

Fairfax Water Procurement Procedures

ATTACHMENT E
SOLE SOURCE DETERMINATION OVER \$50,000



8570 Executive Park Avenue
Fairfax, VA 22031

March 15, 2023

MEMORANDUM

To: Jamie Bain Hedges, P.E., General Manager

Through: John W. Kingsbury, III., P.E., Deputy General Manager *JWK 3/15*

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

From: Jojean Bolton, Manager, Water Quality Laboratory & Compliance

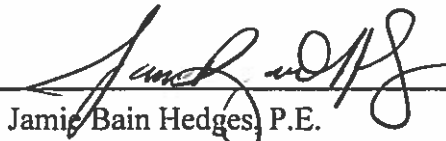
Subject: Request for Sole Source Contract Award to YSI, Inc.

1. Background: The Water Quality Laboratory monitors source water quality by using a variety of equipment, including buoys, vertical profilers, weather stations, and sondes, fitted with various sensors which provide real-time data from multiple source water locations. An annual maintenance and support sole source contract has been maintained with YSI, Inc. since 2009 to prevent downtime due to potential age-related or unexpected failures.

New and replacement equipment, regular maintenance and support services are also purchased through this sole source contract. In addition, calibration standards, replacement membranes, spare probes are all necessary to maintain the monitoring equipment over time. Fairfax Water Laboratory staff perform regular calibration of existing equipment using consumable standards. Staff compares pricing and uses standards available through YSI, as well as other suppliers whenever possible. However, some calibration standards required for this equipment are only available for purchase through YSI, Inc. The 2023 price sheet showing current pricing for these and other items to be purchased as needed, and the proposal for the annual maintenance agreement are attached to the enclosed agreement for service between Fairfax Water and YSI, Inc.

2. Justification: Letters from YSI, Inc., stating they do not have authorized resellers of their equipment and/or maintenance are attached. We have researched YSI's claim and requested they provide a letter affirming the lack of resellers. As such, the only valid source from which to obtain new equipment, replacement parts, upgrades, and service is YSI, Inc.
3. Recommendation: Award a sole source contract for one year in the estimated amount of \$125,375, requirements may be more or less depending on actual needs. We also recommend renewal options for four one-year terms to YSI, Inc.

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 supplier is the only known source practicably available to obtain the goods and/or services specified above.



Jamie Bain Hedges, P.E.
General Manager

Date: 3/15/2023

Revised: September 2021