



Utilities Department

MEMO

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: STEVE POTTER, CITY MANAGER
CC: PHIL BRUN, UTILITIES DIRECTOR
DATE: JULY 3, 2024
SUBJECT: WRITTEN DETERMINATION TO ENTER INTO A CONTRACT WITH HAWKINS, INC.
FOR POTASSIUM PERMANGANATE PURSUANT TO NAPA MUNICIPAL CODE
SECTION 2.91.050

Per **NMC 2.91.050**, the City may enter into a contract for a "specialty item," provided that the City Manager makes a written determination of the following:

1. The project need which the City intends to satisfy through the contract for the specialty item.

The City requires chemicals that are critical to the water treatment process to ensure public health and meet all drinking water regulations and ensure a reliable treatment process. The City uses potassium permanganate at its Water Treatment Plants to process to treat the raw water as it heads towards the treatment facility. This chemical is used for oxidizing the raw water which facilitates the effectiveness of the other chemicals in the treatment process.

2. The types of property or service which are available (or used by other similarly situated private or public agencies) to meet this need (or similar needs), and the contractors which are available to provide the property or service.

Carus Chemical is the only United States manufacturer of potassium permanganate. There are no other United States suppliers for this chemical. India and China both manufacture this product, but China is not allowed to import this chemical, and India's product would be cost prohibitive if it were available for use in the U.S.

- 3. The reasons why it is impracticable for a similar service to meet the City's needs (including considerations of compatibility with other City services regarding maintenance, repair, training, quality, price, or similar considerations); or why the City's needs can only be met by one unique or proprietary type of service (the specialty item).**

The City has utilized potassium permanganate now for over 25 years in the Hennessey Water Treatment Plant processes. Carus Chemical supplied the equipment to the City for dosing this chemical into the raw water. Univar Solutions and Hawkins, Inc., are Carus Chemical's west coast distributors of the specific dry product needed.

- 4. By entering into a contract for the specialty item from the proposed contractor, the City will meet the purpose and goals identified in NMC Section 2.91.010.**

City obtained quotes from only known suppliers, Univar Solutions and Hawkins. Hawkins quote came in lowest. For the reason stated above, entering into a purchase contract with Hawkins, Inc. will ensure the City will meet the purpose and goals of NMC Section 2.91.010.

- 5. The contract complies with the requirements of NMC Section 2.91.030 (B).**

Pursuant to NMC Section 2.91.030(B)(2), (a) the contract will be approved as to form by the City Attorney, (b) as determined by the City Auditor, there are sufficient unencumbered funds to cover the cost of the contract, and (c) upon approval by the City Council of the recommended action for the meeting of July 16, 2024, the City Council will have the delegated authority to the City Manager's designee, the Utilities Director, to approve the proposed purchase contract with Hawkins, Inc.