



AGENDA MEMORANDUM

Future Item for the City Council Meeting of March 28, 2017

Action Item for the City Council Meeting of April 11, 2017

DATE: March 28, 2017

TO: Margie C. Rose, City Manager

FROM: Dan Grimsbo, Interim Executive Director of Utilities
DanG@cctexas.com
(361) 826-1718

Kim Baker, Assistant Director of Financial Services, Purchasing Division
KimB2@cctexas.com
(361) 826-3169

Supply Agreement for Sodium Bisulfite for the Wastewater Treatment Plant

CAPTION:

Motion authorizing City Manager, or designee, to execute a supply agreement with Southern Ionics, Inc., of West Point, Mississippi for the purchase of Sodium Bisulfite ("chemical") in response to Request for Bid No. 1026 based on the lowest, responsive, responsible bid for a total amount not to exceed \$372,677.81, with an estimated expenditure of \$155,282.42 in FY2016-2017 and funded by the Wastewater Fund. The term of the agreement is for one year with an option to extend for up to two additional one year periods, subject to the approval of the supplier and the City Manager or designee.

PURPOSE:

This item is to approve a supply agreement for Sodium Bisulfite for the Utilities Department.

BACKGROUND AND FINDINGS:

Sodium Bisulfite is used for de-chlorination of wastewater. In January of 2017, the Purchasing Division conducted a competitive Request for Bid process to obtain bids for a new contract. The City received two responsive, responsible bids and one no bid, out of 37 notifications issued, and is recommending the award to the lowest, responsive, responsible bidder, Southern Ionics, Inc., of West Point, Mississippi.

ALTERNATIVES:

None

OTHER CONSIDERATIONS:

Not applicable.

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:

Utilities Department – Wastewater

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2016-2017	Current Year	Future Years	TOTALS
Line Item Budget	\$2,283,469.74	\$217,395.39	\$2,500,865.13
Encumbered / Expended Amount	\$1,534,614.42	\$0.00	\$1,534,614.42
This item	\$155,282.42	\$217,395.39	\$372,677.81
BALANCE	\$593,572.86	\$0.00	\$593,572.86

Fund(s): Wastewater

Comments:

The initial contract term total is \$372,677.81, of which \$155,282.42 will be funded in FY2016-17. The total estimated contract value will be \$1,118,033.43 if all options years are executed.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Supply Agreement