

# CITY OF HIGH POINT

## AGENDA ITEM



### **Title: Agenda Item – Sole Source for Turbidimeters at Ward Water Plant**

**From:** Terry Houk – Public Services Director  
Derrick Boone – Asst. Director Public Services  
Wendell Pickett- Water Plant Superintendent

**Meeting Date:** November 5, 2018

**Public Hearing:** No

**Advertising Date:**  
**Advertised By:** N/A

**Attachments:** Attachment A - Sole Source Letter  
Attachment B- Quote from Swan Analytical

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#### **PURPOSE:**

To purchase ten (10) turbidimeters, verification kit, and the parts required for the installation at the Ward Water Plant from Swan Analytical Instruments. Swan Analytical Instruments will perform the installation.

#### **BACKGROUND:**

The Ward Water Plant is required to have on-line turbidimeters on each filter. The meters that are currently in use are old and the Water/Sewer Maintenance Division cannot get parts to repair them. The Swan Analytical meters have the latest technology available (LED) and a 4-year warranty. The Ward Water Plant performed a 30-day pilot test with the Swan Analytical meters and found them to be a much better alternative to the traditional turbidimeter. The Swan Analytical meters require less maintenance (cleaning of optical windows and replacement of the light source) than the traditional meter. Swan Analytical USA is the sole source in North Carolina and South Carolina.

#### **BUDGET IMPACT:**

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

#### **RECOMMENDATION / ACTION REQUESTED:**

Public Services is recommending that Council approve the sole source purchase from Swan Analytical Instruments in the amount of \$42,165.00 and authorize the appropriate City Official to execute all necessary documents.

Financial Services

Purchasing Division



Requisition #

**CITY OF HIGH POINT  
SOLE SOURCE JUSTIFICATION  
FORM** (For Items Costing \$5000.00 or More)  
Statutory Reference N.C.G.S. 143-129(e)6

Vendor:

Item(s):

Justification:

The water plant is required by law to have on-line Turbidimeters on each filter. The meters in use are old and maintenance can not get parts to repair them. These meters have the latest technology available and a 4 year warranty and installation is included.

Estimated expenditure for the above item(s):

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

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: 2018.10.24 05:57:12 -0400

Department/Division

Date

Approval Process

Under \$5,000 (Purchasing Manager)

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

\$30,000 – Up (City Council)

Digitally signed by Erik Conti  
DN: cn=Erik Conti, o, ou, email=enk.conti@highpointnc.gov, c=US  
Date: 2018.10.24 08:17:14 -0400

Digitally signed by Jeffrey A. Moore  
Date: 2018.10.25 11:01:38 -0400

Digitally signed by Greg Demko  
DN: cn=Greg Demko, o=High Point, ou=High Point, email=greg.demko@highpointnc.gov, c=US  
Date: 2018.10.25 11:22:53 -0400



[www.swan-analytical-usa.com](http://www.swan-analytical-usa.com) · SWAN ANALYTICAL USA INC. · WHEELING, IL 60090 · PHONE 847 229 1290 · FAX 847 229 1320

October 4, 2018

To Whom it may concern,

Swan Analytical USA is the sole manufacturer of its products. All Swan Analytical USA products are manufactured by Swan Analytical USA.

Swan Analytical USA is the sole source in North Carolina and South Carolina. No other representatives in North Carolina or South Carolina can sell Swan products, OEM repair/replace parts, maintenance, repair/replace service, field service and technical support for Swan Analytical USA.

If you have questions regarding this issue, please contact the office at 847-229-1290 or David Shehee directly at 803-335-8491.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shaun Sharrett", with a long horizontal line extending to the right.

Shaun Sharrett  
VP of Sales  
Swan Analytical USA  
225 Larkin Drive Unit 4  
Wheeling, IL 60090



ANALYTICAL INSTRUMENTS

225 LARKIN DR, UNIT 4 · WHEELING, IL 60090 · [www.swan-analytical-usa.com](http://www.swan-analytical-usa.com) · PHONE 847 229 1290 · FAX 847 229 1320

City of High Point  
121 North Pendleton Street  
High Point, NC 28261

**Quotation No. OF-US18-0292**

IL 60090 Wheeling, 03/14/2018

Page1/2

**Your Request:** Turbiwell  
**Your Contact:** Wendell Pickett  
**Customer No:** 265788  
**Date:** 03/14/2018  
**Prices VAT:** Sales Tax not included  
**Quotation Validity:** 07/02/2018

**Our Contact:** David Shehee  
**Payment Condition:** net 30 days  
**Delivery Terms:** ex works

This quote is valid only if buyer advises SWAN Analytical USA of final destination of the instruments.  
This quote does not include tax or freight costs. Analyzers are not supplied with printed O&M manual, chemicals or resins or options. These are sold separately. Manuals are available electronically at no charge upon request.

Pos. Part-No.	Items	Del Week	Quant.	Price	TOTAL USD
10 A-25.411.700.1	Monitor AMI Turbiwell W/LED Analyzer for the measurement of turbidity. Complete on mounting panel. Power supply: 100-240 VAC,50/60 Hz or 24 VDC Chamber drain: manual		10	3'160.00	31'600.00
20 A-85.151.065	Verification Kit Turbiwell W/LED Low High precision secondary standard (NTU) for AMI Turbiwell W/LED  ****Optional – but recommended for verification****		1	1'065.00	1'065.00
30 V-9720003	Product Startup Contract Includes the travel costs and labor for 2 technicians to tear down the previous 10 turbidimeters, and install 10 AMI Turbiwells. This includes 4 that will go on a large unistrut panel along with their chlorine analyzer; and the other 6 going onto their own unistrut panels. Also includes the plumbing for these instruments. There will be an enclosure for the large panel that our instruments will hook up power and 4-20's to, but Swan will not work with any live power. Technicians will startup, commission, and then train plant personnel on the use of the analyzers.		1	7'500.00	7'500.00
40 U-99999999	Manual Product Parts for install that will include all unistrut, brackets, post base, concrete anchors, unistrut associated hardware, tubing, conduit, fittings, and fiberglass NEMA 4 enclosure for large panel assembly electrical.		1	2'000.00	2'000.00

**TOTAL USD****\$42'165.00**



ANALYTICAL INSTRUMENTS

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**Quotation No. OF-US18-0292**

IL 60090 Wheeling, 03/14/2018

Page2/2

Please reference Quotation No. when ordering  
Lead time 2-3 weeks from receipt of order  
Quote valid for 90 days  
Freight FOB Wheeling, IL  
Thank you.

Best regards,

Your Regional Sales Manager – David Shehee  
Phone: (803) 335-8491  
E-Mail: [david.shehee@swan-analytical-usa.com](mailto:david.shehee@swan-analytical-usa.com)