



Legislation Text

File #: 23-831, **Version:** 1

STRATEGIC PRIORITY: Government Performance & Financial Management
AGENDA DATE: April 12, 2023
COUNCIL DISTRICT(S): All
DEPARTMENT: Office of Procurement Services
EXECUTIVE: Jack Ireland

SUBJECT

Authorize a three-year master agreement for the purchase of laboratory supplies for the Water Utilities Department - IDEXX Distribution, Inc., sole source - Estimated amount of \$437,294.63 - Financing: Dallas Water Utilities Fund (\$401,468.80) and Stormwater Drainage Management Fund (\$35,825.83)

BACKGROUND

This action does not encumber funds; the purpose of a master agreement is to establish firm pricing for goods, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This master agreement will provide for the purchase of IDEXX laboratory supplies for the Water Utilities Department. The Water Utilities Department conducts several hundred tests on a monthly basis to help ensure clean, safe, dependable drinking water, and effective wastewater treatment. Testing is necessary to comply with State regulatory requirements. This agreement will allow the Water Utilities Department flexibility to purchase newly standardized laboratory supplies as required by governing regulatory agencies. The Water Utilities Department treats approximately 140 billion gallons of water and 70 billion gallons of wastewater on a yearly basis.

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On March 25, 2020, the City Council authorized a three-year master agreement for IDEXX lab supplies for the Water Utilities Department with IDEXX Distribution, Inc. by Resolution No. 20-0483.

FISCAL INFORMATION

Fund	FY 2023	FY 2024	Future Years
Dallas Water Utilities Fund	\$55,676.17	\$172,896.30	\$172,896.33
Stormwater Drainage Management Fund	\$ 0.00	\$ 17,912.91	\$ 17,912.92
Total	\$55,676.17	\$190,809.21	\$190,809.25

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal
\$437,294.63	Sole Source	N/A
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
N/A	N/A	N/A
<ul style="list-style-type: none"> • The Business Inclusion and Development Policy does not apply to Sole Source agreements. • Idexx Distribution, Inc. - Non-local; Workforce - 0.00% Local 		

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Sole Source	<ul style="list-style-type: none"> • Utilized for procurements where functional requirements can only be satisfied by one vendor, such as those where patents, copyrights or monopolies exists • Exempted from competitive bidding process • The Office of Procurement Services conducted a sole source review and found no exceptions
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OWNER

Idexx Distribution, Inc.

Jay Mazelsky, President
 Chun-Ming Chen, Vice President
 Sharon Underberg, Secretary
 Brian McKeon, Treasurer