



# WASHOE COUNTY

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## STAFF REPORT

**BOARD MEETING DATE: June 11, 2019**

**DATE:** May 6, 2019

**TO:** Board of County Commissioners

**FROM:** John Hulett, P.E., Sr. Licensed Engineer, Engineering and Capital Projects, Community Services Department, 722-5767, [jhulett@washoecounty.us](mailto:jhulett@washoecounty.us)

**THROUGH:** Dwayne Smith, P.E., Division Director, Engineering and Capital Projects Community Services Department, 328-2043, [desmith@washoecounty.us](mailto:desmith@washoecounty.us)

**SUBJECT:** Recommendation to approve a sole source designation and authorize the Purchasing and Contracts Manager to issue purchase orders [in excess of \$100,000] to Sierra Control Systems, Inc. for preventative maintenance, repair, replacement, emergency electrical service, and purchase of Supervisory Control and Data Acquisition systems for the Washoe County Community Services Department Utility Operations annually through FY21. (All Commission Districts.)

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### **SUMMARY**

In accordance with NRS 332.115, the Washoe County Community Services Department (CSD) is requesting that the Board of County Commissioners (Board) authorize the Purchasing and Contracts Manager to issue purchase orders in excess of \$100,000 to Sierra Control Systems, Inc. for preventative maintenance, repair, or upgrade of the Supervisory Control and Data Acquisition (SCADA) system components for Washoe County CSD utility operations annually through FY21.

The SCADA system provides information regarding the operational status of several of Washoe County's sewer and reclaimed water facilities.

Sierra Control Systems, Inc. is located in Reno and is the only supplier of these types of low voltage control system services in the region. Attempts to interest vendors/suppliers in supplying services in this area have been unsuccessful due to the cost of travel for initial site inspection and installation. As existing SCADA systems wear out and need replacement, the replacement components must interface and work with the existing overall SCADA system. Sierra Control Systems, Inc. is the designer and integrator of the County's SCADA system and is unique in supplying these service capabilities.

Washoe County Strategic Objective supported by this item: Safe, secure and healthy communities.

**AGENDA ITEM # \_\_\_\_\_**

### **PREVIOUS ACTION**

On June 13, 2017, the Board authorized the Purchasing and Contracts Manager to issue purchase orders in excess of \$100,000 to Sierra Control Systems, Inc. for preventative maintenance, repair, replacement, emergency electrical service and purchase of Supervisory Control and Data Acquisition systems for the Washoe County Community Services Department utility operations through FY18-19.

On October 17, 2016, the Purchasing and Contracts Manager approved and authorized a two-year sole source designation for Sierra Control Systems, Inc. for preventative maintenance, repair, replacement, emergency electrical service and purchase of SCADA systems for the Washoe County CSD utility operations in excess of \$50,000 for FY17-18 and FY18-19, not to exceed \$100,000 per fiscal year without Board approval.

On July 11, 2012, the Purchasing and Contracts Manager approved and authorized a two-year sole source designation for Sierra Control Systems, Inc. for preventative maintenance in the amount of \$45,050 for FY12-13, and the issuance of purchase orders in excess of \$50,000 for repair, replacement, emergency electrical service and purchase of SCADA systems for the Washoe County Department of Water Resources utility operations for FY 12-13 and FY 13-14.

### **BACKGROUND**

Sierra Control Systems, Inc. has provided the County's utility operation with its SCADA systems since 1984 by providing system design, construction, installation and maintenance of the system's components. The SCADA system provides information regarding the operational status of several of Washoe County's sewer and reclaimed water facilities. SCADA equipped facilities may provide information relative to:

- Pump and booster pump operations
- Entry alarms
- Power failures
- Moisture
- Solar battery levels
- Flow rates
- System pressures
- Pump run times

### **FISCAL IMPACT**

SCADA system purchases are expected to exceed \$100,000 annually through FY21. Sufficient funds exist in the Utilities Fund (566). FY20 budget authority resides in cost centers 664500 (Reclaimed Water Operations) and 664900 (Sewer Operations) in accounts 710200 (Service Contract), 710205 (Repairs & Maintenance), and 710210 (Software Maintenance). FY21 budget authority has not yet been established but is expected to include sufficient funds and authority in the same categories. Revenues in support of this project are provided from monthly reclaimed water and sewer rate charges.

**RECOMMENDATION**

It is recommended the Board of County Commissioners approve a sole source designation and authorize the Purchasing and Contracts Manager to issue purchase orders [in excess of \$100,000] to Sierra Control Systems, Inc. for preventative maintenance, repair, replacement, emergency electrical service, and purchase of Supervisory Control and Data Acquisition systems for the Washoe County Community Services Department Utility Operations annually through FY21.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve a sole source designation and authorize the Purchasing and Contracts Manager to issue purchase orders [in excess of \$100,000] to Sierra Control Systems, Inc. for preventative maintenance, repair, replacement, emergency electrical service, and purchase of Supervisory Control and Data Acquisition systems for the Washoe County Community Services Department Utility Operations annually through FY21."