



# Decision Memo

## Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Aug 7, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

Department Requisition #: \_\_\_\_\_

Requesting Department: Public Works	Department Contact: Jay Dahlberg
Contact Email: jay.dahlber@dupagecounty.gov	Contact Phone: 630-985-7400
Vendor Name: Polydyne Inc.	Vendor #: 11394

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Approve contract increase of \$90,000.00 to supply polymer at both Woodridge and Knollwood Wastewater Treatment Plants for sludge de-watering and thickening.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

Polymer is utilized in both the Woodridge and Knollwood Wastewater Treatment Plants for sludge de-watering and thickening. Due to timing of contracts expiring, DuPage County Public Works anticipated two shipments of Polymer under the previous contract. Purchase Order number 5916SERV was closed at about \$137,000 in savings. The total amount of the increase is already budgeted in FY2024.

**Strategic Impact**

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

Polymer is crucial to the de-watering and thickening process at both wastewater treatment plants. This assists in all the costs associated with cake solids, capture rate, polymer dosage, and polymer cost, which decreases the overall wear on mechanical equipment at both wastewater treatment plants.

**Source Selection/Vetting Information** - Describe method used to select source.

Sourcing was completed via a formal bid process under bid number 23-063-PW. Polydyne was the low-bid winner on and awarded the contract on 9/12/23.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

1. Approve the contract increase of \$90,000.00. Recommended due to the need to maintain operations of sludge de-watering and thickening at both Woodridge and Knollwood Wastewater Treatment Plants.
2. Do not approve contract increase. Not recommended due to the requirement of cake solids, capture rate, polymer dosage, etc. per IEPA and EPA reporting.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

\$90,000.00 will be removed from FY24 2000-2555-52330.