



**Utility Committee
Meeting Agenda
January 21, 2025
11:30 AM
Bentonville City Hall**

Call to Order

Pledge of Allegiance

Attendance

Approval of Minutes: January 7, 2025

I. New Business

1. **Ordinance for a Waiver of Bid to
Purchase Required Parts to Rebuild
Water Resource Recovery Facility
Barscreen**

Ordinance*

Staff request City Council approval of an ordinance to waive competitive bidding to enter into an agreement with Price Schonstrom for the purchase of all required parts to completely rebuild the Water Resource Recovery Facility Barscreen. This is a sole source item, it is neither practical or feasible to solicit competitive bids. No budget adjustment is needed.



City of Bentonville, Arkansas Agenda Item Form

Item Details

Council Meeting Date:		Submitted By:	
Phone:		For Department(s):	
Email:			

Item Type (Check all that apply)

Informational	Bid Award	Enter into an Agreement	Change Order
Recognizing Funds	Budget Adjustment	Waiver of Bid	Emergency Clause
Ordinance	Resolution		Informational

Title, Recommendation & Justification

Title:	
Action Recommendation & Justification:	
Additional Comments for Consideration (Optional):	

Amount for Approval:	\$
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Budget Impact

Is this Item Budgeted? YES NO ITEM HAS NO COST OTHER: _____

Budget Adjustment (to be completed by Finance when applicable)

Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue
Account Number (ORG-OBJECT)	Account Description	\$	\$
		Expense	Revenue

Fund(s) Impacted

(check all that apply)

General Fund Utility Fund Street Fund Other(s): _____

Budget Impact Notes for Consideration (Optional):

City of Bentonville, Arkansas

City Hall

305 SW A Street Bentonville, AR 72712



Department Sole Source Justification Form

Purchasing and Compliance Department

Sole source procurements of commodities and services must only be available from a single source and cannot be competitively bid. Pursuant to the law, sole source requests will not be processed without proper justification and compliance with the statutes, rules, and policy.

Complete this form for contracts with a value greater than \$12,500 (total) where bidding may be restricted or where multiple proposals can not be obtained. Completing this form does not guarantee that the proposed vendor will be selected.

This completed form must be submitted with the Contract Request Form along with any additional supporting documentation.

Requesting Department Name

Wastewater

Department 2 (if applicable)

Supplier Name

Price Schonstrom, Inc.

JUSTIFICATION

Note: Brand name preferences, aesthetic design specifications, or price are not sufficient justification for sole source procurements. Select one or more of the following statements (check the box) to support why the contract request attached and noted above should be a single/sole source purchase. ANY selection requires explanation in the additional space provided.

- ☒ 1. Items sold through vendor only; no other comparable vendor available.
- ☒ 2. Must match existing piece of equipment. Available only from the same source of original equipment.
- ☐ 3. Upgrade to existing system. Available only from the producer of this system who sells on a direct basis only.
- ☒ 4. Repair/Maintenance service requires expertise in operations on unit. Necessary parts unavailable from any source except original equipment manufacturer or their designated servicing dealer.
- ☐ 5. Service(s) provided by the vendor are unique and therefore competitive bids are not applicable.
- ☐ 6. Other reason.

Explanation is required for ANY selected statement. Information provided might include research performed or subject matter expertise detailed to justify the use of this particular vendor. This must clearly indicate why the proposed vendor is the ONLY vendor that will meet your requirements. (Please attach documents if additional space is required)

Explanation: Price Schonstrom is the manufacturer of the Arlat Barscreen that is existing in our facility. Price Schonstrom does not have distributors in the states. They are a direct buy vendor for the parts and equipment that we need to refurbish our barscreen with.

FURTHER JUSTIFICATION

Is this sole source based on performance specifications, and if so, what is the unique performance requirement?

NO

And, why is this feature necessary?

Can requirements be modified so that the services or commodity may be competitively bid? If no, why?

No, the barscreen is the only barscreen we have in the facility and it is specified for influent channel

Are there patent, copyright, or proprietary rights which make the required service or commodity unavailable from other sources? If yes, describe.

What would the agency do if the service or commodity were no longer available?

We would have to have engineers get involved and then have a barscreen completely built for our ch

Detail any program considerations, which make the use of a "Sole Source" critical to the agency.

I certify that to the best of my knowledge I have investigated and found that the above reasons and explanations justify this contract request as a single/sole source procurement, and that price reasonableness is adequately confirmed. I am the individual who has gathered and provided this detailed information and any further questions regarding these details can be directed to my attention.

Signature



Date

1/14/20

Print Name

Chris Earl

Title

Manager, WRRF

E-mail Address

cearl@bentonvillear.com

Phone #

479-696-0273

Purchasing and Compliance Manager Approval

☒ Justification appears appropriate. ☐ Justification appears inappropriate. Explanation is attached.

Purchasing and
Compliance Signature



Date 1/15/25

Joshua Epling

From: Chris Earl
Sent: Tuesday, January 14, 2025 9:12 AM
To: Joshua Epling
Subject: RE: Bar Screen Info

See Comments Below

*Chris Earl, Manager
Water Resource Recovery Facility
1901 N.E. "A" Street
Bentonville, AR 72712
Phone: 479-696-0273
Fax: 479-271-3163
cearl@bentonvillear.com*



From: Joshua Epling <jepling@bentonvillear.com>
Sent: Monday, January 13, 2025 8:20 AM
To: Chris Earl <chrise@bentonvillear.com>
Subject: FW: Bar Screen Info

From: Joshua Epling
Sent: Monday, January 6, 2025 1:35 PM
To: Kevin Dobson <kdobson@psicanada.com>
Subject: RE: Bar Screen Info

Hello Kevin,

I hope you a had a great holiday season. I spoke with my Manager and mentioned the sole source letter and that you said to use the email that you provided with that information. He was wondering if you could provide a more formal sole source with letterhead for him to take to Council. He said it would ensure things to go much quicker with the formal letter.

Sorry for inconvenience.

Thank you,

Joshua Epling, Maintenance Supervisor
City of Bentonville
Water Resource Recovery Facility
1901 N.E. "A" Street
Bentonville, AR 72712
479-696-0296
jepling@bentonvillear.com



From: Kevin Dobson <kdobson@psicanada.com>
Sent: Friday, December 13, 2024 10:16 AM
To: Joshua Epling <jepling@bentonvillear.com>
Cc: Rich Grubb <rgrubb@psicanada.com>
Subject: RE: Bar Screen Info

Hi Joshua,

During the quoting stage I spoke with a number of potential carriers. They indicated that the expected delivery date was too far into the future to estimate. Based on past shipments I can safely say there is no typical amount to assume. Final shipping weight, size, distance, fuel surcharges, border delays and many other things factor into the cost.

We send the shipment with appropriate paperwork for customs, but we typically don't see those costs as our customer typically has their customs broker handle those costs. It's just not something we see.

To the best of my knowledge the waste water treatment equipment and parts do not typically have any tariffs applied, but I can't begin to guess what will happen between now and the time of shipment.

In short, I guess what I am saying is that I can't help beyond the detail already supplied. In your shoes, I would probably include an additional 10 to 15% to cover these costs with the understanding that the details will be worked out closer to the time of shipment.

Sorry I don't have a better answer.
Kevin

From: Joshua Epling <jepling@bentonvillear.com>
Sent: Friday, December 13, 2024 9:32 AM
To: Kevin Dobson <kdobson@psicanada.com>
Subject: RE: Bar Screen Info

Kevin,

I spoke with my manager this morning about the quote. In order for him to go to the board and request this repair he will need shipping, tariff, and all fees to be included in the quote. If you could please revise the quote to reflect these changes then we could start the PO request process.

We understand that some of these changes could change over time and they may be estimates as well. We just need a total price for all.

Sorry for the inconvenience.

Thank you,

Joshua Epling, Maintenance Supervisor
City of Bentonville
Water Resource Recovery Facility
1901 N.E. "A" Street
Bentonville, AR 72712
479-696-0296
jepling@bentonvillear.com



From: Kevin Dobson <kdobson@psicanada.com>
Sent: Thursday, December 12, 2024 9:00 AM
To: Joshua Epling <jepling@bentonvillear.com>
Cc: Rich Grubb <rgrubb@psicanada.com>
Subject: RE: Bar Screen Info

Hi Joshua,

Yes, Price Schonstrom Inc is the manufacturer, and sole supplier of these parts. We no longer maintain a distribution network. Please use this email as for your records indicating that we are the sole supplier for these parts.

We might be your system already – possibly as Arlat Technology a Division of Price Schonstrom Inc., or some combination of the two. You were already in our system, with the most recent purchase being in 2013 for some screw conveyor parts. Regardless I have included a completed W-8BEN, rather than a W-9 since we are not a US company.

I spoke with my manager regarding payment terms. Since we have an existing relationship – albeit an old one – we can accept payment terms of N30 after receipt of product. I have attached our revised quote showing the same.

Please let me know if you need anything else as you process your order.

Thanks,
Kevin

Kevin Dobson
Arlat Division,
PRICE SCHONSTROM INC.
35 ELM ST. BOX 249
WALKERTON ON. N0G2V0
519-881-0262

From: Joshua Epling <jepling@bentonvillear.com>
Sent: Thursday, December 12, 2024 9:19 AM
To: Kevin Dobson <kdobson@psicanada.com>
Subject: RE: Bar Screen Info

Kevin,

Thank you for the quote. Is Price Schonstrom INC. the sole source provider for this product or is there a distributor in the states we would have to use? I would need a sole source letter stating that Price Schonstrom is the sole provider of this product. I spoke with my manager about the terms as well and with how the City of Bentonville operates its PO system. We request for the full amount of the invoice and payment is made when parts are onsite. I also may have to request a W-9 from Price Schonstrom to get them setup as a new vendor for us.

As soon as I get some of this information back I can start the PO process.
Thank you for all your help in this matter.

Joshua Epling, Maintenance Supervisor
City of Bentonville
Water Resource Recovery Facility
1901 N.E. "A" Street
Bentonville, AR 72712
479-696-0296
jepling@bentonvillear.com



From: Kevin Dobson <kdobson@psicanada.com>
Sent: Thursday, December 12, 2024 7:05 AM
To: Joshua Epling <jepling@bentonvillear.com>
Cc: Rich Grubb <rgrubb@psicanada.com>
Subject: RE: Bar Screen Info

Hi Joshua,

Attached please find our quote for your replacement filter screen belt and drive sprockets. Unfortunately, I have not had much luck finding screenshots or photos that I can share at this time. Upon receipt of purchase order, we will send drawings for your review as well as any other details we need confirmed prior to us ordering any materials.

Thanks,
Kevin

Kevin Dobson
Arlat Division,
PRICE SCHONSTROM INC.
35 ELM ST. BOX 249
WALKERTON ON. N0G2V0
519-881-0262

From: Joshua Epling <jepling@bentonvillear.com>
Sent: Wednesday, December 4, 2024 12:18 PM
To: Kevin Dobson <kdobson@psicanada.com>
Subject: RE: Bar Screen Info

Sounds good

From: Kevin Dobson <kdobson@psicanada.com>
Sent: Wednesday, December 4, 2024 11:03 AM
To: Joshua Epling <jepling@bentonvillear.com>
Subject: RE: Bar Screen Info

Hi Joshua,

I'll send screen shots of each item that I include in our quote, and at time of order, we will send reference drawings for your approval prior to us ordering anything.

Thanks,
Kevin

From: Joshua Epling <jepling@bentonvillear.com>
Sent: Wednesday, December 4, 2024 11:58 AM
To: Kevin Dobson <kdobson@psicanada.com>
Subject: RE: Bar Screen Info

Ok. We definitely need them included in the quote. There are many of them that are damaged and cracked.

Thank you

From: Kevin Dobson <kdobson@psicanada.com>
Sent: Tuesday, December 3, 2024 4:55 PM
To: Joshua Epling <jepling@bentonvilleair.com>
Subject: RE: Bar Screen Info

Yes.

From: Joshua Epling <jepling@bentonvilleair.com>
Sent: Tuesday, December 3, 2024 4:12 PM
To: Kevin Dobson <kdobson@psicanada.com>
Subject: FW: Bar Screen Info

From: Joshua Epling <jepling@bentonvilleair.com>
Sent: Tuesday, December 3, 2024 3:11 PM
To: Joshua Epling <jepling@bentonvilleair.com>
Subject: RE: Bar Screen Info

Kevin,

Quick question. Are the UHMW drive sprockets the white plastic part?

From: Joshua Epling
Sent: Monday, December 2, 2024 9:08 AM
To: Kevin Dobson <kdobson@psicanada.com>
Subject: RE: Bar Screen Info

Yes, please!

From: Kevin Dobson <kdobson@psicanada.com>
Sent: Wednesday, November 27, 2024 7:24 AM
To: Joshua Epling <jepling@bentonvilleair.com>
Subject: RE: Bar Screen Info

Hi Joshua,

Does your machine need new UHMW drive sprockets as part of your repair?

Thanks,
Kevin

From: Joshua Epling <jepling@bentonvilleair.com>
Sent: Thursday, November 21, 2024 9:12 AM

To: Kevin Dobson <kdobson@psicanada.com>

Subject: Bar Screen Info

Kevin,

Another thing about our bar screen is that back in 2012 we had ¼ “ elements installed and that is the spacing that we would like to stick with. Please insure that the elements are ¼”

Thank you again for all your help.

Joshua Epling, Maintenance Supervisor

City of Bentonville

Water Resource Recovery Facility

1901 N.E. “A” Street

Bentonville, AR 72712

479-696-0296

jepling@bentonvillear.com





PRICE-SCHONSTROM INC.
P.O. Box 249 - 35 Elm Street, Walkerton, Ontario N0G 2V0
Tel (519) 881-0262 Fax (519) 881-3573
Web Page: www.psicanada.com E-mail: kdobson@psicanada.com

DATE: 12-DEC-2024

City of Bentonville
Water Resource Recovery Facility
1901 N.E. "A" Street
Bentonville, AR 72712

Attention: Joshua Epling, Maintenance Supervisor, jepling@bentonvillear.com

Quote #: BENWAS Q25001R1

Item: One (1) Lot of repair parts for filter screen, originally fabricated as Arlat Model TS-1000, serial #1680, as modified circa 2010 to 1/4" clear spacing elements, consisting of:

- 126ea Rollers complete with bronze bushings,
- 63ea Shafts.
- 126ea Stainless side plates
- 126ea UHWM side links
- 252ea Stainless steel washers
- 252ea UHMW washers
- 3050ea Screen elements for 1/4 clear spacing.
- 126ea External snap rings.
- All assembled into as few of sections as practical for shipping,
- 8ea UHMW Sprocket Segments – to form 2 full sprockets.

Note: Pricing and delivery to be confirmed at time of order.

- All items are non-stocking at PSI, as such all parts are non-returnable/non-refundable.
- Various drawings to be sent upon receipt of purchase order for customer's field verification prior to ordering.
- Any tariffs/fees or other expenses for export to the US are above and beyond this quotation, and will be added to quote at a rate of cost plus 20%

Quote: FOB Walkerton ----- \$56,942.25 USD
Shipping not included. We can arrange for shipment, as prepaid and bill or on your account if you have a preferred carrier.

Terms: Net 30 from receipt of product (invoiced after shipping)

Delivery: 12 to 16 weeks, subject to approved drawings.

Sincerely,

Kevin Dobson
Engineering