

31. **Waive the procurement process, approve Sole Source Procurement and authorize the issuance of Purchase Orders for the purchase of Field and Laboratory Calibration, repair, maintenance and chemicals, with Hach Company, Ames, IA (Not-to-Exceed \$65,000.00 per year).**

Florida department of Environmental Protection required field and laboratory equipment for the County water and wastewater facilities to be calibrated. These calibration must be in accordance with the Manufacturer's specifications and must be performed every six (6) months. Hach Company is the manufacturer's representative authorized to perform the required services on those equipments.

Environmental Services Department/Water and Sewer Division and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the Sole Source procurement and authorize the issuance of Purchase Orders on an as needed basis as long as the cumulative amount does not exceed \$65,000.00 per year for a period of five (5) years.

**SOLE SOURCE /PROPRIETARY SOURCE
PURCHASE DATA SHEET
SEMINOLE COUNTY
PURCHASING DIVISION**

☐ SOLE SOURCE

☒ PROPRIETARY SOURCE

Date Submitted: 9/22/03	Requester: Jack Cheney
Requisition No: 2400114	Dept./Div. Name: Evn. Service/Water & Sewer
Item Description: Service, Repair and Calibration of Field and Laboratory Equipment	
Your Selected Vendor's Name: HACH	
Vendor's Address: 100 Dayton Av., Ames, IA 50010	
Vendor's Phone #: 1-800-227-4224 ext. 3147 Contact Name: Terri Turpen	
Justification, state why this is the only item which will fulfill your needs: FDEP requires that field and laboratory equipment be calibrated in accordance with the Manufacturer's specs (every 6 months). They prefer this to be done by a third party vendor for reliability.	
This sole source is for the factory representative to perform the calibrations, repair and Maintenance of the Hach equipment for both the Water and Wastewater sections.	
Comment and/or verify if there are other sources of supply that meet this need:	
See attached Sole Source Letter	
Vendor #1 Contacted:	Telephone:
Vendor #2 Contacted:	Telephone:
Vendor #3 Contacted:	Telephone:
Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Requesting Division Head Signature: <i>David L. Rudolph</i>	Date: 9/22/03
Requesting Department Head Signature: <i>Phil J. G...</i>	Date: 9/24/03

Reviewing Purchasing Staff	
Purchasing Division: Buyer Review: <i>[Signature]</i>	Date: 11/3/03
Supervisor Review: <i>[Signature]</i>	Date: 11/3/03

Purchasing Manager - Determination	
Comments:	
Approval/Disapproval of: <i>[Signature]</i>	
Purchasing Manager Signature: <i>[Signature]</i>	Date: 11/3/03
Purchase Order No.:	Amount of Purchase: \$

p:\users\potm01\docs\forms\solesorc.doc

Reg # 2400114

31

**Be Right™**

Hach Company Instrument Service

Dear Customer:

The instruments you purchased --- **Hach Company, Great Lakes Instruments, American Sigma, Radiometer-Analytical, OptiQuant, Astro, Hydrolab, OTT & Polymetron** --- were designed to be reliable, durable, and easy to operate. Our goal is to provide 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 repairs, 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 repairs or recalibrations 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.

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. 3601 for additional information.

The fax number is: 515-956-3810

Sincerely:

The Hach Company Service Group





Be Right™

Hach Preventative Maintenance Agreement

The Hach preventative maintenance agreement (PMA) is a **pre-scheduled** preventative maintenance program designed to ensure continuous operation of your Hach instrumentation.

Program Features

- Free operator training during any scheduled visit.
- Free Instrument Performance Certification for qualifying instrument(s).
 - No charge for travel to and from your site.
 - Two payment options available.
- No charge for maintenance kit parts replaced during a scheduled visit.
 - No charge for new instrument start-up if PMA program enrollment occurs at time of instrument purchase.

NOTE: Hach does not perform external wiring and plumbing but can provide consultation if necessary.

Program Guidelines

- Your local service representative will determine the number of visits required.
 - All service visits must be scheduled in advance.
- Original copy of the Agreement must be signed and returned to Hach Company prior to initiation of services.
- Agreed payment option criteria met. ***See agreement for details

Hach service personnel receive periodic instruction regarding operation of testing and monitoring equipment used to measure environmental conditions and the repair and maintenance of such equipment. Such instruction includes, where appropriate, information on handling and disposal of hazardous materials, workplace health and safety, permitting, security and personal safety.

This agreement includes pricing for services and Hach's standard terms and conditions. If you wish to purchase this service, please sign and return one original copy to:

Hach Company Instrument Service

c/o Field Service Specialist

100 Dayton Avenue

Ames, IA 50010

Phone: 1-800-227-4224 Ext.3601

Fax: 1-515-956-3810