

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: CHAIR AND BOARD MEMBERS
FROM: TRACY VERA, BUYER, FINANCE DEPARTMENT
SUBJECT: APPROVAL – AMENDMENT TO BLANKET PURCHASE ORDER
165703 WITH SNF POLYDYNE, INC TO EXTEND ONE YEAR
AND ADD COMPENSATION
AGENDA ACTION: MOTION

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 an Amendment to Blanket Purchase Order (BPO) 165703 with SNF Polydyne, Inc. (Polydyne), Riceboro, Georgia, for the supply and delivery of Clarifloc NW-134 dewatering polymer for the Laguna Treatment Plant to extend the BPO's term by one year and add compensation in the amount of \$120,000, for a cumulative BPO total amount not to exceed \$637,000.

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. The Purchasing Division of the Finance Department received a request from Santa Rosa Water to extend the term of the BPO with Polydyne for one year and to add compensation in the amount of \$120,000.

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 to Polydyne in the amount of \$49,000 as Polydyne was the only supplier of Mannich-style polymer in California. Mannich-style polymers are water-based and relatively low-strength, making shipping costs prohibitive for manufacturers with facilities outside California and making them non-competitive with

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Polydyne's California facility.

The Water Department has been looking to replace the current polymer equipment and procured replacement polymer feed equipment for the thickening process but it has not yet been installed. Once installed, the new equipment will allow the treatment plant to switch to a different type of polymer. However, since the new equipment has not been installed, the current equipment requires a Mannich-style polymer and therefore, the BPO needs to be amended.

The BPO has since been amended per the history below:

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>
December 6, 2021	Award of a 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
November 2, 2023	One-year extension and add compensation	\$165,000	Board of Public Utilities
December 2, 2024	One-year extension and add compensation	\$100,000	Assistant City Manager
Pending	One-year extension and add compensation	\$120,000	Board of Public Utilities
Cumulative Contract Value		\$637,000	

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.

On November 2, 2023, the Board approved a one-year extension and an increase in compensation in the amount of \$165,000.

ANALYSIS

On May 30, 2025, pursuant to the terms of the existing BPO, Polydyne notified the City of a 4% rate increase effective July 1, 2025, due to newly implemented tariffs. In response, the City's Buyer requested supporting documentation. Polydyne promptly

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provided supplier letters confirming significant raw material cost increases, with some exceeding 10%. Polydyne has agreed to hold the new rates through December 31, 2026.

Polydyne has been a reliable vendor and has not increased rates since January 2023. After reviewing the justification provided, City staff find the proposed increase to be fair and reasonable.

Under the City's Contract/Purchase City Code 3-08-110(A) Award Authority, this Amendment requires approval by the Board of Public Utilities.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2025-26 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

The Board finds that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under 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 that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

Not applicable

PRESENTER

James Austin, Acting Wastewater Treatment Superintendent