



TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: July 12, 2021

RE: **Replace Suction lines in Clear well at the Water Treatment Plant**

ISSUE:

Administration is requesting to contravene the purchasing policy and award a quoted project to a local business without receiving a second quote on the project.

BACKGROUND:

Purchasing Policy:

- 1.1.1. Local Providers shall be sourced whenever possible, provided that goods and services of an acceptable equivalent quality are readily available, safety and security are not jeopardized, and the costs of purchasing from Local Providers is not greater than seven percent (7%) above the costs of sourcing from providers outside of the Town of Wadena region.
- 1.1.7. Sole Source Contracts may be awarded if the acquisition is expected to be less than \$10,000.00 unless it is deemed to be in the best interests of the Town to obtain written quotations.

ALTERNATIVES:

- 1) Council can direct Administration to await the second quote and not award a sole contract.
- 2) Council can approve Administration to award a sole contract to replace the suction lines at the water treatment plant.

FINANCIAL IMPLICATIONS:

This project will cost \$3956.29 plus applicable taxes; it has been budgeted for and does not cause any financial implications.

ANALYSIS:

We have currently received one quote to replace the suction ends in the clear well coming off the filters, we are still awaiting the second quote with no estimation of when it will arrive. Administration has contacted the company, that has not provided the second quote, and they have no estimation of time of when it can be done for us. We are asking to go with a local vendor to replace the suction lines, they are in town and once awarded the project can move quickly to do this repair. This matter is becoming time sensitive but it not quite an emergency but will become one if not replaced. This is causing our filters to not mirror each other, causing cavitation issues, filter overloading and needs to be rectified. This item has been budgeted for.

ADMINISTRATIVE RECOMMENDATION(S):

THAT Council approve Administration to award a sole contract to Water World Industries to replace the suction line piping at the Water Treatment Plant."
