

Agenda Item:

2.f

Meeting Date: September 3, 2026

MEMORANDUM

To: City Commission

Through: Jennifer K. Bramley, City Manager

From: Clayton Watkins

Date: 2026-08-21

Subject: "After-the-Fact" Ratification of an Emergency Purchase Order (PO) issued to Guardian Equipment, Inc., for the emergency replacement of two (2) 4600-gallon sodium hypochlorite (Bleach) tanks and installation at the Wastewater Treatment Plant (WWTP), in an amount "Not To Exceed" (NTE) \$95,985.

Presenter(s): Clayton "Clay" T. Watkins, P.E., Director of Utilities and Engineering; and Brian Antonian, Utilities Operations Manager

Staff Recommendation: Motion for the "After-the-Fact" Ratification of an Emergency Purchase Order (PO) issued to Guardian Equipment, Inc., of Sanford, FL, for the emergency replacement of two (2) 4600-gallon sodium hypochlorite (Bleach) tanks and installation at the WWTP, in an amount "Not To Exceed" (NTE) \$95,985.

Strategic Themes: Infrastructure, Planning & Growth

Boards & Committees: N / A

Budget Impact: Funds for this project are being transferred under a Budget Adjustment in the Water/Wastewater Utility Fund into Acct. #441-5265-535-056401-WU, in the amount of \$96,000. The transfer is from Acct. #s 441-5265-535-054310-WU (\$48,000) and 441-5265-535-053405-WU (\$48,000). There is no resultant impact on net position as a result of this transfer.

Past Action: N / A

Next Action: Guardian Equipment to complete manufacturing of the tanks; WWTP staff to coordinate with Guardian for the installation of the two (2) bleach tanks.

Attachments: [A. Emergency Repair Authorization Memo and Vendor Quote for CM Approval - Sodium Hypochlorite \(Bleach\) Tanks.pdf](#)
[B. BA-BT Budget Transfer.pdf](#)

Background:

The two (2) original Sodium Hypochlorite (Bleach) tanks have been in continuous service at the WWTP (Wastewater Treatment Plant) since April 1, 2018, originally supplied by Guardian Equipment, Inc. On the morning of Friday, June 26, 2026, Wastewater Plant staff responded to a leaking bleach tank located at the WWTP, 1140 Martin Luther King Jr Avenue. The leak was discovered at the bottom of the bleach tank, adjacent to a drain fitting. The tank was immediately taken out of service to limit the amount of pressure on the current leak. On Monday, June 29, 2026, Guardian Equipment personnel were on site and removed all bleach from the leaking bleach tank, and pumped the bleach into two (2) temporary bleach tanks. Guardian Equipment personnel returned to the WWTP to attempt to repair the leaking bleach tank; however, the repair attempt failed, and the tank continued to leak. Operations continue in the interim with the aforementioned temporary bleach tanks.

Failure and loss of service of the existing bleach tank was deemed an emergency replacement. Given we are currently in this years Hurricane season; the WWTP must be able to have two (2) working bleach tanks on site to adequately supply enough bleach. The WWTP feeds approximately 390 gallons/day of liquid bleach, in order to maintain plant compliance, mandated by the City's State issued, Florida Department of Environmental Protection (FDEP) permit.

As a result, staff contacted Jorge Quintas, P.E., Deputy City Manager, who was informed of the dire situation, of a six (6) to eight (8) week lead time, and requested permission to proceed with the issuance of an Emergency Purchase Order (PO). The City Manager subsequently approved an Emergency Authorization Memorandum prepared by staff providing justification for issuance of the referenced PO.

As such, an Emergency Purchase Order was issued and the tanks are currently in the production queue. In accordance with the City's Purchasing Policy, issuance of the Emergency Purchase Order (PO #260966) to Guardian Equipment, Inc., of Sanford, FL, in an amount NTE \$95,985 is hereby brought before the Commission to be formally ratified "After-the-Fact", as detailed herein.