



AGENDA ITEM REPORT

DATE: May 4, 2021
DEPARTMENT: Utilities
REQUESTER: Pamela Keyes
TITLE: Award Annual Contract for Bulk Powdered Activated Carbon

I. MOTION REQUESTED

A) Award Invitation to Bid No. B200465DWJ, Bulk Powdered Activated Carbon – Annual, to primary vendor Donau Carbon US LLC and secondary vendor Jacobi Carbons Inc. for the purchase and delivery of bulk powdered activated carbon, on an as-needed basis, for an initial term of three years in the amount as approved in the department's 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 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 Donau Carbon US, LLC., as a primary vendor, and Jacobi Carbons, Inc., as a secondary vendor, as a result of a competitive bid solicitation to supply Bulk Powdered Activated Carbon. The County received four bids and selected the two lowest unit costs when using the product's performance factors 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 one (1) three-year (3) period, with the option to renew up to a term of three years. This product is used at the Olga Water Treatment Facility for the removal of tastes and odors prior to distribution. Total expenditures for these services for the prior twelve-month period was \$25,535.40.

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. B200465DWJ, Bulk Powdered Activated Carbon – Annual. On the bid deadline of December 3, 2020, Procurement Management received four submittals. The vendor's Powdered Activated Carbon samples were sent to Engineering Performance Solutions, LLC., an independent lab to determine the effectiveness at reducing tastes and odors in the Olga raw water. The report prepared by Engineering Performance Solutions, dated January 20, 2021, concluded that Donau Carbon US LLC, as a primary vendor, and Jacobi Carbons Inc., as a secondary vendor, were the lowest total cost when utilizing the product's performance factors.

Staff recommends awarding the annual contract to Donau Carbon US LLC as a primary vendor, and Jacobi Carbons Inc., as a secondary vendor. This is a 2.7% annual decrease of \$1,190.00 compared to the prior fiscal year's contracted price. Utilities budgets an annual amount based on the maximum yearly expected water production, and the actual expense may differ based on customer demand. Total expenditure for these services for the prior twelve-month period was \$25,535.40.

- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	\$27,000
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 Operating Project: Bulk Powdered Activated Carbon Account Strings: OD5360148700.505290	
G)	Fund Type?	Enterprise
H)	Comments:	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description

[Vendor Executed - Donau Carbon US LLC - B200465DWJ](#)[Vendor Executed - Jacobi Carbons, Inc - B200465DWJ](#)

Upload Date

3/9/2021

3/9/2021

Type

Contract

Contract

REVIEWERS:

Department

Utilities

Utilities

Budget Services

Budget Services

County Attorney

County Manager

Reviewer

Tucker, Mary

Keyes, Pamela

Guttery, Angela

Winton, Peter

Swindle, Amanda

Brady, Christine

Action

Approved

Approved

Approved

Approved

Approved

Approved

Date

4/22/2021 - 10:54 AM

4/22/2021 - 12:36 PM

4/22/2021 - 2:04 PM

4/23/2021 - 10:07 AM

4/23/2021 - 10:35 AM

4/26/2021 - 9:40 AM