


CITY OF TARPON SPRINGS, FL


Procurement Services

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MEMORANDUM

TO: Honorable Mayor and Board of Commissioners

THRU: Jay Jackus, CPPO, CPPB, Procurement Division Director 

FROM: Rhonda Simmons, CPM, CPPO, CPPB, Procurement Analyst 

DATE: 11/06/18

SUBJECT: Award File No. 190024-N-RS, Single Source Purchase of EIM Electric Actuators, Parts and Service

RECOMMENDATION:

Award File No. 190024-N-RS, Single Source Purchase of EIM Electric Actuators, Parts and Service to Southeast Industrial Sales Company (SISCO), in the estimated annual amount of \$50,000.00, for the period November 14, 2018 through November 13, 2019 for the Wastewater Treatment Plant and RO Water Plant. Purchase Orders will only be issued against approved budgets.

BACKGROUND:

The City currently has fifty-five (55) EIM actuators in service at the RO Water Plant and Wastewater Treatment Plant. In order to maintain a minimum number of repair parts and inventory, staff has standardized to these actuators (see attached memo). Both facilities have identified additional projects during this fiscal year to improve overall treatment operations. Southeast Industrial Sales Company is the sole authorized representative for the municipal market within the State of Florida (see attached letter). Items are ordered on an as-needed basis.

FUNDING: RO Plant 402-4305-536-4600/5200/6300;
Treatment Plant 402-4603-536-4600/5200/6300

Accepted by: _____
City Manager

Attest: _____
City Clerk



Public Services Department

Paul Smith
Public Services Director

Memorandum

Date: October 9, 2018
To: Jay Jackus, Procurement Services Director
Through: Paul Smith, Public Services Director *PS*
From: Hillary Weber, Water Division Manager
Ray Page, Utilities Superintendent
Subject: Authorize a Single Source Purchase for Southeast Industrial Sales Company (SISCO) for Electronic Actuators

Recommendation

Authorize a single source contract to be issued to Southeast Industrial Sales Company (SISCO) in the amount of \$50,000.00 for the period of November 14, 2018 to November 13, 2019. Purchases will include parts and services for electronic actuators for the RO water treatment facility and wastewater treatment facility.

Background

Electronic actuators are utilized in various utility processes to open and close valves both at the location or remotely. This specialized equipment is designed to be reliable while also protecting equipment from damage due to valve over torqueing or other conditions. They are essential for the operation of our treatment facilities and associated automation.

Southeast Industrial Sales Company (SISCO) is the sole source provider for EIM actuators and adaptors currently used at the Water and Sewer Facilities for process flow control and instrumentation. Currently, fifty-five (55) EIM actuators are utilized in the potable groundwater well operations and in treating wastewater for reclaimed water service.

Both Facilities have identified projects during this Fiscal Year utilizing these services that will improve overall treatment operations. This single source is recommended to maintain operational reliability while minimizing parts inventory.

Funding

R.O. Facility Accounts #402-4305-536-46.00/.5200/.6300

Wastewater Treatment Plant Accounts #402-4603-536-46.00/.5200/.6300