



Staff Report

TO: City Council
FROM: Thaxton Van Belle, Director of Water Reclamation
Sunshine Sanchez, Management Analyst
DATE June 4, 2024
SUBJECT: Approve a Purchase Order Increase of \$62,700 to Polydyne Inc

Description The approved Purchase Order for Polydyne Inc., the supplier of chemical polymer used in centrifugal sludge dewatering, is exhausted and an increase is needed to continue chemical delivery.

Background and Analysis:

On June 20, 2023, City staff brought forward certain vendors that were likely to exceed the City Manager's authority (\$200,000 for the purchase of goods and general services) per Ordinance No.1160 during the fiscal year. Polydyne Inc., was presented on that list, however, at a requisition amount of \$157,300. The City has exhausted the current Purchase Order balance and forecasts an additional \$62,700 is needed to close the fiscal year, increasing the Purchase Order total to \$220,000.

Fiscal Impact:

The Wastewater special department supplies budget GL 700-4050-7070-0000 has funds available to absorb the increase to the purchase order.

The estimated cost to prepare this staff report is \$200.

Recommended Action:

Approve a Purchase Order Increase of \$62,700 to Polydyne Inc.