



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Waive the Formal Bid Process and Approve Proposal from Hawkins Water Treatment Group for Fiscal Year 2013/2014
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Presenter:	John Lamb
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*Please check appropriate box:*

	Government Operations	X	Government Services 05.28.13
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$74,060.00	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

Water Division staff sent out requests for proposals for competitive pricing for water treatment chemicals for fiscal year 2013-14. These chemicals are used at all the well houses and treatment facilities such as radium removal. The list includes chlorine, fluoride, sodium hypochlorite, sodium permanganate and manganese sulfate. Requests for proposals were sent to three companies, two companies submitted proposals.

The pricing is summarized in the attached table. Hawkins Water Treatment Group is the lowest proposal at a cost of \$74,060.00.

Staff requests waiver of formal bid process since proposals were requested in lieu of the formal bid process.

**Attachments:** *(please list)*

Proposal Summary  
Bid Waiver

**Recommendation / Suggested Action** *(briefly explain):*

Recommendation to waive formal bid process and approve proposal from Hawkins Water Treatment Group for fiscal year 2013-14 and a Resolution authorizing the Mayor and Clerk to execute on behalf of the City of St. Charles.

*For office use only:*

*Agenda Item Number: 4.g*

**REQUEST FOR WAIVING BID PROCEDURE**

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Hawkins Water Treatment Group  
32040 S. Rt. 45  
Peotone, IL

For the purchase of: Water treatment chemical costs for FY13/14

At a cost not to exceed: \$74,060.00.

Reason for the request to waive the bid procedure: Staff used request for proposals, competitive pricing process to obtain pricing. Sent proposals to three companies, two submitted.

Other Quotations Received: Viking Chemicals

Date: May 13, 2013

Requested by: John Lamb\_\_\_\_\_

Department Director: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

Committee Chairman: \_\_\_\_\_

**THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.**

## FY 2013/14 Water Treatment Chemical Costs Summary

Product	Estimated lbs/yr	Chemical Vendors		
		Alexander / Carus	Viking	Hawkins
Chlorine Gas	34,000	No quote	\$18,020	\$13,260
Price per lb		submitted.	0.53	0.39
Fluoride	54,000		\$25,920	\$21,600
Price per lb			0.48	0.40
Sodium Hypochlorite	96,000		\$18,240	\$13,920
Price per lb			0.19	0.15
Sodium Permanganate	18,000		\$16,740	\$20,880
Price per lb			0.93	1.16
Manganese Sulfate	8,000		\$4,780	\$4,400
Price per lb			0.60	0.55
<b>Total</b>			\$83,700	\$74,060