

**AGENDA ITEM REPORT**

DATE: August 6, 2024
DEPARTMENT: Utilities
REQUESTER: Pamela Keyes
TITLE: Award Annual Contract for Sodium Hypochlorite

I. MOTION REQUESTED

A) Award Invitation to Bid No. B240206CFC, Sodium Hypochlorite for Water & Wastewater Facilities to Allied Universal Corp. as primary vendor and Brenntag Mid-South, Inc. as secondary vendor for the for the supply and delivery of sodium hypochlorite, on an as-needed basis, for an initial term of one year, as approved in the department's annual adopted budget. Individual purchases in excess of \$100,000.00 will be presented to the Board for approval.

B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.

C) Grant the County Manager or designee the authority to renew the contracts, for up to three additional one-year periods, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewals.

II. ITEM SUMMARY

Awards a competitively bid, annual contract for supply and delivery of sodium hypochlorite on an as-needed basis. Allied Universal Corp. is the primary vendor and lowest responsive bidder, and Brenntag Mid-South, Inc. is the secondary vendor. The initial contract period is one year, with the option to renew for three additional one-year periods. This product is used at all water and wastewater treatment plants as a primary disinfectant. Total expenditures for these services for the prior twelve-month period were \$1,595,675.93.

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

Procurement Management obtained bids for the project known as Invitation to Bid No. B240206CFC, Sodium Hypochlorite for Water & Wastewater Facilities. On the bid deadline of April 17, 2024, Procurement Management received three submittals. After conducting an analysis of the bid submissions, Allied Universal Corp., as primary vendor, and Brenntag Mid-South, Inc., were determined to be responsible bidders with the lowest responsive bids.

Staff recommends awarding the annual contract to Allied Universal Corp., as primary vendor, and Brenntag Mid-South, Inc., as the secondary vendor.

B) Policy IssuesC) BoCC GoalsD) Analysis

Sodium Hypochlorite is used at all water and wastewater treatment plants as a primary disinfectant solution. The current contract unit price is \$1.36 per gallon, and the new contract price is \$1.49 per gallon, a 9.6% increase. Allied Universal Corp. is Lee County's current vendor and has requested a total of three (3) price increases during the prior contract term, due to the rising costs of raw materials. The annual contract with a price increase of 9.6% is estimated to add approximately \$153,184.89 to the annual spend.

Sodium Hypochlorite- New Annual Contract						
ANNUAL CONTRACT	VENDOR	UNIT	UNIT PRICE	12 Month Expenditure		
B200320DWJ	Allied Universal	GAL	\$1.36	\$1,595,675.93		
09/01/20 to 08/31/24						
				Unit Price % Increase	Annual Estimated Increase	Total Estimate FY24/25
B240206CFC	Allied Universal	GAL	\$1.49	9.6%	\$153,184.89	\$1,748,860.82
8/2024 to 8/2025						

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	\$1,748,861
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: Utilities Project: Sodium Hypochlorite Annual Contract Account Strings: Various Operating Budgets	
G)	Fund Type?	Enterprise
H)	Comments:	

V. RECOMMENDATION

Approve

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

Description	Upload Date	Type
2 -Bid Tab	6/14/2024	Backup Material
3 - Allied Universal Executed Contract	6/14/2024	Agreement
5 - Brenntag Executed Contract	6/14/2024	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Utilities	Tucker, Mary	Approved	7/25/2024 - 1:25 PM
Utilities	Keyes, Pamela	Approved	7/25/2024 - 2:09 PM
Budget Services	Guttery, Angela	Approved	7/25/2024 - 2:46 PM
Budget Services	Winton, Peter	Approved	7/25/2024 - 4:08 PM
County Attorney	Swindle, Amanda	Approved	7/29/2024 - 9:05 AM
County Manager	Mora, Marc	Approved	7/29/2024 - 10:28 AM