

Mayor and Council Communication

DATE: 01/23/24

M&C FILE NUMBER: M&C 24-0011

LOG NAME: 13P RFP 23-0095 ION CHROMATOGRAPHY SYSTEMS AND MAINT AND REPAIR

SUBJECT

(ALL) Authorize Execution of an Agreement with Brinkmann Instruments, Inc dba Metrohm USA Inc. for the One-Time Purchase of Ion Chromatography Systems and Annual Preventative Maintenance and Repair Services for the Water Department in an Annual Amount Up to \$250,000.00 for the Initial Term, and Authorize Nine, One-Year Renewals in an Annual Amount Up to \$50,000.00

RECOMMENDATION:

It is recommended that the City Council authorize execution of an agreement with Brinkmann Instruments, Inc dba Metrohm USA Inc. for the one-time purchase of ion chromatography systems and annual preventative maintenance and repair services for the Water Department in an annual amount up to \$250,000.00 for the initial term, and authorize nine, one-year renewals in an annual amount up to \$50,000.00.

DISCUSSION:

The Water Department approached the Purchasing Division for assistance with securing an agreement for the one-time purchase of ion chromatography systems and annual maintenance and repair services. The ion chromatography systems will be used to perform analyses on water samples to meet Environmental Protection Agency (EPA) and Texas Commission Environmental Quality (TCEQ) regulatory requirements. Purchasing issued an Invitation to Bid (ITB) that consisted of specifications including the requirements of the systems and their components, operations and software training required for City personnel following the installation, and warranty requirements.

The ITB was advertised in the *Fort Worth Star-Telegram* on September 13, 2023, September 20, 2023, September 27, 2023, October 4, 2023, October 9, 2023, October 11, 2023, October 18, 2023, and October 25, 2023. The City received two responses. However, upon evaluation, one bidder, Thermo Electron North America LLC, did not score at least 50% of the total available points for technical criteria and was deemed non-responsive in accordance with the bid documents.

An evaluation panel consisting of representatives from the Water and Environmental Services Departments reviewed and scored the submittals using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Bidder	Evaluation Factors				
	a	b	c	d	Total score
Brinkmann Instruments, Inc. dba Metrohm USA Inc.	12.00	6.33	25.33	30.00	73.67
Thermo Electron North America LLC	7.33	4.00	12.00	Bidder did not score 50% of the technical points; therefore, cost was not evaluated	Bidder did not score 50% of the technical points; therefore, cost was not evaluated

Best Value Criteria:

- a. Contractor’s availability of equipment, parts, and personnel to perform services
- b. References and related project experience
- c. Contractor’s proposed products and services meet the City’s technical requirements
- d. Cost of service

After evaluation, the panel concluded that Brinkmann Instruments, Inc dba Metrohm USA Inc. presented the best value. Therefore, the panel recommends that Council authorize an agreement with Brinkmann Instruments, Inc dba Metrohm USA Inc. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendor’s bid met specifications.

Funding is budgeted in the Water Department Public Utility Department within the W&S Capital Projects Fund for the purpose of funding the Water FY 22 Non-Fleet Eqmt project, as appropriated.

DVIN-BE: A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and expire one year from that date.

RENEWAL TERMS: This agreement may be renewed for nine additional, one-year terms. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

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.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current capital budget, as previously appropriated, in the W&S Capital Projects Fund for the Water FY 22 Non-Fleet Eqmt project 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.

<u>Submitted for City Manager's Office by:</u>	Reginald Zeno	8517
	Dana Burghdoff	8018
<u>Originating Business Unit Head:</u>	Reginald Zeno	8517
	Christopher Harder	5020
<u>Additional Information Contact:</u>	Jo Ann Gunn	8525
	Alyssa Wilkerson	8357