

# Memorandum

**Date:** November 13, 2025

**To:** Finance

**From:** Matt Hixson – Public Works Wastewater Plant Manager *MH*

**RE:** Sole Source Request

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As part of our 5-year CIP, we are requesting a purchase order for an aerator motor and gearbox (Project WS2609) so the two existing units can be rotated out for rehab. The two original units have been in continuous operation since 2013 with only preventative maintenance performed on them. The addition of a third unit will afford us the required downtime to get each of the existing motors and gearboxes rehabbed. The facility operates both treatment trains (one aerator per train) exclusively, with only minor downtime for sand, grit, and debris removal during our low-flow months. Having spare equipment when needed is imperative in meeting our plant effluent quality requirements.

Ovivo is the Original Equipment Manufacturer (OEM) of the biological treatment unit equipment. There are no known substitutions for these aerator components and they are not interchangeable with any other manufacturer's equipment/parts. The aerator motor and gearbox changeout will be performed by a contractor with the assistance of city staff.

Please let me know of any questions.