



AGENDA MEMORANDUM

Future Item for the City Council Meeting of November 27, 2018
Action Item for the City Council Meeting of December 4, 2018

DATE: November 27, 2018

TO: Keith Selman, Interim City Manager

FROM: Kevin Norton, Director of Water Utilities
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<p>Supply Agreement for Liquid Cationic Polymer for Water Treatment for the O.N. Stevens Water Treatment Plant</p>

CAPTION:

Motion authorizing a one-year supply agreement for the purchase of liquid cationic polymer from Polydyne, Inc. of Riceboro, Georgia for a total not to exceed amount of \$730,800.00.

PURPOSE:

This item is to approve a supply agreement for liquid cationic polymer for the O.N. Stevens Water Treatment Plant.

BACKGROUND AND FINDINGS:

The product liquid cationic polymer is the coagulant-aid used in the treatment of potable drinking water. The Purchasing Division conducted a competitive RFB process to obtain bids for a new contract. The City received two responsive, responsible bids, and is recommending the award to the lowest, responsive, responsible bidder, Polydyne, Inc.

ALTERNATIVES:

Not applicable.

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

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget	\$8,787,564.22	\$182,700.00	\$8,970,264.22
Encumbered / Expended Amount	\$2,756,257.11	\$0.00	\$2,756,257.11
This item	\$548,100.00	\$182,700.00	\$730,800.00
BALANCE	\$5,483,207.11	\$0.00	\$5,483,207.11

Fund(s): Water Fund

Comments: The contract total is \$730,800.00, of which \$548,100.00 is funded in FY2018-19.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Supply Agreement

Bid Tabulation