

MEMORANDUM

TO: Claire Powell, City Manager

FROM: Katelyn Hearon, Interim Director of Public Works

DATE: August 17, 2026

SUBJECT: **Approval of Bid Awards for Annual Requirements of Water & Wastewater Treatment Chemical - Activated Carbon to Univar Solutions USA LLC (Primary) in the Estimated Amount of \$94,000 and Acticarb Inc. (Secondary) in the Estimated Amount of \$121,000; and Authorization for the City Manager, or Her Designee, to Execute the Award Letters.**

BACKGROUND

The continued operation of the City's water and wastewater treatment facilities depends on a reliable supply of Activated Carbon. Activated Carbon is used in the Water and Wastewater Treatment Plants for treatment and disinfection processes, as prescribed by the Texas Commission on Environmental Quality (TCEQ) and the U.S. Environmental Protection Agency (EPA), to meet water quality standards and to protect public health. Specifications for this request for bids were created in accordance with Texas Local Government Code Chapter 252.043.

ANALYSIS

Three (3) bids were received and opened on June 15, 2026, for the Annual Requirements of Water and Wastewater Treatment Chemical - Activated Carbon, with the intent to award a primary and secondary contractor. After evaluating all bids received, the primary is recommended to be awarded to Univar Solutions USA LLC and secondary is recommended to be awarded to Acticarb Inc.

Funding is available in the Public Works operating budget. The total award amount is an estimate based on anticipated annual usage; the contract establishes unit pricing, and actual expenditures may be higher or lower depending on the quantity of activated carbon required.

The contract term will be twelve (12) months, with an option to extend up to three (3) additional twelve (12) month periods.

CITY STAFF'S RECOMMENDATION

That the City Council approve the bid awards and authorize the City Manager, or her designee, to execute the award letters as set forth in the caption above.