

# Mayor and Council Communication

**DATE:** 12/14/21

**M&C FILE NUMBER:** M&C 21-0991

**LOG NAME:** 60HACH COMPANY OEM INSTRUMENT SERVICES

**SUBJECT**

(ALL) Authorize a Sole Source Procured Agreement with Hach Company for Servicing Original Equipment Manufacturer Instruments for the Water Department in an Annual Amount Up to \$142,617.33 and Authorize Four One-Year Renewal Options

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**RECOMMENDATION:**

It is recommended that the City Council authorize a sole source procured agreement with Hach Company for servicing Original Equipment Manufacturer instruments for the Water Department in an annual amount up to \$142,617.33 and authorize four one-year renewal options.

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**DISCUSSION:**

The Water Department (Water) will use this contract to repair, start-up and maintain Hach Company (Hach) instruments owned by the City. Water owns a large number of Hach instruments of various model numbers and functions. All of the instruments are generally used to measure water quality either in the field, in the plant, or in a lab setting. Many of these instruments are used to verify compliance with our water quality permits. The services for these instruments include regulatory Texas Commission on Environmental Quality (TCEQ) required calibrations and various repairs, as needed.

No guarantee was made that a specific amount of goods and services would be purchased. However, Water anticipates spending approximately \$142,617.33 during the first year.

Hach is the sole source manufacturer of the Hach instruments that are currently owned and used at the water and wastewater treatment plants. Hach is the documented sole source dealer for the Texas region and the only company that can service and repair these instruments in this region without voiding the warranties.

Renewal Terms: The agreement may be renewed for four (4) one-year renewal options. The renewals do not require specific City Council approval as long as sufficient funds have been appropriated.

Business Equity: A waiver of the goal for MBE/SBE subcontracting requirements was requested by the Purchasing Division and approved by the M/WBE Office, in accordance with the BDE Ordinance. The M/WBE Waiver is based on the sole source information provided to the M/WBE Office by the Purchasing Division Buyer.

Administrative Change Order: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Water & Sewer Fund to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Water Department has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:** Dana Burghdoff 8018

**Originating Business Unit Head:** Chris Harder 5020

**Additional Information Contact:** Shatabya Bergland 4940

Expedited