

## AGENDA ITEM REPORT

**DATE:** August 7, 2018  
**DEPARTMENT:** Utilities  
**REQUESTER:** Pamela Keyes  
**TITLE:** Award Contract for Sodium Hydroxide for Lee County Utilities

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### I. MOTION REQUESTED

- A. Award Invitation to Bid No. B180181MJG, Annual – Sodium Hydroxide, to Allied Universal Corp., for use on an as needed basis for the purchase of Sodium Hydroxide 25% and 50% for the County's water and wastewater treatment plants for an initial period of one-year, as approved in the department's annual adopted budget.
- 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 contract, including changes in price, for up to three additional one-year periods, and/or to extend the contract, and to execute all associated documents, with County Administration approval, as approved in the department's annual adopted budget, if doing so is in the best interest of Lee County.

### II. ITEM SUMMARY

Award contract to Allied Universal Corp. to furnish and deliver Sodium Hydroxide (caustic soda), in both 25% and 50% strengths. Sodium Hydroxide is used in the water treatment process to balance the pH prior to distribution. Total expenditures for these products and services during Fiscal Year 2016-2017 were approximately \$259,146.84.

### III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

Procurement Management obtained bids on behalf of the Board of County Commissioners for the project known as Invitation to Bid No. B180181MJG Annual – Sodium Hydroxide. On the bidding deadline of April 12, 2018, Procurement Management received two submittals. After conducting an analysis on the bid submissions, staff recommends making an award to Allied Universal Corp. as the low bidder meeting all specification requirements.

These products are budgeted annually within the Lee County Utilities operating budget. Sodium Hydroxide is used in the water treatment process to balance the pH of the water prior to its distribution to the customers. Expenditures for these services totaled approximately \$259,146.84 during Fiscal Year 2016-2017. Compared to the previous contract pricing, there is a price increase of \$0.398 per gallon for 50% and a price decrease of \$0.10 per gallon for 25%.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

**IV. FINANCIAL INFORMATION**

|    |   |               |
|----|---|---------------|
| A) | Current year dollar amount of item:   |               |
| 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?<br>If yes, please include reasons in III(D) above.  | No            |
| F) | Fund: Utilities Operating<br>Program: Utilities Operating<br>Project: Sodium Hydroxide 25% and 50% for Lee County Utilities<br>Account Strings: OD5360148700, and others as necessary |               |
| G) | Fund Type?  | Enterprise    |
| H) | Comments:<br>Expenditures will be as needed and in accordance with the department's annual adopted budget.  |               |

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION****VII. FOLLOW UP****ATTACHMENTS:**

| Description               | Upload Date | Type            |
|---------------------------|-------------|-----------------|
| Vendor Executed Agreement | 7/18/2018   | Backup Material |

**REVIEWERS:**

| Department      | Reviewer       | Action   | Date                 |
|-----------------|----------------|----------|----------------------|
| Utilities       | Turner, Nicole | Approved | 7/23/2018 - 10:12 AM |
| Utilities       | Keyes, Pamela  | Approved | 7/23/2018 - 10:14 AM |
| Budget Services | Henkel, Anne   | Approved | 7/24/2018 - 7:54 AM  |
| Budget Services | Winton, Peter  | Approved | 7/24/2018 - 8:13 AM  |
| County Attorney | Lira, Louis C. | Approved | 7/24/2018 - 2:31 PM  |
| County Manager  | Winton, Peter  | Approved | 7/24/2018 - 2:34 PM  |