



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of April 24, 2018  
Action Item for the City Council Meeting May 8, 2018

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**DATE:** April 24, 2018

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

**FROM:** Dan Grimsbo, Executive Director of Utilities  
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<b>Calcium Hypochlorite Supply Agreement</b>
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**CAPTION:**

Motion authorizing a three-year supply agreement with Chemrite, Inc. of Buford, Georgia for calcium hypochlorite for a total amount not to exceed \$169,096.20.

**PURPOSE:**

This is a motion to approve a supply agreement for calcium hypochlorite to be stocked by the City Warehouse for various City departments.

**BACKGROUND AND FINDINGS:**

Calcium hypochlorite is used by various departments. Wastewater treatment plants and O.N. Stevens Water Treatment Plant use this product to clean storage tanks and filter cleaning and Parks and Recreation Aquatic Division utilizes this product to clean and disinfect area public pools.

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 and is recommending the award to the lowest responsive, responsible bidder, Chemrite Inc.

**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:**

Finance

**FINANCIAL IMPACT:**

☒ 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	\$2,800,195.15	\$98,639.45	\$2,898,834.60
Encumbered / Expended Amount	\$622,047.04	\$0	\$622,047.04
This item	\$70,456.75	\$98,639.45	\$169,096.20
BALANCE	\$2,107,691.36	\$0	\$2,107,691.36

Fund(s): Stores

**Comments:** The initial contract is for an amount not to exceed \$169,096.20 for three years, with an estimated expenditure of \$70,456.75 funded in FY2017-18.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation  
Supply Agreement