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**Meeting Date:** August 29, 2024      **Agenda Type:** Consent Items for Action

**From:** Brent Lundmark      **Reviewed by:** Michael Short, P.E.  
Water Treatment and      Director of Water Services and  
Compliance Manager      Compliance

**Submitted by:** Mark Steelman      **Approved by:** Ryan Kelso  
Chief Operations Officer      Chief Executive Officer

**RECOMMENDED ACTION:** Authorize the CEO or His Designee to Negotiate and Execute a Materials Agreement with Chemtrade Chemicals US LLC for the Purchase of Water and Wastewater Chemicals

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## **BACKGROUND**

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On March 18, 2024, New Braunfels Utilities (“NBU”) issued a request for proposals (“RFP”) for the purchase and delivery of select water and wastewater chemicals to NBU facilities. The RFP allows NBU to award to one or more respondents for select water and wastewater chemicals.

On April 16, 2024, NBU received nine (9) responses to the RFP during the public bidding process. The Water Treatment and Compliance Division of NBU evaluated the bids and determined that Chemtrade Chemicals US, LLC was the lowest responsible bidder for the purchase and delivery of liquid aluminum sulfate with copper sulfate and liquid aluminum sulfate.

NBU staff requests that the Board of Trustees approve a Materials Agreement with Chemtrade Chemicals US LLC. for the purchase and delivery of the chemicals listed below (the “Agreement”):

1. Liquid Aluminum Sulfate with Copper Sulfate
2. Liquid Aluminum Sulfate

The initial term of the Agreement will be for a period of one (1) year from September 1, 2024, to August 31, 2025. After the expiration of the initial term, the Agreement will automatically renew for four (4) consecutive one-year terms.

This item is being presented to the Board because the total amount of this contract exceeds \$250,000.00.

## **FINANCIAL IMPACT**

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The total contract amount for the Agreement with Chemtrade Chemicals US, LLC is \$1,606,950.00 with a not to exceed amount of \$321,390.00 for the initial contract term and \$321,390.00 for each of the additional one-year terms. The Agreement is budgeted with the Water Treatment & Compliance

Operations and Maintenance Budget (“O&M Budget”) for fiscal year 2025 and will be budgeted in the O&M Budgets of fiscal year 2026 through fiscal year 2029.

## **LINK TO STRATEGIC PLAN**

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### **Infrastructure and Technology**

## **EXHIBITS**

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1. Contract with Chemtrade Chemicals US, LLC
2. Summary of Recommendation
3. Bid Tabulation