



## CITY COMMISSION STAFF REPORT

**DEPARTMENT:** Utilities Department

**DATE:** November 14, 2023

**SUBJECT:** Motion to approve and authorize sole or single source procurements as allowed in Sec. 2-258(b) of the City Code of an anti-scalant chemical, Megaflux Fe from American Water Chemicals in the amount not to exceed \$65,305; a corrosion inhibitor, Carus 3380 from Carus LLC in the amount not to exceed \$43,530.00; a membrane cleaner, PermaClean PC-77, from NALCO Water in the amount not to exceed \$34,920; maintenance of SCADA systems at treatment plants from Jacobs in the amount not to exceed \$19,500; maintenance of lift station telemetry control units from Data Flow Systems, Inc. in the amount not to exceed \$21,925.00; and new Wilo pumps with repairs and parts, in an amount not to exceed \$160,000, including additional related purchases that may become necessary due to unforeseen circumstance from each of the aforementioned vendors but not exceeding the approving authority of the City Manager as allowed in Sec. 2-255(b) of the City Code for Fiscal Year 2024. -  
**Utilities**

### **CITY MANAGER RECOMMENDATION:**

The City Manager recommends approval and authorization of single or sole source purchases as enumerated in the aforementioned Motion for Fiscal Year 2024. Section 2-258(b) of the City Code allows sole and single source procurements under several conditions, including standardization of supplies and services. Justification for these procurements is provided in Attachment 1. Additionally, approval from the Purchasing Agent is included as Attachment 3.

### **BACKGROUND OF ITEM:**

The City's treatment plants and lift stations use several products and services that have been standardized over many years. While some of them are proprietary in nature (sole source), others have been standardized for efficient operation (single source) after conducting tests using competing products. Based on the feedback received from the treatment plant operators and operations staff, the Utilities Director recommends approval and authorization of sole and single source purchases as enumerated above.

**ANALYSIS:**

Without any question, there are several competing products and services available in the market for the Utilities industry. However, given the age of the treatment plants and large quantity of lift stations to be maintained, the City's Utility system has been standardized using the aforementioned sole and single source products and services to operate in an efficient manner. The plant operators and field staff have confirmed that all single source products were selected and standardized after conducting field tests that best suited the City's Utility system.

**FISCAL IMPACT:**

The fiscal impact for various account numbers is itemized below. Part of PSI Technologies' requested funds would be charged to the Operating account (\$100,000) and the remaining funds (\$60,000) to the Capital account. Please note, there are no detailed itemized breakdown for funding requests for Jacobs and PSI authorization. Services and products would be ordered on an as-needed basis.

<u>Vendor</u>	<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
American Water Chemicals	450-911-535310-533	<b>\$825,404.00*</b>	\$60,350.00	\$123,881.00
Carus LLC	450-911-535310-533		\$43,530.00	\$80,351.00
NALCO Water	450-911-535310-533		\$34,920.00	\$45,431.00
Jacobs	450-911-534446-533	<b>\$55,000.00</b>	\$25,000.00	\$30,000.00
Data Flow Systems, Inc.	450-930-534443-535	<b>\$230,000.00</b>	\$25,000.00	\$205,000.00
PSI Technologies, Inc.	450-930-534443-535		\$100,000.00	\$105,000.00
PSI Technologies, Inc.	453-930-563150- 535-WS004(Capital)	<b>\$300,000.00</b>	\$60,000.00	\$240,000.00

**ALTERNATIVES:**

Unless the City decides to reconfigure its entire Utility system at an exorbitant cost, there are no economically or operationally feasible alternatives at present.

\* At the time of preparing this report, \$635,855 have already been encumbered for Account Number 450-911-535310-533 for purchase of other chemicals needed for the wastewater treatment plant and for which approved and valid contracts or extensions exist.

**ATTACHMENTS:**

1. Sole and Single Source Procurement List with Justification
2. Price Proposal and Sole Source Letters from:
  - a. American Water Chemicals
  - b. Carus LLC
  - c. NALCO Water
  - d. Jacobs
  - e. Data Flow Systems, Inc.
  - f. PSI Technologies, Inc.
3. Approval from the Purchasing Agent

## Workflow History



User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	*COMPLETE: Forward to ...	11/02/23 04:18 PM
Allen, Tedra	Assigned to Attorney	Return to Original Submitter	11/08/23 09:05 AM
Allen, Tedra	Returned to Original Submitter by Att...	Return to Attorney	11/08/23 03:53 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to ...	11/09/23 10:41 AM
Eggleston, Ryan	Assigned to City Manager	COMPLETE: Forward to ...	11/09/23 10:51 AM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Wo...	11/09/23 03:41 PM
Allen, Tedra	END WORKFLOW - APPROVED		11/09/23 03:51 PM




## COOPER CITY UTILITIES DEPARTMENT MEMORANDUM

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DATE: November 1, 2023

TO: Purchasing Agent

FROM: Raj Verma, Utilities Director/City Engineer 

SUBJECT: Sole and Single Source Procurements, Sec. 2-258(b) of City Code

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Based on the recommendations of the treatment plant operators, field supervisors and my own random verification, I am supporting the sole and single source purchases from various vendors identified in the attached Excel sheet. Justification for product or service from each vendor and supporting sole source\* letters are also provided.

Please be advised that all sole and single source purchases for FY 2024 have been approved in previous years albeit as single items sporadically. It is my hope that listing all such purchases in a consolidated manner should assist in providing a better picture to the Commission and Finance Department. Unless operational needs change, these products and services would continue to be available on a regular basis, whose costs can now be updated each Fiscal Year, depending upon Commission approval of the budget.

Section 2-258(b) of the City Code allows sole and single source procurements under several conditions after verification from the Purchasing Agent. Please review the Department's request and let us know if you have any questions.

Please note that I will be placing the purchase of these sole or single items on the agenda for the November 14, 2023 Commission meeting.

Attachments

Copy: Ryan Eggleston, City Manager

\* Please note that in most cases, the term "sole source," used by the vendors in fact is "single source" as defined in our City Code.

**Cooper City Single / Sole Source Procurement List  
FY 2024**

Attachment 1

Vendor	Material/Service/Equipment	Unit Price	Quantity	Total Price	Gen Ledger A/C #	City Code Sec.	Single/Sole Source Letter	Prior use	Justification
American Water Chemicals	Megaflux Fe	\$1.420	42,500 lbs	\$60,350.00	450-911-535310-533	Sec. 2-258 (b)	Yes. Also name change letter of chemical A 119_50P	Yes. Since 2020	The City's water treatment process includes the addition of an anti-scalant chemical to maintain the solubility of iron so that it doesn't precipitate and foul the treatment membranes. In 2020, Utilities Department staff tested a product called AWC-119, 50% concentration, from American Water Chemical (AWC). The results showed that it out-performed the anti-scalant the City had been using since 2000. AWC later changed the name of that product to Megaflux Fe. Due to its favorable chemical properties, the Staff is recommending continued use of Megaflux Fe as a preferred antiscalant. This qualifies as a single source purchase and Sec. 2-258(b) of the City Code allows single and sole source procurements under several conditions, including standardization of supply and services.
Carus LLC	2410-440-170-CARUS 3380 3025 LB TOTE	\$1.320	30250 lbs	\$43,530.00	450-911-535310-533	Sec. 2-258 (b)	Yes	Yes. Since 2008	Carus 3380 is a proprietary zinc orthophosphate solution that is added to the City's treated water to inhibit corrosion in the distribution system. It is used to control lead and copper in drinking water, as well as to protect the City's distribution system piping. Utilities Department staff had tested several competing products in the past and Carus 3380 produced the desired results without generating any taste and odor complaints (which some others did). This product from Carus LLC has been successfully used in the City's system for over 15 years. This qualifies as a sole source purchase and Sec. 2-258(b) of the City Code allows single and sole source procurements under several conditions, including standardization of supply and services.
NALCO Water	PermaClean PC-77 Membrane Cleaner	\$1,587.310	22, 55-gallon drums	\$34,920.00	450-911-535310-533	Sec. 2-258 (b)	Yes	Yes. Since 2020	A few years ago, the City conducted a pilot program to test various chemicals for effective cleaning of the filter membranes at its water treatment plant. Out of several tests, PermaClean PC-77 membrane cleaner produced the best results. The City staff has been using this product since 2020. This qualifies as a single source purchase and Sec. 2-258(b) of the City Code allows single and sole source procurements under several conditions, including standardization of supply and services.

The term "sole source" used by vendors is in fact "single source" in most case per City Code.

Jacobs	Maintenance of Telemetry / SCADA System at the Water Plant	N/A. Service request on as-needed basis	N/A. Service request on as-needed basis	\$19,500	450-911-534446-533	Sec 2-258 (b)	Yes	Yes. Since 2018	Pusuant to City's Task Order 2017-1, the present SCADA system for water and wastewater plants was installed by Jacobs in 2018. Since then, they have been providing maintenance services on an annual basis. Their familiarity with the system and quick response time is highly desirable. This requisition qualifies as a single source purchase and Sec. 2-258(b) of the City Code allows single and sole source procurements under several conditions, including standardization of supply and services
Data Flow System, Inc.	TCU BD Set (Repairs of Telemetry / SCADA System)	\$877,000	25	\$21,925.00		Sec 2-258 (b)	Yes	Yes, since 2014-15	The City's present SCADA system for the maintenance of all 83 lift stations was installed by Data Flow Systems, Inc. in 2014-15. The City had invited proposals through its RFP #2014-1-UTL, Wastewater Transmission SCADA System, and Data Flow Systems was selected as the top vendor who met the requisite qualifications. Since then, Data Flow Systems, Inc. has been maintaining the repairs of Telemetry Control Units (TCU) of SCADA system. Therefore, this system is proprietary and any competition or substitution would require major re-adjustment with sizable cost and excessive downtime, which the staff is not recommending. The proposed requisition qualifies as a sole source purchase and Sec. 2-258(b) of the City Code allows single and sole source procurements under several conditions, including standardization of supply and services
PSI Technologies	New Pumps, Pump Repairs and Pump Parts	N/A. Parts and repairs on an as-needed basis.	Estimated 10 new pumps with accessories @ average, rounded cost of \$12,000 each. Remaining funds would be used for repairs and spare parts. If the field supervisors determine that certain pumps could be repaired instead of buying new ones, costs would be adjusted accordingly.	\$160,000		Sec. 2-258 (b)	Yes	Yes. For past several years, including FY 2023, the City has standardized almost all their pumps at lift stations to this brand	The City's sewer collection/transmission system includes 83 lift stations. Although majority of these lift stations use submersible pumps, 16 of these lift stations were "can" stations, which were common in the 1960s and 1970s. However, they are no longer desirable because of the safety and functionality reasons. As a part of the City's master plan, these "can" lift stations are being converted into lift stations that would now use submersible pumps. To date, nine (9) stations have been upgraded. In FY 2024, can station no. 3 and no. 18 will be converted using submersible pumps. Over the last 15 years, the Utilities Department staff has standardized the use of Wilo pumps for majority of the City's lift stations. This has resulted in the efficiency of maintenance instead of repairing multiple brands of pumps. In South Florida, Wilo pumps are sold exclusively by PSI Technologies Inc. as the sole distributor. The Utilities staff is satisfied with the performance of Wilo pumps and recommends their continued use. This procurement includes purchase of new pumps, related accessories, parts and incidental services for both capital and maintenance projects. Sec. 2-258(b) of the City Code allows single and sole source procurements under several conditions, including standardization of supply and services