



Lexington-Fayette Urban County Government  
DEPARTMENT OF ENVIRONMENTAL QUALITY AND PUBLIC WORKS

Jim Gray  
Mayor

David L. Holmes  
Commissioner

Town Branch Laboratory  
301 Lisle Industrial Avenue  
Lexington, KY 40511

Division of Central Purchasing  
Todd Slatin, Director

Mr. Todd Slatin:

This letter is to confirm that HACH Company is the sole manufacturer and distributor of the following products:

TNT 830 Ammonia TNTplus Kit, Ultra Low Range  
TNT 832 Ammonia TNTplus Kit, High Range  
TNT 843 Phosphorous TNTplus Kit, Low Range  
TNT 845 Phosphorous TNTplus Kit, Ultra High Range  
TNT 872 Volatile Acids TNTplus Kit

These chemical kits are specific for our HACH DR5000 spectrophotometer and are used for our daily water quality measurements. If you have any questions, please contact me at (859) 425-2415 or via email at [dprice@lexingtonky.gov](mailto:dprice@lexingtonky.gov).

Regards,

David J. Price, Ph.D.  
Laboratory Supervisor  
Division of Water Quality

Phone: 859-425-2415  
Fax: 859-425-2548



## 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: \$27,041.04

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)

## The Sole Authorized Manufacturer and Direct Distributor Letter

7/11/2013

**Customer Name:** LEXINGTON FAYETTE URBAN COUNTY  
**Customer Address:** 301 LISLE INDUSTRIAL RD  
**Customer City, State, Zip:** LEXINGTON, KY 40511

**Customer Account Number:** 046493

<b>Item(s):</b>	<b>Description(s):</b>
TNT830	- AMMONIA TNT+, ULR, .02-2.5MG/L PK/25
TNT832	- AMMONIA, TNT+, HR (2-47 MG/L) PK/25
TNT843	- PHOSPHORUS TNT+LR PK 25
TNT845	- PHOSPHORUS TNT+UHR PK/25
2428550	- M-FC ROSOLIC ACID, PLASTIC 2ML PK/50

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



Be Right™



## JUSTIFICATION FOR SOLE SOURCE CERTIFICATION

My division/department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the LFUCG. I know of no conflict of interest on my part, and I have no personal involvement in any way with this request. No gratuities, favors, or compromising actions have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials, persons or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

**1. Describe the product or service and list the necessary features this product provides that are not available from any other option.**

TNT+ test kits for ammonia, phosphorous and volatile acids; microbiological media and petri dishes.

These chemical kits are specific to our HACH DR5000 spectrophotometer and are used for our

daily water quality measurements, as required by the U.S. EPA and the State of Kentucky.

These products save preparation/analysis time and do not create hazardous wastes.

The kits used for the analysis are all based on U.S. EPA approved methods.

**2. Below are eligible reasons for sole source. Check one and describe.**

Licensed or patented product or service. No other vendor provides this. Warranty or defect correction service obligations to the consultant. Describe why it is mandatory to use this licensed or patented product or service.

Existing LFUCG equipment, inventory, custom-built information system, custom-built data inventory system, or similar products or programs. Describe. If product is off-the-shelf, list efforts to find other vendors (i.e. web site search, contacting the manufacturer to see if other dealers are available to service this region, etc.)

Uniqueness of the service. Describe.

The LFUCG has established a standard for this manufacturer, supplier, or provider and there is only one vendor. Attach documentation from manufacturer to confirm that only one dealer provides the product.

Factory-authorized warranty service available only from this single dealer. Sole availability at the location required. Describe.

Used item with bargain price (describe what a new item would cost). Describe.

Other – The above reasons are the most common and established causes for an eligible sole source. If you have a different reason, please describe:

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## JUSTIFICATION FOR SOLE SOURCE CERTIFICATION

**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.

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**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.

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**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 results in fines from the State and/or U.S. EPA.

Prices include a 5% discount from manufacturer.

**Requisition: HACH SIRRPLAN 2014 2015**

**Requester:** David Price      **Business Unit:** LFUCG      **Requisition ID:** 0000117549      **Date:** 7/16/2014

**Comments:** HACH SIRRPLAN is a scheduled reagent replacement program for chemical kits and reagents to be used July 2014 through June 30, 2015. Kits used for daily water quality testing. Price quote #313236017 and sole source letters/forms attached to line item 1 comments. HACH is not on DBE list, but is sole source.

Line	Description	Qty	Price	Curr	UOM	Total
1	m-FC w/Rosolic Acid. 2 mL plastic ampules, pk/50...	48	67.400	USD	PK	3235.20
<b>Line Comments</b>						
<< m-FC w/Rosolic Acid, 2 mL plastic ampules, pk/50 for fecal coliform determinations of permit samples. Price includes 5% discount. >>						
<u>Sched Line</u>	<u>Ship To</u>	<u>Attention</u>	<u>Due Date</u>	<u>Qty</u>	<u>Total</u>	
1	Town Branch Sewer Plant	David Price		48	3235.20	
Line	Description	Qty	Price	Curr	UOM	Total
2	AMMONIA TNT+, ULR, .02- 2.5MG/L PK/25...	72	46.310	USD	PK	3334.32
<b>Line Comments</b>						
<< AMMONIA TNT+, ULR, .02-2.5MG/L PK/25 for ammonia testing of permit samples. Price includes 5% discount. >>						
<u>Sched Line</u>	<u>Ship To</u>	<u>Attention</u>	<u>Due Date</u>	<u>Qty</u>	<u>Total</u>	
1	Town Branch Sewer Plant	David Price		72	3334.32	
Line	Description	Qty	Price	Curr	UOM	Total
3	AMMONIA, TNT+, HR (2-47 MG/L) PK/25...	72	46.310	USD	PK	3334.32
<b>Line Comments</b>						
<< AMMONIA, TNT+, HR (2-47 MG/L) PK/25 for ammonia testing of permit samples. Price includes 5% discount. >>						
<u>Sched Line</u>	<u>Ship To</u>	<u>Attention</u>	<u>Due Date</u>	<u>Qty</u>	<u>Total</u>	
1	Town Branch Sewer Plant	David Price		72	3334.32	
Line	Description	Qty	Price	Curr	UOM	Total
4	aa PHOSPHORUS TNT+ LR PK/25 (0.05-1.5MG/L PO4-P)...	120	46.500	USD	PK	5580.00
<b>Line Comments</b>						
<< aa PHOSPHORUS TNT+ LR PK/25 (0.05-1.5MG/L PO4-P) for phosphorous testing of permit samples. Price includes 5% discount. >>						
<u>Sched Line</u>	<u>Ship To</u>	<u>Attention</u>	<u>Due Date</u>	<u>Qty</u>	<u>Total</u>	
1	Town Branch Sewer Plant	David Price		120	5580.00	
Line	Description	Qty	Price	Curr	UOM	Total
5	aa PHOSPHORUS TNT+ UHR PK/25 (2-20MG/L PO4-P)...	120	46.070	USD	PK	5528.40
<b>Line Comments</b>						
<< aa PHOSPHORUS TNT+ UHR PK/25 (2-20MG/L PO4-P) for phosphorous testing of permit samples. Price includes 5% discount. >>						
<u>Sched Line</u>	<u>Ship To</u>	<u>Attention</u>	<u>Due Date</u>	<u>Qty</u>	<u>Total</u>	
1	Town Branch Sewer Plant	David Price		120	5528.40	
Line	Description	Qty	Price	Curr	UOM	Total
6	VOLATILE ACIDS TNT+ (50- 2500 MG/L), PK/25...	48	57.900	USD	PK	2779.20
<b>Line Comments</b>						
<< VOLATILE ACIDS TNT+ (50-2500 MG/L), PK/25 for volatile acid testing of process samples. Price						

includes 5% discount. >>

<u>Sched Line</u>	<u>Ship To</u>	<u>Attention</u>	<u>Due Date</u>	<u>Qty</u>	<u>Total</u>	
1	Town Branch Sewer Plant	David Price		48	2779.20	
<b>Line</b>	<b>Description</b>	<b>Qty</b>	<b>Price</b>	<b>Curr</b>	<b>UOM</b>	<b>Total</b>
7	Chlorine 25-30mg/L 2mL pk/20 Ampules Standard Solutions a...	48	41.600	USD	PK	1996.80
<b>Line Comments</b>						
<< Chlorine 25-30mg/L 2mL pk/20 Ampules Standard Solutions as Cl2 (NIST). Standard for daily check of titrators at TB and WH WWTPs. Price includes 5% discount. >>						
<u>Sched Line</u>	<u>Ship To</u>	<u>Attention</u>	<u>Due Date</u>	<u>Qty</u>	<u>Total</u>	
1	Town Branch Sewer Plant	David Price		48	1996.80	
<b>Line</b>	<b>Description</b>	<b>Qty</b>	<b>Price</b>	<b>Curr</b>	<b>UOM</b>	<b>Total</b>
8	Petri Dish w/Pad, 9x47 mm, pk/100....	24	52.200	USD	PK	1252.80
<b>Line Comments</b>						
<< Petri Dish w/Pad, 9x47 mm, pk/100. Manufactured by Gelman/Pall Gelman Laboratory. For fecal coliform plating of permit samples. Price includes 5% discount. >>						
<u>Sched Line</u>	<u>Ship To</u>	<u>Attention</u>	<u>Due Date</u>	<u>Qty</u>	<u>Total</u>	
1	Town Branch Sewer Plant	David Price		24	1252.80	