

CITY OF HIGH POINT

AGENDA ITEM



Title: Sole Source for an Annual Service Contract- Eastside UV

From: Terry Houk – Public Services Director
Derrick Boone – Asst. Director Public Services

Meeting Date: October 1, 2018

Public Hearing: No

Advertising Date:
Advertised By: N/A

Attachments: Attachment A - Sole Source Letter
Attachment B- Proposal from Piedmont Technical Services

PURPOSE:

This proposal is for Piedmont Technical Services to perform six service visits per year at 2-month intervals at the Eastside WWTP's Trojan UV 4000 UV Disinfection System.

BACKGROUND:

The proposed service contract will help ensure that the UV disinfection system operates efficiently and Piedmont Technical Services will also be able to provide assistance to plant maintenance staff on proper maintenance of the UV disinfection system.

BUDGET IMPACT:

Funds for this project are available in the FY 2018-2019 Annual Budget.

RECOMMENDATION / ACTION REQUESTED:

Public Services is recommending that City Council approve this contract to Piedmont Technical Services in the amount of \$45,000.

Financial Services
Purchasing Division



Requisition # 21028

CITY OF HIGH POINT
SOLE SOURCE JUSTIFICATION
FORM (For Items Costing \$500.00 or More)
Statutory Reference N.C.G.S. 143-129(e)6

Vendor: PTS Piedmont Technical Services

Item(s): UV System Annual Service Contract

Justification:

Piedmont Technical Services provide service for Eastside Waste Water Plant UV system. Piedmont Technical Services recognizes the importance of keeping your system operating most efficiently we recommend and offer six service visits per year at 2-month intervals.

Estimated expenditure for the above item(s): \$45,000.00

CHECK ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE.
ATTACH A MEMO CONTAINING JUSTIFICATION AND SUPPORT DOCUMENTATION.

1. ☒ Performance or price competition for a product are not available.
2. ☒ A needed product is available from only one source of supply.
3. ☐ Standardization or compatibility is the overriding consideration.
4. ☐ The parts/equipment are required from this source to permit standardization.
5. ☐ None of the above applies. A detailed explanation and justification for this sole source request is contained in attached memo and support documentation.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the material or service described in this sole source justification be authorized as a sole source for the material or service.

Department Head/Authorized Personnel

Terry Houk

Digitally signed by Terry Houk
DN: cn=Terry Houk, o=City of High Point,
ou=Public Services,
email=Terry.Houk@highpointnc.gov, c=US
Date: 2018.09.20 10:02:12 -0400

Department/Division

P/S - 621757

Date 9/20/18

Approval Process

Under \$5,000 (Purchasing Manager)

\$5,000-\$30,000 (Financial Services Director)

\$30,000 – Up (City Council)

Erik Conti

Digitally signed by Erik Conti
DN: cn=Erik Conti, o=ou, email=erik.conti@highpointnc.gov, c=US
Date: 2018.09.20 11:29:53 -0400

Jeffrey A. Moore

Digitally signed by Jeffrey A. Moore
Date: 2018.09.20 15:21:49 -04'00'

Greg Demko

Digitally signed by Greg Demko
Date: 2018.09.21 08:20:24 -04'00'

September 5, 2018

Re: Trojan UV System Service

To Whom It May Concern:

Your TrojanUV system was designed and procured as an important "final barrier" treatment step in your water treatment plant process. To ensure the product continues to meet your needs it is imperative that your TrojanUV system is operated and maintained in strict accordance with the O&M manual, only Trojan Genuine parts are utilized and the equipment is serviced or repaired **only** by a **Trojan Certified** Service Provider. Regular maintenance and consumable part replacement outlined in the O&M can be conducted by personnel who have received operator level training from a Trojan Certified Service Provider.

Trojan Certified means the Service Provider has been deemed fully prepared to perform all the strict requirements involved in starting-up, maintaining, troubleshooting and repairing your TrojanUV system. Trojan Certified Service is your guarantee that your serviced or repaired product is as dependable and trouble-free as when it was new.

Trojan Certified Service Providers not only carry out the necessary repair services on your TrojanUV system, they also examine it and make recommendations to maximize disinfection performance while minimizing the energy consumption and operating costs. Trojan Certified Service Providers also have access to the latest software revisions, and technical updates.

To ensure TrojanUV Municipal Products receive the best possible service, it is important to utilize **only** professionally trained and **Certified Trojan Service Providers**.

Non-certified personnel attempting service on Trojan equipment may cause serious personal injury or damage to the UV equipment. The product warranty, performance guarantee and other certifications may also be voided by unauthorized personnel performing service on your TrojanUV system.

Nobody knows your Trojan UV System better than your local factory trained and certified experts.

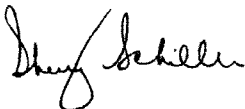
In NC, the Service representative for Trojan Certified Service is:

**Piedmont Technical Services
1026 Orange High School Road
P.O. Box 608
Hillsborough, NC 27278**

Sherri Bos of Piedmont Technical Services is Trojan trained and Certified in the following product lines: UV3PTP, UV3000B, UV3000Classic, UV3000Plus, UV4000, UVSwiftSC, UVFit, UVPhox, UVSwift12, UVSwift24 & UVSwiftECT, UVSigna.

If you have any questions regarding this matter, or require any additional information please do not hesitate to contact me at (519)-457-3400

Best Regards,
Trojan Technologies

A handwritten signature in black ink, appearing to read "Sherry Schiller".

Sherry Schiller

Municipal Service Manager



Piedmont Technical Services

Post Office Box 608
Hillsborough, North Carolina 27278

Proposal

Date: 9/3/2018

Submitted To: Donald Goodrich
City of High Point WWTP
Box 230
High Point, NC 27261

Reference: Annual Service Contract Proposal

We take pleasure in offering the following services for your Trojan UV4000 UV Disinfection System located at High Point East Side.

Piedmont Technical Services recognizes the importance of keeping your system operating most efficiently we recommend and offer six service visits per year at 2-month intervals. At each service visit qualified technicians will:

This Scope of Work shall include:

- **Verify all system components are properly adjusted and installed.**
- **Verify integrity of electrical connections.**
- **Verify all external devices are properly connected to the System Control Center.**
- **Confirm analog input information at the System Control Center.**
- **Verify communication to each module along with lamp and ballast status.**
- **Lamps and ballasts that are determined to be defective will be replaced as defined within the scope of general maintenance. This does not include full lamp replacement at EOL hours. EOL lamp replacement can be added to the contract and priced depending on how it is scheduled.**
- **Confirm all system settings and configuration data.**
- **Verify and test operation of the on-line UVT system.**
- **Verify level sensor operation.**
- **Test and validate alarm indications.**
- **Test and validate full control of system components.**
- **Confirm correct communications to remote SCADA (if applicable).**

- Verify integrity of waterproof seals.
- Test and validate pressure relief valves on hydraulic system (if applicable).
- Check hydraulic system pressures and fluid levels fill oil levels if required and replace oil filters.
- Verify cleaning system operation.
- Purge and replace acti-gel or acid in all wiper collars.
- Check coolant system levels, pressures and pump operation, including testing and adding coolant if required.
- Provide a report of all findings, corrective actions and recommendations for each service visit.

Annual service contract price for six service visits: \$45,000.00

Supply and disposal of all materials such as lubricants, acti-gel, acid, oils, fluids, lamps, hydraulic cylinders, wiper seals, ballasts, filters, circuit boards, etc. is the responsibility of the customer and must be available at the scheduled time of the service visit for general maintenance.

Piedmont Technical Services will be allowed to work independently and with extended hours as coordinated with Administrative Personnel at the facility.

*****Equipment is noted at this time to have extensive repairs required and it may not all be completed at the first couple of visits. This will also be dependent on available materials and supplies at the facility as to what can be completed. Supplies required will be given at each visit for next visit. Facility must provide.*** There will be no penalty to PTS for non completion until equipment is back to OEM standards.**

Any additional work required at the service visit (including full lamp changout) or service calls that may be required between service contract visits will be invoiced at a rate of \$180.00 per hour, per technician, plus expenses or as otherwise agreed upon in advance.

Each service visit will be independently invoiced at \$ 7,500.00

**This offer shall remain in effect for 30 days.
Scheduling of the first visit must have a minimum four week notice.**

We thank you in advance for the opportunity to serve you.

Respectfully Submitted,

**Sherri Bos,
Piedmont Technical Services**