

# SOLE SOURCE DETERMINATION OVER \$50,000

December 13, 2023

## MEMORANDUM

To: Jamie Bain Hedges, General Manager

Through: John Kingsbury, Deputy General Manager

Through: Elizabeth B. Dooley, CPPO, CPPB Procurement Manager *EBD*

From: Douglas Grimes, Production Director *DKG*

Subject: Sole Source Contract to Hach, Inc. for Pick & Ship

1. **Background:** Operations and Instrumentation staff have been using an automatic delivery service provided by Hach, Inc. known as "Pick & Ship" since 2018. The service enables us to purchase one time use disposable ChemKeys and chemical standards. The ChemKeys are delivered monthly through the service for use in the Hach SL 1000 benchtop instrument which analyzes drinking water for various chemical compounds. Instrumentation staff has used the same service for quarterly delivery of specific chemical standards used to analyze chlorine and turbidity.
2. **Justification:** Automatic shipments through the program allow for discount pricing and save time placing orders throughout the year. Although the SL1000 is a proprietary instrument only manufactured by Hach, Inc. which only works with Hach ChemKeys, the ChemKeys are now available through other distributors. However, Hach, Inc. is the only vendor to provide a program as versatile as Pick & Ship. The program is unique in that on demand manipulation of orders can be done easily in any given month. This program guarantees quantities to be shipped on time at regular intervals of our choosing. Regular shipments ensure the latest batches of chemicals providing the longest shelf life of the products. This sole source contract would supply Operations and Instrumentation staff with approximately one year's worth of products for use in various chemical analysis.
3. **Recommendation:** I have reviewed contract pricing and believe it to be in the best interest of Fairfax Water to award a Sole Source contract to Hach, Inc. Pick & Ship for the useful life of the equipment as long as Hach Pick & Ship sole source continues to be valid and prices remain reasonable.
4. **Determination:** In accordance with Section 2.2-4303(E) of the Code of Virginia, as amended, it is my determination that the above named vendor is the only known source practicably available to obtain the goods and/or services specified above.

  
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Jamie Bain Hedges, General Manager

*12/20/2023*  
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Date