



**AGENDA ITEM REPORT**

**DATE:** May 7, 2024  
**DEPARTMENT:** Utilities  
**REQUESTER:** Pamela Keyes  
**TITLE:** Award Annual Contract for Granular Activated Carbon and Absorption/Filtration Services

**I. MOTION REQUESTED**

- A) Award Invitation to Bid No. B240091AVR, Granular Activated Carbon (GAC) and Absorption/Filtration Services- Annual to Calgon Carbon Corporation on an as-needed basis, as approved in the department’s annual adopted budget for an initial term of three years and the option to renew for up to two additional years. 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 contract, for up to two 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(s).

**II. ITEM SUMMARY**

Awards a competitively bid contract to Calgon Carbon Corporation, the lowest responsive bidder, to provide labor, materials, equipment, and supervision for the supply of Granular Activated Carbon as well as the removal and disposal of spent carbon. The initial term of the agreement is for three years with the option to renew for up to two additional years. This product is used at the Olga Water Treatment Plant to remove tastes and odors prior to distribution to customers. Total expenditures for these services for the prior 12-month period were \$126,258.00.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

- A) Board Action and Other History  
Procurement Management obtained bids for the project, known as Invitation to Bid No. B240091AVR, Granular Activated Carbon (GAC) and Absorption/Filtration Services. On the bid deadline of March 18, 2024, Procurement Management received two bids. After analyzing the bid submittals, Calgon Carbon Corporation was determined to be the lowest responsive and responsible bidder.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis  
Granular Activated Carbon is used at the Olga Water Treatment Plant to remove tastes and odors prior to distribution to customers. The current contract for Granular Activated Carbon is \$2.20 per pound, and the new contract price is \$2.51 per pound, a 14% increase. Calgon Carbon Corporation is Lee County’s current vendor and has requested a total of two (2) price increases during the last contract term, stating they continue to experience escalated costs due to worldwide supply chain issues and increased labor and equipment costs. The annual contract with a price increase of 14% is estimated to add an additional \$17,676.12 for the term of the contract.

<b>Granular Activated Carbon- New Annual Contract &amp; Price Increase of 14%</b>						
		<b>Unit Price Comparison</b>		<b>Expenditure History</b>		
<b>ANNUAL CONTRACT</b>	<b>VENDOR</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>
<b>B190100</b> 5/07/19 – 5/06/24	Calgon Carbon Corp	Pound	\$ 2.20	\$ 0	\$ 0	\$126,258.00
				<b>Unit Price % Increase</b>	<b>Total Estimated Increase</b>	<b>Total Estimate for Contract Term</b>
<b>B240091</b> 5/07/24	Calgon Carbon Corp.	Pound	\$ 2.51	14%	\$ 17,676.12	\$143,934.12

- E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$143,934
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: Granular Activated Carbon for the Olga WTP Account Strings: OD5360148700	
G)	Fund Type?	Enterprise
H)	Comments:	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">2 - Bid Tab</a>	4/12/2024	Backup Material
<a href="#">3 - Vendor Executed Contract B240091AVR GAC</a>	4/12/2024	Agreement
<a href="#">Signature Authority</a>	4/25/2024	Backup Material
<a href="#">Price comparison</a>	4/25/2024	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Utilities	Tucker, Mary	Approved	4/25/2024 - 2:50 PM
Utilities	Keyes, Pamela	Approved	4/25/2024 - 2:57 PM
Budget Services	Guttery, Angela	Approved	4/26/2024 - 12:23 PM
Budget Services	Winton, Peter	Approved	4/26/2024 - 2:48 PM
County Attorney	Swindle, Amanda	Approved	4/29/2024 - 9:11 AM
County Manager	Mora, Marc	Approved	4/30/2024 - 12:10 PM