

**CITY OF FLAGSTAFF
Purchasing Section**

Special Procurement Justification (check applicable box below)

Divisions/Sections Requesting Sole Source, Proprietary or Emergency Procurement Must Complete This Form

Sole Source Procurement Justification
 Proprietary Procurement Justification
 Emergency Procurement Justification

TO: Purchasing Section Buyer

PREPARER: Brian Huntzinger

DIVISION/SECTION:
Flagstaff Water Services/
Water Production

DATE SUBMITTED: 08/25/2020

Is this a sole source procurement? "Sole Source" is defined as a product or service available from only one known source. Please answer the 4 questions below and attach all documentation and sign.

Is this a proprietary procurement? A proprietary specification restricts the acceptable product(s) or service(s) to one manufacturer or vendor. A common example would be specification by brand name which excludes consideration of approved "equals". Although all sole source specifications are proprietary, all proprietary specifications are not necessarily sole source. Proprietary items may be available from several distributors. If available, please attach a list of proprietary suppliers which might assist in expediting this procurement. Please answer the 4 questions below and attach all documentation and sign.

Is this an emergency procurement? "Emergency" is a threat to public health, welfare, or safety. Emergency procurements shall be made with such competition as is practicable under the circumstances. Please answer the 3 questions below and attach all documentation and sign.

City Policy is to maximize competition in the procurement process. Exceptions to competition (sole source/propriety procurement/emergency) must be fully justified, documented, and pre-approved. The following is a list of questions which will substantiate a Sole Source, Proprietary or Emergency Procurement. It will help expedite processing if you provide thorough and sufficient detail when answering each of these questions. Please use additional sheets and attach all additional information to this form if necessary.

Sole Source/Proprietary Justification

1. Briefly, what is the scope of the project in which this product or service will be used.

Thatcher's T-Floc B-41 is being used as part of the potable drinking water treatment strategy developed in 2016. This coagulant is used to help remove particulates, sediments and contaminants in the raw water.

- Who is the identified vendor and why is this the only product or service that can meet the City's requirements? Uniqueness? Compatibility? Integral component? Availability? Delivery Date? If purchase qualifies as proprietary and there are multiple Distributors, why is this the only Distributor who can satisfy the City's purchasing request?

In 2016, Thatcher Company of Arizona was one of four companies selected to submit chemical coagulants to treat the raw water from Upper Lake Mary as part of the potable drinking water treatment strategy. B-41 was selected as the best performing chemical coagulant with the best overall life cycle cost. This polymer is only available through Thatcher Company.

- Why is this vendor the only available source from which to obtain this product or service? You must provide clear and convincing evidence.

Thatcher Company of Arizona blends the proprietary coagulant to meet our needs. At one time only the City of Flagstaff and one other Water Treatment plant in Arizona used this chemical. This compound is only distributed by Thatcher Company.

- What efforts have been made to obtain the best price possible? Why do you feel this price is fair and reasonable?

T-Floc B-41 was compared to three other treatment strategies that also looked at the overall costs of the product and the total cost of the treatment strategy. B-41 required a lower dosage to achieve optimum performance compared to the other treatment strategies. Since 2016, B-41 has been performing at or above expectations. Its use along with chlorine dioxide as a raw water oxidant has allowed the water production section to make great use of abundant surface waters in Upper Lake Mary over the last couple years and produce more surface water than any of the last eight years, or since 2011.

This justification is valid through 3 Years (TO BE DETERMINED BY BUYER).
(Maximum 3 years)

Brian Huntzinger 8/28/20
Authorized Signature Date

Brian Huntzinger
Printed Name Title
Water Production Manager



Purchasing Section Buyer's Signature Date
Emily Markel Sr. Procurement Specialist

Printed Name Title

Patrick Brown
Digitally signed by Patrick Brown
DN: cn=Patrick Brown, o=City of Flagstaff,
ou=Purchasing Section,
email=pbrown@flagstaffaz.gov, c=US
Date: 2020.08.28 11:33:41 -0700

Purchasing Director Signature Date