

**AGENDA ITEM REPORT**

DATE: January 16, 2018
DEPARTMENT: Utilities
REQUESTER: Pamela Keyes
TITLE: Renew Annual Contract for Purchase of Zinc Orthophosphate

I. MOTION REQUESTED

A) Approve renewal of the annual contract with American Water Chemicals, Inc., under Bid No. B-140152, Purchase of Zinc Orthophosphate, for an additional one year period, through April 14, 2019, for use on an as needed basis for the purchase of Zinc Orthophosphate, as approved in the department's annual adopted budget.
 B) Authorize the Director of Procurement Management or designee to sign the renewal documents on behalf of the Board of County Commissioners.

II. ITEM SUMMARY

Approves renewal of the annual contract with American Water Chemicals, Inc., under Bid No. B-140152, Purchase of Zinc Orthophosphate, for an additional one-year period, through April 14, 2019, for use on an as needed basis, for the purchase of Zinc Orthophosphate. Total expenditures for these services during Fiscal Year 2016-2017 were approximately \$33,441.70

III. BACKGROUND AND IMPLICATIONS OF ACTIONA) Board Action and Other History

On April 3, 2014, the Board of County Commissioners awarded Bid No. B-140152 to American Water Chemicals, Inc., for the purchase of Zinc Orthophosphate. The original term of the contract was for one year with an option to renew for four additional one-year periods. The total expenditures for the contract are \$92,403.54. Board approval is requested to exercise the fourth renewal option.

Total expenditures for these services during Fiscal Year 2016-2017 were approximately \$33,441.70.

B) Policy IssuesC) BoCC GoalsD) AnalysisE) Options**IV. FINANCIAL INFORMATION**

| | | |
|----|----------------------------------------------------------------------------------------------------------|---------------------|
| A) | Current year dollar amount of item: | See comments below. |
| 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. | |
| F) | Fund: Program: Project: Account Strings: | |
| G) | Fund Type? | General Fund |
| H) | Comments: Expenditures will be as needed and within the department's annual approved, adopted budget. | |

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP**ATTACHMENTS:**

| Description | Upload Date | Type |
|--------------------------------|-------------|--------|
| Renewal Letter | 1/5/2018 | Letter |

REVIEWERS:

| Department | Reviewer | Action | Date |
|-----------------|-----------------|----------|---------------------|
| Utilities | Turner, Nicole | Approved | 1/5/2018 - 7:55 AM |
| Utilities | Keyes, Pamela | Approved | 1/5/2018 - 10:57 AM |
| Budget Services | Henkel, Anne | Approved | 1/5/2018 - 11:47 AM |
| Budget Services | Winton, Peter | Approved | 1/5/2018 - 1:18 PM |
| County Attorney | Swindle, Amanda | Approved | 1/5/2018 - 3:25 PM |
| County Manager | Meurer, Doug | Approved | 1/8/2018 - 9:19 AM |