



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of July 12, 2016  
Action Item for the City Council Meeting of July 19, 2016

---

**DATE:** July 12, 2016

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

**FROM:** Dan Grimsbo, Interim Director of Water Utilities  
[DanG@cctexas.com](mailto:DanG@cctexas.com)  
(361) 826-1718

Maria Pedraza, Procurement Manager  
[MariaPe@cctexas.com](mailto:MariaPe@cctexas.com)  
(361) 826-3176

<b>Liquid Cationic Polymer Supply Agreement</b>
---

### **CAPTION:**

Motion approving a Supply Agreement with Polydyne Inc. of Riceboro, Georgia for water treatment chemicals in accordance with Bid Invitation No. 116, based on the lowest responsive, responsible bid for an estimated annual expenditure of \$345,390.00 of which \$57,565.00 is budgeted by the Water Department for the remainder of FY 2015-2016. The terms of the contract will be for one year with options to extend for up to two additional one year periods, subject to the approval of the Supplier and the City Manager or designee.

### **PURPOSE:**

Polymer is a coagulant aid chemical used for the treatment of potable drinking water at the O.N. Stevens Water Treatment Plant. This aid helps bring the particles in the water together to promote better settling in the treatment process.

### **BACKGROUND AND FINDINGS:**

The option to extend the previous contract has expired. The City is currently purchasing the above chemical on an emergency purchase order. 41 vendors were notified of this bid event via the City's Supplier Portal. Four bid submittals were received, of which three were non-responsive due to the item not carried by vendor or was out of stock at the time the bid was due.

### **ALTERNATIVES:**

Without polymer being added to the water treatment process the settled water turbidities will be much higher. The effect on the filters would result in higher finished water turbidities, which could result in treatment violations from Regulatory Agency.

**OTHER CONSIDERATIONS:**

No other product available.

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency.

**DEPARTMENTAL CLEARANCES:**

Water Department

**FINANCIAL IMPACT:**

☒ Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2015-2016</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget		\$4,793,426.02	\$287,825.00	\$5,081,251.02
Encumbered / Expended Amount		\$3,172,222.97		\$3,172,222.97
This item		\$57,565.00	\$287,825.00	\$345,390.00
BALANCE		\$1,563,638.05	\$0	\$1,563,638.05

Fund(s): Water Fund

**Comments:** The \$57,565.00 financial impact shown above represents two months of expenditures that will be encumbered through the end of this fiscal year. The remaining \$287,825.00 for the last nine months of the contract will be requested during the normal FY 2016/2017 budget approval process.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation  
Supply Agreement  
Form 1295