

**CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report**

MEETING DATE November 5, 2013	AGENDA ITEM NUMBER
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TO: Mayor Shoji and City Councilors

FROM: Jennifer Wirsing, Engineering Services Coordinator
Jim Hossley Public Works Director

Through: Rodger Craddock, City Manager *RC* *JH*

ISSUE: Emergency Purchase for Equipment and Parts for the Primary Clarifier for Wastewater Treatment Plant 1

BACKGROUND:

The primary clarifier separates out the solids (primary sludge) from the liquid by detaining the liquid and allowing for gravity settling to take place. The primary clarifier at Plant 1 was taken offline on Wednesday October 9th because operators observed that the clarifier was not working properly. Once the clarifier was drained it was discovered that the mechanism in the bottom of the tank had failed. This mechanism pushes the solids (sludge) that settles at the bottom to a sump located at one end of the tank. From this sump, the sludge is transferred to the digester.

The City has attempted to obtain three quotes. However due to the age of the Plant, the mechanism is no longer supported and the damaged parts must be fabricated. Additionally only one vendor can commit to supplying the city with the requested parts within a 4 week time frame. The other two vendors could not guarantee that they could deliver the required parts within a 4 week time frame. Due to the urgency of this situation, the City has authorized McGuire Bearing Company to supply the necessary parts within a 4 week time frame in accordance with the City's contract rules Ordinance No. 365. This method allows for a contracting method that is different than the normal approach. For projects under \$50,000, Section 11 (a) of the contracting rules applies and is provided below:

Section 11. Emergency Contracts.

(a) Emergency Contracts Under \$50,000. The Board may let public contracts without competitive procurement if an emergency exists. For the purposes of this rule, an emergency consists of circumstances creating an unforeseen and substantial risk of loss or damage to property, a significant interruption of governmental services or a threat to public health or safety which requires prompt execution of a contract to remedy the condition.

(1) The Director may declare an emergency, which shall authorize the City to enter into an emergency contract with a price under \$50,000. The Director must make written

findings describing the emergency conditions necessitating prompt execution of the contract.

(2) Any contract awarded under this exemption shall be awarded within 60 days following declaration of the emergency unless an extension is granted by the Board.

The quote that was received was less than \$50,000, in accordance with the above Ordinance, the findings describing the circumstances that require the prompt performance of the contract, and of the harm anticipated to result from failing to establish the contract on an expedited basis are as follows:

The Plant has two secondary clarifiers, however if a large storm event is experienced the plant may not have capacity to accept and treat the storm related inflow and infiltration with the primary clarifier offline. If the primary clarifier is not repaired in a timely manner the plant may be subject to capacity issues and could result in the discharge of effluent that does not meet our NPDES permit requirements and have adverse public health impacts. This may also result in permit violations and/or fines. The rainy season is quickly approaching, the City's collection system is subject to Inflow and Infiltration which has caused capacity issues at our plants in the past. The City's regular/standard procurement method would be to request formal bids for the project. However, doing this would not allow the City to make the emergency repairs that needed to occur in a timely manner.

ADVANTAGES:

The expedited purchase of this equipment will allow the Primary Clarifier to get back on line and minimize the potential for the Plant's effluent to exceed permit and adversely impact public health.

DISADVANTAGES:

Other than cost, Staff sees no disadvantages.

BUDGET:

As mentioned above, Staff tried to obtain three quotes, however only one vendor was able to provide the required equipment and parts in a 4 week time frame. The vendor selected was McGuire Bearing for a quote of \$20,619.76 (see attached for a Record of Written Quotes). This was not a planned Capital Improvement Project for Plant 1. As such funds for this purchase must be obtained from Fund 29, Wastewater Improvement Fund (29-810-530-3005).

RECOMMENDATION:

If it pleases the Council, approve the award of the emergency purchase (after the fact) for equipment and parts for the primary clarifier for plant pursuant to the Emergency Contract rules found in Section 11 of City of Coos Bay Ordinance 365.

ATTACHEMNT:

Record of Written Quote for Plant 1 Primary Clarifier

RECORD OF WRITTEN QUOTES

Wastewater

Location to be used: Plant One Primary Clarifier

Account number:

Amount budgeted: Emergency repair

Item being purchased:

Quotes Obtained:

Vendor: McGuire Bearing

Date: 10-11-13

Person quoting: Mike Johnson 541 343-0820

Estimated shipping: \$2,100

Total cost with shipping: \$20,619.76

Shipping date: 4 weeks

Plastic manufacturer Diversified Plastic Inc

Vendor: Renold Jeffery

Date: 10-10-11

Person quoting: Eric 864 476-7523

Estimated shipping:

Total cost with shipping:

Shipping date 7 to 8 weeks

Plastic manufacturer Renold Jeffery

Vendor: Wm. H. Reilly

Date: 10-11-13

Person quoting: Bill Reilly 541 223-6197

Estimated shipping:

Total cost with shipping:

Shipping Date: 6 to 7 weeks

Plastic manufacturer Brentwood

Comments: Recommend McGuire Bearings for a total cost of \$20,619.76. Due to the critical need to make repairs the shipping date is why we went with them. Since the other two vendors had a longer ship date a quote wasn't requested.

Date submitted: 10-11-13

Associate: Mike Mc Daniel