



## DEPARTMENT OF UTILITIES

**Department of Utilities**  
Wastewater Treatment Plant  
2006 East Newberry Street  
Appleton, WI 54915  
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[www.appleton.org/government/utilities](http://www.appleton.org/government/utilities)

### MEMORANDUM

**Date:** June 3, 2025  
**To:** Chairperson Brad Firkus and Members of the Finance Committee  
**From:** Chris Stempa, Utilities Director  
**CC:** Ryan Rice, Utilities Deputy Director  
Kelli Rindt, Enterprise Fund Accounting Manager  
**Subject:** **Award Sole Source Purchase of Appleton Wastewater Treatment Plant Polymer Make-Down Systems to Polydyne Inc. for a total cost not to exceed \$89,500**

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### BACKGROUND:

The existing polymer make-down system at the AWWTP which services the belt filter press equipment has been in service for over 20 years. The two different vintage make-down systems are dissimilar in design, operation, and parts. A request was made to replace both present-day systems with one that equals current performance while offering expanded remote functionality with use of the existing Supervisory Control and Data Acquisition (SCADA) system. The current system has reached its useful life, with increasing maintenance issues, outdated components, and a growing risk of operational failure that threatens process performance and compliance.

### JUSTIFICATION FOR SOLE SOURCE:

We are requesting sole source approval to procure a new polymer make-down system due to the following:

1. **Standardization:** The selected system matches the standardized polymer equipment recently adopted across our facilities, ensuring compatibility, simplified training, spare parts commonality, and operational consistency.
2. **Proprietary Equipment:** The selected vendor is the sole authorized supplier of the current dewatering polymer and of the proprietary technology used for the type of polymer products they provide. Although other manufacturers provide polymer make-down systems, they may not deliver the same performance or be cost competitive. Note that a quote was sought by another reputable equipment manufacture totaling \$132,000.
3. **Operational Efficiency:** This system offers proven performance specific to our plant's polymer and process needs, reducing the risk of product mismatch or integration issues.
4. **Long-Term Cost Savings:** Standardizing on this system reduces inventory needs, simplifies maintenance contracts, and improves staff proficiency, resulting in long-

term savings despite higher upfront investment.

Vendor: Polydyne Inc.

Quoted Cost: \$89,500

**RECOMMENDATION:**

I recommend approving this sole source purchase to ensure timely replacement of critical infrastructure in conjunction with the current Phase II Belt Filter Press Equipment Upgrades Project, maintain operational reliability, and align with the department's standardization strategy.

If you have any questions or require additional information regarding this project, please contact Chris Stempa at 920-832-5945.

**Encl:** Finance Department Sole Source Request Form



## SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- ☒ **Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- ☐ **Inadequate competition: Purchasing** solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- ☐ **Health or Safety Concern: When** a health or safety concern exists that is ***not*** an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- ☒ **Continuity of design: Consistency** with current commodity or service.
- ☐ **Emergency procurement: A** risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- ☐ **Cooperative purchase: Purchase** from another governmental unit contract or state approved purchasing association.
- ☐ **Other: Description** provided below

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PROPOSED DETAILS
Requesting dept: Wastewater Treatment Plant
Product/service: Polymer Make-Down System Replacement
Vendor name: Polydyne Inc.
Total cost: Total not to excel \$89,500

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.

Jennifer Huss  
Purchasing Manager

06/03/2025  
Date