

# Staff Summary Report



Council Meeting Date: 05/14/2009

Agenda Item Number: \_\_\_\_\_

**SUBJECT:** Request approval of a six-month contract with Mead Westvaco Specialty Chemicals for the purchase of Aqua Nuchar powdered activated carbon by the Water Utilities Department.

**DOCUMENT NAME:** 20090514fst03 PURCHASES (1004-01)

**COMMENTS:** (# WUD09-148-01) Total cost for this contract shall not exceed \$1,600,000.

**PREPARED BY:** Ted Stallings, CPPB, Procurement Officer, 480-350-8617

**REVIEWED BY:** Michael Greene, CPM, Central Services Administrator, 480-350-8516  
Don Hawkes, Water Utilities Manager, 480-350-2660

**LEGAL REVIEW BY:** David Park, Assistant City Attorney, 480-350-8505

**DEPARTMENT REVIEW BY:** Jerry Hart, Financial Services Manager, 480-350-6310

**FISCAL NOTE:** Sufficient funds have been appropriated in cost centers 3013 and 3014 for the anticipated expenditures in the current fiscal year.

**RECOMMENDATION:** Approve the contract.

**ADDITIONAL INFO:** Background Information

The purpose of this contract is to provide powdered activated carbon for the removal of total organic carbon as well as for taste and odor control in accordance with the Safe Drinking Water Act as regulated by the EPA. As noted above, this contract is only effective for six months so that the immediate needs of the City can be met. The City plans to re-solicit this requirement in the near future with revised specifications that could increase the competitive environment for this commodity and allow for a longer term contract.

Evaluation Process

The City received two bids in response to this solicitation. An evaluation committee composed of Water Utilities and Procurement staff reviewed the bids. Calgon Carbon Corporation was found to be non-responsive as the product bid did not meet the minimum specifications of the solicitation. Mead Westvaco was determined fully responsive to bid requirements and specifications.

Mead Westvaco Specialty Chemicals bid \$1,580.00 per ton for Aqua Nuchar powdered activated carbon.

## Vendor's Offer

It is REQUIRED that Bidder COMPLETE, SIGN and SUBMIT the original of this form to the City Procurement Office with the bid response offer. An unsigned "Vendor's Offer", late bid response and/or a materially incomplete response will be considered nonresponsive and rejected.

Bidder is to type or legibly write in ink all information required below.

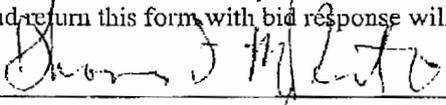
Company Name: <u>MWV Specialty Chemicals (MeadWestvaco)</u>		
Company Mailing Address: <u>5255 Virginia Avenue</u>		
City: <u>North Charleston</u>	State: <u>SC</u>	Zip: <u>29406-3615</u>
Contact Person: <u>Timothy Lord</u>	Title: <u>Sales Representative</u>	
Phone #: <u>702-860-6167</u>	FAX #: <u>843-740-2206</u>	E-mail: <u>carbon@mwv.com</u>
<u>Company Tax Information:</u>		
Arizona Transaction Privilege (Sales) Tax No.:	<u>07-675366-P</u>	or
Arizona Use Tax No.:	<u>---</u>	
Federal I.D. No.:	<u>31-1797999</u>	
City & State Where Sales Tax Is Paid:	<u>Glen Allen, Virginia</u>	
If a Tempe based firm, provide Tempe Transaction Privilege (Sales) Tax No.:	<u>n/a</u>	

### THIS BID IS OFFERED BY

Name of Authorized Individual (Type or Print in Ink) Thomas McPartland  
Title of Authorized Individual (Type of Print in Ink) Vice President, Carbon

### REQUIRED SIGNATURE OF AUTHORIZED OFFEROR (Must Sign in Ink)

By signing this offer, Bidder acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other bidder or potential bidder. In accordance with A.R.S. 35-397, the offeror hereby certifies that it does not have scrutinized business operations in Iran or Sudan. Failure to sign and return this form with bid response will be considered nonresponsive and rejected.

  
\_\_\_\_\_  
Signature of Authorized Offeror

4/23/2009  
\_\_\_\_\_  
Date

## Bid Questionnaire

Please note that as used in this Questionnaire, "Your" refers to Bidder's company. Please respond to all questions in an orderly manner.

1. What is the address of your facility that will provide the product requested?  
 2025 Beech Grove Rd, Wickliffe KY 42087 or Washington Street, Covington VA 24426 if needed.
 

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2. List three (3) customer references (government and/or large business preferred) for which your firm has provided the same product.
 

Company	Contact Person	Telephone #
Jordan Valley Water Conservancy District, Herriman Utah - Steve Blake		801-446-2203
City of Oklahoma	Jim Crawford	405-794-7778
Metro Water Services, Nashville TN	Gilbert Nave	615-862-7243
  
3. Will your company deliver the chemicals within the requested times as indicated in the specification section of this IFB?  
 Yes  No   
 What is your firm's delivery time for an emergency delivery? 4 days
  
4. Does your company have all required Federal, State, and local certifications, licenses, and permits required for the operation of the business?  
 Yes  No
  
5. Does the chemical(s) proposed meet or exceed all required AWWA Standards (latest editions)  
 Yes  No
  
6. Does the chemical(s) proposed meet or exceed all required NSF Standards (latest editions)  
 Yes  No
  
7. Does your company accept all terms and conditions?  
 Yes  No
  
8. If selected, will your company allow other government agencies within the Phoenix Metropolitan area to utilize this contract?  
 Yes  No
  
9. Attach Material Safety Data Sheets for each chemical proposed.

PRICE SHEET

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
1.	Activated Carbon, Aqua Nuchar Manufacturer <u>MWV Specialty Chemicals (MeadWestvaco)</u> Product I.D. <u>Aqua Nuchar</u>	2,000	Tons	\$ <u>1,580/ton</u>	\$ <u>3,160,000</u>

Note: Procurement cards accepted for payment ; Discover, American Express, Visa, MasterCard.

\* Applicable Tax 0 %

**\* State correct jurisdiction to receive sales tax on the Vendor's Bid Offer, form CS-P201 (B) included in this Invitation for Bid document.**

Less prompt payments discount terms of 0 % -- days/ or net thirty (30) days. (To apply after receipt and acceptance of itemized monthly statement.) For bid evaluation purposes, the City cannot utilize pricing discounts based upon payments being made in less than thirty (30) days from receipt of statement.

Ordering and Invoice Instructions

In order to facilitate internal control and accounting, each City Department will order and must be invoiced separately. Monthly invoices must be segregated by City Department number and mailed or delivered directly to the City Customer Department. For most materials, there will be between three (3) and six (6) ordering departments. At the time an order is placed, the Contractor must obtain the ordering department's cost center numbers for billing purposes. The use of the department's cost center numbers will be in addition to the purchase order number. Once a month, the Contractor shall submit a consolidated statement which shall itemize the invoice numbers, invoice date, invoice amounts, and the total amount billed to Accounting. Discount offering will be based upon days from receipt of the consolidated monthly statement. Invoice(s) shall not show previous balances.