



ITEM 24.
Utilities - Consent

AGENDA ITEM REPORT

DATE: February 20, 2018
DEPARTMENT: Utilities
REQUESTER: Pamela Keyes
TITLE: Approve Purchase of Citric Acid for Utilities

I. MOTION REQUESTED

- A) Award Invitation to Bid No. B170407GWT, Citric Acid, to Hawkins Water Treatment Group, Inc. for use on an as needed basis to purchase citric acid, as approved in the department's annual adopted budget, for an initial term of one year.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the Director of Procurement Management the authority to negotiate renewals of the contracts, including changes in price, and to execute renewal documents for up to three additional one-year periods, with County Administration approval, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Awards Invitation to Bid No. B170407GWT, Citric Acid, to Hawkins Water Treatment Group, Inc. for use on an as needed basis to purchase citric acid for an initial term of one year. This product is used for the cleaning of the reverse osmosis membranes and the degassifier media for the new Green Meadows Water Treatment Plant (WTP), which is scheduled to begin operations in March 2018. The anticipated estimated annual cost for this product is \$257,000

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
Lee County Utilities submitted a request to Procurement Management to obtain bids for the project know as B170407GWT, Citric Acid, to contract with a vendor to supply and deliver citric acid for the Lee County Utilities Department. On the proposal deadline of September 26, 2017, the Procurement Management Department received one proposal. This proposal was reviewed by the Lee County Utilities Department and deemed to be acceptable. This chemical is used for the cleaning of the reverse osmosis membranes and the degassifier media for the new Green Meadows WTP, which is scheduled to begin operations in March 2018.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	\$150,000
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Utilities Operating Program: Water Production - Green Meadows Project: Chemicals, Insects and Fertilizers Account Strings: OD5362748700.505240	
G)	Fund Type?	Enterprise
H)	Comments: The new Green Meadows Plant is schedule to begin operations March 2018 with an estimated annual cost of \$257,000. This fiscal year, the estimated cost is \$150,000, which is included in the operating budget.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
<u>B170407GWT Citric Acid Agreement</u>	1/30/2018	Agreement
<u>Annual Citric Acid Certificate of Liability Insurance</u>	1/30/2018	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Utilities	Turner, Nicole	Approved	1/17/2018 - 3:39 PM
Utilities	Keyes, Pamela	Approved	1/17/2018 - 4:24 PM
Budget Services	Borman, Lori	Approved	1/17/2018 - 4:57 PM
Budget Services	Winton, Peter	Approved	1/18/2018 - 7:59 AM
County Attorney	Lira, Louis C.	Approved	1/18/2018 - 8:48 AM
County Manager	Meurer, Doug	Approved	1/26/2018 - 9:18 AM