



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 06/27/2023

REQUESTER: ANDREW BRUEHL, UTILITIES SUPERVISOR

PRESENTER: GERI WELLBORN, UTILITIES MANAGER

ITEM TITLE: CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2223-73:
SUBMITTED BY HAWKINS INC., IN THE AMOUNT OF \$0.3122 PER POUND FOR THE PURCHASE OF SODIUM HYPOCHLORITE TOTE FOR THE WATER TREATMENT FACILITY.

BACKGROUND:

On May 25, 2023, bids were opened for Bid 2223-73 for Tote Sodium Hypochlorite. Tote Sodium Hypochlorite is used for disinfection in the treatment of water. Funds in the amount of \$17,750 have been budgeted in the fiscal year 2023-2024 (FYE 2024) Budget, Water Fund - Water Wells – Maintenance Supplies - Chemicals (account 31955335 43210) for purchase of all treatment chemicals.

DISCUSSION:

Specifications for Bid 2223-73 for Tote Sodium Hypochlorite were sent to four (4) vendors and one (1) bid was received. No-bids were due to uncertain costs and supply demands. Hawkins, Inc. of Ramsey, MN, submitted the lowest and best bid meeting all specifications in the amount of \$0.3122 per pound. This compares to a cost of \$0.2986 per pound last year for an increase of 4.6 percent (4.6%). This increase has occurred due to shipping/transporting costs.

RECOMMENDATION:

Purchases will be made throughout FYE 2024. Bids have been examined by staff and found to be in order and proper as to form. Based upon the above information, staff recommends acceptance of Sodium Hypochlorite Tote bid from Hawkins Inc. at a price \$0.3122 per pound.