



Agenda Report Form

Open Session Item

SUBJECT: Quotation Award (Q-22-741) Automated Multi-Chemistry Discreet Analyzer

PRESENTATION DATE: December 13, 2022

PRESENTATION BY: Rick Curry, CPPO, Purchasing Director; Davina Yutzy, Deputy Director, Environmental Management.

RECOMMENDED MOTION: Move to award the Quotation for the Automated Multi-Chemistry Discreet Analyzer to the responsible, responsive bidder, Seal Analytical, Inc. of Mequon, WI who submitted the Total Lump Sum Price of \$54,920.

REPORT-IN-BRIEF: On November 22, 2022 the County accepted Quotations for the Automated Multi-Chemistry Discreet Analyzer to replace an existing Lachat Analyzer at the Water Quality Laboratory. The Request for Quotation notices were forwarded to three (3) vendors. The Quotation was listed on the County's Purchasing website. There were eighteen (18) downloads of the Request for Quotation document from the County's website. Two (2) Contractors submitted a quote for the project.

DISCUSSION: The Code of the Public Local Laws states that a contract over \$50,000 for the purchase or other expenditure shall be awarded by the Board to the lowest responsible bidder who submits a responsive bid. Request for Quotations are processed for purchases of commodities and services not exceeding \$50,000 and are normally awarded at the departmental level in concurrence with the Purchasing Department. Due to the manhole monitoring project cost proposal exceeding \$50,000, the Quotation is before the Board for an award. It was anticipated that the project would not exceed \$50,000.

Based on previously contracted values and estimates for the work, it was anticipated this work would be quoted below the \$50,000 threshold which would not have required using the Invitation to Bid (ITB) advertisement process. As such, the Request for Quotation process was followed and not the formal bid process. As noted previously, a significant number of vendors reviewed the document; as such we do not believe publicly advertising the project in the newspaper or through the State's web site would have yielded any difference in the final outcome. Given the value of the quotations, the Board of County Commissioners' approval is necessary to award this project. The project is to be funded through budgeted amounts previously approved for the manhole monitoring project.

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SCAL IMPACT: Funding is available in the department's CIP budget account EQP063.

CONCURRENCES: Division Director

ALTERNATIVES: N/A

ATTACHMENTS: Quote Matrix Tabulation

AUDIO/VISUAL NEEDS: N/A

Q-22-741 Automated Multi-Chemistry Discreet Analyzer

**SEAL Analytical, Inc.
Mequon, WI**

Item No.	Item Description	Unit of Measure	Qty.	Total Price
1	Automated Multi-Chemistry Discreet Analyzer	Each	1	\$54,920.00
Total Lump Sum (Item No. 1 above)				\$54,920.00

Remarks/Exceptions: