

- f. Procurement of Belt Filter Press Polymer System – Charter Machine Company

MEMORANDUM

TO: The Honorable Mayor & City Council

FROM: Lacey G. Simpson, Assistant City Manager Initials: 

DATE: April 25, 2024 File #: MGR24-280

RE: **Authorizing the Procurement of Belt Filter Press Polymer System – Charter Machine Company**

The motion below was prepared at the request of Acting Public Works-Wastewater Division Supervisor Kathy Holcomb, who asked that it be placed before the City Council for consideration at the meeting of May 2, 2024. If approved, the motion provides for authorizing the procurement of a replacement belt filter press polymer system from Charter Machine Company in the amount of \$25,450.

The attached memorandum from Ms. Holcomb is self-explanatory and requires little elaboration on the part of the City Manager's office. In adopting the 2024 General Government Operating and Capital budget, the City Council appropriated \$505,000 for the procurement of a replacement belt filter press. The purchase of the press is in development and does not account for the needed replacement polymer system, and staff is seeking the use of funds allocated to the Wastewater Treatment Plant (WWTP) Equipment Replacement capital account for this purchase. The purchase of the polymer system is exempt from the competitive bidding and quotation requirements of the Ketchikan Municipal Code pursuant to subparagraph 6 of Section 3.12.050(a) to prevent incompatibility issues. As the purchase price exceeds \$10,000, City Council authorization is being requested. I concur with Ms. Holcomb's recommendation to authorize the procurement.

A motion has been prepared for City Council consideration.

Recommended Motion:

Pursuant to subparagraph 6 of Section 3.12.050(a) of the Ketchikan Municipal Code, I move the City Council approve the purchase of a Belt Filter Press Polymer System from Charter Machine Company in the amount of \$25,450; authorize an additional \$2,000 for anticipated freight costs for a total purchase cost of \$27,450; authorize funding from the Wastewater Division's 2024 WWTP Equipment Replacement capital account; and direct the City Manager to execute the purchase documents on behalf of the City Council.

PUBLIC WORKS / WASTEWATER DIVISION**Kathy Holcomb, Wastewater Supervisor**

Amanda Robinson, AIA, Acting Public Works Director

CITY OF KETCHIKAN

Wastewater

PH: 907.228.4050

FAX: 907.247.2043

MEMORANDUM

TO: Delilah Walsh, City Manager

CC: Amanda Robinson, AIA, Acting Public Works Director
Michelle Johansen, Finance Director

FROM: Kathy Holcomb, Acting Wastewater Supervisor

DATE: April 18, 2024

**SUBJECT: Authorizing Procurement of Wastewater Division Belt Filter Press Polymer System
– Charter Machine Company**

The Belt Filter Press (BFP) performs a critical role at the treatment plant to remove water from our sludge in order to meet our water quality discharge permit requirements, reduce volume of sludge, reduce subsequent storage, processing, transfer, end use and disposal costs and improve operations. The Wastewater Division staff recently performed annual maintenance on the BFP in Treatment Plant B (TPB) and during the process it was discovered that the BFP polymer system was in need of replacement. This system is expected to cost \$25,450.00 plus \$2,000.00 for freight with a total cost of \$27,450.00. These are original equipment but are still serviceable and parts are still currently available from the original manufacturer, Charter Machine Company. Since the parts are proprietary to Charter Machine Company, and in order to maintain equipment compatibility, we are authorized to purchase the parts we need via Subparagraph 6 of Section 3.12.050(a) of the Ketchikan Municipal Code. However, the KMC requires us to seek City Council approval of the purchase if it exceeds \$10,000; effectively negating the KMC's purchase authorization in any instance over \$10,000.

This purchase was included in the adopted 2024 General Government Operating and Capital Budget. Hence, no budget transfer is required.

RECOMMENDATION

Pursuant to subparagraph 6 of Section 3.12.050(a) of the Ketchikan Municipal Code, it is recommended the City Council adopt the motion approving the purchase BFP Polymer System

from Charter Machine Company in the amount of \$25,450.00 plus \$2,000.00 freight for a total of \$27,450.00 from the Wastewater Division's WWTP Equipment Replacement 2024 CIP account.

Recommended Motion: Pursuant to subparagraph 6 of Section 3.12.050(a) of the Ketchikan Municipal Code, I move the City Council approve the purchase of BFP Polymer System from Charter Machine Company in the amount of \$25,450.00 plus \$2,000.00 freight for a total of \$27,450.00 from the Wastewater Division's WWTP Equipment Replacement 2024 CIP account.

Attachments:

Charter Machine Company Quote



Dewatering Equipment Machines
Division

A GEC Subsidiary

DATE: April 8, 2024

TO: Amanda Robinson
City of Ketchikan

PROPOSAL: Charter Machine Company (CMC)
Proposal No – 240407-D1

REPRESENTATIVE: Mike McKamey / Beaver Equipment

PROJECT: Ketchikan WWTP

SUBJECT: Polymer System

As per our conversation last week, here is the proposal for the replacement of your polymer system.

Item 1

One (1) Roedos Model L – 1 Polymer Preparation/Feed Unit, capable of metering, diluting, and activating an emulsion polymer with water. This system shall be capable of controlling separately the water flow and the polymer injection dosage, and shall be furnished as a complete assembled unit to the Contractor.

The polymer system shall include one (1) polymer feed pump to provide mixed polymer solution to the polymer injection points. The pump will be a full range, end suction centrifugal type as manufactured by Goulds, and will be driven by an AC motor.

All polymer system controls will be located in a local control panel. The polymer system power shall be 15 amps, single phase, powered by others.

Price for Item 1 listed above: \$25,450.00

Please note: Polymer system will be shipped with the belt filter press and startup of polymer system will be performed with belt filter press startup.

Warranty:

Our equipment shall be warranted against defects in workmanship and materials for a period of **eighteen (18)** months after delivery or **twelve (12)** months after start-up, whichever comes first. This warranty is based upon compliance with Charter Machine Company's handling, storage, installation, startup, operating and maintenance procedures.

Submittal Schedule:

Approval submittals can be forwarded approximately **4-6 weeks** after our receipt and acceptance of your purchase order.

Delivery Schedule:


Shipment of the equipment can be made approximately **14-16 weeks** after our receipt of approval and your release to manufacture.

These lead times are based upon typical Engineering and Shop loading, which may vary to some degree.

Please note this proposal, as described herein, is based upon Charter Machine's standard model and our understanding of the project requirements. Pricing here is good for 60 days.

We wish you success on this project and look forward to the opportunity of working with you. Let me know if you need any further information.

Respectfully,
Devry Faddis



Charter Machine Company
Western Regional Sales Manager