



AGENDA ITEM REPORT

DATE: April 5, 2022
DEPARTMENT: Utilities
REQUESTER: Pamela Keyes
TITLE: Award Annual Contract for Citric Acid for Green Meadows Water Treatment

I. MOTION REQUESTED

- A) Award Invitation to Bid No. B210406MIF, Citric Acid 50% to Chemrite, Inc. to furnish and deliver Citric Acid 50% solution, on an as-needed basis, for an initial term of one (1) three-year period, as approved in the departments' annual adopted budget.
- 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 contract, for up to three additional years, 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 renewal.

II. ITEM SUMMARY

Awards a competitively bid contract to Chemrite, Inc. to supply Citric Acid 50% for the Green Meadows Water Treatment Plant. This product is used for scale removal from the degasifier and ion exchange treatment processes. The initial contract is for a three-year period, with the option to renew up to three additional years. Total expenditures for the prior twelve-month period were \$31,050.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
Procurement Management obtained bids for the project, known as Invitation No. B210406MIF, Citric Acid 50% – Annual. On the bid deadline of November 17, 2021, Procurement Management received two bids and one no bid. After analyzing the bid submittals, Chemrite, Inc. was determined to be the lowest responsive and responsible bidder.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
This product is used at the Green Meadows Water Treatment Facility for scale removal from the degasifier and ion exchange treatment processes. Utilities budgets an annual amount based on annual projected cleanings. Current Board approval will award a contract to Chemrite for the supply of Citric Acid 50% on an as-needed basis for the Green Meadows Water Treatment Plant.
- E) 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.	No
F)	Fund: Utilities Operating Program: Utilities Project: Citric Acid for Lee County Utilities Account Strings: OD5362748700 or other LCU account strings as needed.	
G)	Fund Type?	Enterprise
H)	Comments: Expenditures will be on an as-needed basis and within the department's annual adopted budget.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
B210406MIF Chemrite OCR	3/4/2022	Agreement
040522R-C-34-Agreement for Citric Acid	4/13/2022	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Utilities	Tucker, Mary	Approved	3/25/2022 - 9:36 AM
Utilities	Keyes, Pamela	Approved	3/28/2022 - 7:59 AM
Budget Services	Guttery, Angela	Approved	3/28/2022 - 9:11 AM
Budget Services	Winton, Peter	Approved	3/28/2022 - 9:16 AM
County Attorney	Swindle, Amanda	Approved	3/28/2022 - 4:29 PM
County Manager	Salyer, Glen	Approved	3/29/2022 - 8:46 AM