



Memorandum

DATE: May 7, 2014

TO: Vicki Rios, Assistant Financial Director

FROM: Victoria Jackson, Contract Analyst, Materials Management

SUBJECT: SOLE SOURCE REQUEST – JAMES, COOKE & HOBSON, INC.

This is a sole source request for “repair and maintenance of pumps and mixers” for the Water Services Division from James, Cooke & Hobson, Inc., in the amount not to exceed \$250,000 and ratification to the previous approved sole source for an additional \$125,485.05.

DETERMINATION SUMMARY

James, Cooke & Hobson (JCH) provide a variety of repair and maintenance service to our existing Flygt pumps and mixers to the West Area and Arrowhead Ranch Water Reclamation Facilities and other locations as requested. The Flygt pumpers move wastewater from lift stations through the treatment process. JCH has been identified by the manufacturer as the exclusive factory authorized distributor of Flygt pumps, parts and service in the state of Arizona. JCH is authorized to sell and service the products of Xylem, the manufacturer.

RECOMMENDATION

Pursuant to City Manager Directive #30, the not to exceed amount of \$250,000 plus \$125,485.05 for “repair and maintenance of pumps and mixers” from James, Cooke & Hobson, qualifies as a sole source single purchase.

1. Approve as recommended.
2. Council approval of the following items to occur May 27, 2014
 - a. Ratification approval of \$120,485.05
 - b. Annual spend authority going forward of \$250,000

BACKGROUND/HISTORY

Water Services received Council approval on March 26, 2013 for annual expenditures not to exceed \$150,000 for a five year period renewable annually. This past year, Water Services exceeded the approved amount by \$120,485.05; the department will seek ratification from Council on May 27, 2014. Water Services will also request the annual spend to be increased to \$250,000 annually.

ATTACHMENTS

Sole Source Request Form, sole source vendor letter, service agreement and BCR report.

APPROVAL

Approval is hereby granted.

Vicki - J. Rios 5-7-14
Vicki Rios, Assistant Financial Director Date

Tom Buensing 5-7-14
Tom Buensing, Financial Services Executive Director Date

Brenda S. Fischer 5/7/14
Brenda S. Fischer, City Manager Date



Materials Management Sole Source Request

Revised 4/9/12

SOLE SOURCE REQUESTOR INFORMATION:

Requestor: Karla Camou-Guerra, Earl Babcock, Todd Hellman	Date: 4/14/2014	Department: Water Services
Phone Number:	Email Address:	

PROPOSED VENDOR INFORMATION:

Proposed Vendor: James, Cooke & Hobson Inc.	Proposed Vendor Contact: Jim Feickert
Proposed Vendor Address: 3501 E Broadway Rd	
City, State and Zip Code: Phoenix AZ 85040	
Vendor Phone: 602-243-0585	Vendor Fax: 602-276-5402

SOLE SOURCE PURCHASE INFORMATION:

Total Cost of this Order: \$250,000	One time purchase: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Federal Money: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, explain funding source:
Fund #: 2360/2360/2400 Dept #: 17170/17160/17260 Acct #: 523400	
<p>Description of the product or service requested: Wastewater and water treatment is a complex process involving multiple procedures. There are a variety of Flygt pumps and mixers installed at the West Area and Arrowhead Ranch Water Reclamation Facilities. In addition there are Flygt pumps at various wastewater lift stations throughout the city. The Flygt pumps move wastewater from lift stations through the treatment process at the reclamation facilities. Many of the pumps work in unison in the wastewater treatment process and need to be of the same type and from the same manufacturer.</p> <p>At the Cholla Water Treatment Plant Flygt pumps and mixers are used in sludge removal in the treatment of drinking water. Having functional Flygt pumps and mixers assist with ensuring Water Services stays in compliance with the Clean Water Act, which established the National Pollutant Discharge Elimination System (NPDES) permit program. The NPDES permit program controls water pollution by regulation point sources.</p>	

Check the reason(s) below to identify why you have determined the purchase is a sole source and attach supporting documentation.

	REASON	GUIDELINES FOR JUSTIFICATION
<input type="checkbox"/>	Compatibility	Indicate system, make, model and function
<input checked="" type="checkbox"/>	Unique repair/replacement item	Identify item to be used with previous PO number item purchased, and warranty period
<input type="checkbox"/>	Supplementary or necessary part required from same manufacturer	Identify in-house equipment and use with existing system
<input type="checkbox"/>	Unique Item	Identify project/program, equipment or unique design (make/model), and include reason required. What other makes/sources were considered.
<input type="checkbox"/>	Unique Service	In what area is facility, equipment, or expertise unique? Include reason required.
<input type="checkbox"/>	Proprietary Specifications (Copyright, patented, etc.)	Identify the manufacturer and model of equipment and how it is exclusive of other manufacturer/model of similar products.
<input type="checkbox"/>	Other reasons, if not above	Explain in detail



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JUSTIFICATION:

Use the guidelines for the justification of the selected reason(s), and provide a full, explanation of your reason that the product/service is a sole source: James Cooke & Hobson Inc. (JCH) is the exclusive factory authorized distributor of Flygt pumps, parts and service in Arizona.

MANDATORY RESEARCH DOCUMENTATION REQUIREMENT:

Provide a detailed explanation of efforts made to determine the availability of the product or service from any other vendor, including other distributors: Sole Source letter from JCH is attached. Xylem Water Solutions the proprietary manufacturer for Flygt has provided the sole source letter for JCH.

REQUESTOR CERTIFICATION:

I hereby certify that in accordance with City Manager Directive No. 30 which states: <http://gm.glendaleaz.com/CityManager/documents/031901-CMD30SoleSourcePurchases.pdf>, I have conducted a good faith review of available sources and have determined that there is only one practicable source for the required items in accordance with the Justification Outline.

Requestor Kerri Logan

Division

Date 4/14/2014

DEPARTMENT DIRECTOR APPROVAL:

I hereby certify that in accordance with City Manager Directive No. 30 which states: <http://gm.glendaleaz.com/CityManager/documents/031901-CMD30SoleSourcePurchases.pdf>, I have conducted a good faith review of attached documentation and have determined that there is only one practicable source for the required item(s) in accordance with the Justification Outline.

Director

Division

Date

[Handwritten Signature]
4/14/14

SUBMITTAL INSTRUCTIONS: Please complete this document and email the request to the Materials Manager, requesting approval. Attach additional documents, if needed, to support your request.

The subject line of the email is to read:

“Request for approval of a sole source purchase”

The text of the email is to read:

“Your authorization to proceed with a sole source purchase is requested. The completed form is attached for your review.”

PREPARER NOTE: When submitting the purchase requisition, please attach the following:

- this completed form and
- the email from the Materials Manager approving the purchase and
- the form required if it's a vehicle or technology purchase



April 8, 2014

Karla G Camou Guerra
Water Reclamation Facility Supervisor
City of Glendale
West Area Water Reclamation Facility
5901 N Glen Harbor Blvd
Glendale, AZ 85307

SUBJECT: FACTORY AUTHORIZED DISTRIBUTOR FOR FLYGT PRODUCTS & SERVICE IN ARIZONA

Dear Ms. Camou Guerra,

This letter is to inform you that:

James Cooke & Hobson, Inc.
3501 E. Broadway Rd.
Phoenix, AZ 85040
Phone (602) 243-0585
Fax (602) 276-5402

Is the exclusive factory authorized distributor of Flygt Pumps, Parts & Service for the Industrial and Municipal markets in the state of Arizona.

We are confident that James Cooke & Hobson, Inc. will be able to provide expert advice and service in a professional manner for any of your pumping needs.

Thank you for your interest in Flygt Products.

Sincerely,

Xylem Water Solutions / Flygt Products

Kirsten Royals
Sales Support Development Manager

