/software to accommodate use of a different brand/type of instruments.

Purchasing Division Comments:

Hach company is the sole manufacturer and distributor for replacement parts on existing Hach equipment.

Buyer/Senior Buyer/Supervisor: Juta Ail Date: June 9, 2016

Approval

PURCHASING DIVISION:

Sole Source Procurement approved:

Yes No

Signature of Purchasing Division Manager:

[Signature]

Printed Name:

Jock Dale

Date:

6/9/16



Hach Company Instrument Service and Parts

To City of Fort Worth:

The instruments you purchased, part of the following family of brands --- Hach, American Sigma, Anatel, Astro, Great Lakes Instruments, Hydrolab, Lachat, Marsh-McBirney, Orbisphere, OptiQuat, OTT, Polymetron and Radiometer-Analytical --- were designed to be reliable, durable and easy to operate. Our goal is to design and manufacture instruments that give accurate readings with minimum maintenance requirements.

The **Hach Service Representative** is a highly trained professional that has a thorough, in-depth knowledge of the workings of each manufactured instrument. Our factory-trained service personnel are the **only people authorized** to perform any repair, start-up service or maintenance on these instruments. Because of the many different parameters and types of analyzers, **we do not recognize or authorize any other service organization to perform repair or recalibration on these analyzers.** As an **ISO 9001 certified** company, we maintain the highest standards for quality assurance and NIST traceable test and calibration equipment. Also, unauthorized repairs will result in voiding the instrument's warranty.

All parts used in our instruments meet our specifications and conform to our high standards. Many parts that may be available from a local vendor go through a testing procedure before being available as a Hach authorized part to ensure that they meet the performance tolerances specified for proper instrument performance. Additionally, the use of non-Hach supplied parts will result in voiding the instrument's warranty.

We have service repair centers that can repair and return instruments efficiently and economically. For on-site services we have an extensive field service organization.

Please contact the Hach Company Service Center at 1-800-227-4224 ext.6180, or web site at www.hach.com for additional information.

Sincerely

The Hach Company Service Group

