



**Department of Purchasing and Contracting  
NON-COMPETITIVE PROCUREMENT REQUEST FORM**

Marketa H. Killingbeck

Digitally signed by Marketa H. Killingbeck  
DN: cn=Marketa H. Killingbeck, ou=DeKalb  
County Government, ou=Watershed  
Management,  
email=mkillingbeck@dekalbcountyga.gov  
c=US  
Date: 2019.04.30 17:56:14 -0400

Requesting Department: Watershed Management

Department Contact Person: Garry V. Kinnemore Telephone: 678 614 4441  
Email: gvkinnemore@dekalbcountyga.gov

Requisition Number: 816146 Suggested Supplier: Hach Co.  
Estimated Amount of Purchase: \$ 900,000.00  
Detailed Description of the Goods or Services to be purchased: Renew Hach Company annual service agreement, purchase Hach Co. lab supplies

**Emergency** (For Emergency Requests, Please check this box and answer all questions below.)

1. Date and Time of Emergency Occurrence: \_\_\_\_\_

2. Please state the nature of the emergency posing a risk to public health, welfare, safety or resources:

\_\_\_\_\_

3. State how the Estimated Amount was determined to be Fair and Reasonable (attach supporting documentation):

\_\_\_\_\_

**Sole Source** (Please check box and answer all of the following completely.)

1. Provide an explanation why the product, service or supplier requested is the only method that can satisfy the requirements. Please explain why alternatives are unacceptable. Be specific with regard to specification, features, characteristics, requirements, capabilities and compatibility. (Attach additional documents, if necessary):

Hach Co. service technicians are the only people authorized to start-up, repair, calibrate or maintain Hach Co. equipment.

2. Will this purchase obligate us 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?) Explain in detail.

Yes. Repairs or calibration of Hach Co. equipment not authorized by Hach will void the instrument warranty.....

3. Explain the impact to the County or Public if this request is not approved.

Scott Candler will not be able to verify the calibration of its Hach water quality monitoring equipment is accurate which may cause us to be out of compliance with State of Georgia regulators.

I hereby request that this non-competitive procurement request be approved for the purchase of the above stated work, material, equipment, commodity, or service.

Department Director (Typed/Printed Name): Reginald Wells Signature: Reginald Wells Date: 05/01/21

**Do Not Write Below – for the Department of Purchasing and Contracting Use Only**

Procurement Agent (Typed/Printed Name) Angel Franco Signature: [Signature] Date: 5/8/19

Procurement Manager (Typed/Printed Name) Cathryn Horner Signature: [Signature] Date: 6/28/19

Approved  Not Approved

Signature: [Signature] Director, Department of Purchasing and Contracting Date: 6/27/2019

P&C Rev. 9/21/2017

for TR Clark  
**Agenda Item 2019-3722**

**Print Form**



**Public Notice of Proposed Award of Sole Source Procurement**

**Section A – Description of Proposed Sole Source Procurement**

**Description of Supplies/Services:** Repair, maintenance and calibration of equipment manufactured by Hach company.

**Demonstration of Contractor’s Unique Qualifications:** Hach Co. service technicians are the only people authorized to start-up, repair, calibrate and maintain Hach Co. equipment without voiding warranties.

**Section B – To Be Completed by the Department of Purchasing and Contracting**

**Market Survey Results**

**Date Public Notice posted on website:** April 23, 2019

**Date Public Notice closed:** April 28, 2019

**Review of Offers**


**Were any offers received (Yes/No):** No

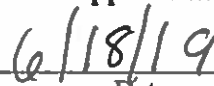
**Number of offers received:** 0

**Responders:** None

**Purchasing Agent review and recommendation:** This request is for the annual renewal of the service agreement with Hach Company for repair, maintenance and calibration of equipment manufactured by Hach Company. The amount being requested \$900,000.00, will cover the next three years of service, \$300,000 per year. Two different quotes have been provided: one quote is for the parts, labor, maintenance, calibrations and on-site repair; the other quote includes the management software cost. Scott Candler currently uses the system to verify the calibration of the water quality monitoring equipment. Hach Co. service technicians are the only people authorized to start-up, repair, calibrate and maintain Hach Co. equipment without voiding warranties. Terms and conditions have been previously approved by the Law Department, in accordance with the agreed upon addendum.

A sole source CPA No. 1042139 was awarded to the vendor, effective December 13, 2016 – December 31, 2018, in the amount of \$300,000 for water monitoring equipment and repair services. The current CPA 1108179 is due to expire on May 31, 2019, the current amount released is \$564,845.88. This was advertised on the GPR for a period of 15 days. This Sole Source has been assigned Agenda Item No. 2019-3722. It is my recommendation to approve this request.

  
\_\_\_\_\_  
Agent Signature

  
\_\_\_\_\_  
Date



DeKalb County  
GEORGIA

*C. Horner*

Procurement Manager Signature

*4/28/19*

Date

Attn: Purchasing and Contracting  
DeKalb County 1300 Commerce Drive  
Decatur, GA 30030



April 19, 2019

## Hach Company Instrument Service and Parts

Dear Customer:

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](http://www.hach.com) for additional information.

Sincerely

A handwritten signature in black ink, appearing to read "Marty Galt".

The Hach Company Service Group



Be Right