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Department of Utilities
Wastewater Treatment Plant
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TO: Chairperson Greg Dannecker and Members of the Utilities Committee

CC: Chris Shaw, Utilities Director

FROM: Michael Suha, Technical Services Manager

DATE: July 20, 2016

RE: *Award of TOC Instrument Purchase to OI Analytical for \$23,829.50 with a 10% contingency of \$2,382.95 for a total not to exceed \$26.212.45.*

BACKGROUND:

At present, the current instrument was purchased to defray commercial laboratory costs associated with monitoring Total Organic Carbon (TOC) concentrations. Maintenance is needed after eight years of continuous use. The cost estimate associated with the maintenance and potential part replacements is \$7704. The original purchase price estimate of the instrument was \$35,500. The Utility has a history of in – house analytical capability and TOC process analysis is currently done by the Utility Department. If the instrument were not maintained or replaced all testing would have to be out-sourced to a commercial laboratory. Current costs associated with the testing would be in excess of \$8000 annually by a commercial laboratory.

QUOTE RESULTS:

Comparative instrument quotes were obtained from three instrument companies. Using the OI Analytical quote to replace the instrument with the same make and model of \$23,829.50 the payback would be slightly less than three years. See table below

Company	TOC Instrument Quote
Tekmar	\$27,560.77
Shimadzu	\$26,698.38
OI Analytical	\$23,829.50

RECOMMENDATION:

It is recommended that the instrument be replaced in lieu of parts replacement and to award the purchase of the TOC Instrument to OI Analytical for \$23,829.50 with a 10% contingency of \$2,382.95 for a total not to exceed \$26.212.45.

If you have any questions regarding this project please contact Michael Suha at 920-832-2356 or Chris Shaw at 920-832-5945.