

# Staff Summary Report



Council Meeting Date: 05-28-2009

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

**SUBJECT:** Request approval of nine-month contracts with Basic Chemical Solutions, LLC, Brenntag Pacific, Inc. and Hill Brothers Chemical Company for the purchase of water and wastewater treatment chemicals for the Water Utilities Department.

**DOCUMENT NAME:** 20090528fsts10                      **PURCHASES (1004-01)**

**COMMENTS:** (IFB 09-080) Total cost for this contract shall not exceed \$250,000.

**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, CPA, Financial Services Manager, 480-350-6310

**FISCAL NOTE:** Sufficient funds have been appropriated in cost centers 3013, 3014 and 3034 for the anticipated expenditures in the current fiscal year.

**RECOMMENDATION:** Approve the contracts.

**ADDITIONAL INFO:** Background Information

The City of Tempe maintains contracts for the procurement of water and wastewater treatment chemicals used by the Water Utilities Department

### Evaluation Process

The City received five bids in response to this solicitation. An evaluation committee composed of Water Utilities and Procurement staff reviewed the bids. Thatcher Company of Arizona and Univar USA, Inc. were found to be non-responsive as they required minimum order quantities which are not permitted per the specifications of the solicitation. The City has elected to establish a secondary supplier for item #4 - liquid caustic soda to ensure availability for product.

The vendors that submitted the lowest pricing and were determined to be responsive to bid requirements are recommended for award as follows:

#### Basic Chemical Solutions, LLC

- Item # 1 - Citric Acid - Primary award
- Item # 5 - Lime Slurry - Primary award

#### Brenntag Pacific, Inc.

- Item # 4 - Liquid Caustic Soda 25% - Primary award

#### Hill Brothers Chemical Company

- Item # 4 - Liquid Caustic Soda 25% - Secondary award

Item numbers 2 and 3 are not recommended for award as the City's need for these chemicals have changed.

Pricing Matrix

Item No.	Basic Chemical Solutions, LLC	Brenntag Pacific, Inc.	Hill Brothers Chemical, Co.
1. Citric Acid per pound	\$0.74	\$1.04	N/B
4. Liquid Caustic Soda per gallon	N/B	\$1.92	\$2.34
5. Lime Slurry per gallon	\$1.45	N/B	N/B

ORIGINAL

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: Basic Chemical Solutions, LLC

Company Mailing Address: 12522 Los Nietos Road

City: Santa Fe Springs, State: CA Zip: 90670

Contact Person: Mary Rose Gamber Title: Bid/Contract Specialist

Phone #: 562-309-2714 FAX #: 562-941-4655 E-mail: mgamber@basicllc.com

Company Tax Information:

Arizona Transaction Privilege (Sales) Tax No.: 07-666045-H or

Arizona Use Tax No.: \_\_\_\_\_

Federal I.D. No.: 22-3367517

City & State Where Sales Tax Is Paid: Redwood City, CA

If a Tempe based firm, provide Tempe Transaction Privilege (Sales) Tax No.: \_\_\_\_\_

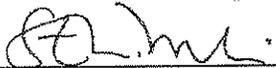
THIS BID IS OFFERED BY

Name of Authorized Individual (Type or Print in Ink) Stephen Molica

Title of Authorized Individual (Type of Print in Ink) Director of Mini-Bulk Sales, Western Region

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

3/3/09  
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?

Basic Chemical Solutions, LLC 2801 South 27th Ave., Phoenix, AZ 85009

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

Company	Contact Person	Telephone #
City of Tempe	Ted Stallings	480-350-8617
Roseville WTP	Bob Kalman	916-746-1802
East Bay Municipal Util.	Kathy Morris	510-287-0355

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? 8 to 10 hrs. depending on product and delivery location

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.

Pricing Section

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
1.	Citric Acid (bulk) Manufacturer <u>Archer Daniels Midland</u> Product I.D. <u>50% Citric</u> Packaging size as delivered: <u>Min. 2,500 gal deliveries</u> Delivery ARO <u>2 - 3 days from date of order</u>	50,000	Pounds	\$ <u>0.7379</u>	\$ <u>36,895.00</u>
2a.	3" Calcium Hypochlorite Tablets Manufacturer _____ Product I.D. _____ Packaging size as delivered: _____ Delivery ARO _____	5,000	Pounds	\$ _____	\$ <u>No Bid</u>
2b.	3" Calcium Hypochlorite Tablets Manufacturer : <u>Accu-Tab</u> Product I.D. _____ Packaging size as delivered: _____ Delivery ARO _____	5,000	Pounds	\$ _____	\$ <u>No Bid</u>
3.	Liquid Carbon Dioxide Manufacturer _____ Product I.D. _____ Packaging size as delivered: _____ Delivery ARO _____	2,700	Tons	\$ _____	\$ <u>No Bid</u>
4.	Liquid Caustic soda 25% (500 pound drums/tote) Manufacturer _____ Product I.D. _____ Packaging size as delivered: _____ Delivery ARO _____	6,000	Gallons	\$ _____	\$ <u>No Bid</u>

Pricing Section

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
5.	Lime Slurry (liquid lime) Manufacturer <u>Basic Chemical Solutions</u> Product I.D. <u>CBA/Lime Slurry</u> Packaging size as delivered: <u>Bulk Deliveries</u> Delivery ARO <u>2 - 3 days from Date of Order</u>	100,000	Gallons	\$ <u>1.45</u>	\$ <u>145,000.00</u>

\* Applicable Tax 8.3% Maricopa County

\* State correct jurisdiction to receive sales tax on the Vendor's Bid Offer, form CS-P201 (B) included in this Invitation for Bid document. BCS terms are Net 30 days

Less prompt payments discount terms of N/A% \_\_\_ days/ or net thirty (30) days. (To apply after receipt and acceptance of antemized 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.

## 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>Brenntag Pacific</u>		
Company Mailing Address:	<u>6750 W. Boston St.</u>		
City:	<u>Chandler</u>	State:	<u>AZ</u> Zip: <u>85226</u>
Contact Person:	<u>Dan Melia</u>	Title:	<u>Account Manager</u>
Phone #:	<u>(480)206-4114</u>	FAX #:	<u>(480)761-4644</u> E-mail: <u>dmelia@brenntag.com</u>
<u>Company Tax Information:</u>			
Arizona Transaction Privilege (Sales) Tax No.:	_____	or	_____
Arizona Use Tax No.:	<u>07-630402-Q</u>		
Federal I.D. No.:	<u>20-0552611</u>		
City & State Where Sales Tax Is Paid:	<u>Chandler, AZ</u>		
If a Tempe based firm, provide Tempe Transaction Privilege (Sales) Tax No.:	_____		

### THIS BID IS OFFERED BY

Name of Authorized Individual (Type or Print in Ink) Dan Melia

Title of Authorized Individual (Type of Print in Ink) Account Manager

### 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

2/26/09  
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?

6750 W. Boston St.  
Chandler, AZ 85226

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

Company	Contact Person	Telephone #
<u>City of Chandler</u>	<u>Carolee Stees</u>	<u>(480) 782-2405</u>
<u>City of Mesa</u>	<u>Jim Ruiz</u>	<u>(480) 644-2543</u>
<u>City of Scottsdale</u>	<u>Roger Carr</u>	<u>(480) 312-5300</u>

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? Next Day

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.

## Pricing Section

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
1.	Citric Acid (bulk) Manufacturer <u>Brenntag</u> Product I.D. _____ Packaging size as delivered: <u>Bulk</u> Delivery ARO <u>48 hrs</u>	50,000	Pounds	\$ <u>1.40/#</u>	\$ <u>70,000.00</u>
2a.	3" Calcium Hypochlorite Tablets Manufacturer <u>PPG</u> Product I.D. _____ Packaging size as delivered: <u>Bucket/Pail</u> Delivery ARO <u>48 hrs</u>	5,000	Pounds	\$ <u>1.89/#</u>	\$ <u>9,450.00</u>
2b.	3" Calcium Hypochlorite Tablets Manufacturer : Accu-Tab Product I.D. <u>PPG</u> Packaging size as delivered: <u>Bucket/Pail</u> Delivery ARO <u>48 hrs</u>	5,000	Pounds	\$ <u>2.03/#</u>	\$ <u>10,150.00</u>
3.	Liquid Carbon Dioxide Manufacturer _____ Product I.D. _____ Packaging size as delivered: _____ Delivery ARO _____	2,700	Tons	\$ <u>Ø</u>	\$ <u>Ø</u>
<i>No Bid Please</i>					
4.	Liquid Caustic soda 25% (500 pound drums/tote) Manufacturer <u>Brenntag</u> Product I.D. _____ Packaging size as delivered: <u>Drums</u> Delivery ARO <u>48 hrs</u>	6,000	Gallons	\$ <u>1.92/gal</u>	\$ <u>11,520.00</u>

## Pricing Section

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
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5.	Lime Slurry (liquid lime) Manufacturer _____ Product I.D. _____ Packaging size as delivered: _____ Delivery ARO _____	100,000	Gallons	\$ _____	\$ _____
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No Bid Please

\* Applicable Tax \_\_\_\_\_ %

\* 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 \_\_\_ % \_\_\_ 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.

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## Vendor's Offer

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

Company Name:	<u>Hill Brothers Chemical Company</u>		
Company Mailing Address:	<u>21620 N. 19th Avenue, Suite A-11</u>		
City:	<u>Phoenix</u>	State:	<u>AZ</u> Zip: <u>85027</u>
Contact Person:	<u>Rusty Mosher</u>	Title:	<u>Arizona Division Manager</u>
Phone #:	<u>623/879-9210</u>	FAX #:	<u>623/879-7390</u> E-mail: <u>phoenixsales@hillbrothers.com</u>
<u>Company Tax Information:</u>			
Arizona Transaction Privilege (Sales) Tax No.:	<u>07-009423-N</u>	or	
Arizona Use Tax No.:	_____		
Federal I.D. No.:	<u>95-0830560</u>		
City & State Where Sales Tax Is Paid:	<u>Phoenix, AZ</u>		
If a Tempe based firm, provide Tempe Transaction Privilege (Sales) Tax No.:	_____		

### THIS BID IS OFFERED BY

Name of Authorized Individual (Type or Print in Ink) Rusty Mosher  
Title of Authorized Individual (Type of Print in Ink) Arizona Division Manager

### 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]  
Signature of Authorized Offeror

3/2/09  
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?

4450 N. 42nd Avenue  
Phoenix, AZ 85019

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

Company	Contact Person	Telephone #
City of Scottsdale	Brian Smith	480/930-2700
City of Phoenix	Michelle Honea	602/495-5792
Arizona-American Water Co	Paul Malley	623/445-2482

3. Will your company deliver the chemicals within the requested times as indicated in the specification section of this IFB?

Yes XX No \_\_\_\_\_

What is your firm's delivery time for an emergency delivery? Emergency Service 24/7/365

4. Does your company have all required Federal, State, and local certifications, licenses, and permits required for the operation of the business?

Yes XX No \_\_\_\_\_

5. Does the chemical(s) proposed meet or exceed all required AWWA Standards (latest editions)

Yes XX No \_\_\_\_\_

6. Does the chemical(s) proposed meet or exceed all required NSF Standards (latest editions)

Yes XX No \_\_\_\_\_

7. Does your company accept all terms and conditions?

Yes XX No \_\_\_\_\_

8. If selected, will your company allow other government agencies within the Phoenix Metropolitan area to utilize this contract?

Yes \_\_\_\_\_ No XX

9. Attach Material Safety Data Sheets for each chemical proposed.

Pricing Section

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
1.	Citric Acid (bulk) Manufacturer _____ Product I.D. _____ Packaging size as delivered: _____ Delivery ARO _____	50,000	Pounds	\$ _____	\$ -No Bid-
2a.	3" Calcium Hypochlorite Tablets Manufacturer <u>Accu-Tab</u> Product I.D. <u>CC07000FO</u> Packaging size as delivered: <u>55 lb</u> Delivery ARO <u>1-2 Days</u>	5,000	Pounds	\$ <u>2.15</u>	\$ <u>10,750.00</u>
2b.	3" Calcium Hypochlorite Tablets Manufacturer : <u>Accu-Tab</u> Product I.D. <u>CC07000FO</u> Packaging size as delivered: <u>55 lb</u> Delivery ARO <u>1-2 Days</u>	5,000	Pounds	\$ <u>2.15</u>	\$ <u>10,750.00</u>
3.	Liquid Carbon Dioxide Manufacturer _____ Product I.D. _____ Packaging size as delivered: _____ Delivery ARO _____	2,700	Tons	\$ _____	\$ <u>No Bid</u>
4.	Liquid Caustic soda 25% (500 pound drums/tote) Manufacturer <u>Oxy</u> Product I.D. <u>CC12200LO</u> Packaging size as delivered: <u>565# drum</u> Delivery ARO <u>1-2 days</u>	6,000	Gallons	\$ <u>2.34</u>	\$ <u>14,040.00</u>

Pricing Section

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
5.	Lime Slurry (liquid lime) Manufacturer _____ Product I.D. _____ Packaging size as delivered: _____ Delivery ARO _____	100,000	Gallons	\$ _____	\$ <u>No Bid</u>

\* Applicable Tax 8.25%

\* 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 % 0 days/ or net thirty (30) days. (To apply after receipt and acceptance of anitemized 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

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