



**AGENDA ITEM EXECUTIVE SUMMARY**

Title: Recommendation to Waive the Formal Bid Procedure and Approve Proposal from Hawkins Inc. for Water Treatment Chemicals

Presenter: John Lamb

*Please check appropriate box:*

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 04.27.15
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost:	\$73,740.00	Budgeted:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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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 2015-16. This is a budgeted item. These chemicals are used at all the well houses and treatment facilities. The list includes chlorine, fluoride, sodium hypochlorite, sodium permanganate and manganese sulfate.

Requests for multi-year proposals were sent to two companies who both responded. The pricing is summarized in the attached table. Hawkins Inc. is the lowest proposal at a cost of \$73,740, which is slightly higher than this year's cost. Hawkins Inc. also included optional pricing for year two.

Staff requests waiving the formal bid process since proposals and competitive pricing was requested in lieu of.

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

Proposal Summary  
Bid Waiver

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

Recommendation to waive formal bid procedure and approve multi-year proposal from Hawkins Inc. in the amounts of \$73,740.00 for FY15/16 and \$76,038.00 for FY16/17 pending approval of respective Fiscal Year budgets and a resolution authorizing the Mayor and Clerk to execute same.

*For office use only:*

*Agenda Item Number: 5.g*

## FY 2015/16 Water Treatment Chemical Costs Proposal Summary

Chemical Information		Chemical Vendors			
Chemical	Estimated lbs/yr	Viking		Hawkins	
		Year 1	Year 2	Year 1	Year 2
Chlorine Gas	28,000	\$10,080	No	\$10,080	\$10,360
Price per lb		0.36	Pricing	0.36	0.37
Fluoride	46,000	\$16,100		\$16,100	\$17,020
Price per lb		0.35		0.35	0.37
Sodium Hypochlorite	124,000	\$15,500		\$14,260	\$14,508
Price per lb		0.125		0.12	0.117
Sodium Permanganate	30,000	\$24,000		\$24,300	\$24,750
Price per lb		0.80		0.81	0.825
Manganese Sulfate	20,000	\$8,600		\$9,000	\$9,400
Price per lb		0.43		0.45	0.47
<b>Total</b>		\$74,280	-----	\$73,740	\$76,038

**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, Inc.  
32040 South Route 45  
Peotone, IL 60468

For the purchase of: Water treatment chemical costs for FY15/16

At a cost not to exceed: \$73,740.00

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

Other Quotations Received: Viking Chemical Company

Date: April 9, 2015

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.**