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MEMORANDUM

Engineering Services

To: Mayor Jackola and City Council

Date: October 1, 2024

From: Ron Whitlatch, Engineering Services Director

Subject: **Approval to Award Project**

Membrane Cartridges for the Lebanon Water Treatment Plant

I. INTRODUCTION

On April 16, 2024, per City of Lebanon Municipal Code 3.04.090, staff posted a Notice of Sole Source Procurement for purchasing membrane cartridges for the Lebanon Water Treatment Plant on the city's website.

The city chose a Sole Source Procurement to maintain compatibility with the existing Toray HFU-2020N modules, utilize existing fittings, and connections currently in place at the Water Treatment Plant, with H₂O Innovation, Inc. being the likely vendor used. H₂O Innovation, Inc. submitted a proposal on April 9, 2024, in the amount of \$444,106.00.

II. CURRENT REPORT

The purchase amount of the membrane cartridges for the Water Treatment Plant were included in the 2025/2026 Budget, however still required City Council Approval based on the dollar amount of the purchase. Inadvertently City Staff did not obtain City Council approval prior to the purchase and are asking for approval for the record.

III. RECOMMENDATION

This memo requests a City Council motion to approve the purchase from H₂O Innovation, Inc. in the amount of \$444,106.00.