

CITY OF SANTA ROSA  
BOARD OF PUBLIC UTILITIES

**TO:** BOARD OF PUBLIC UTILITIES

**FROM:** TRACY VERA, BUYER, FINANCE DEPARTMENT  
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE  
DEPARTMENT

**SUBJECT:** BLANKET PURCHASE ORDER 165703 – ONE-YEAR EXTENSION  
AND INCREASE COMPENSATION, SNF POLYDYNE, INC.

**ACTION:** MOTION

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**RECOMMENDATION:**

It is recommended by Santa Rosa Water and the Finance Department that the Board of Public Utilities, by motion, authorize the Chair of the Board to approve a one-year extension with no increase to unit price and an increase in compensation by \$165,000 to Blanket Purchase Order (BPO) 165703 for the supply and delivery of Clarifloc NW-134 dewatering polymer for the Laguna Treatment Plant to SNF Polydyne, Inc., Riceboro, Georgia, in the total amount not to exceed \$417,000.

**EXECUTIVE SUMMARY:**

Santa Rosa Water requires a supply of Clarifloc NW-134 polymer to be delivered to the Laguna Treatment Plant for use in the wastewater treatment process and the Purchasing Division of the Finance Department received a request from the Santa Rosa Water to extend the term for one year and add \$165,000 in compensation to BPO 165703.

**BACKGROUND:**

Clarifloc NW-134 polymer increases solids concentration in the waste-activated sludge, thereby decreasing volume and water content prior to feeding into the anaerobic digesters. This prevents unneeded dilution of the digesters, preventing excessive heat loss from the introduction of cold water, and increases detention time in the digesters so the digestion process can reliably achieve a Class B Biosolids product.

On December 6, 2021, the Purchasing Agent approved a Waiver of Competitive Bid and the issuance of a one-year BPO 165703 to SNF Polydyne, Inc. in the amount of \$49,000.

See Agreement history below:

BLANKET PURCHASE ORDER 165703 – SNF POLYDYNE, INC.  
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| <u>Date</u>               | <u>Description</u>                             | <u>Amount</u>    | <u>Authorization</u>             |
|---------------------------|--|------------------|----------------------------------|
| December 6, 2021          | Award of one-year Blanket Purchase Order       | \$49,000         | Purchasing Agent                 |
| March 4, 2022             | Add compensation                               | \$50,000         | Assistant City Manager           |
| October 20, 2022          | One-year extension and add compensation        | \$125,000        | Board of Public Utilities        |
| June 7, 2023              | Add compensation                               | \$20,000         | Purchasing Agent                 |
| September 21, 2023        | Add compensation                               | \$8,000          | Purchasing Agent                 |
| <b>Pending</b>            | <b>One-year extension and add compensation</b> | <b>\$165,000</b> | <b>Board of Public Utilities</b> |
| Cumulative Contract Value |  | \$417,000        |                                  |

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

On October 20, 2022, the Board approved a one-year extension and an increase in compensation in the amount of \$125,000.

ANALYSIS

On September 21, 2023, Purchasing received an extension proposal from SNF Polydyne, Inc. with no cost increase. Staff determined that it is in the City's best interest to extend the BPO for a one-year period.

SNF Polydyne, Inc. continues to provide satisfactory service. Upon approval, the cumulative value of BPO 165703 will be \$417,000.

Per City Code 3-08.110, the extension and increase in compensation to BPO 165703 requires approval by the Board of Public Utilities.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2023-24 adopted Santa Rosa Water operational budget. As a regular operating expenditure, the services, as described, are expected to be included in subsequent years' budget proposals when presented to the City Council.

ENVIRONMENTAL IMPACT

This action is exempt from the provisions of the California Environmental Quality Act

(CEQA) under CEQA Guidelines Section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

ATTACHMENTS

Not applicable

PRESENTER

James Austin, Interim Wastewater Treatment Superintendent  
Brandalyn Tramel, Purchasing Agent