City of Carson City
Agenda Report

Date Submitted: May 24, 2012

Agenda Date Requested: June 7, 2012
Time Requested: Consent

To: Mayor and Supervisors
From: Purchasing and Contracts

Subject Title: For Possible Action: To determine that Contract No. 1112-188 is a contract for supplies, materials or equipment that are available pursuant to an agreement with a vendor that has entered into an agreement with the General Services Administration or another governmental agency located within or outside this State and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract Order No. 1112-188 a request for the purchase of Cationic Emulsion Polymer at $1.35 per pound including freight from Ashland Water Technologies through July 1, 2013 on an as-needed basis to be funded from Wastewater Fund Chemicals as provided in FY 2012/2013. (P.O. No. 2012-115) (*Kim Belt*)

Staff Summary: Cationic Emulsion Polymer is required for the operation of the Carson City Wastewater Reclamation Plant in order to enhance flocculation and aid in the removal of solids from the waste water.

Type of Action Requested: (check one)

(____) Resolution (____) Ordinance
(_X__) Formal Action/Motion (____) Other (Specify)

Does This Action Require A Business Impact Statement: (___) Yes (_X__) No

Recommended Board Action: I move to determine that Contract No. 1112-188 is a contract for supplies, materials or equipment that are available pursuant to an agreement with a vendor that has entered into an agreement with the General Services Administration or another governmental agency located within or outside this State and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract Order No. 1112-188 a request for the purchase of Cationic Emulsion Polymer at $1.35 per pound including freight from Ashland Water Technologies through July 1, 2013 on an as-needed basis to be funded from Wastewater Fund Chemicals as provided in FY 2012/2013. (P.O. No. 2012-115) (*Kim Belt*)

Explanation for Recommended Board Action: Pursuant to **NRS 332.115 subsection 1 (m) and NRS 332.195**, staff is requesting the Board of Supervisors declare that the contract is not adapted to award by competitive bidding and authorize all city departments to be able to place orders from this contract providing Carson City's approved funding and purchasing procedures are followed.

NRS 332.195 Joinder or mutual use of contracts by governmental entities.

1. A governing body or its authorized representative and the State of Nevada may join or use the contracts of local governments located within or outside this State with the authorization of the contracting vendor. The originally contracting local government is not liable for the obligations of the governmental entity which joins or uses the contract.

2. A governing body or its authorized representative may join or use the contracts of the State of Nevada or another state with the authorization of the contracting vendor. The State of Nevada or other state is not liable for the obligations of the local government which joins or uses the contract.

(Added to NRS by 1975, 1539; A 1985, 357; 1999, 1686; 2001, 1320; 2003, 2263; 2005, 2556)

Applicable Statute, Code, Policy, Rule or Regulation: NRS 332.115 subsection 1 (m) and NRS 332.195

Fiscal Impact: $119,998.80

Explanation of Impact: Account listed below will be decreased by $119,998.80.

Funding Source: Sewer Chemicals Account - 510-3201-434-06-37

Supporting Material: Purchase Order, Letter from Ashland Technologies

Prepared By: Kim Belt, Purchasing and Contracts Manager

Reviewed By: ______________ Date: 5-29-12
(Public Works)
______________ Date: 5/29/12
(City Manager)
______________ Date: 5/29/12
(District Attorney)
______________ Date: 5/29/12
(Finance Director)

Board Action Taken:

Motion: ______________ 1) ______________ 2) ______________ Aye/Nay

____
(Vote Recorded By)

PURCHASE ORDER # 2012-115

CITY OF CARSON CITY

201 N. Carson Street, Suite 3
Carson City, Nevada 89701
(775)887-2133 [Fax](775) 887-2107

VENDOR #
DATE May 24, 2012
GROUP #
CHECK DATE:

VENDOR ASHLAND WATER TECHNOLOGIES
500 Hercules Road
Wilmington, DE 19808
302-594-5347
K Dugan@ashland.com

SHIP TO FRED HOWARD
Carson City Public Works
3320 E FIFTH ST
Carson City, NV 89701
775-887-2362

SHIPPING METHOD		SHIPPING TERMS			DELIVERY DATE	
QTY	UNIT	DESCRIPTION	BUDGET NUMBER	INVOICE #	UNIT COST	EXTENDED COST
88888.00	LB	PRAESTOL K290FLX	510-3201-434-06-37		$ 1.35	$ 119,998.80
						$ -
						$ -
						$ -
		CONTRACT NO. 1112-188				$ -
						$ -
						$ -
		PO given to department to place order.				$ -
		PO shall not be modified without approval from				$ -
		Finance Director.		TOTAL		$ 119,998.80
		PURCHASED BY: Fred Howard				
		FED I.D. NO. 88-6000189				

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE ITEMS, AMOUNTS AND STATEMENTS AS HEREIN SET OUT ARE TRUE AND CORRECT PER PURCHASE REQUISITION MADE BY THE PERTINENT CITY DEPARTMENT.

KB

APPROVED FOR PURCHASE

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE ITEMS, AMOUNTS AND STATEMENTS AS HEREIN SET OUT ARE TRUE AND CORRECT PER PURCHASE REQUISITION MADE BY THE PERTINENT CITY DEPARTMENT.

APPROVED FOR PAYMENT

ASHLAND.

Kristin Dugan

HERCULES INCORPORATED
Ashland Water Technologies Division
500 Hercules Road, Wilmington, DE 19808
Tel:302-594-5347, Fax:302-594-6890
E-mail: K_Dugan@ashland.com

April 19, 2012

Mr. Fred Howard
Carson City PWD
3320 E. Fifth Street
Carson City, NV 89701

RE: Polymer Contract

Mr. Howard,

Per your discussions with Mark Wells, we are pleased to extend our existing contract for polymer with Eastern Municipal Water District to Carson City. The contract is valid for 5 years (April 4, 2012 – April 3, 2017). Pricing is firm for the first 2 years and then adjustable on an annual basis for the remaining 3 years. Below are the prices for the first 2 years (April 4, 2012 – April 3, 2014).

PRODUCT	PRICE/LB
Praestol K290FLX	$1.35
Praestol K279FLX	$1.28
Praestol K275FLX	$1.27
Praestol K274FLX	$1.28
Praestol K148L	$1.26

- FOB & Shipping: Delivered/Destination (ZD) Shipping Included
- Terms: Net 30 from date of invoice
- Packaging: 275 gallon totes

I have attached the contract and Purchase Order from Eastern Municipal Water District for your convenience. Thank you for your past business, and please let us know if you have any questions.

Sincerely,

KMDh

Kristin Dugan
Attorney-in-Fact, Bids & Contracts

CONTRACT ADMINISTRATION PLAN

CONTRACT/PO#:	#78282
CONTRACT AMOUNT LIMIT:	$1,200,000/YR ($6,000,000 Total)
CONTRACT TYPE:	Blanket w/ Multiple Releases
CONTRACT PERIOD:	April 4, 2012 – April 3, 2017
CONTRACTOR:	Ashland Hercules Water Technologies 500 Hercules Rd Bldg. 8145 Wilmington, DE 19808 (866) 337-9579 Order Placement Contact: Miranda Dietz
SCOPE OF WORK:	Supply Polymer in totes
PLACE OF PERFORMANCE:	Various locations throughout the District
REPORTING REQUIREMENTS:	None
CONTRACT OFFICER/BUYER:	Art Olvera, C.P.M. (951) 928-3777 ex. 6247
CONTRACT OFFICER REPRESENTATIVE (COR):	All Plant Managers & Lead Operators
ACTION REQUIREMENTS:	**COR or his Designee:** 1. A requisition is not required to place an order. 2. The Release Buyer reserves a release number. 3. The order is placed and a delivery date is confirmed. 4. After delivery of the goods, the Release Buyer completes the release. 5. The receiving site will forward copies of all delivery documents to the OMC Warehouse within 24 hours of receipt.
A/P PAYMENT ACTION:	3- Way Match

SAFETY:
If required, a safety meeting will be conducted by Risk Management with the COR or requestor present, along with the supplier representative. Minutes of the meeting (using standard form) will be forwarded to the Purchasing department for the contract file. If required, COR or designee will conduct a safety meeting specific to each job/site and maintain records on each meeting.

Copies sent to: A/P: ☐ Contract File: ☐ Requestor: ☐