

*City of Columbus*  
*Division of Power and Water*  
**Hap Cremean Water Plant**

\*\*\* M E M O R A N D U M \*\*\*

**TO:** Tatyana Arsh, P.E., Director

**THRU:** Richard C. Westerfield, P.E., PhD., DOPW Administrator

**THRU:** Craig Charleston, Water Assistant Administrator,

**THRU:** John Funk, Fiscal Manager, DPU Fiscal Office

**FROM:** Gary W. Hopkins, Plant Manager, Hap Cremean Water Plant

**DATE:** August 27, 2007

**RE:** Subject: Harrington Industrial Plastics Invoice #02556970, Order #02835425 – Purchase of Plastic U-Channel for Aeration System

This letter is to explain, in detail, the request for purchase (RP022089) that was submitted on Performance Purchasing to pay for the Harrington Industrial Plastics invoice #02556970 in the amount of \$1,704.00. This request was submitted to pay for plastic U-channel that was ordered and received using blanket purchase order #EE003996. Due to misunderstanding of the price and errors in tracking funds, the amount of this invoice exceeded the available funds for this purchase order.

The plant needed to purchase the plastic U-channel material to mount tubing for a new aeration system in the, 4 million gallon, Sedimentation Basin #4. It was desired to have all material ready for a planned 2 week washout and repair work scheduled to start at the end of the month of June and the beginning of July. This work was to be the last before high pumping demands limited the plants ability to have equipment outages.

A search and request for quotes for this U-channel material was made with several vendors (Grainger, Harrington, Dayton, Westwater) along with an extensive search of internet web sites. The only vendor to respond was Harrington Plastics who thru their sources gave us several options and quotes.

On June 20, 2007, we received quotes from Mr. Bill Boyd of Harrington Industrial Plastics, for various U-channel sizes, to be used in the installation of new aeration tubing in the HCWP's Sedimentation Basin #4. Upon receiving the quotes, which initially looked like a small purchase, we placed an order for 300 feet of PVC channel, that appeared to meet the requirements, at a cost of \$1.20 per foot (total \$360.00) using the blanket P.O. #EE003996, after checking the available funds to be at \$1,000.00. We also asked if delivery could be made by early next week. Harrington Industrial Plastics said that they could, so plans were made to proceed with a scheduled two week washout schedule involving PM's, repairs, and aeration tubing installation for the HCWP Sedimentation Basin #4.

On the following day, after reviewing the work plans with maintenance staff, it was noticed that the quoted PVC channel had only a .060" thickness, which raised concerns that it would not be heavy enough for our application. we immediately called back and asked Harrington to hold off on ordering the channel and asked if they could quote PVC channel or angle with a heavier wall thickness of around .250 inch thickness.

On June 22, 2007, we received the new quote from Harrington Industrial Plastics for 1"x 1" x 1/4" thick UHMW channel at a cost of \$2.94 per foot (total \$882.00). Upon receiving this quote, we asked for specification cut sheets on the channel to be sure it would be suitable for the application.

Later that day, we received the cut sheets from Harrington Plastics. None of the profiles on the cut sheets matched exactly the 1"x 1" x 1/4" thick profile as quoted above. We called Harrington Industrial Plastics and were told that this was what was available. After reviewing with maintenance staff, we chose a close match (Pt No. AR461) and asked them to proceed with the order and to confirm that delivery would be possible for next week.

On Monday, June 23, 2007 (or Tuesday), Harrington Industrial Plastics called back and said the delivery would be possible this week. They also told us that the cost would be \$5.68 per foot for the AR461 U-Channel. However, due to being very busy at the time of the call, the increase cost, given over the phone, did not register since in the conversation several costs

and options were discussed, therefore it did not occur to us that this had gone over the available funds. Also, since normally (always) requiring a hard copy quote either by email or fax, we erroneously were still going off the last email quote we had received for \$2.94 per foot, thinking it was the price.

We received the U-Channel material on June 29, 2007 and installed it the following week.

This obviously was an error on our part. It did not occur to us that the cost had changed until after receiving the items while working on errors found on our cost tracking spreadsheet.

We are normally very good at tracking costs on our cost tracking spreadsheet for UT's and blankets however during this time period there was a lapse in getting updates entered which caused us to loose track of spending on this P.O. during this period. As soon as we realized our errors, we notified our Fiscal and the Purchasing Departments.

We apologize for the mistake and any extra work this creates. Please let us know if there is anything else we can do or if more information is needed.

Cc: File