



# 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: Jul 27, 2023

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

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

Requesting Department: Public Works	Department Contact: Sean Reese
Contact Email: Sean.Reese@dupageco.org	Contact Phone: 630-985-7400
Vendor Name: Kemira Water Solutions, Inc.	Vendor #: 28501

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

Increase to Kemira Water Solutions, Inc., purchase order of \$22,000 for a new contract total of \$47,900. This increase is due to more Ferric Chloride usage needed because of lower plant flows.

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

Lower flows at the Knollwood Wastewater Treatment Facility increase plant detention time, resulting in a secondary release of phosphorus. The Ferric Chloride chemical helps treat the phosphorus and is needed to maintain our permit compliance.

**Strategic Impact**

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

Ferric Chloride is used to help remove phosphorus from the wastewater treatment process and is needed in order to meet the plant effluent phosphorus limit that is required per Illinois EPA regulations.

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

The liquid Ferric Chloride contract went out to bid on January 26, 2023 and was awarded in April 2023. Kemira Water Solutions was the lowest responsive, responsible bidder.

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

- 1) Approve contract increase in the amount of \$22,000. Recommended due to the need to meet IEPA regulations.
- 2) Re-bid contract, not recommended due to the need for continuous phosphorous removal.

**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.

\$22,000.00 will be removed from line 2000-2555-52330