February 8, 2016

**PROCUREMENT AND CONTRACTS INFORMATIONAL CIRCULAR 16-02**

***SUBJECT: Boiler/Cooling Tower Treatment Chemicals***

Nearly 15 years ago, MEMORANDUM 82 was issued to authorize the purchase of Boiler/Cooling Tower Treatment Chemicals. With the issuance of this Information Circular, MEMORANDUM 82 is hereby rescinded and is no longer in effect.

Agencies needing to acquire Boiler/Cooling Tower Treatment Chemicals may utilize the Prior Authorization (PA) process in SMART to purchase these chemicals, if there is no competition available for their specific locations. The proper authorization code is DOP for these purchases. If competition does exist, then agencies are encouraged to use the appropriate bid process.

The PA process is being utilized because the Office of Procurement and Contracts recognizes there could be variances in the equipment, local conditions, manufacturers’ formulations, application schedules and staff training that makes each site specific and makes seeking a statewide contract problematic.

The PA process should not be used if there is legitimate competition to provide these chemicals. The Office of Procurement and Contracts encourages agencies to seek competition whenever possible and to continually update information contained in their PA requests for these chemicals by insuring that there is no competition for the purchase of these chemicals. The PA request should provide information on steps taken to insure that the contractor being requested through the PA process is providing the best opportunity for the State of Kansas.

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Director

Procurement and Contracts