

**The Corporation of the City of Kawartha Lakes**  
**Council Report**

**Report Number PUR2019-043**

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**Date:** November 19, 2019  
**Time:** 1:00 p.m.  
**Place:** Council Chambers

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**Ward Community Identifier:** Ward 5 and Ward 6

**Title:** 2019-96-OQ Supply and Delivery of Sodium Hypochlorite

**Author and Title:** Kristy Wilson, Junior Buyer  
**Co-Author and Title:** Robert MacPherson

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**Recommendation(s):**

**That** Report PUR2019-043, Request for Quotation 2019-96-OQ Supply and Delivery of Sodium Hypochlorite, be received;

**That** Lavo be selected for the award of 2019-96-OQ Supply and Delivery of Sodium Hypochlorite for a five year term, at the quotation price of \$28,451.69 annually, plus HST; and

**That** subject to receipt of the requested documents, that the Mayor and City Clerk be authorized to sign the agreement.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

The Lindsay Water Treatment Plant and Thornhill Reservoir utilize a number of chemicals as part of their treatment processes. Sodium Hypochlorite is a critical chemical used for effective disinfection at both the Lindsay Water Treatment Plant and the Thornhill Reservoir. Sodium Hypochlorite is delivered in bulk to both locations as a liquid.

Request for Quotation (RFQ) 2019-96-OQ Supply and Delivery of Sodium Hypochlorite was released and advertised in accordance with the Purchasing Policy.

The RFQ closed on Thursday October 17, 2019 and was opened in public by Andy Letham, Major and Kristy Wilson, Junior Buyer.

Quotations were received from the following:

Company Name	Total Amount read out at opening
Lavo	\$28,451.69
UBA Inc	\$32,595.74

In accordance with the purchasing policy, the results of a competitive procurement process are considered to be irregular when fewer than three submissions are received. The award of an irregular bid shall be approved in accordance with the Table of Authority, in this case, Council approval is required as the spend is over \$100,000.00.

Lavo is the lowest compliant quotation; references were checked and found to be favorable.

## **Rationale:**

Staff recommends that Lavo be selected for the award of 2019-96-OQ Supply and Delivery of Sodium Hypochlorite for a five year term, at the quotation price of \$28,451.69 annually, plus HST.

## **Other Alternatives Considered:**

No other alternative is being considered as the competitive procurement process was followed and the lowest compliant bid is being recommended.

## **Financial/Operation Impacts:**

Funding for the supply and delivery of the sodium hypochlorite is through the Water and Wastewater operating budget. Adequate funding has been accounted

for in the 2020 budget and staff will ensure that there is sufficient funding for in subsequent years.

Pricing for the supply and delivery of each chemical is for a five year term, expiring December 31, 2024, with prices being held firm for the first year of the contract. Any requested price change for the remaining terms of the agreement shall be no more than the most current, posted CPI rate.

### **Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:**

This report directly addresses "Goal 3 - A Healthy Environment; Objective 3.1: A healthier environment; Action 3.1.6: Protect & enhance water quality' of the Strategic Plan. Sodium Hypochlorite is utilized during an important step in the treatment process to ensure a superior water quality and to protect the overall community health.

The report also addresses the City's values of Excellence and Results which ties into Enabler 3 "Municipal Service Excellence" as the supply and delivery of liquid sodium hypochlorite will allow the City staff to continue to deliver affordable and efficient water services to the residents of Lindsay.

### **Consultations:**

Supervisor, Water and Wastewater Operations

**Department Head E-Mail:** [brobinson@kawarthalakes.ca](mailto:brobinson@kawarthalakes.ca)

**Department Head:** Bryan Robinson

**Department File:** 2019-96-OQ