



CITY OF POMONA

COUNCIL REPORT

February 1, 2021

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Chris Diggs, Water Resources Director

SUBJECT: AWARD A BID TO STEP SAVER CA LLC FOR THE PURCHASE OF SODIUM CHLORIDE

RECOMMENDATION:

It is recommended that the City Council take the following action:

- 1) Award a bid to Step Saver CA LLC for the purchase of sodium chloride, at the prices bid, for a term of three-years, with a two-year extension option; and
- 2) Authorize the City Manager, or designee to approve purchase order, and any extensions thereto, on behalf of the City.

EXECUTIVE SUMMARY:

To remove nitrate from groundwater at the Harrison water treatment plant the City uses approximately 624 tons of salt annually. The recommended agreement will allow for the purchase and delivery of salt from Step Saver.

FISCAL IMPACT:

Funds for this procurement are available in the adopted FY 2020-21 Operating Budget, Account No. 571-8129-53880-00000. The estimated annual cost for the first contract year is \$206,544; based on a per ton cost of \$331 which includes the \$300 unit price plus sales tax. As such, \$100,000 is projected to be spent by the end of FY 2020-21. Funding for future years will be included in each respective annual budget submission.

PUBLIC NOTICING REQUIREMENTS:

In accordance with Section 2-993.1(4) of the City's Purchasing Ordinance, a public notice inviting bids was posted on the City's website on December 1, 2020.

PREVIOUS RELATED ACTION:

None

DISCUSSION:

The Harrison water treatment plant removes nitrate from groundwater to meet drinking water standards. In order to regenerate the resin utilized at the plant, it is rinsed in a salt water brine which allows it to be returned to service. This regeneration process occurs multiple times per day and utilizes nearly 624 tons of salt annually.

To acquire the needed salt, on December 1, 2020, staff issued an Invitation for Bid (IFB) No. 2020-1033 – Sodium Chloride (water treatment salt) on the City's electronic bidding platform. Within the IFB, a description of the required salt was provided as well as an approximate annual usage amount. The bid was sent to 134 potential suppliers, of which seven suppliers downloaded the IFB, resulting in the city receiving three proposals. The three Companies that submitted proposals are: Morton Salt, Univar USA Inc. and Step Saver CA, LLC. Once the bids were received, staff reviewed the technical requirements and specifications needing to be met by bidders. Morton Salt and Univar both submitted letters informing the City they would not be submitting a bid on this project. After a thorough review of Step Saver's bids, it was determined that they were the sole responsible bidder. Therefore, staff recommends the City Council approve the award of the bid to Step Saver.

Prepared by:

Jack Martinez

Jack Martinez, Water Treatment Crew Chief

ATTACHMENT:

Attachment No. 1 – IFB #2020-1033 Bid Results