

**CLARK COUNTY WATER RECLAMATION DISTRICT
BOARD OF TRUSTEES
AGENDA ITEM**

Petitioner: Thomas A. Minwegen, General Manager

Recommendation:

Approve the General Manager to issue purchase orders to YSI, Inc. (David Barclay, President), the authorized sole source distributor for the procurement of Laboratory Instruments, Specialized Parts, and Services on an as needed basis, District CBE No. 230005; or take other action as appropriate. (For possible action)

FISCAL IMPACT:

Fund #:	O&M and Capital Funds	Fund Name:	CCWRD General Funds
Fund Center:	CCWRD Funds	Funded PGM/Grant:	N/A
Amount:	\$65,000 estimated annually		
Description:	Laboratory Instruments, Specialized Parts, and Services		
Additional Comments:	The expenditures will be allocated based on approved budgets.		

BACKGROUND:

The District's Laboratory utilizes auto analyzer instruments to analyze wastewater samples for the complete nutrient suite, such as total and ortho phosphorous as well as nitrogen series. To maintain their efficiency and reliability, these instruments require specialized parts and annual maintenance to meet the demands for water quality, permit criteria, and sample processing. A readily available source of instruments, replacement parts, and services is essential to support continuous laboratory operations and water treatment critical processes.

Staff confirmed that YSI, Inc. is the manufacturer and sole source distributor of the District's existing auto analyzers, specialized parts, and services.

Staff recommends that the Board approve and authorize the General Manager to issue purchase orders to YSI, Inc. for auto analyzers, specialized parts, and services on an as needed basis, for as long as the competitive bidding exception applies. Staff will submit an annual report to the Board detailing incurred expenditures.

The following are pertinent provisions of the agreement:

- The term of the agreement is from July 1, 2023, and will continue for as long as the competitive bidding exception applies, with a price increase not to exceed 10% for each year of the contract term;
- The agreement includes the option to terminate or suspend for cause or convenience with advance written notice of intent.

In accordance with NRS 332.115.1 (a), (c), & (d), the competitive bidding process is not required because the parts, equipment and services can only be purchased from a sole source distributor and the equipment is compatible with existing equipment which may be more efficiently added to, repaired, or maintained by a certain person. Clark County Business License has determined that a business license or a business registration is not required. YSI, Inc., is a large business enterprise (LBE).

This agenda item has been reviewed and approved by the District General Counsel.

Cleared for Agenda

06/06/2023

File ID#

23-735