



DEPARTMENT OF WATER SUPPLY • COUNTY OF HAWAII

345 KĒKŪANAŌ'A STREET, SUITE 20 • HILO, HAWAII 96720

TELEPHONE (808) 961-8050 • FAX (808) 961-8657

NOTICE & REQUEST FOR SOLE SOURCE

TO: Keith K. Okamoto, P.E.
Chief Procurement Officer

FROM: Hilo Operations Division
Division/Branch

Pursuant to §103D-306, HRS, and Subchapter 9, Chapter 3-122, HAR, the Department requests sole source approval to purchase the following:

1. Name of Vendor / Contractor / Service Provider & Contact Information (Address, Phone, etc.):

Hach Company; 5600 Lindbergh Drive, Loveland, CO 80538; 800-227-4224

2. Amount of Request / Contract (if exceeding \$100,000.00, attach complete cost & pricing analysis):

\$ 75,000.00

3. Description of goods, services, or construction to be procured (attach additional sheet if necessary):

Services for certified Hach technicians to service, maintain and support the Waimea Water Treatment Plant's Hach equipment on a quarterly basis.

4. Term of Contract (shall not exceed 12 months), if applicable:

From: _____ Date of NTP _____ To: June 30, 2027

5. Prior Sole Source Ref. #:

6. Describe in detail the following (attach additional sheet if necessary):

a. The unique features, characteristics, or capabilities of the goods, services or construction:

The Waimea Water Treatment Plant has several active use Hach equipment that require at least one service check each year per Hach recommendations. Hach requires that to maintain warranty and proper functioning of the equipment to Hach's standards, maintenance and parts replacement must be performed by certified Hach technicians.

b. How are these unique features, characteristics or capabilities essential to the Department:

Hach equipment in use at the Waimea Water Treatment Plant are used for critical treatment processes and compliance reporting. Ensuring their proper functioning is essential to maintain the proper functioning of the plant and reporting to regulating authorities.

...Water, Our Most Precious Resource...Ka Wai A Kāne...

The Department of Water Supply is an Equal Opportunity provider and employer.

7. Describe the efforts and results in determining that this is the only vendor / contractor / service provider who can provide the goods, services or construction (attach additional sheet if necessary):
Previous solicitations yielded no other participating bidders aside from Hach and Hach sent a letter on May 6, 2026 confirming their exclusivity with providing this service.

8. Alternate Source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the Department's needs (attach additional sheet if necessary):
Other sources would provide unauthorized parts that may work but would void any warranties for the equipment.

9. A list of agency personnel, by position, who will be involved in the approval process and administration of this contract and/or conducting and managing this procurement:

Name	Position	Involvement in Process	
Dillon Kodama	Mechanical Engineer III	☐ Approval	☒ Administration
Greg Goodale	Chief of Operations	☐ Approval	☒ Administration
Amanda Quinn	Contracts Technician	☒ Approval	☐ Administration
		☐ Approval	☐ Administration

10. Direct inquiries to:

Department: Water Supply
Contact Name:
Phone Number:
Fax Number:

11. *I certify that the information provided above is, to the best of my knowledge, true and correct.*

 9/2/2026
Division Head Signature Date

For Administrative Use Only

12. Date Notice Posted: SEP 04 2026 (DWS Bulletin Board and DWS Website)
During posting period, the Chief Procurement Officer is in the process of reviewing this request for Sole Source.
Per Section 3-122-82(c)(2), written objections to this request to issue a Sole Source purchase shall be submitted to the Chief Procurement Officer *within seven (7) calendar days* from the above posted date.
Objections may be sent by mail, fax, or email to the Office of the Manager-Chief Engineer, Department of Water Supply:

Chief Procurement Officer's comments:

13. ☐ APPROVED ☐ DISAPPROVED ☐ NO ACTION REQUIRED

14. Sole Source No. 26-10 (to be completed by CSB only)

Chief Procurement Officer Date



April 13th, 2026

Sole Source Statement

Dear Customer,

Hach's factory-trained service personnel are the only individuals authorized to perform any repair, start-up service, or maintenance on Hach instrumentation. Due to the many different parameters and types of analyzers, we do not recognize or authorize any other service organization to perform repair or calibration services on Hach analyzers. As an ISO 9001 certified company, Hach maintains the highest standards for quality assurance and NIST traceable test and calibration equipment.

Unauthorized repairs will result in voiding the instrument warranty.

All parts and consumables (incl. reagents, cleaning & calibration solutions, electrolytes, membranes, sensor caps, etc.) used in our instruments meet our specifications and conform to our high standards.

The use of non-Hach supplied parts will result in voiding the instrument warranty.

Hach has service repair centers that can repair and return instruments efficiently and economically. For on-site services, Hach has an extensive field service organization. Please contact Hach's Service Center at 1-800-227-4224 ext. 6180 or visit Hach's website at www.hach.com for additional information.

Sincerely,

Christen Topping

Christen Topping

Hach Service Renewal Manager