

Lee County Board Of County Commissioners
Agenda Item Summary

Blue Sheet No. 20040321-UTL

1. **REQUESTED MOTION:**

ACTION REQUESTED: Approval to continue with previously awarded **Formal Quotation No.: Q-020374, Annual Purchase of Methanol** for the Lee County Utilities Department to ASHLAND CHEMICAL per the prices on the attached Lee County Tabulation Sheet. Annual expenditures will exceed County Manager authorization level of \$50,000. Original term of this contract is for one year, with an option to renew for four (4) additional one-year periods if in the best interest of Lee County at the expiration of the original term. Anticipated expenditures are estimated at \$75,000 and funding will come from the Utilities department's budget who will be responsible for monitoring their individual expenditures.
WHY ACTION IS NECESSARY: As this expenditure will exceed \$50,000; Board approval is required.
WHAT ACTION ACCOMPLISHES: Allows Lee County Utilities to continue utilizing competitive prices received on an annual quote for the purchase of methanol.

2. **DEPARTMENTAL CATEGORY:**
COMMISSION DISTRICT # CW

C10I

3. **MEETING DATE:**
03-30-2004

4. **AGENDA:**
 CONSENT
 ADMINISTRATIVE
 APPEALS
 PUBLIC
 WALK ON
 TIME REQUIRED:

5. **REQUIREMENT/PURPOSE:**
(Specify)
 STATUTE
 ORDINANCE
 ADMIN. AC-4-1
 CODE
 OTHER

6. **REQUESTOR OF INFORMATION:**
A. COMMISSIONER
B. DEPARTMENT UTILITIES
C. DIVISION
BY: Rick Diaz, P.E., Director
3/17/04

BACKGROUND: On May 14, 2002, the Division of Purchasing received sealed quotations. On that date, four (4) responses were received; one (1) was a "No Bid". The quotations were reviewed and a recommendation was made to award the quotation to Ashland Chemical with an anticipated total annual expenditure for methanol to be \$45,500.00 annually.

On March 10, 2004, Lee County Utilities Department advised that their expenditures are at \$46,000+ and will exceed the authorization level of \$50,000.00 previously granted.

Funds are available: Acct String OD5362448700.505240

Please see attachments:

- (1) Department request 3.10.04 for increased authorization
- (2) Tabulation Sheet
- (3) Approved Ivory Sheet

8. **MANAGEMENT RECOMMENDATIONS:**

9. **RECOMMENDED APPROVAL:**

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
J. Lavender Date: 3-18-04	put Sheehan 3-16-04	N/A	N/A	S. [Signature] 3/18/04	OA 3/18/04	OM 3/18/04	Risk 3/18/04	GC 3/18/04	J. Lavender Date: 3.18.04

10. **COMMISSION ACTION:**

APPROVED
 DENIED
 DEFERRED
 OTHER

Rec. by CoAtty
Date: 3/18/04
Time: 9:25 AM
Forwarded To: Admin 3/18/04

RECEIVED BY
COUNTY ADMIN: [Signature]
03/18/04
COUNTY ADMIN
FORWARDED TO: [Signature]
3/18/04

ATTACHMENT /**Chevone Peterson - Re: Ashland-Methanol PO#50104**

From: Cheryl Carbone
To: Peterson, Chevone
Date: 3/11/2004 12:23 PM
Subject: Re: Ashland-Methanol PO#50104
CC: Hill, Thomas

Chevone, For a total this year we will probably spend around \$75,000.00 in methanol.

Thank you for your help!

Cheryl Carbone
Fiscal Officer
Lee County Utilities
Carboncl@leegov.com
(239) 479-8134 (Phone)
(239) 479-8708 (FAX)

>>> Chevone Peterson 03/11/04 09:47AM >>>

Cheryl,
good morning. Not a problem. Please provide the amount we anticipate on spending so that I may do a bluesheet to the Board for approval.

Thank you

Chevone Peterson
Buyer
Purchasing Department
239.344.5450
239.344.5460 (fax)
cpeterson@leegov.com

>>> Cheryl Carbone 03/10/04 08:00AM >>>

Hi Chevone,
I have this PO#50104 that is an ivory sheet and I was wondering if this is going to go to the board or if we are working on a bid for this methanol? I don't think we can stay under \$50,000.00 with this PO. It is going to be really close.

Thank you!

Cheryl Carbone
Fiscal Officer
Lee County Utilities
Carboncl@leegov.com
(239) 479-8134 (Phone)
(239) 479-8708 (FAX)

FORMAL QUOTATION #Q-020374		LEE COUNTY, FLORIDA TABULATION SHEET					
OPENING DATE: May 14, 2002		FOR					
BUYER: CHERI ALEXANDER		METHANOL, ANNUAL PURCHASE OF FOR UTILITIES					
VENDORS	ASHLAND CHEMICAL	WHITAKER OIL COMPANY	BRENNTAG				
COMMODITY CODE 19036							
	YES	YES	YES				
1. Methanol, Bulk - Specify product name	METHANOL		LYDIAN OR PHIL CHEM				
Price per gal.	\$0.91	* \$1.49	\$0.97				
Total cost							
DELIVER WITHIN CALENDAR DAYS	7	5	2 **				
DELIVER WITH OWN VEHICLE	YES	YES	YES ***				
LOCAL VENDOR PREFERENCE	NO	NO	NO				
MODIFICATIONS	NO	NO	YES ****				
QUOTE SIGNED	YES	YES	YES				
NO BIDS							
GENERAL CHEMICAL CORP							
*ADD .59/GAL FL POLLUTANT TAX							
** FOB DELIVERED							
*** MINIMUM 4000 GALS							
**** DELIVERIES OF 1500-2000 GAL ADD \$.35 /GAL							
POSTING TIME/DATE							
FROM: _____ / _____							
UNTIL: _____ / _____							
BY:							

ATTACHMENT 2

COUNTY ADMINISTRATOR LEVEL UP TO \$50,000
LEE COUN ITEM SUMMARY TRACKING

ATTACHMENT 3

1. REQUESTED ACTION:

Approve the award of **Formal Request for Quotation No.: Q-020374 Methanol, Annual Purchase** of for the Lee County Utilities Division to the low quoter meeting specifications, Ashland Chemical for the purchase and delivery of methanol at a unit price of \$0.91 per gallon at a minimum/maximum order quantity of 4,000 gallons per shipment. Funding will come from the individual department or division's budget whom will be responsible for monitoring their individual expenditures.

Term of this quotation shall be in effect for one (1) year, or until new quotes are taken and awarded. Also, request authority to renew this quote for four (4) additional one-year periods at the same terms and conditions if in the best interest of Lee County.

2. COMMISSION DISTRICT #

3. REQUESTOR OF INFORMATION

A. COMMISSIONER:

B. DEPARTMENT:

C. DIVISION: Utilities

BY: Rick Diaz, Director

[Handwritten Signature]
7/1/02

4. REQUIREMENT/PURPOSE:

STATUTE
 ORDINANCE
 ADMIN. CODE AC-4-1
 OTHER

5. BACKGROUND

On May 14, 2002, the Division of Purchasing received sealed quotations. On that date, four (4) responses were received; one was a "No Bid". The quotations have been thoroughly reviewed and a recommendation is being made to award the quotation to the low quoter meeting specifications, Ashland Chemical for the purchase and delivery of methanol at a unit price of \$0.91 per gallon at a minimum/maximum order quantity of 4,000 gallons per shipment. Funding will come from the individual department or division's budget whom will be responsible for monitoring their individual expenditures.

Term of this quotation shall be in effect for one (1) year, or until new quotes are taken and awarded. Also, request authority to renew this quote for four (4) additional one-year periods at the same terms and conditions if in the best interest of Lee County. Anticipated expenditures are estimated at \$45,500.00 annually.

ATTACHMENTS:

- (1) Tabulation Sheet
- (2) Specifications
- (3) Addendum #1
- (4) Awarded Vendor's Submitted Quotation
- (5) Department Recommendation

6. RECOMMENDED APPROVAL

PURCHASING <i>[Signature]</i> 6-18-02	DEPT. OF PUBLIC WORKS CONTRACTS N/A	DIRECTOR N/A	COUNTY ATTORNEY <i>[Signature]</i> 7/2/02	REQUESTING DEPT. DIR. <i>[Signature]</i> 7/1/02	COUNTY MANAGER <i>[Signature]</i> 7.8.02
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7. ACTION: IT IS THE DEPARTMENT'S RESPONSIBILITY TO MONITOR THEIR EXPENDITURES AND NOT EXCEED THE AUTHORIZATION LEVEL OF \$50,000.

- _____ APPROVED
- _____ DENIED
- _____ DEFERRED
- _____ OTHER

**MEMORANDUM
FROM
THE DIVISION OF PURCHASING**

DATE: MARCH 16, 2004

TO: RICK DIAZ
UTILITIES DIRECTOR

FROM: *Janet*
JANET SHEEHAN, CPPB
PURCHASING DIRECTOR

RE: BLUE SHEET # 20040321

PROJECT: Annual Purchase of Methanol

TYPE: Formal Quote No.: Q-020374

AWARDED TO: Ashland Chemical

When you have finished your review of this package, please forward it to Kristie Kroslack in the County Attorney's Office.

If there are any questions or concerns with this package, please contact Chevone Peterson at 344-5450.

MAR 17 2004