



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee **Date:** January 8, 2019

From: Elizabeth Ayers, Director, Recreation Services **File:** 11-7140-20-MCAL1/Vol 01

Re: **Award of Contract 6333Q - Supply and Delivery of Pool Chemicals**

Staff Recommendation

1. That staff be authorized to award a contract to Brenntag, ClearTech and DB Perks & Associates, for the supply and delivery of pool chemicals, as outlined in the staff report titled "Award of Contract 6333Q – Supply and Delivery of Pool Chemicals" dated January 8, 2019 from the Director, Recreation Services; and
2. That the Chief Administrative Officer and the General Manager, Community Services be authorized to execute, on behalf of the City, an agreement for the delivery of pool chemicals, as outlined in the staff report, with Brenntag, ClearTech and DB Perks & Associates.

Elizabeth Ayers
 Director, Recreation Services
 (604-247-4669)

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

Staff Report

Origin

The City's previous contract with the pool chemical suppliers, Brenntag, ClearTech and DB Perks & Associates, expired at the end of August 2018. This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.

This report supports Council's 2014-2018 Term Goal #4 Leadership in Sustainability:

Continue advancement of the City's sustainability framework and initiatives to improve the short and long term livability of our City, and that maintain Richmond's position as a leader in sustainable programs, practices and innovations.

4.2. Innovative projects and initiatives to advance sustainability.

Background and Analysis

For over 10 years, the City's Aquatic Services Department has been part of a co-operative purchasing arrangement with several other Lower Mainland Municipalities for the procurement of pool chemicals. In anticipation of the contract ending in 2018, staff researched prices for pool chemicals and determined that the City could get better pricing by issuing its own Request for Quotation (RFQ).

The City issued a request for quotation (RFQ) 6333Q – Supply of Pool Chemicals on August 15, 2018, and received four respondents. The contract terms are indicated as a three-year, renewable for up to an additional two, 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, as well as City requirements per RFQ 6333Q. As a result of the analysis, Brenntag, ClearTech and DB Perks & Associates are the preferred suppliers.

ClearTech provided the lowest price for chlorine and balancing chemicals, and are the only supplier to provide a WorkSafe Spill Response Procedure for bulk chemicals. DB Perks and ClearTech, in combination, are able to supply all stabilizing chemicals. Neither supplier is able to provide all the required chemicals on their own. Brenntag is the only supplier of Celaperl Filter Media and DB Perks is the only supplier able to provide Taylor Water Test Reagents.

Together, Brenntag, ClearTech and DB Perks provide the best value to the City. Table 1 outlines a summary of responses to RFQ 6333Q.

Table 1: Summary of Suppliers' Proposals to RFQ 6333Q

	Brenntag	ClearTech	DB Perks	Wood Wyant
Bulk Chlorine and Balancing Chemicals	\$145,441.00	\$135,484.00*	Not Included	Not included
Stabilizing Chemicals	Not Included	\$16,571.34* (partial)	\$38,398.90* (partial)	\$50,876.25 (partial)
Celaperl Filter Media	\$6,148.00*	Not Included	Not Included	Not Included
Taylor Water Test Reagents	Not Included	Not Included	\$15,000.00*	Not Included
Transportation	Included	No Charge	\$1,225.00*	No Charge
Emergency Spill Response Plan for Bulk Chlorine	Not Included	Included	NA	NA
Delivery Lead Time	Does not meet requirements	Meets Requirement	Meets Requirement	Meets Requirement
Total Cost of required products from each supplier.	\$6,148.00	\$152,055.34	\$54,623.90	\$0.00

*Recommended supplier of the product category.

Financial Analysis

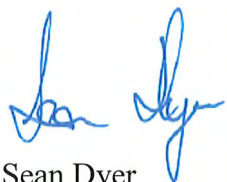
Pricing will be fixed for the initial one-year period, with an annual review occurring at each one-year period with the contractor and City to justify any price increase. A price increase will be a mutual decision between the City and the contractor with any increase or decrease in price supported by supplier documentation or market indexes. In the past five years, pool chemical contracts have shown an approximate three per cent annual increase. The approximate amount of the five-year contract is \$1.22 million. This is based on an average annual cost for pool chemicals and related supplies of \$212,000 for the past three years, plus a 15 percent increase to account for the larger pools at the Minoru Centre for Active Living.

Financial Impact

Funding is available and will be accommodated within the Annual Aquatics Operating Budget.

Conclusion

Staff recommend that contract 6333Q for the Supply and Delivery of Pool Chemicals be awarded to Brenntag, ClearTech and DB Perks & Associates as the successful bidders. The initial term would be for a period of three years with the possibility to extend for an additional two, one-year terms, to a maximum of five years upon mutual consent of both parties. This is for an estimated total value of \$1.22 million. If required, the contract may be extended beyond the five-year term on a month-by-month basis until such time that a new contract can be advertised and awarded.



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