



# CITY OF SAN MATEO

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## Agenda Report

Agenda Number: 12

Section Name: {{section.name}}

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

**TO:** City Council  
**FROM:** Drew Corbett, City Manager  
**PREPARED BY:** Public Works  
**MEETING DATE:** June 03, 2019  
**SUBJECT:**  
Wastewater Treatment Plant Supply of Sodium Bisulfite - Contract

### RECOMMENDATION:

Award a contract to Univar USA Inc. for the supply of sodium bisulfite in the amount of \$278,359, including sales tax; and authorize the Public Works Director to execute the contract in substantially the form presented.

### BACKGROUND:

The Wastewater Treatment Plant (WWTP) uses sodium bisulfite as a de-chlorinating reagent in the treatment process. The de-chlorination is a requirement of the City of San Mateo's National Pollution Discharge Elimination permit. This contract includes the supply and delivery of 225,000 gallons of sodium bisulfite.

In accordance with Municipal Code Section 3.60.030, the City participated in a competitive public bid process performed by the Bay Area Chemical Consortium to obtain bids for this service in April 2018. Two bids were received with the following results:

Contractor	Bid Amount (\$/gal)	Contract Amount (225,000 gallons)*
Univar USA Inc.	\$1.135	\$255,375
Chemurgic	\$1.290	\$290,250
*Does not include 9% sales tax		

The unit price bid for Univar USA Inc. was \$1.135 per gallon compared to \$1.290 per gallon from the second bidder, resulting in an annual savings of approximately \$34,875. The WWTP expects to use 225,000 gallons of sodium bisulfite over the 12-month term of the contract. With 9% sales tax, the contract amounts to \$278,359. The unit price for sodium bisulfite is to remain firm for the entire period. Based on the low bid of \$1.135 per gallon, staff recommends award of the contract to Univar Inc. for the supply of sodium bisulfite.

### BUDGET IMPACT:

Funding for the cost of the contract is included in the 2019-20 operating budget in the Sewer Fund.

### ENVIRONMENTAL DETERMINATION:

This contract is not a project as defined by CEQA in that the purchase of chemicals used at the WWTP is a continuing maintenance activity. (CEQA Guidelines Section 15378(b)(2).)

### NOTICE PROVIDED

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Contract

Att 2 - Bid Summary

**STAFF CONTACT**

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