

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

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**Petitioner:** Thomas A. Minwegen, General Manager

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**Recommendation:**

**Approve the General Manager to issue purchase orders to Environmental Express, Inc. (Joseph Boyd, Senior Director), the authorized sole source distributor for the procurement of Laboratory Supplies and Specialized Parts on an as needed basis, District CBE No. 230001; or take other action as appropriate. (For possible action)**

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**FISCAL IMPACT:**

|                      |   |                   |                     |
|----------------------|---|-------------------|---------------------|
| Fund #:              | O&M and Capital Funds   | Fund Name:        | CCWRD General Funds |
| Fund Center:         | CCWRD Funds   | Funded PGM/Grant: | N/A                 |
| Amount:              | \$55,000 estimated annually                                   |                   |                     |
| Description:         | Laboratory Supplies and Specialized Parts                     |                   |                     |
| Additional Comments: | The expenditures will be allocated based on approved budgets. |                   |                     |

**BACKGROUND:**

The District's laboratory utilizes equipment and supplies, which includes, but is not limited to, disposable Biochemical Oxygen Demand (BOD) bottles, digestion cups for metal and phosphorous analysis, chromatography supplies, reagents, filters, and microbial media to perform daily analytical testing for the Central Plant, Desert Breeze, Moapa Valley, and Laughlin facilities. The supplies and parts are considered specialized, are manufactured and supplied only by Environmental Express, Inc., and work best with the current laboratory systems to provide optimum digestion.

Staff confirmed that Environmental Express, Inc., is the sole source distributor of the laboratory supplies and specialized parts.

Staff recommends that the Board approve and authorize the General Manager to issue purchase orders to Environmental Express, Inc., for laboratory supplies and specialized parts 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, and equipment 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

Cleared for Agenda

**04/04/2023**

File ID#

**23-413**

County Business License has determined that a business license or a business registration is not required because the items are being drop shipped. Environmental Express, Inc., is a large business enterprise (LBE).

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