





# City of Santa Fe, New Mexico


## Memorandum



**DATE:** March 21, 2022

**TO:** Fran Dunaway, Chief Procurement Officer

**VIA:** Shannon Jones, Public Utilities Department   
Mike Dozier, WW Management Division 

**FROM:** Benjamin Sandoval, Waste Water Maintenance Superintendent 

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### ITEM AND ISSUE:

Request for the Approval for the Total Amount of \$ 70,238.78 for replacement pumps at the Aeration Basins, Bio-Selector Basins and the Main Plant Drain Pumps for the Waste Water Treatment Plant Facilities. James Cooke & Hobson Inc. 4210 Hawkins St NE, Albuquerque NM 87109

### BACKGROUND AND SUMMARY:

These pumps are required to transfer sludge around the facility and are also utilized to remove the sludge from the basins if needed. The Main Plant Drain Pumps are needed to drain the Aeration Basins and our Clarifiers. Several weeks back we had a valve failure at one of our Storage Tanks where these pumps could have helped transferred the sludge around the facility to ensure environmental compliance. Due to this spill we had an excess amount of sludge overflow at one of our basins as well as an excessive amount of return sludge back to the plant where it caused a buildup on top of the Aeration Basins in where these pumps could have helped to relieve that situation. It is very important to the plant process that all pumps are in good working order to prevent a catastrophic basin overflow from happening or a basin that needs to be drained possibly in the future.

### PROCUREMENT METHOD:

James, Cooke & Hobson Inc. is the Sole vendor for these Pumps and quote has been submitted for an Emergency Purchase Order

### FUNDING SOURCE:

The funding source is:

**Fund Name/Number:** WW Treatment Plant/ 500

**Munis Org Name/Number:** WW Treatment Plant /5000362

**Munis Object Name/Number:** Waste Water Operating Supplies /530200



## STATE OF NEW MEXICO EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used for an emergency procurement when the service, construction or item of tangible personal property procured is needed immediately to:

- control a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event; or
- plan or prepare for the response to a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event; and

the goods or services cannot be acquired through normal procurement methods.

Keep in mind that the state purchasing agent or a central purchasing office in making an emergency procurement, shall:

- employ a competitive process to the extent practicable under the circumstances; and
- use due diligence in determining the basis for the procurement and in selecting a contractor; and
- shall not make an emergency procurement for the purchase or lease of heavy road equipment.

The state purchasing agent or a central purchasing office that makes an emergency procurement shall outline its determination of the basis for the procurement and its selection of the contractor in writing and include the writing in the procurement file. (That writing can be made on this form.)

Promptly thereafter:

- the state purchasing agent shall post notice of the procurement on its website; or
- the central purchasing office shall post notice of the procurement on its website, if it maintains one, and shall transmit the notice to the state purchasing agent for posting on the state purchasing agent's website.

NOTE: the state purchasing agent or a central purchasing office that makes an emergency procurement to plan or prepare for the response to a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event shall account for the money spent in making the procurement and report on that accounting to the legislative finance committee and the department of finance and administration within sixty days after the end of the fiscal year in which the procurement was made.

- I. Name of Agency: City of Santa Fe/ Public Utilities Department/ Waste Water Management Division

Agency Chief Procurement Officer: Fan Dunaway

Telephone Number: 505-955-6432

- II. Name of Contractor: JCH

Address of Contractor: 4210 Hawkins Street NE, Albuquerque, NM 87109

Amount of prospective contract: \$70238.78

Term of prospective contract: 12/31/22

- III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

- (2) Flygt Model NP 3102.060-462  
4" discharge, 462 Adaptive Hard Iron N impeller 5 HP, 460VAC/3PH/60HZ, 50' submersible cable FLS Leakage Sensor in Pump
- (2) Flygt Model NP 3127.060-439  
6" discharge, 439 Adaptive Hard Iron N impeller 10 HP, 460VAC/3PH/60HZ, 50' submersible cable, Brass spark-proof sliding bracket  
FLS Leakage Sensor in Pump  
1st Pump: Estimated Delivery: 4-6 weeks, ARO 2nd Pump: Estimated Delivery: 14-18 weeks, ARO
- (1) Flygt Model NP 3102.060-462  
4" discharge, 462 Adaptive Hard Iron N impeller 5 HP, 460VAC/3PH/60HZ, 50' submersible cable FLS Leakage Sensor in Pump
- (1) Flygt Model NP 3102.060-463  
4" discharge, 463 Adaptive Hard Iron N impeller 5 HP, 460VAC/3PH/60HZ, 50' submersible cable FLS Leakage Sensor in Pump
- (1) JCH Service Labor for Installation/Startup Labor  
for entire quote – Include mileage, portal to portal  
Estimated tax on Installation/Startup Labor for entire quote

- IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

These pumps are required to transfer sludge around the facility and are also utilized to remove the sludge from the basins if needed. The Main Plant Drain Pumps are needed to drain the Aeration Basins and our Clarifiers. Several weeks back we had a valve failure at one of our Storage Tanks where these pumps could have helped transferred the sludge around the facility to ensure environmental compliance. Due to this spill, we had an excess amount of sludge overflow at one of our basins as well as an excessive amount of return sludge back to the plant where it caused a buildup on top of the Aeration Basins in where these pumps could have helped to relieve that situation. The pumps need to be ordered asap so due to the lead time on the order and delivery.

VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

It is very important to the plant process that all pumps are in good working order to prevent a catastrophic basin overflow from happening or a basin that needs to be drained possibly in the future.

Certified by:

*Fran Dunaway*  
Fran Dunaway (Apr 4, 2022 16:40 MDT)

City of Santa Fe Chief Procurement Officer

Apr 4, 2022

Date

Agency Approval by:

*Alexis Lotero*  
Alexis Lotero (May 4, 2022 17:05 MDT)

City of Santa Fe Finance Director

May 4, 2022

Date

**To:** Benjamin Sandoval  
Santa Fe WWTP

**From:** Jonathan Polasek  
JCH/ James, Cooke, and Hobson, Inc.

**Re:** Quotation 22-056-FLT-A  
Replacement Pumps

**Date:** March 21, 2022

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Unless otherwise stated: Prices are firm for 30 days from bid date. Payment due Net 90 days with approved credit, else payment required prior to equipment shipment. Prices do not include sales and/or use taxes. Applicable taxes will be added to the invoice at tax rate in effect at time of shipment. Interest shall accrue on past due amounts at 1.5% per month. Should it become necessary to retain an attorney to collect any and all amounts due herein, purchaser shall be liable for any and all reasonable and necessary attorney fees and costs. Unless otherwise indicated below, Freight terms are Ex Works factory freight allowed

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### Replacement Flygt Submersible Pumps for Bio-Selector Scum Pit Pumps

This pump is the current recommended replacement for Flygt 3102.180-0010740

Two (2) Flygt Model NP 3102.060-462 \$19,236 Ttl  
4" discharge, 462 Adaptive Hard Iron N impeller  
5 HP, 460VAC/3PH/60HZ, 50' submersible cable  
FLS Leakage Sensor in Pump

*Estimated Delivery: 1-2 weeks, ARO*

### Replacement Flygt Submersible Pumps for Plant Drain

This pump is the current recommended replacement for Flygt 3126-432

Two (2) Flygt Model NP 3127.060-439 \$29,572 Ttl  
6" discharge, 439 Adaptive Hard Iron N impeller  
10 HP, 460VAC/3PH/60HZ, 50' submersible cable,  
Brass spark-proof sliding bracket  
FLS Leakage Sensor in Pump

*1<sup>st</sup> Pump: Estimated Delivery: 4-6 weeks, ARO*

*2<sup>nd</sup> Pump: Estimated Delivery: 14-18 weeks, ARO*

**\*\*\*\*\*If spark-proof bracket is not required, lead times will shorten by approx. 4 weeks, ARO and price deduct of \$2,778.\*\*\*\*\***

### **Replacement Flygt Submersible Pump for North Aeration Basin Scum Pump**

This pump is the current recommended replacement for Flygt 3102.180-0010740

One (1)	Flygt Model NP 3102.060-462 4" discharge, 462 Adaptive Hard Iron N impeller 5 HP, 460VAC/3PH/60HZ, 50' submersible cable FLS Leakage Sensor in Pump	\$9,618 Ea
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*Estimated Delivery: 1-2 weeks, ARO*

### **Replacement Flygt Submersible Pump for South Aeration Basin Scum Pump**

This pump is the current recommended replacement for Flygt 3102.180 – 432 Impeller

One (1)	Flygt Model NP 3102.060-463 4" discharge, 463 Adaptive Hard Iron N impeller 5 HP, 460VAC/3PH/60HZ, 50' submersible cable FLS Leakage Sensor in Pump	\$9,618 Ea
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*Estimated Delivery: 1-2 weeks, ARO*

### **Service Labor for Installation/Startup**

One (1)	JCH Service Labor for Installation/Startup Labor for entire quote – Include mileage, portal to portal	\$2,024 Ea
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One (1)	Estimated tax on Installation/Startup Labor for entire quote	\$170.78
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### **Clarifications/ Comments**

- All pumps include FLS for use with potential future protection relay in panels
- JCH quotation includes shipping charges to first destination, via overland truck, FOB Factory
- Startup and installation included.
- Submittals, if required, issued 1-2 weeks after receipt of order.
- This proposal does not include:
  - Construction, concrete, mounting hardware, piping gaskets, flange bolt kits, SS anchor bolts, power connections, wiring, conduit, and any hardware and materials not specifically described below.



**THE CITY OF  
SANTA FE**

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**MEMORANDUM**

**DATE:** September 14, 2021

**TO:** Fran Dunaway, Purchasing Officer

**VIA:** Mike Dozier, WWMD Director MD

**FROM:** Efren Morales, WWM Plant Superintendent EM

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**ITEM**

Representative/Distributor James, Cooke and Hobson, Inc. (JCH) for Sole Source Procurement in the amount of \$656,306.51

**BACKGROUND AND SUMMARY**

The Wastewater Management (WWM) Division is requesting approval of Sole Source procurement for James, Cooke and Hobson, Inc. (JCH) in Albuquerque as the authorized representative/distributor for service, repair or the procurement of Netzsch and Flygt pumps and/or mixers and their electrical, instrumentation and mechanical parts, including control panels and cabinets.

The Paseo Real Water Reclamation Facility (PRWRF) has several Netzsch and Flygt Pumps That need replacement and others that need repair. JCH has provided a quote for several replacement pumps in the amount of \$656,306.51. These pumps are essential for the proper day-to-day operation of our facility.

**ACTION REQUESTED**

The WWM Division, PRWRF respectfully requests approval of sole source procurement through James, Cooke and Hobson, Inc. in the amount of \$656,306.51 for fiscal year 2021-2022.

□

Approved:

Disapproved: *Fran Dunaway* Sep 20, 2021  
Fran Dunaway (Sep 20, 2021 08:12 MDT) Date  
Fran Dunaway, Purchasing Officer

**ATTACHMENTS:**

1. JCH Vendor Letters from:
  - Xylem Water Solutions for Flygt Products
  - Netzsch

## SOLE SOURCE REQUEST AND DETERMINATION FORM

**This form must be forwarded to the Purchasing Officer for the City of Santa Fe Purchasing Office for processing.**

**Date:**

**Prepared By:**

**Title:**

**Vendor Name:**

**Address:**

**City:**

**State:**

**Zip Code:**

**Description of Good/Service to be Procured:**

**Estimated Cost:**

**Term of Contract:**

**1. Explain why this is the only available source that can meet the needs of your department.**

James, Cooke and Hobson, Inc. (JCH) in Albuquerque is the only authorized representative/distributor for service, repair or the procurement of Sanitaire Aeration Equipment, Gardner Denver Hoffman Blowers, Netzsch and Flygt pumps and/or mixers and their electrical, instrumentation and mechanical parts, including control panels and cabinets.

When the buildings were originally built they were designed and constructed specifically to work with these style of pumps. In order for our facility to utilize a different style of pump it would need to be redesigned and/or retrofitted for that specific style of pump.



**2. Explain why this vendor is the only available source from which to obtain this product of service.**

**The company has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved unsuccessful; or**

**Other reason, please explain in full. Attach additional sheets, if necessary.**

See above. This is the only organization for this purpose.

**3. Explain why the price is considered fair and reasonable.**

JCH is the sole source for the Gardner Denver Hoffman Blowers, Flygt pumps/mixers and Netzsch pumps and their electrical, instrumentation and mechanical parts, including control panels and cabinets needed at our facility. There are no other representatives that are allowed to distribute, repair or install these pumps in NM, AZ and parts of NV and TX territories.

**4. Describe the efforts made to obtain the best possible price from this sole source vendor for the taxpayers. What (if any) is the total cost savings from the original quote? (Attach additional sheets, if necessary.)**

JCH is the sole source for the Gardner Denver Hoffman Blowers, Flygt pumps/mixers and Netzsch pumps and their electrical, instrumentation and mechanical parts, including control panels and cabinets needed at our facility.

**Approvals:**

**Based on the above facts, the Purchasing Office has made the determination that the justification for the Sole Source procurement is in accordance with Section 13-1-126, NMSA 1978 and will be posted for a 30-day period prior to award.**

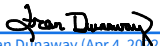
  
Fran Dunaway (Sep 20, 2021 08:12 MDT)

Sep 20, 2021

**Fran Dunaway  
Purchasing Officer**

**Date**

**Pursuant to Section 13-1-126, NMSA 1978, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. This Sole Source determination will be valid for a period of one (1) year from the date of the award.**

  
Fran Dunaway (Apr 4, 2007 16:40 MDT)

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**Fran Dunaway,  
Purchasing Director  
City of Santa Fe**

**Date**

**Required Attachments:**

- \*Letter from Contractor, if applicable**
- \*Agenda Item to be presented to City Council if over \$50,000 for Professional Services and \$50,000 for Goods and Non-Professional Services**



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**To:** Ben Sandoval  
City of Santa Fe – WWTP

**From:** Jonathan Polasek  
JCH/ James, Cooke, and Hobson, Inc.

**Re:** Wastewater Treatment Plant Improvements

**Date:** September 8, 2021

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Mr. Sandoval,

Thank you for the opportunity to quote the following improvements for the Santa Fe Wastewater Treatment Plant. Please find the quotation summary below. All quotes listed are valid for 90 days

Quotation 21-119-NZH-D	DAF Progressing Cavity Pumps	\$146,321.21
Quotation 21-138-MS-C	Plantwide Replacement Pumps	\$117,644.60
Quotation 21-150-NZH-B	Headworks Progressing Cavity Pump	\$78,430.92
Quotation 21-6-9SF3356UN-R2	Influent Pump Repairs	\$86,922.84
Quotation 21-6-14SFHOFF651	Hoffman Blower #1 Rebuild	\$51,867.26
Quotation 21-7-31SFHOFF651#2	Hoffman Blower #2 Rebuild	\$51,867.26
Quotation 21-8-20SF3300MLP	Mixed Liquor Pump Repairs	\$123,252.42
	<b>TOTAL</b>	<b>\$656,306.51</b>

Please let us know if you have any questions.

Thank you,

Jonathan Polasek  
James, Cooke and Hobson, Inc.

Grant Stayberg  
Western Regional Territory Manager  
4109 NE 107<sup>th</sup> St., Vancouver WA, 98686  
Tel +1.503.706.0601

July 20, 2021

Re: Flygt, a Xylem Water Solutions company

City of Santa Fe  
Wastewater Management Division  
73 Paseo Real  
Carl Atencio  
Santa Fe NM 87507

Xylem Water Solutions, Flygt brand (Flygt) is the manufacturer of Flygt pumps and parts for your wastewater process. All equipment, components and parts associated with your Flygt equipment should originate from Flygt's Factories.

Flygt, A Xylem brand solely uses James, Cooke and Hobson as it's only authorized representation/direct distributor in New Mexico, Arizona and parts of Nevada and Texas territories. All inquiries regarding Flygt equipment and parts as well as service should be routed through James, Cooke and Hobson. Below is their contact information.

This letter is in effect through an indefinite period as per their contract. If there are any changes to James, Cooke and Hobson's contract; Flygt a Xylem brand will provide written notice.

James, Cooke & Hobson Inc  
4210 Hawkins St NE  
Albuquerque, NM 87109  
Phone (505) 344-7100

If there are any questions concerning the above statement please feel free to contact me

Sincerely,

*Grant Stayberg*

Grant Stayberg  
Western Regional Territory Manager - Water Utilities

DATE: 7/20/2021

Subject: **Authorized NETZSCH Municipal Representative for the State of New Mexico**

Carl Atencio  
City of Santa Fe  
Wastewater Management Division  
73 Paseo Real  
Santa Fe NM 87507

This letter is to certify JCH to be the sole factory authorized representative for sales and service of NETZSCH Progressing Cavity Pumps, Tornado Rotary Lobe Pumps, Grinders and related spare parts for the municipal water and waste treatment facilities in the State of New Mexico.

All inquiries for pumps or replacement parts should be directed to them and all customers from this state contacting our factory in Exton, PA will be referred to them.

Should you have any questions, please feel free to contact us. Thank you for your business

With best regards,

David Doty  
Business Field Manager, Oil & Gas, Mid & Downstream  
SW Regional Sales Manager  
NETZSCH Pumps NA LLC  
[David.doty@netsch.com](mailto:David.doty@netsch.com)  
832-668-4703

**Signature:**   
Efen Morales (Sep 14, 2021 13:36 MDT)

**Email:** emmorales@santafenm.gov

**Signature:**   
Michael Dozier (Sep 14, 2021 13:38 MDT)

**Email:** mldozier@santafenm.gov

**Signature:**   
Benjamin Sandoval (Mar 22, 2022 11:43 MDT)

**Email:** basandoval@santafenm.gov

**Signature:**   
Michael Dozier (Mar 22, 2022 11:44 MDT)

**Email:** mldozier@santafenm.gov

**Signature:**   
Shannon Jones (Mar 22, 2022 11:45 MDT)

**Email:** swjones@santafenm.gov

# CPO PUD JCH EPO

Interim Agreement Report









2022-05-02

Created:	2022-04-04
By:	Jimmy Tapia (jptapia@ci.santa-fe.nm.us)
Status:	Out for Signature
Transaction ID:	CBJCHBCAABAABwTr3Qgwodm7I4JADXBIPIYI_uh1OKCy5

## Agreement History

Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.

## "CPO PUD JCH EPO" History

-  Document created by Jimmy Tapia (jptapia@ci.santa-fe.nm.us)  
2022-04-04 - 9:54:13 PM GMT- IP address: 63.232.20.2
-  Document emailed to Fran Dunaway (fadunaway@santafenm.gov) for signature  
2022-04-04 - 9:55:38 PM GMT
-  Email viewed by Fran Dunaway (fadunaway@santafenm.gov)  
2022-04-04 - 10:40:05 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Fran Dunaway (fadunaway@santafenm.gov)  
Signature Date: 2022-04-04 - 10:40:43 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Mary McCoy (mtmccoy@santafenm.gov) for signature  
2022-04-04 - 10:40:45 PM GMT
-  Email viewed by Mary McCoy (mtmccoy@santafenm.gov)  
2022-04-04 - 11:27:49 PM GMT- IP address: 104.47.65.254
-  New document URL requested by mfmartinez@santafenm.gov  
2022-04-18 - 6:25:49 PM GMT- IP address: 63.232.20.2
-  Email viewed by Mary McCoy (mtmccoy@santafenm.gov)  
2022-04-21 - 3:09:07 PM GMT- IP address: 104.47.65.254