



# Council Business Meeting

May 16, 2023

<b>Agenda Item</b>	Class Special Procurement Method Approval for SNF Polydyne (Liquid Polymer)		
<b>From</b>	Michael Morrison	Operations Deputy Director	
<b>Contact</b>	<a href="mailto:michael.morrison@ashland.or.us">michael.morrison@ashland.or.us</a> 541-552-2325		
<b>Item Type</b>	Requested by Council <input type="checkbox"/> Update <input type="checkbox"/> Request for Approval <input checked="" type="checkbox"/> Presentation <input type="checkbox"/>		

## **SUMMARY**

Approval is being requested for a **Contract-specific Special Procurement**.

This **Contract-specific Special Procurement** will allow the Wastewater Treatment Plant Supervisor to directly award a contract to SNF Polydyne for brand specific Liquid Polymer. The term for this Contract-specific Special Procurement will begin on July 1, 2023, and end on June 30, 2028.

## **POLICIES, PLANS & GOALS SUPPORTED**

City Council Goals:

- Maintain Essential Services – Wastewater

Department Goals:

- Maintain existing infrastructure to meet regulatory requirements and minimize life cycle costs
- Deliver timely life cycle capital improvement projects.
- Maintain and improve infrastructure that enhances the economic vitality of the community.
- Evaluate all city infrastructure regarding planning management and financial resources.

## **BACKGROUND AND ADDITIONAL INFORMATION**

A Special Procurement (sourcing method) is used for the purpose of seeking an exemption from the competitive bid process, custom designing a contracting approach, or the direct selection or award of a public contract or for a series of contracts. The attached Form #9 Special Procurement Request for Approval (written findings) is attached for your review and consideration.

This liquid polymer chemical is used at the WWTP to assist with the “thickening” of biosolids which removes excess water from the solids. The excess solids that are generated are in the 1-2% range and after being treated with this liquid polymer, the solids are thickened to approximately 20%. Therefore, fewer loads of biosolids are hauled to Dry Creek Landfill as a result of using this polymer. The need for polymer may fluctuate from year to year or season to season based on sludge characteristics. This polymer continues to perform well and is meeting the needs of the WWTP.

## **FISCAL IMPACTS**

SNF Polydyne is able to offer firm pricing for one year at this time.

FY 2024	Estimate: 60,000 Lbs.	Liquid Polymer	\$1.85/Lb.	\$111,000.00
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## **DISCUSSION QUESTIONS**

## **SUGGESTED NEXT STEPS**

Staff recommends the **Contract-specific Special Procurement** be approved and the public contract be directly awarded to SNF Polydyne.

## **REFERENCES & ATTACHMENTS**

1. Form #9 Special Procurement Request for Approval (Written Findings)
2. SNF Polydyne Polymer Price Quotation dated April 20, 2023

**SPECIAL PROCUREMENT  
REQUEST FOR APPROVAL**

**To:** City Council, Local Contract Review Board  
**From:** Ben Russell, Wastewater Treatment Plant Supervisor  
**Date:** May 16, 2023  
**Subject:** REQUEST FOR APPROVAL OF A SPECIAL PROCUREMENT

In accordance with ORS279B.085, this request for approval of a Special Procurement is being presented to the City Council for approval. This written request for approval describes the proposed contracting procedure and the goods or services or the class of goods or services to be acquired through the special procurement and the circumstances that justify the use of a special procurement under the standards set forth ORS 279B.085(4).

- 1. **Requesting Department Name:** Wastewater Treatment Plant
- 2. **Department Contact Name:** Ben Russell
- 3. **Type of Request:**          Class Special Procurement   X   Contract-specific Special Procurement
- 4. **Time Period Requested:** From July 1, 2023 to: June 30, 2028
- 5. **Total Estimated Cost:** FY 2024 Estimate 60,000 Lbs.@ \$1.85/Lb. for a total of \$111,000.00 Note: The need for Polymer may fluctuate from year to year or season to season based on sludge characteristics. SNF Polydyne can only offer firm pricing one year at a time.

6. **Short title of the Procurement:** SNF Polydyne (Brand Specific Liquid Polymer)

**Supplies and/or Services or class of Supplies and/or Services to be acquired:**

The chemical being acquired is SNF Polydyne (Brand Specific - Liquid Polymer). This chemical is used at the WWTP to assist with the “thickening” of biosolids which removes excess water from the solids. The excess solids that are generated are in the 1-2% range and after being treated with this polymer, the solids are thickened to approximately 20%. Therefore, fewer loads of biosolids are hauled to Dry Creek Landfill as a result of using this polymer.

**7. Background and Proposed Contracting Procedure:** Provide a description of what has been done in the past and the proposed procedure. The Agency may, but is not required to, also include the following types of documents: Notice/Advertising, Solicitation(s), Bid/Proposal Forms(s), Contract Form(s), and any other documents or forms to be used in the proposed contracting procedure. Attach additional sheets as needed.

**Background:** Not all polymer works the same. Finding the right polymer product to remove excess water from biosolids is crucial and done by testing the solids and doing “jar tests” to see what works best for a specific application. Polydyne will perform “jar tests” anytime free of charge to determine the appropriate blend of Liquid Polymer that is required for the thickening of the biosolids. The previous Special Procurement for this product was approved by the City Council on June 1, 2021 for a term beginning on July 1, 2021 and ending on June 30, 2023.

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**Proposed procedure:** This sourcing method - “Contract-specific Special Procurement” - is being processed to seek an exemption from a competitive bid process to “directly award” a contract to SNF Polydyne for the acquisition of Liquid Polymer for a term of five (5) years.

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**8. Justification for use of Special Procurement:** Describe the circumstances that justify the use of a Special Procurement. Attach relevant documentation.

SNF Polydyne’s liquid polymers have consistently proven to be effective.

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**9. Findings to Satisfy the Required Standards:** This proposed special procurement:

X (a) will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts because:

It is unlikely to diminish competition because numerous manufacturers were contacted when the “jar tests” were performed using the different polymers, and it was determined at that time, after testing various polymers, that the polymer manufactured by SNF Polydyne was the best fit for the application.

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(Please provide specific information that demonstrates how the proposed Special Procurement meets this requirement.); **and**

X (b)(i) will result in substantial cost savings to the contracting agency or to the public because:

Fewer loads of biosolids are hauled to Dry Creek Landfill as a result of using SNF Polydyne’s liquid polymer.

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(Please provide the total estimate cost savings to be gained and the rationale for determining the cost savings); **or**

X (b)(ii) will otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the requirements of ORS 279B.055, 279B.060, 279B.065, or 279B.070, or any rules adopted thereunder because:

The polymer being used has continued to perform well and is meeting the needs of the WWTP.

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(Please provide specific information that demonstrates how the proposed Special Procurement meets this requirement.)

**Public Notice:**

Pursuant to ORS 279B.085(5) and OAR 137-047-0285(2), a Contracting Agency shall give public notice of the Contract Review Authority's approval of a Special Procurement in the same manner as a public notice of competitive sealed Bids under ORS 279B.055(4) and OAR 137-047-0300. The public notice shall describe the Goods or Services or class of Goods or Services to be acquired through the Special Procurement and shall give such public notice of the approval of a Special Procurement at least seven (7) Days before Award of the Contract.

After the Special Procurement has been approved by the City Council, the following public notice will be posted on the City’s website to allow for the seven (7) day protest period.

Date Public Notice first appeared on [www.ashland.or.us](http://www.ashland.or.us) - *[If approved, May 16, 2023]*

**PUBLIC NOTICE**  
**Approval of a Special Procurement**

**First date of publication:** *[If approved, May 17, 2023]*

A request for approval of a Special Procurement was presented to and approved by the City Council, acting as the Local Contract Review Board, on *[If approved, May 16, 2023]*.

This “Contract-specific Special Procurement” was processed to seek an exemption from a competitive bid process to directly award a contract to SNF Polydyne Inc. for the acquisition of Liquid Polymer for a term of five (5) years. This chemical is used at the WWTP to assist with the “thickening” of biosolids which removes excess water from the solids. The excess solids that are generated are in the 1-2% range and after being treated with this polymer, the solids are thickened to approximately 20%. Therefore, fewer loads of biosolids are hauled to Dry Creek Landfill as a result of using this polymer.

It has been determined based on written findings that the Special Procurement will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts, and result in substantial cost savings or substantially promote the public interest in a manner that could not be realized by complying with the requirements that are applicable in ORS 279B.055, 279B.060, 279B.065, or 279B.070.

An affected person may protest the request for approval of a Special Procurement in accordance with ORS 279B.400 and OAR 137-047-0300. A written protest shall be delivered to the following address: City of Ashland, Ben Russell, Wastewater Treatment Plant Supervisor, 90 N. Mountain Avenue, Ashland, Oregon, 97520. The seven (7) protest period will expire at 5:00pm on *[if published May 17, 2023, the expiration date will be May 24, 2023]*.

This public notice is being published on the City’s Internet World Wide Web site at least seven days prior to the award of a public contract resulting from this request for approval of a Special Procurement.



April 20, 2023

Emailed to: ben.russell@ashland.or.us

Ben Russell  
City of Ashland  
1195 Oak Street  
Ashland OR 97520

Dear Mr. Russell

POLYDYNE INC. is pleased to offer you the following price quotation effective 7/1/2023 to 6/30/2024

Product	Package	Unit Price
CLARIFLOC WE-2426 and C-6286	2300 lb ICB Totes (275 gallon)	\$1.85 per pound (\$4255 per Tote)

\*Any applicable sales tax or surcharges are not included

Payment Terms: Net 30 days – No Discounts

Thank you for your business. If you have any questions, please feel free to contact Charles Scott, Technical Sales Representative, at (360) 931-5566. Your Customer Service Representative is Alex Smiley. You can reach Alex by calling (800) 848-7659 Ext. 8719 or by email at [asmiley@snf.com](mailto:asmiley@snf.com).

Best regards,

Charles Scott  
Technical Sales Representative



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1 Chemical Plant Road  
Riceboro, Georgia 31323  
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