File #: 19-1110, **Version:** 1

DATE: October 29, 2019

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Kristine Brock, Assistant City Administrator / CFO
Michelle Hatcher, Water Management Director
Brian Goodwin, Water Management Assistant Director
Brian Wilcox, Purchasing Manager

SUBJECT:
Consideration Of Procurement Award To Polydyne, Inc. Of Riceboro, Georgia In The Total Amount Of $1.260 Per Pound Of Bid Chemical Product And The Estimated Amount Of $11.97 Per Ton Of Dewatered Sludge For Supply And Delivery Of Sludge Polymer For Wastewater Sludge Dewatering For A Term Of Award For The Water Reclamation Division Of The Water Management Department. (Purchasing Office Procurement Solicitation No. 2020-007; Contract No. 2019-0314) (WS 11/12/19)

Purpose
The purpose of this procurement is to purchase the supply and delivery of sludge polymer for wastewater sludge dewatering. This chemical product is necessary and would be used for the routine operation of the City's Water Reclamation Facility.

Background
The City published on August 15, 2019 a Notice to Bidders in the *Williamson Herald* for supply and delivery of sludge polymer for wastewater sludge dewatering. In addition, bid documents were sent on or about the same date directly to 42 potential bidders known or thought to be interested in this solicitation. Bids from two (2) suppliers were publicly opened at the bid opening held on October 10, 2019. A tabulation of the bids received for this solicitation is attached.

Financial Impact
The apparent lowest, most responsive and responsible bid, from Polydyne, Inc. of Riceboro, Georgia, is in the total amount of $1.260 per pound of bid chemical product and the estimated amount of $11.97 per ton of dewatered sludge for supply and delivery of sludge polymer for wastewater sludge dewatering. This bid was identified because it is the lowest bid that meets or exceeds the City's intention as expressed and implied by the City's specifications as well as the instructions, terms and conditions pertaining to this procurement solicitation. The Water Management Department Water Reclamation Division budget for fiscal year 2020 allocates $200,000 out of the Wastewater Operating Fund for the purchase of chemicals and lab supplies. Based on an estimated quantity of 14,620 tons of finished sludge per year, the value of the Polydyne bid is

$175,001 per year. The term of award specified by the City is "of a duration to be determined but expected to be between two and three years," with no options to extend.

Please note that the City specified the option to terminate the award immediately upon notifying the supplier that the City no longer has need to purchase the chemical pursuant to this procurement solicitation which is limited to the production of sludge by means of the belt-press sludge dewatering methodology currently in use and does not pertain to any other sludge dewatering methodology the City may utilize in the future. The City specified, "The City is currently under contract for, and work has commenced on, the City's Water Reclamation Facility Expansion Project which includes replacing the belt-press sludge dewatering methodology currently in use. The new sludge dewatering methodology is projected to come on line during calendar year 2022. The City expects the belt-press sludge dewatering methodology currently in use to remain operational until the new sludge dewatering methodology comes on line. This City procurement solicitation no. 2020-007 pertains only to the belt-press sludge dewatering methodology currently in use and does not pertain to any other sludge dewatering methodology the City may utilize in the future."

Options

In accordance with the bid documents, the City reserves the right to reject any and all bids.

Recommendation

Staff recommends that the City accept, contingent upon Law Department and City Administrator approval of City Contract No. 2019-0314, the apparent lowest best bid, from Polydyne, Inc. of Riceboro, Georgia, in the total amount of $1.260 per pound of bid chemical product and the estimated amount of $11.97 per ton of dewatered sludge for supply and delivery of sludge polymer for wastewater sludge dewatering, and award this procurement to this bidder. The City's Purchasing Manager believes the prepared solicitation documents as distributed allowed for competition among multiple service providers, and that the staff recommendation appears to be made in a fair and impartial manner based upon the proposals received. Pursuant to authority previously granted by the Board of Mayor and Aldermen, Contract No. 2019-0314 has been prepared for execution by the City Administrator and is attached pending approval by the Board of Mayor and Aldermen of the staff recommendation to accept the bid from and award the procurement to Polydyne, Inc.

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