

**AGENDA ITEM REPORT**

**DATE:** January 19, 2021  
**DEPARTMENT:** Utilities  
**REQUESTER:** Pamela Keyes  
**TITLE:** Award Annual Contract for Purchase of Chemicals for Water Treatment Process

**I. MOTION REQUESTED**

- A. Award Invitation to Bid No. B200402DWJ, Purchase, and Delivery of Hydrofluosilicic Acid 23% - Annual, to primary vendor Florida Chemical Supply, Inc. and secondary vendor Hawkins Water Treatment Group, Inc. for the supply and delivery of Hydrofluosilicic Acid 23%, on an as-needed basis, for an initial term of three years in the amount of \$81,900.00 each year.
- 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 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 renewals.

**II. ITEM SUMMARY**

Awards an annual contract to Florida Chemical Supply Inc., as a primary vendor, and Hawkins Water Treatment Group Inc., as a secondary vendor, as a result of a competitive bid solicitation to supply Hydrofluosilicic Acid 23% for Lee County Utilities. The County received three bids and selected the two lowest unit cost per gallon for the primary and secondary vendors. The contracts do not allow automatic price increases and only allow for negotiated price increases in the event of significant industry-wide market changes. The initial contract is for a three-year period, with the option to renew for three additional one-year periods. This product is used at all water treatment facilities for the fluoridation of the finished water prior to distribution. Total expenditures for these services for the prior twelve-month period was \$61,000.00.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**A) Board Action and Other History

Procurement Management obtained bids for the project know as Invitation to Bid No. B200402DWJ, Purchase, and Delivery of Hydrofluosilicic Acid 23%. On the bid deadline of October 15, 2020, Procurement Management received three submittals. After conducting an analysis of the bid submissions, Florida Chemical Supply, Inc., as a primary vendor, and Hawkins, Inc. as a secondary vendor, were determined to be the responsible bidders with the lowest responsive bids.

Staff recommends awarding the annual contract to Florida Chemical Supply, Inc., as a primary vendor, and Hawkins, Inc. as a secondary vendor, for an annual amount of \$81,900.00. This is a 2.3% annual increase of \$1,800.00 compared to the previous contracted amount. Total expenditure for these services for the prior twelve-month period was \$61,000.00. The spending limit is increased to account for increased water demand during the contract period.

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

A)	Current year dollar amount of item:	\$81,900
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: Hydrofluosilicic Acid 23% Annual Contract Account Strings: Various Operating	
G)	Fund Type?	Enterprise

H)	Comments:
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**V. RECOMMENDATION**  
Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Proposed Contract - Florida Chemical Supply</a>	1/8/2021	Contract
<a href="#">Proposed Contract - Hawkins Water Treatment</a>	1/8/2021	Contract

**REVIEWERS:**

Department	Reviewer	Action	Date
Utilities	Turner, Nicole	Approved	1/8/2021 - 12:23 PM
Utilities	Keyes, Pamela	Approved	1/8/2021 - 2:59 PM
Budget Services	Guttery, Angela	Approved	1/11/2021 - 9:17 AM
Budget Services	Winton, Peter	Approved	1/11/2021 - 9:36 AM
County Attorney	Swindle, Amanda	Approved	1/11/2021 - 4:30 PM
County Manager	Brady, Christine	Approved	1/12/2021 - 8:52 AM