



We Are Columbia

MEMORANDUM

To: Ms. Teresa B. Wilson, City Manager

From: Kelly L. LeVeck, Buyer, Purchasing Division *(KLL)*

Date: November 4, 2013

Re: Request for Council Approval – Emergency Procurement of Magnesium Hydroxide for Metro Wastewater Treatment Plant

I ask that you seek Council's approval for an emergency purchase of Magnesium Hydroxide in the amount of \$196,344.00 which allows a 3 month window to implement a new temporary bulk storage tank and a feed system. Currently, the plant must feed Magnesium Hydroxide to keep in compliance with governmental regulations. Please, see attached memo from the Interim Plant Superintendent for a more detailed explanation of the process.

This purchase allows the Metro Wastewater Treatment Plant time to implement a new temporary bulk storage area and feed system. The new system will insure governmental compliance by supplying the plant with Magnesium Hydroxide as needed. I am currently working with Metro refining the specifications needed for a new bid that will be out mid/late winter.

Original Purchase requested:	\$104,800.00
Change Order Request:	\$ 77,000.00
SC sales tax:	<u>\$ 14,544.00</u>
Total including sales tax:	\$196,344.00

Premier Magnesia, LLC. are located in West Conshohocken, PA 19428

This will be charged as follows:

Wastewater Treatment Plant, Operations, Testing, and Maintenance/ 5516208-638500	\$196,344.00
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DW
11/5/13

JUSTIFICATION FOR
EMERGENCY PROCUREMENT

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Section 1.17 of the City of Columbia Procurement Regulation and the 1976 South Carolina Code of Laws.

This governmental body proposes to procure services for the temporary feed of Magnesium hydroxide for Train 2. Services include temporary pumping, hoses, valves & appurtenances, and up to 10 deliveries.

(1)

as a emergency procurement from Premier Magnesia, LLC

(2)

The basis for this emergency determination and the reason no other vendor is suitable is:

The plant is showing decreased pH that could result in exceedances of the City's NPDES limits. Magnesium hydroxide will provide operations with the ability for pH adjustments to the wastewater stream and alkalinity addition for nitrification. Permit violations result in fines and enforcement actions.

(3)

10/15/2013 KU
Date

[Signature]
Department Head

Melissa S. Gentig
Assistant City Manager

[Signature]
Purchasing Agent

[Signature]
CFO or Authorized Designee

goods or services to be procured.
any contractor.
ion and basis for emergency procurement.

This agreement may be executed in one or more counterparts, all of which shall be considered one and the same agreement, and shall become a binding agreement when one or more counterparts have been signed by and delivered to each of the parties. Such delivery may occur by facsimile or email/pdf and any counterparts exchanged in this manner shall be considered originals.



**CITY OF COLUMBIA
PURCHASING DIVISION
***For Internal Use Only**

PO Change/Modification Order Form

Contract Number: _____
Procurement Officer: _____
Phone: **803.545.3470**
E-Mail Address: _____
Address: **1136 Washington St., 4th Floor
Columbia, SC 29201**

Routing Date: 11 / 04 / 13

Form must be completed for all requested changes/modifications greater than \$100.00.

DESCRIPTION: Magnesium hydroxide

DEPARTMENT NAME AND REQUESTOR: Metro WWTP - Madeline Zimmerman

Premier Magnesia LLC - 300 Barr Harbor Drive Suite 250

CONTRACTOR'S NAME AND ADDRESS: West Conshohocken, PA 19428

PURCHASE ORDER NUMBER (if applicable): P138686 CHANGE ORDER # 01

TYPE OF CHANGE (check all applicable boxes):

- Purchase Order Increase
- Purchase Order Decrease
- Change to Contract Scope of Work
- Administrative Change to Contract (such as changes in paying office, name of Agency Contract Administrator, etc.)
- Other Change

Brief Explanation/Justification: Division must increase the PO to procure enough magnesium hydroxide to last until the completion of upcoming bid (est February 1, 2014).

Requested Amount of Increase/Decrease: \$ 77,000.00 Current PO amount/total: \$ 113,184.00

Accounting Information on Original PO: ORG 5516208 OBJ 638500 (Required)

Funding/Account Info for Change Order: ORG 5516208 OBJ 638500 (Required)

List any special instructions if transfers are needed from another account for this Change Order (Include ORG/OBJ codes):
5516208 budget transfer sent forward on 11/4/13

Note: The appropriate Account Verifiers for each Department must review all change orders prior to routing for approvals.

Division/Department (\$0 - \$5,000): Interim Plant Superintendent
Recommended for Approval: *Dunagan* (Signature) _____ (Title)

Assistant City Manager Approval (\$5,000.01-25,000):
Recommended for Approval: *M. Gutz* (Signature) ACM (Title)

City Manager Approval (\$25,000.01 - \$50,000):
Recommended for Approval: _____ (Signature) _____ (Title)

City Manager, please acknowledge:
City Council Approval Needed: Yes or No

If yes, a copy of the final City Council minutes must be attached to this document and maintained with the purchasing file.

This agreement may be executed in one or more counterparts, all of which shall be considered one and the same agreement, and shall become a binding agreement when one or more counterparts have been signed by and delivered to each of the parties. Such delivery may occur by facsimile or email pdf and any counterparts exchanged in this manner shall be considered originals.



We Are Columbia

PO Box 147, Columbia, SC 29217 • Phone: 803-545-3289 • Fax: 803-733-8674

To: Kelly LeVeck
Buyer

From: Laxmi Nagaraj
Interim Plant Superintendent

Date: October 16, 2013

Ref: Emergency Procurement of Magnesium Hydroxide

Kelly,

The Metropolitan Wastewater Treatment Plant (Metro WWTP) exceeded its ammonia (NH_3) limit for the month of August and September 2013. To meet the NH_3 limit and to stay compliant, process modifications were made to Train 2 to fully nitrify the influent NH_3 to nitrate (NO_3^-). During this process, alkalinity in the wastewater is consumed. Alkalinity concentrations in the influent wastewater are relatively low requiring supplementary alkalinity such as magnesium hydroxide. If supplementary alkalinity is not added to the process, low levels of alkalinity can inhibit the nitrification process and can depress the pH below 6 which can lead to permit violations. Therefore, the emergency procurement of supplemental alkalinity in the form of magnesium hydroxide is required for nitrification so that the plant can meet its permit limits.

Please do not hesitate to contact me or members of my staff should you have questions or need additional information.

Sincerely,


Laxmi Nagaraj
Interim Plant Superintendent

Quote & Justification for Dept.

LeVeck, Kelly L

From: Zimmerman, Madeline
Sent: Monday, October 14, 2013 6:23 PM
To: LeVeck, Kelly L
Cc: Wright, Sandra A; Nagaraj, Laxmi; Davis, William H; Wagoner, David L; 'Yandle, Fred L'
Subject: FW: Thioguard Quote
Attachments: PREMIER W-9.pdf; James Elsey.vcf

Kelly,

I have attached a copy of the W-9 and Mr. Elsey's contact information. I will also attach the Emergency Justification to the requisition (R152673) for you to expedite authorization.

Thanks,

Madeline Zimmerman, Sr Staff Assistant
Utilities & Engineering ~ Metro WWTP
1200 Simmon Tree Lane, Columbia, SC 29201
Phone: 803-733-8566
Fax: 803-988-8057
ColumbiaSC.net

-----Original Message-----

From: Nagaraj, Laxmi
Sent: Monday, October 14, 2013 3:46 PM
To: Zimmerman, Madeline
Subject: FW: Thioguard Quote

FYI

-----Original Message-----

From: James Elsey [<mailto:jelsey@premiermagnesia.com>]
Sent: Monday, October 14, 2013 2:56 PM
To: Nagaraj, Laxmi
Subject: Thioguard Quote

Laxmi:

Delivered price for Thioguard is \$2.14 per gallon, plus a tanker drop off charge \$0.48 per gallon. This will only be charged if the carrier has to leave the trailer on site. Total gallons should be ~3,900 gallons.

James M. Elsey
Southeast Project Manager
Premier Magnesia, LLC
770-365-2068

From: Nagaraj, Laxmi
To: Zimmerman, Madeline
Subject: FW: Premier Contact Information
Date: Monday, October 14, 2013 1:26:52 PM
Attachments: James Elsev.vcf
Importance: High

Madeline:
FYI

From: Wagoner, David L. [mailto:wagonerdl@cdmsmlth.com]
Sent: Monday, October 14, 2013 12:19 PM
To: Nagaraj, Laxmi; Wiman, David R
Cc: Jim Struve (jstruve@hazenandsawyer.com); Zimmerman, Madeline; House, Michael E; Hinson, Kim (khinson@hazenandsawyer.com)
Subject: FW: Premier Contact Information
Importance: High

Laxmi and David,
Please see information below and attached. A PO is needed for the tanker of Magnesium Hydroxide (mag) that is coming in this afternoon. It will be set up to start feeding mag this afternoon.
James Elsey of Premier will be bringing pump and tubing and on-site to assist in set-up/start-up.

This is a temporary/emergency need but still need to make sure safety precautions are in place around tanker, MSDS is reviewed/on file, operators are informed, stormwater catch basins in the area are protected/sandbagged, electrical service is secure, etc.

Thanks.
David

From: Struve, James N. [mailto:jstruve@hazenandsawyer.com]
Sent: Thursday, October 10, 2013 6:01 PM
To: Faulk, Tommy
Cc: Struve, James N.; Wagoner, David L.
Subject: Premier Contact Information

Tommy- As we discussed, I have attached contact information for James Elsey of Premier Magnesia. Please contact him tomorrow about getting a tanker of magnesium hydroxide on-site Monday, Oct 14th. Premier will also have to provide temporary pumping, hosing, and any valves and appurtenances as required to convey the magnesium hydroxide to the primary clarifier effluent channel. This cost should be approximately \$2.60 per gallon per previous discussions with James.

The City will have to provide temporary power for the feed pump. Please coordinate voltage and amperage requirements with James and notify your maintenance staff that this will be required for operation on Monday.

In order to get delivery by Monday, Oct 14th, the City will need to set-up an account with Premier. Consequently, the following minimum information is required by the City:

- City Tax ID Number
- Shipping Address
- Purchase Order Number

James – I have attached Tommy Faulk's contact information for your information as well.

It is imperative that an account is established tomorrow so that delivery can occur by Monday, Oct 14th.

Jim

James N. Struve, PE

Vice President | Hazen and Sawyer
4944 Parkway Plaza Blvd, Ste. 375, Charlotte NC 28217
704 357-3150 (main) | 704 941-6046 (direct) | 704 650-6309 (cell)
jstruve@hazenandsawyer.com | hazenandsawyer.com



COLUMBIA
 A Capital Place to Be
 1136 Washington St., 4th Floor
 Columbia, South Carolina 29201

PURCHASE ORDER	
P.O. NUMBER	P138686
DATE	10/16/13
VENDOR I.D.	V013286
DELIVERY DATE	
FOB	DESTINATION
REQUISITION NO	R152673
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

TO: PREMIER MAGNESIA LLC
 300 BARR HARBOR DRIVE, SUITE 250
 WEST CONSHOHOCKEN, PA 19428

Page 1 of 1

FAX#

DELIVER ITEMS TO:
WASTEWATER TREATMENT PLANT (METRO) 1200 SIMMON TREE LANE COLUMBIA, SC 29201

SEND INVOICE TO:
ACCOUNTING PO BOX 147 COLUMBIA, SC 29217

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	Open Purchase Order that will close 6/30/2014. KLL Magnesium hydroxide Contact: Madeline Zimmerman @ 803-733-8566 Kelly L. LeVeck Buyer Procurement Department City of Columbia 1136 Washington Street, 4th Floor PO Box 147 Columbia, SC 29201/29217 (v)803-545-3472 (f) 803-733-8408	104,800	EA	1.00	104,800.00
				SALES TAX	8,384.00
				TOTAL	113,184.00

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. Submit all claims for payments by detailed itemized invoice in duplicate.
2. Goods other than those specified on this order must not be substituted or prices changed without authorization.
3. The right of cancellation in case of long delay in shipment is reserved.
4. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantity is on back order or cancelled.
5. Prepay shipping charges, if any, and add to invoice.
6. Ship "Open Account." No C.O.D.'s will be accepted.

AUTHORIZED SIGNATURE _____

City of Columbia

Quotes for Magnesium Hydroxide and temporary Feed System (R152673)

Premier Magnesium	Polytec
\$2.14/gal + \$900.00/month for temporary tank and feed system	No quote available - Polytec requires a 3 yr commitment
46,449 gallons = \$5,400 rental (\$900.00 x 6) =	
total \$104,800.00	