



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 14

Section Name: {{section.name}}

Account Number: 72-4671

File ID: {{item.tracking\_number}}

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**TO:** City Council

**FROM:** Drew Corbett, City Manager

**PREPARED BY:** Public Works Department

**MEETING DATE:** November 07, 2022

**SUBJECT:**

Wastewater Treatment Plant Supply of Liquid Polymer – Contract Change Order

**RECOMMENDATION:**

Approve a contract change order to SNF Polydyne for the supply of liquid emulsion polymer in the amount of \$15,000 for a revised total contract amount of \$394,303 and authorize the Public Works Director to execute the change order in substantially the form presented.

**BACKGROUND:**

The Wastewater Treatment Plant (WWTP) uses liquid emulsion polymer to dewater biosolids. This polymer use is important as the chemical optimizes the dewatering process, producing biosolids with less water. The lower the water content in the biosolids, the lower the transportation costs associated with the hauling for their disposal.

In June 2022, the City Council approved the award of a contract to SNF Polydyne in an amount of \$379,303 to provide the WWTP with liquid emulsion polymer. However, the contract amount did not include a required Federal Import Tariff charged by the supplier for importing this polymer. The proposed contract change order will ensure adequate funding to cover the import tariff in the amount of \$0.0606 per pound of polymer, which would increase the annual cost to the City by approximately \$12,120. The import tariff is set annually by the federal government and it is possible that the amount of this tariff could increase during the term of this contract. To account for this possibility, staff has included an additional amount of \$2,880. Based on the above, staff recommends approval of a contract change in order in the amount of \$15,000 for a total contract amount of \$394,303.

**BUDGET IMPACT:**

Sufficient funding is available for this change order in the Wastewater Treatment Plant operating budget.

**ENVIRONMENTAL DETERMINATION:**

This change order is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Contract Change Order No. 1

**STAFF CONTACT**

Rob Learmonth

[rlearmonth@cityofsanmateo.org](mailto:rlearmonth@cityofsanmateo.org)

650 522 7312

Matt Fabry, Deputy Director

[mfabry@cityofsanmateo.org](mailto:mfabry@cityofsanmateo.org)

650 522 7309