



**CITY COMMISSION
STAFF REPORT**

DEPARTMENT: Utilities Department

SUBJECT: Motion to approve and authorize sole source purchase of a chemical corrosion inhibitor, Carus 3380, from Carus LLC. for \$21,935.40 and a contingency in the amount of \$5,000 for immediate use in the City's water treatment process until the end of Fiscal Year 2023.

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval and authorization of sole source purchase of a chemical corrosion inhibitor, Carus 3380, from Carus LLC for \$21,935.40 and a contingency in the amount of \$5,000 for immediate use in the City's water treatment process until the end of Fiscal Year 2023. Section 2-258(b)(1) of the City Code, allows sole source procurement for standardization of required supply.

BACKGROUND OF ITEM:

Carus 3380 is a proprietary zinc orthophosphate solution that is added to the City's treated water to inhibit corrosion in the distribution system. It is used to control lead and copper in drinking water, as well as to protect the distribution system piping. Utilities Department staff has tested several competing products in the past and Carus 3380 has produced the desired results without generating any taste and odor complaints (which some others did). This product from Carus LLC has been successfully used in the City's system for over 15 years. Attached is a sole source letter for this product.

Section 2-258(b)(1) allows sole source procurement under several conditions, including standardization of products and services.

ANALYSIS:

N/A

FISCAL IMPACT:

The total amount of \$21,935.40 will take us through the end of the fiscal 2023. Sufficient Funds are available in the Water and Sewer Chemical Fund, and budgeted for this purpose.


<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
450-911-535310-533	\$725,000	\$26,935.40	\$698,064.60

ALTERNATIVES:

N/A

ATTACHMENTS:

1. Letter from Carus LLC, Identifying Carus 3380 water treatment chemical as sole sourced proprietary formulation
2. Carus Quote
3. Sole Source Purchase Memorandum

Workflow History 			
User	Task	Action	Date/Time
Webb, Jackie	NEW ITEM: Not Yet Routed	*FINANCIAL IMPACT...	02/16/23 08:54 AM
Kendrick, Aaron	Assigned to Finance Director	COMPLETE: Forwar...	02/16/23 08:55 AM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forwar...	02/16/23 10:23 AM
<i>Please ensure that the documentation required for a sole source procurement is included in the back-up. See Sec. 2-258(b) of the City Code.</i>			
Napoli, Joseph	Assigned to City Manager	COMPLETE: Forwar...	02/17/23 01:49 PM
<i>Return this back to the Department. A memorandum in accordance to the code for a sole source must be submitted to me as well. This has always been done - not sure why this does not have it.</i>			
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: En...	02/17/23 03:25 PM
Allen, Tedra	END WORKFLOW - APPROV...		02/17/23 03:34 PM

