



TO: Michael Ilcyszyn, City Manager
Crystal Feast, Interim Financial Services Director
Wanda Roop, Procurement Manager

FROM: Jeff Pearson, Utilities Director

DATE: September 20, 2024

SUBJECT: FY2025 through FY2027 - Sole source purchases from Lazenby and Associates

Background:

The Utilities Water Production is requesting a combined three-year annual sole source approval spending authorization for purchases from Lazenby and Associates, Inc. totaling up to \$65,000 for FY2025, \$70,000 for FY2026, and \$75,000 for FY2027. FY2025 request amount is based on staff's expectation of purchases and correspond with previous dollar amounts spent in FY2024. The need to purchase similar items for FY2026 and FY2027.

Description of items: HF Scientific MCX Monochloramine analyzer, CLX chlorine analyzer, MTOL+ turbidimeter, M100 turbidimeter, AccUView LED and Pocket Photometer as well as other instrumentation and associated reagents including parts. JAW DPD and CLX analyzer for competitive devices with bottles appropriate for those devices. Attached are pricing lists.

Department Recommendation:

Lazenby and Associates has always provided the best value on pricing for the products purchased over the years, which results in cost savings. They have consistently provided excellent customer service and support and staff believes the products and services from this vendor is fair and reasonably priced. We are requesting a three-year annual sole source approval spending authorization of purchases from Lazenby & Associates, Inc., totaling up to \$65,000 for FY2025, \$70,000 for FY2026, and \$75,000 for FY2027 for a 3-year total request of \$210,000, not to exceed budgetary limits. Lazenby & Associates are the exclusive representative for HF Scientific for the State of Florida, and results in a "best value" for pricing from other vendors that order through HF Scientific charging us a marked-up cost and freight charges.

The Department utilized Lazenby and Associates as a two-year sole source for FY 2023 and FY 2024 (Attached is the cost breakdown spent for those years).

Funding Availability:

Funds are budgeted and available for this request in Business Units: 400-36011, 400-36012
GL Accounts: 546102, 552116, 552199 and 564101 (Capital Equipment).
All appropriate procurement procedures will be followed to purchase equipment and services.

JP/mej: Memo Single Source purchases for FY2025 - FY2027

C: Gustave Dowd, Water Production Manager