



Sole Source/Standardization Request Form

It is the policy of the City of Winter Park to consistently purchase goods and services by full and open competition. The taxpayers of Winter Park are best served when we make sound business decisions based on competitive bids or proposals. Early acquisition planning including the Procurement Division can help to avoid delays and facilitate effective market research. However, there may be instances in which a method other than full and open competition can be justified. If a user department determines that a method alternative to full and open competition is necessary or in the best interest of the City of Winter Park, appropriate justification for that course of action must be submitted to the Procurement Division for approval in order to waive the competitive procurement process.

Requestor Name: Jason Riegler Date: 10/19/22 Department Code: 28

Product/Service Description:

Hach testing and instrumentation equipment and accessories

Select One: First Application Renewal

Request For: Sole Source* Standardization**

*Sole Source (use for single purchases only):

The supply of a product or service is so uniquely*** qualified that is only available from a solitary source.

**Standardization (can be used for multiple purchases and can be combined with a sole source): This is the procedure of maintaining methods and equipment as constant as possible because of measureable benefits to the department and/or City. Competition among distributors of a standardized method/brand will be attained if possible.

***Definition of Uniquely:

1. Being the only one of its kind
2. Without an equal or equivalent; unparalleled
3. Unusual; extraordinary
4. Characteristic of a particular category, condition or locality

Brand/Manufacturer: Hach Product Number: N/A

Proposed Vendor: Hach

Fiscal Year: FY23 Estimated FY Spending: \$75,000



Explain why the product/service requested is the only product/service that can satisfy your requirements. Be specific with regard to specifications, features, characteristics, requirements, capabilities and compatibility. Describe what steps have been taken to make this determination.

The equipment used for testing and measurement was provided by Hach. We must obtain OEM repair and replacement parts for proper and reliable functionality.

Explain why this service provider, supplier or manufacturer is the unique available source from which to obtain this product/service. Describe the efforts that were made to verify and confirm the validity of a distributor's claim to be the only available source. (Obtain and include a signed letter from the manufacturer confirming claims made by distributors of exclusive distributorship)

Hach is the designer and manufacturer of the equipment used for the testing and monitoring.

Will this purchase obligate the City to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we need more "like" items in the future to match this one?)

Yes. See attached letter.

Please describe your market research and the results thereof, including a description of other similar sources or products available and why they are not acceptable.

This is an existing equipment used in the laboratory and field designed and produced by Hach which requires their specific products and knowledge of the system for operation, repair and service.

Explain the consequence(s) if this product/service is not approved for the requested determination. Be sure to include a dollar estimate of the financial impact, if applicable.

Equipment failure which may result in enforcement fines from the Florida Department of Environmental Protection and water quality standards deviation.

Procurement Division

CITY OF WINTER PARK, FLORIDA



I certify that the above statements are true and correct to the best of my knowledge, and that prices obtained are fair and reasonable. I also certify that neither I, nor my family members, will gain or receive any additional benefit because I have recommended that this acquisition be obtained solely from a designated vendor or contractor.

Department Head Signature: Jason Kiegl

Date: October 19, 2022 | 3:46 PM

FOR PROCUREMENT DIVISION USE ONLY

Reviewed By: Michael Hall Date: October 19, 2022 | 3:48

Approved Disapproved

If disapproved, state reason:

Procurement Manager Signature: Jennifer Maier Date: November 1, 2022 | 12:13

The Sole Authorized Manufacturer and Direct Distributor Letter

9/9/2022

Customer Name: CITY OF WINTERPARK

Customer Address: 401 S PARK AVE

Customer City, State, Zip: WINTER PARK, FL, 32789-4319, US

Customer Account Number: 037587

| Item(s): | Description(s): |
|-----------------|---|
| | <p>This letter is to confirm that Hach Company is the sole manufacturer and distributor within the United States of the following Branded Products: Hach Company, Hach Environmental, American Sigma, Evita Analytical, Lachat Instruments, Radiometer Analytical, Marsh-McBirney, Astro/Polymetron and GLI Instruments.</p> <p>In order to maintain regulatory compliance, continuity with existing equipment, accuracy and integrity of your data, it is recommended that all replacement reagents, equipment and parts be manufactured and supplied by Hach Company. Hach Company also recommends the use of Hach Factory Trained Field and or Bench Service Technicians. Hach does not utilize nor endorse third party service companies. Use of such entities, could result in loss of warranties.</p> |

This letter is to confirm that Hach Company is the sole authorized manufacturer and direct distributor of the item/items listed above.

Thank you for your interest in Hach Company Products. If we can be of further assistance, please contact us at 1-800-227-4224.

Thank you



James Welch
Hach
Customer Service Manager