



JUSTIFICATION FOR SOLE SOURCE CERTIFICATION

Sole Source Purchases are defined clearly, based upon a legitimate need, and are limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and/or cost effective feature requirement. The use of sole source purchases must be justified and shall be limited only to those specific instances in which compatibility or technical performance needs are being satisfied.

Sole Source Services are defined as a service provider providing technical expertise of such a unique nature that the service provider is clearly and justifiably the only practicable source available to provide the service. The justification shall be based on the uniqueness of the service, sole availability at the location required, or warranty or defect correction service obligations of the service provider.

This form must be filled out for the request to purchase any good or non-professional service that requires a competitive procurement process (informal quotes (\$1001-\$10,000), formal quotes (\$10,001 - \$19,999.99), or formal bid (\$20,000 or more) as defined in the LFUCG's Purchasing Manual. This form must be completed in its entirety and attached to the purchase requisition.

Note: Sole Source Purchase requests for goods exceeding \$20,000 will require approval by the Urban County Council by submitting an Administrative Review Form. A copy of this form must be signed off by Central Purchasing and attached to the Administrative Review Form.

Requesting Division

Name David J. Price, Ph.D. Division/Dept Division of Water Quality

Phone 859-425-2415 Email dprice@lexingtonky.gov

Type of Purchase: Goods/Materials/Equipment Services

Cost: \$24,782.28

Sole Source Request for the Purchase of: Laboratory water quality testing chemicals and test kit supplies

One Time Purchase To Establish Sole Source Provider Contract
(subject to annual review and approval by Central Purchasing and/or Urban County Council)

Vendor Information

Business Name HACH COMPANY

Contact Name Ted Simmons

Address P.O. Box 389, 5600 Lindbergh Drive, Loveland, CO 80539-0389

Phone 800-227-4224 ext 2113 Email tsimmons@hach.com

STATEMENT OF NEED: (Add additional pages as needed)



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3. Describe efforts to find other vendors or consultants (i.e. phone inquires, web site search, contacting the manufacturer to see if other dealers are available to service region, etc.).

Searches included web site searches, contacting various suppliers/manufacturers, conversations with sales representatives, professional journals, and information booths at professional conferences.

4. How was the price offered determined to be fair and reasonable?

(Explain what the basis was for comparison and include cost analyses as applicable.)

Price was compared to previous methods used. Savings were achieved with decreased time in preparation and final analysis. In addition, the new procedures decreased the amount of generated hazardous waste at cost savings to LFUCG. Prices also include a 5% discount.

5. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.

Cost of materials required in the past have decreased. Monthly shipment of chemicals only require one PO which saves administrative costs, reduction of time spent preparing, analyzing, and cleanup by personnel.

Results are produced faster which increases the efficiency of LFUCG wastewater treatment plants.

Failure in reporting WWTP data can result in fines from the State and/or U.S. EPA.

Prices include a 5% discount from manufacturer.