

City of Santa Fe, New Mexico

memo

Date: April 22, 2022

To: Fran Dunaway, Chief Procurement Officer

Via: Shannon Jones, Public Utilities Department Director

Mike Dozier, WW Management Division Director


SJ


MD

From: Ben Sandoval, Wastewater Maintenance Superintendent


BS

ITEM AND ISSUE:

Request for the Approval of Emergency Sole Source Procurement to James Cooke & Hobson Inc for the total amount of \$47,722.66 for replacement mixer for the Aeration Basins for the Wastewater Treatment Plant Facility.

BACKGROUND AND SUMMARY:

The mixer keeps solids and suspension; allow for consistent and thorough mixing with the aeration basin. Proper operation of the aeration basin is critical for the plant compliance in nutrient removal, total suspended solids, and bio-chemical oxygen demand.

PROCUREMENT METHOD:

James Cooke & Hobson Inc. is the Sole Source Vendor for this piece of equipment and quote has been submitted for an Emergency Purchase Order.

FUNDING SOURCE: Upon approval of BAR/Increase from WWMD Enterprise Fund to the following:

Fund Name/Number: WWMD / 500

Munis Org Name/Number: WWM Plant/ 5000367

Munis Object Name/Number: Repair & Maint. System Equip./520150

ACTION REQUESTED:

Approval of this request will allow the Wastewater Plant to remain in permit compliance.

ATTACHMENTS:

1. Emergency Determination Form
2. Quote from JCH
3. Sole Source Justification letter from vendor



STATE OF NEW MEXICO EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used for an emergency procurement when the service, construction or item of tangible personal property procured is needed immediately to:

- control a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event; or
- plan or prepare for the response to a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event; and

the goods or services cannot be acquired through normal procurement methods.

Keep in mind that the state purchasing agent or a central purchasing office in making an emergency procurement, shall:

- employ a competitive process to the extent practicable under the circumstances; and
- use due diligence in determining the basis for the procurement and in selecting a contractor; and
- shall not make an emergency procurement for the purchase or lease of heavy road equipment.

The state purchasing agent or a central purchasing office that makes an emergency procurement shall outline its determination of the basis for the procurement and its selection of the contractor in writing and include the writing in the procurement file. (That writing can be made on this form.)

Promptly thereafter:

- the state purchasing agent shall post notice of the procurement on its website; or
- the central purchasing office shall post notice of the procurement on its website, if it maintains one, and shall transmit the notice to the state purchasing agent for posting on the state purchasing agent's website.

NOTE: the state purchasing agent or a central purchasing office that makes an emergency procurement to plan or prepare for the response to a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event shall account for the money spent in making the procurement and report on that accounting to the legislative finance committee and the department of finance and administration within sixty days after the end of the fiscal year in which the procurement was made.

I. Name of Agency: *City of Santa Fe/ Public Utilities Department/ Wastewater Management Division*

Agency Chief Procurement Officer: *Fran Dunaway*

Telephone Number: **505-955-6432**

II. Name of Contractor: *James Cooke & Hobson Inc. (JCH)*

Address of Contractor: **4210 Hawkins St NE, Albuquerque, NM 87109**

Amount of prospective contract: **\$47,722.66**

Term of prospective contract: **12/31/2022**

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

*Flygt Model 4430.010 submersible mixer
6.2 HP, 460/3/60 motor, 50 feet of power cable
SS Mixer body with
Fiberglass reinforced polyurethane plastic propeller blades
One (1) Adder for FLS Leakage Sensor in Mixer
One (1) Adder for Mini-Cas Leakage Relay in controls (install labor included)
One (1) JCH Estimated Service Labor to install above Flygt Mixer
and Start-Up Services (actual time to be billed)
(This assumes accessibility to mixer installation location. If crane or additional
equipment is required, additional service charges could be billed).*

IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

The mixer keeps solids and suspension; allow for consistent and thorough mixing with the aeration basin. Proper operation of the aeration basin is critical for the plant compliance in nutrient removal, total suspended solids, and bio-chemical oxygen demand. Equipment Failure will result in affecting the public health, welfare and efficient operation of the Wastewater Plant.

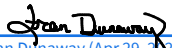
V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

Currently, the Wastewater Aeration Basins are in operational compliance with the other mixers working above recommended use, to compensate for the dysfunctional mixer. This is a temporary solution; however, this process is not recommended for a long-term fix. This will eventually strain the system, affect the process, and eventually place the facility in compliance violation with our permit.

VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

The Wastewater Plant will increase scheduled maintenance and budget replacement of the equipment due to wear and tear and manufacture recommendations.

Certified by:



Fran Dunaway (Apr 29, 2022 10:45 MDT)

City of Santa Fe Chief Procurement Officer

Apr 29, 2022

Date

Department Approval by:


Shannon Jones (Apr 22, 2022 10:48 MDT)

Public Utilities Department Director

4/22/2022

Date

Finance Approval by:


Alexis Lotero (May 2, 2022 14:44 MDT)

Finance Director

May 2, 2022

Date



**To: Benjamin Sandoval
Santa Fe WWTP**

**From: Jonathan Polasek
JCH/ James, Cooke, and Hobson, Inc.**

**Re: Quotation 22-068-FLT-A
Replacement Mixer**

Date: April 20, 2022

Unless otherwise stated: Prices are firm for 30 days from bid date. Payment due Net 30 days with approved credit, else payment required prior to equipment shipment. Prices do not include sales and/or use taxes. Applicable taxes will be added to the invoice at tax rate in effect at time of shipment. Interest shall accrue on past due amounts at 1.5% per month. Should it become necessary to retain an attorney to collect any and all amounts due herein, purchaser shall be liable for any and all reasonable and necessary attorney fees and costs. Unless otherwise indicated below, Freight terms are Ex Works factory freight allowed

Replacement Flygt Submersible Mixer

One (1)	Flygt Model 4430.010 submersible mixer 6.2 HP, 460/3/60 motor, 50 feet of power cable SS Mixer body with Fiberglass reinforced polyurethane plastic propeller blades	\$45,442 Ea
One (1)	<u>Adder</u> for FLS Leakage Sensor in Mixer	\$339 Ea
One (1)	<u>Adder</u> for Mini-Cas Leakage Relay in controls (install labor included)	\$844 Ea
One (1)	JCH Estimated Service Labor to install above Flygt Mixer and Start-Up Services (actual time to be billed) <i>(This assumes accessibility to mixer installation location. If crane or additional equipment is required, additional service charges could be billed).</i>	\$990 Ea
One (1)	Estimated tax on Installation/Startup Labor for entire quote	\$107.66
Estimated Total		\$47,722.66
One (1)	<u>Adder</u> to upgrade above mixer to adaptive-style mixer	\$8,028

Clarifications/ Comments

- Please allow 13-17 weeks for delivery/installation, ARO
- JCH quotation includes shipping charges to first destination, via overland truck, FOB Factory
- Startup and installation included as a line item
- Submittals, if required, issued 1-2 weeks after receipt of order.
- This proposal does not include:
 - Construction, concrete, mounting hardware, piping gaskets, flange bolt kits, SS anchor bolts, power connections, wiring, conduit, and any hardware and materials not specifically described below.

Grant Stayberg
Western Regional Territory Manager
4109 NE 107th St., Vancouver WA, 98686
Tel +1.503.706.0601

July 20, 2021

Re: Flygt, a Xylem Water Solutions company

City of Santa Fe
Wastewater Management Division
73 Paseo Real
Carl Atencio
Santa Fe NM 87507

Xylem Water Solutions, Flygt brand (Flygt) is the manufacturer of Flygt pumps and parts for your wastewater process. All equipment, components and parts associated with your Flygt equipment should originate from Flygt's Factories.

Flygt, A Xylem brand solely uses James, Cooke and Hobson as it's only authorized representation/direct distributor in New Mexico, Arizona and parts of Nevada and Texas territories. All inquiries regarding Flygt equipment and parts as well as service should be routed through James, Cooke and Hobson. Below is their contact information.

This letter is in effect through an indefinite period as per their contract. If there are any changes to James, Cooke and Hobson's contract; Flygt a Xylem brand will provide written notice.

James, Cooke & Hobson Inc
4210 Hawkins St NE
Albuquerque, NM 87109
Phone (505) 344-7100

If there are any questions concerning the above statement please feel free to contact me

Sincerely,

Grant Stayberg

Grant Stayberg
Western Regional Territory Manager - Water Utilities

DATE: 7/20/2021

Subject: **Authorized NETZSCH Municipal Representative for the State of New Mexico**

Carl Atencio
City of Santa Fe
Wastewater Management Division
73 Paseo Real
Santa Fe NM 87507


This letter is to certify JCH to be the sole factory authorized representative for sales and service of NETZSCH Progressing Cavity Pumps, Tornado Rotary Lobe Pumps, Grinders and related spare parts for the municipal water and waste treatment facilities in the State of New Mexico.

All inquiries for pumps or replacement parts should be directed to them and all customers from this state contacting our factory in Exton, PA will be referred to them.

Should you have any questions, please feel free to contact us. Thank you for your business

With best regards,

David Doty
Business Field Manager, Oil & Gas, Mid & Downstream
SW Regional Sales Manager
NETZSCH Pumps NA LLC
David.doty@netzsch.com
832-668-4703

Signature: 
Benjamin Sandoval (Apr 22, 2022 10:24 MDT)
Email: basandoval@santafenm.gov

Signature: 
Michael Dozier (Apr 22, 2022 10:45 MDT)
Email: mldozier@santafenm.gov

CPO PUD JCH MIXER

Interim Agreement Report






2022-05-02

Created:	2022-04-22
By:	Jimmy Tapia (jptapia@ci.santa-fe.nm.us)
Status:	Out for Signature
Transaction ID:	CBJCHBCAABAAfblKXf0FZg6UrSTMPv_J3-FDGE5ib5_V

Agreement History

Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.

"CPO PUD JCH MIXER" History

-  Document created by Jimmy Tapia (jptapia@ci.santa-fe.nm.us)
2022-04-22 - 5:47:56 PM GMT- IP address: 63.232.20.2
-  Document emailed to Fran Dunaway (fadunaway@santafenm.gov) for signature
2022-04-22 - 5:48:49 PM GMT
-  Email viewed by Fran Dunaway (fadunaway@santafenm.gov)
2022-04-29 - 4:44:14 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Fran Dunaway (fadunaway@santafenm.gov)
Signature Date: 2022-04-29 - 4:45:43 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Mary McCoy (mtmccoy@santafenm.gov) for signature
2022-04-29 - 4:45:45 PM GMT

CPO PUD JCH MIXER.re-1

Interim Agreement Report


2022-05-02


Created:	2022-05-02
By:	Jimmy Tapia (jptapia@ci.santa-fe.nm.us)
Status:	Out for Signature
Transaction ID:	CBJCHBCAABAATffVpEq0b7NW8uda8gcSRdQhXX6TYy-Q

Agreement History

Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.

"CPO PUD JCH MIXER.re-1" History

 Document created by Jimmy Tapia (jptapia@ci.santa-fe.nm.us)
2022-05-02 - 3:00:44 PM GMT- IP address: 63.232.20.2

 Document emailed to aclotero@santafenm.gov for signature
2022-05-02 - 3:02:02 PM GMT