

Memorandum

To: Mayor Elinor Carbone and Water Pollution Control Authority

CC: Carol Anderson
Mary Perrotti
Ray Drew
Pennie Zucco

From: Edward Tousey, WPCA Administrator

Date: 4/3/2023

Re: Payment Authorization

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1. Vote by the City Council herein acting as the Water Pollution Control Authority to approve a request of the WPCA Administrator to purchase 350 NTSC pan and tilt camera, a 6" tractor, and all items listed in Quote #1109221 as sole source purchase from "Bahr Sales INC". Bahr Sales INC is the only vendor allowed to supply equipment to the Cues camera system which the Torrington WPCA currently uses. Bahr Sales is a city vendor of record. The tractor we currently use is larger and doesn't fit in some of our sanitary pipes and this will also allow us to have a backup camera during breakdowns.

2. DATE	INVOICE	CONTRACTOR	AMOUNT	DESCRIPTION
4/3/2023	Bahr Sales, INC.	\$18,032.00	350 NTSC pan and tilt camera with a 6-inch tractor.	Quote# 1109221

QUOTE 322231

BAHR SALES, INC.
1185 SOUTH BROAD STREET
WALLINGFORD CT 06492

DATE: MARCH 22, 2023

EXPIRATION DATE June 30, 2023

TO City of Torrington CT
William Fritch

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
		UPS Ground			Net 30	

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	09/VT2987Z5	P350 fixed elevator assembly (MK2)	\$781.00	\$781.00
1	09/VT2925-NTSC	350 NTSC pan and tilt camera, manual focus, 220lm lights	\$10,976.00	\$10,976.00
1	09/VT2920V01	6" tractor	\$6,125.00	\$6,125.00
	Shipping	Ground UPS Shipping and insurance		\$150.00
		TOTAL:		\$18,032.00



CITY OF TORRINGTON

REQUEST FOR SOLE SOURCE PROCUREMENT

Instructions for Department requesting a Sole Source purchase.

This form is required for all sole source requests and will aid in documenting your request. Complete this form and fax or e-mail your completed request to the Purchasing Agent, Fax # 489-2547, E-mail: Pennie_Zucco@torringtonct.org

Competitive bidding is not required when by reason of copyright, patent, or exclusive franchise, purchases can only be made at a standard, fixed, or uniform price and no advantage can be secured by advertisement and competitive bidding because of the noncompetitive nature of the item to be purchased.

This form must be completed for any single/sole source procurement estimated to exceed \$10,000.00 and approved by the Purchasing Agent. (This form may be used for lesser amounts at the buyer's discretion) The purpose of this justification is to demonstrate why it is impractical or impossible to seek or obtain competitive bids for this purpose.

Describe the product or service to be purchased:

The P354 crawler camera system with the 6-inch tractor and the P350 fixed elevator assembly (MK2) that connects to our CUES (formerly Pearpoint) Flexitrax C550c CCTV system will allow us to enter sanitary line that are too small for the WPCA's current crawler (P356). It will also allow the Collection crew to continue to run the CCTV system when the P356 crawler is down for repairs.

We must use Crawler cameras that are accessories to our CUES (formerly Pearpoint) system. CUES only offers their products through their regional distributors. Baher Sales, Inc out of Wallingford, CT is their regional distributor and a vendor of record for the City of Torrington since 2001.

The total cost for P354 crawler camera system with the 6-inch tractor and the P350 fixed elevator assembly (MK2) is \$18,032.00.

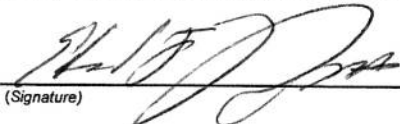
I recommend that we purchase the 350 NTSC pan and tilt crawler camera with 6" tractor to efficiently continue to maintain our sanitary pipe inspections.

JUSTIFICATION (attach additional sheets if needed): At a minimum the justification should address the following points:

1. Explain why the product/service requested is the only product or service that can satisfy the requirements of the job & explain why alternates are unacceptable. Be specific with regard to specifications, characteristics, requirements, capabilities & compatibility.
2. Explain why this service provider, supplier or manufacturer is the only practicably available source from which to obtain this product or service and describe the efforts made to verify or confirm whether or not this is so (i.e. obtain a letter from a manufacturer confirming claims made by distributors of exclusive rights to sell the product or service in this region)

I, Edward F. Tousey 3rd, of the WPCA department request that a Sole Source be declared for the procurement of the above. I further attest that the conditions for declaring a Sole Source and the statements contained herein and on any attached pages are truthful and accurate.

NOTE: This form does not declare a Sole Source, it only documents a Department request for declaration of Sole Source.


(Signature)

date 3/27/2023

THIS SECTION TO BE COMPLETED BY PURCHASING AGENT



DOES constitute a Sole Source Procurement

- ☐ DOES NOT constitute a Sole Source Procurement
- ☐ Insufficient information to form an opinion (return to requesting department for further information)

Pam Zucca, Purchasing Agent
Purchasing Agent

date 3 / 24 / 23

EXAMPLES OF JUSTIFICATION FOR A SOLE SOURCE PROCUREMENT*

1. Sole provider of a licensed or patented good or service
1. Sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
1. Sole provider of goods or services for which the City has established a standard**
1. Sole provider of factory-authorized warranty service
1. Sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (please detail in justification section)
1. The vendor/distributor is a holder of a used item that would represent good value and is advantageous to the City

* Sole Source Procurement: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.

** Standard: procurement of items for which the City has established a standard by designating a brand or manufacturer or by pre-approving via a testing shall be competitively bid if there is more than one vendor of the item

NOTE: all departments must be willing and able to defend their Sole Source justification against protests.