



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee **Date:** February 15, 2024

From: Keith Miller, Director, Recreation and Sport Services **File:** 11-7143-00/Vol 01

Re: **Award of Contract 8273Q – Supply and Delivery of Pool Chemicals**

Staff Recommendation

1. That Contract 8273Q – Supply and Delivery of Pool Chemicals be awarded to DB Perks & Associates, ClearTech, and Univar Solutions for a three-year term for an aggregate value of \$1,331,700, excluding taxes, as described in the report titled, “Award of Contract 8273Q Supply and Delivery of Pool Chemicals”, dated February 15, 2024, from the Director, Recreation and Sport Services;
2. That the Chief Administrative Officer and the General Manager, Community Services, be authorized to extend the initial three-year contract, up to the maximum term of five years, for an additional value of \$1,003,300 excluding taxes; and
3. That the Chief Administrative Officer and General Manager, Community Services, be authorized to execute the contracts and all related documentation with DB Perks & Associates, ClearTech, and Univar Solutions.

Keith Miller
 Director, Recreation and Sport Services
 (604-247-4475)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department Purchasing	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

The City's current contract with the pool chemical suppliers, DB Perks & Associates (DB Perks) and ClearTech expires February 29, 2024. This report supports Council's Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance:

Responsible financial management and efficient use of public resources to meet the needs of the community.

4.2 Seek improvements and efficiencies in all aspects of City business.

This report supports Council's Strategic Plan 2022-2026 Focus Area #6 A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

6.1 Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.

Analysis

Procurement Process

The City issued a Request for Quotation 8273Q – Supply of Pool Chemicals (RFQ 8273Q) on November 24, 2023. RFQ 8273Q closed on December 22, 2023, and received five bids. The contract terms are indicated as an initial three-year term, renewable for up to two additional, one-year periods to a maximum of five years, upon agreement of both the City and the contractor.

Bidders were requested to provide a quotation based on required product mix and service capability to efficiently and cost-effectively supply quality products as per the requirements. Bids were assessed on experience, pricing, capacity, systems, customer service and sustainability.

Review

As a result of the analysis, DB Perks, ClearTech and Univar Solutions are the preferred suppliers.

ClearTech provided the lowest price for chlorine. DB Perks, ClearTech and Univar Solutions, in combination, are able to supply all stabilizing chemicals at the lowest price. No one bidder is able to provide all the required chemicals on their own.

Together, DB Perks, ClearTech and Univar Solutions provide the best value to the City. In RFQ 8273Q, a total of 16 chemicals were grouped into three categories. Bidders are providing pricing based on City estimated quantities.

Bidders that only provided pricing on specific chemicals are noted as a partial bid. Table 1 below outlines a summary of bids submitted for RFQ 8273Q.

Table 1: Summary of Bid for RFQ 8273Q

	Automated Aquatics	Brenntag	Cleartech	DB Perks	Univar Solutions
Bulk Chlorine & Balancing Chemicals	Not Included	\$240,845	\$146,749*	Not Included	\$31,890 (partial bid)
Stabilizing Chemicals & Filter Media	\$96,911	\$93,034 (partial bid)	\$83,137*	\$125,368	\$66,485* (partial bid)
Algaecide & Misc. Chemicals	\$141,463	Not Included	Not Included	\$112,032*	Not Included
Taylor Water Test Reagents	Not Included	Not Included	Not Included	\$15,000*	Not Included
Estimated Cost to the City **	Not Applicable	Not Applicable	\$209,228	\$127,032	\$14,780

*Recommended bidder of the product category.

**Chart totals will not add up as only required products from the respective bidder are included.

Pricing will be fixed for the first year of the contract, with an annual review occurring at each one-year interval with the contractors and the City to justify any price increase. A price increase will be a mutual decision between the City and the contractor with any increase or decrease in price supported by contractor documentation or market indexes. In the past five years, pool chemical contracts have shown an approximate five per cent annual increase. The total value of the initial three-year contract term is estimated at \$1,331,700, exclusive of taxes, including a yearly five per cent increase and 20 per cent contingency. The maximum five-year contract is estimated at \$2,335,000 which includes a yearly five per cent increase and a 20 per cent contingency for potential volume increases on chemicals required.

Financial Impact

None. Funding is available within the City’s Operating Budget and Consolidated Five Year Financial Plan.

Conclusion

Staff recommend that Contract 8273Q – Supply and Delivery of Pool Chemicals be awarded to DB Perks, ClearTech, and Univar Solutions as the successful bidders, as they represent the best value to the City. The initial contract term would be for a period of three years with the possibility to extend for two additional one-year terms, to a maximum of five years upon mutual consent of both parties. This is for an estimated total value of \$2,335,000.



Kirsten Close
Manager, Aquatics & Community Wellness
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