



Print Form

Sole Source Justification (Reference Article 6, Procurement Source Selection Methods and Contract Awards, § 1-10-56 SOLE SOURCE PROCUREMENT)

Vendor: Lord and Company E-Verify Number: 153331

Commodity: Service Agreement SCADA System

Estimated annual expenditure for the above commodity or service: \$ 30,130.00

Initial all entries below that apply to the proposed purchase. Attach a memorandum containing complete justification and support documentation as directed in initialed entry. (More than one entry will apply to most sole source products/services requested).

1. SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed.)
2. SOLE SOURCE REQUEST IS FOR ONLY THE AUGUSTA GEORGIA AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturer's — not the distributor's — written certification that identifies all regional distributors. Item no. 4 also must be completed.)
3. THE PARTS/EQUIPMENT ARE NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Explain in separate memorandum.)
- X 4. THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum with details of specialized function or application.)
5. THE PARTS/EQUIPMENT ARE REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Attach memorandum describing basis for standardization request.)
6. NONE OF THE ABOVE APPLY. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

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

Name: Stephen Orton Department: 4416 Date: 11/10/2025

Department Head Signature: Frank W Byne Date: 11/13/2025

Approval Authority: Andy Penick Date: 11/17/2025

Administrator Approval: (required – not required) _____ Date: _____

COMMENTS:



UTILITIES DEPARTMENT

Wes Byne, P.E.
Director

TO: Andy Penick
Director, Procurement Department

THRU: Wes Byne, P.E.
Director, Utilities Department

FWB

FROM: Stephen Orton

CC:

DATE: 11/10/2025

SUBJECT: JUSTIFICATION FOR SOLE SOURCE

Lord & Company, the integrator that helped build our SCADA System in its beginnings and due to cyber security threat of our SCADA system we use them because they allow minimal intrusions into our SCADA System for security measures. The Augusta, GA SCADA & IC System Service and Technical Service Agreement Proposal are defined below. Lord and Company to supply the following comprehensive service agreement to provide On-Site Preventive Maintenance, Emergency Services, Detailed Professional Documentation and Reports, Small Parts allowance (Not to Exceed \$200.00 Per Year - the usage is to replace small miscellaneous items such as fuses, relays, etc.) and Additional Labor. Additional Labor Rates are defined below.

If additional labor is required beyond the hours proposed in this contract agreement, it will be billed at our discounted service contract rates shown below:

Contract Rates

Normal Business Hours

Weekend/Overtime/Emergency**

Onsite Support: \$188.00

\$272.00

Remote Support: \$169.00

\$209.00



CORPORATE OFFICE
2100 Carolina Place Drive
Fort Mill, SC 29708
803.802.0060

sales@lordandcompany.com
lordandcompany.com



QUOTATION

Date: Monday, November 10, 2025

Augusta, GA
SCADA & IC System
Service and Technical Service Agreement Proposal
Quotation No. LCQQ10581-1

Lord & Company, Inc. is pleased to present the following Service and Technical Assistance Service Agreement Proposal for the Augusta, GA. The proposed agreement is for the period of one year, from the date of award and commencement.

It is our desire to continue the relationship we have developed with you. We feel that with our knowledge and experience, we will be able to give you service, maintenance, and training that no other company can. We have qualified technical assistance personnel who can assist your operations and maintenance personnel as needed. We have over 100 years of combined experience in the water wastewater market in our Southeast Division alone. Our yearly service agreement provides our services at a discounted rate with priority response to continue to add value and keep your system operating properly.

Description of Work to be Provided

General

We will provide preventive maintenance, troubleshooting, and general support services on an **"as needed" basis** as explicitly requested and authorized by the Augusta, GA. We will perform the work in accordance with generally accepted professional standards of care. All information, documentation, hardware, and software current or future with additions or changes are the property of the Augusta, GA. For this agreement we have estimated a total of **one-hundred and fifty two (152) hours** to be used for *On-Site Technical Assistance, On-Site Preventive Maintenance*.

On-Site Technical Assistance

We will assist with installation of new controls hardware and software, on-site programming, troubleshoot of controls operation and miscellaneous support, upgrading existing controls functionality and hardware, and related services. These services will be provided under normal working hours. Travel time to and from the site is charged as time used.

YOUR PARTNER IN PROCESS SOLUTIONS

Telephone & Internet VPN Technical Assistance*

Qualified engineers will remotely assist your maintenance personnel in troubleshooting and diagnostics with a preferred customer quick response time during normal working hours. We have included direct telephone support with an Engineer that is familiar with your SCADA system.

**Internet VPN Support not available for all service agreements. If ISP is not available at the facility, Lord and Company offers a secure remote support starter package using industrial VPN Gateway in conjunction with Verizon network. Hardware cost and monthly fee at an additional cost*

On-Site Preventive Maintenance

We will use this time to perform functional checks of equipment in system, instruments calibrations, equipment cleaning to prevent build-up of dust, visual inspection and recommendations, update software backups, cleanup hard drives, archive files, update record drawings and software documentation.

Emergency Services

Emergency Services applies to all services requested and delivered within 48 hours of contact.

Detailed Professional Documentation and Reports

We will inform personnel of all changes and activity with detailed reports. Program changes, wiring changes or additions will be recorded, and program backups and drawings will be updated in all available copies.

Small Parts allowance

Not to exceed 200.00 per year. This is to replace small miscellaneous items such as fuses, relays, etc.

Additional Labor

If additional labor is required beyond the hours proposed in this contract agreement, it will be billed at our discounted service contract rates shown below

Contract Rates		
	Normal Business Hours	Weekend/Overtime/Emergency**
Onsite Support:	\$188.00	\$272.00
Remote Support:	\$169.00	\$209.00

***Overtime is billed for any hours worked over eight hours per day. Emergency applies to all services requested and delivered within 48 hours of contact*

Total Purchase Order Amount

Comprehensive Services as Detailed: **\$30,130.00**

These prices remain in effect until 12/01/2025. This service agreement date will start upon receiving a purchase order.

The total cost of the agreement will be due upon signing this proposal. Terms are NET 30 with a 1 ½ finance charge on all balances more than (30) days past due.



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AN EMPLOYEE-OWNED COMPANY



Once again, thank you for giving Lord & Company the opportunity to provide this Service & Technical Support Agreement proposal. Please feel free to contact me with any questions or comments.

Lord and Company Authorized Signature

Date

Augusta, GA Authorized Signature

Date

Sincerely,

Shane Munn

Engineering Services Manager

Office: 803-802-0060 x111

Cellphone: 803-984-1294

Email: Smunn@lordandcompany.com

YOUR PARTNER IN PROCESS SOLUTIONS

AUGUSTA UTILITIES DEPARTMENT IN-HOUSE REQUISITION

CHECK ALL THAT APPLY:

DATE: 11/10/2025
DIVISION: Facilities Maintenance
FUND #: 506043580

☐ WATER
☐ SEWER
☐ SUPPLIES
☐ SERVICE
☐ EQUIPMENT
☐ TOOLS
☐ SAFETY
☐ OFFICE
☐ CHEMICAL
☐ GASES
☐ REPAIR
☐ MAINTENANCE
☐ LAB
☐ UNIFORM
☐ LIFT STATION
☐ OTHER
☐ IT
☐ SCADA
☐ INVENTORY
☒ BID ITEM
☐ ROUTINE
☐ EMERGENCY
☒ SOLE SOURCE
☐ PREFER ITEM
☐ FIBER

REQUISITION #

SHIP TO: 2822 Central ave. Augusta, Ga 30909
VENDOR: Lord & Company
ADDRESS: 2100 Carolina Place Drive Fort Mill, SC 29504
PHONE #: 803.802.0060
QUOTED BY: Shane Munn

ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1.	Comprehensive Services	1	30130.00	30130		0		0
2.				0		0		0
3.				0		0		0
4.				0		0		0
5.				0		0		0
6.				0		0		0
7.				0		0		0
8.				0		0		0
9.				0		0		0
10.				0		0		0
11.				0		0		0
12.				0		0		0
13.				0		0		0
14.				0		0		0
SHIPPING CHARGES				0		0		0
TOTAL				30130		0		0

JUSTIFICATION AND EXPLANATION FOR PURCHASE:

Augusta, GA SCADA & IC System Service and Technical Service Agreement Proposal
Quotation No. LCQQ10581-1

REQUESTED BY: *Ronnie Fager*

APPROVED BY: *Stephen Orton*

Frank W Byne