

AGENDA ITEM REPORT

DATE: September 4, 2018
DEPARTMENT: Utilities
REQUESTER: Pamela Keyes
TITLE: Approve Contract for Methanol for Fiesta Village Wastewater Reclamation Facility

I. MOTION REQUESTED

- A. Award Invitation to Bid No. B180256GWT, Annual - Methanol Supply, to Thatcher Chemical of Florida, Inc., the responsible bidder with the lowest responsive bid, for the annual supply of Methanol on an as needed basis to Lee County Utilities, as approved in the department's annual adopted budget, for an initial period 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 contract, including changes in price, for up to three additional one-year periods, in accordance with the terms of 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 Thatcher Chemical of Florida, Inc., for the purchase of methanol for Lee County Utilities on an as needed basis for an initial period of one-year with the option to renew for three additional one-year periods as approved in the department's annual adopted budget. This product is used for denitrification at the Fiesta Village Wastewater plant. Total expenditures for Fiscal Year 2016 -2017 were approximately \$101,543.67.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

Procurement Management obtained proposals on behalf of the Board of County Commissioners for the project known as Invitation to Bid No. B180256GWT, Annual-Methanol. On the bid deadline of May 14, 2018, Procurement Management received one proposal. After conducting an analysis on the bid submission, staff recommends making an award to Thatcher Chemical of Florida, Inc. as the low bidder meeting all specification requirements.

These products are budgeted annually within the Lee County Utilities operation budget. This product is used for denitrification at the Fiesta Village Wastewater plant. Total expenditures for Fiscal Year 2016 – 2017 were approximately \$101,543.67. Compared to the previous contract pricing, there is a price increase of \$0.048 per gallon.

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? If yes, please include reasons in III(D) above.	No
F)	Fund: Operating Program: Utilities Operating Project: Methanol for Lee County Utilities Account Strings: OD5362448700.505240 and others as necessary	
G)	Fund Type?	Enterprise
H)	Comments: 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
Methanol Executed Agreement	8/13/2018	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Utilities	Turner, Nicole	Approved	8/20/2018 - 4:58 PM
Utilities	Keyes, Pamela	Approved	8/21/2018 - 7:43 AM
Budget Services	Henkel, Anne	Approved	8/21/2018 - 8:09 AM
Budget Services	Winton, Peter	Approved	8/21/2018 - 8:16 AM
County Attorney	Swindle, Amanda	Approved	8/21/2018 - 10:53 AM
County Manager	Meurer, Doug	Approved	8/27/2018 - 10:35 AM