



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of April 17, 2018  
Action Item for the City Council Meeting of April 24, 2018

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**DATE:** April 17, 2018

**TO:** Margie C. Rose, City Manager

**FROM:** Dan Grimsbo, Executive Director of Utilities

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<p style="text-align: center;"><b>Supply Agreement for Liquid Caustic Soda Solution for the O.N. Stevens Water Treatment Plant</b></p>
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**CAPTION:**

Motion authorizing a two-year supply agreement with Univar USA, Inc., of Kent, Washington for the purchase of liquid caustic soda solution for a total amount not to exceed \$7,513,545.00.

**PURPOSE:**

The O.N. Stevens Plant utilizes Liquid Caustic Soda Solution, also known as sodium hydroxide aqueous to adjust the pH of the water treated.

**BACKGROUND AND FINDINGS:**

Liquid Caustic Soda Solution, is currently utilized at the O. N. Stevens Water Treatment Plant for pH adjustment of the final filter effluent to raise the pH of the water. By raising the pH, a more stable environment is created for monochloramine residuals, and the higher pH also keeps city water from being corrosive to the distribution piping system.

The Purchasing Division conducted a competitive RFB process to obtain bids for a new contract. The City received two responsive, responsible bids, and one non-responsive bid. On April 4, the low bidder Brenntag Southwest, Inc. withdrew their bid. The bid was awarded to the next low bidder Univar USA, Inc.

**ALTERNATIVES:**

No feasible alternatives.

**OTHER CONSIDERATIONS:**

Not applicable.

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City’s purchasing policies and procedures and State statutes regulating procurements.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency.

**DEPARTMENTAL CLEARANCES:**

Utilities Department – Water

**FINANCIAL IMPACT:**

X Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2017-2018</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$7,975,093.68	\$5,948,223.13	\$13,923,316.81
Encumbered / Expended Amount	\$5,066,172.07	\$0	\$5,066,172.07
This item	\$1,565,321.87	\$5,948,223.13	\$7,513,545.00
<b>BALANCE</b>	<b>\$1,343,599.73</b>	<b>\$0</b>	<b>\$1,343,599.73</b>

Fund(s): Water

**Comments:**

The initial contract term total is \$7,513,545.00 for 24 months, of which \$1,565,321.88 is funded in FY2017-18.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Supply Agreement  
Bid Tabulation