

# Memorandum

**REPORT TO:** City Commission

**FROM:** Jon Kercher, WRF Superintendent  
Shawn Kohtz, Utilities Director

**SUBJECT:** Authorize the City Manager to Sign a Notice of Award and Sign a Bid Purchase Agreement for Three (3) Years of Polymer for the Bozeman WRF with the option of Two (2) Additional Years.

**MEETING DATE:** February 25, 2025

**AGENDA ITEM TYPE:** Agreement - Vendor/Contract

**RECOMMENDATION:** Award bid to Neo-Solutions to supply NS4413 polymer for one year at a cost of \$1.53 per pound and (2) years with increase not to exceed ten percent, delivered to the Bozeman WRF with the option of two (2) additional years upon mutual agreement of the City of Bozeman and Neo-Solutions.

**STRATEGIC PLAN:** 6.1 Clean Water Supplies: Ensure adequate supplies of clean water for today and tomorrow.

**BACKGROUND:** The City of Bozeman WRF purchases approximately 124,000 pounds of this product per year. Bids for this product were advertised on January 25th, 2025 and opened on February 10th, 2025. Neo-Solution Inc. were the lowest bid at \$1.53 per pound. Due to the volatile polymer raw materials market and shipping charges the contract is for one (1) year at this price and an allowance for no more than ten percent increase in the next (2) years, with the option of two (2) additional years upon mutual agreement of the city and Neo-Solutions. The first year of this contract will be approximately \$225,000.

**UNRESOLVED ISSUES:** None

**ALTERNATIVES:** As Suggested by City Commission

**FISCAL EFFECTS:** This polymer cost has been accounted for in the WRF budget.

Attachments:

[Notice\\_to\\_Award\\_2025.docx](#)

[Bid Form 2025.pdf](#)

[Purchase Agreement 2025-2028.pdf](#)

Report compiled on: February 13, 2025