

### Special meeting of the **Spokane Park Board Minutes**

4:00 p.m. Monday, August 21, 2023 Lilac Conference Room, 1st floor City Hall, and WebEx virtual meeting

#### **Park Board Members**

- X Bob Anderson President
- X Gerry Sperling Vice President
- X Jason Conley Acting Secretary Nick Sumner (absent/excused)
- X Greta Gilman
- X Sally Lodato
- X Jennifer Ogden Barb Richey (absent/excused)
- X Hannah Kitz Kevin Brownlee (absent/excused)
- X Christina VerHeul Jonathan Bingle - City Council liaison (absent/excused)

#### **Parks Staff**

Guests Jennifer Papich

Kris Behr Sarah Deatrich

#### **MINUTES**

- 1. Roll call – Bob Anderson The meeting was called to order at 4:00 p.m. See above for attendance.
- 2. **Public comment/correspondence:** None

#### 3. Special discussion/Action item

A. Increase Oxarc Chemical Value Blanket from not to exceed \$103,000 to not to exceed \$135,000 including tax and freight for the remainder of the contract. – Jennifer Papich

The Recreation Department is in the third year of a five-year value blanket contract with Oxarc to provide necessary pool chemicals. The 2023 value blanket has been exhausted because of increased pricing; therefore, additional funds are needed to keep City pools treated and open for the remainder of the season. Due to the raised prices, Recreation is requesting an increase from not to exceed \$103,000 to \$135,000 including tax and freight, annually, for the remainder of the contract.

Jennifer Ogden questioned whether this increase will be sufficient. Jennifer Papich responded this amount is more than enough to get through the rest of the 2023 season. Barring any additional fee increases from Oxarc this amount should be sufficient for 2024 as well, though unforeseen circumstances may affect this calculation. A new contract for pool chemicals will go out to bid in 2025.

Bob Anderson questioned if more chemicals are being used or if the increased funding is solely due to pricing. Jennifer Papich confirmed the request is completely due to rising costs.

Greta Gilman asked if Oxarc has any competition for this contract. Jennifer Papich replied that Oxarc is the only supplier of liquid chlorine in the Spokane area, and to receive chemicals from a company across the state would be more costly; however, at the end of the Value Blanket we do issue an RFP through purchasing to solicit any interested parties.

**Motion #1**: Bob Anderson moved to increase the Oxarc Chemical Value Blanket from not to exceed \$103,000 to not to exceed \$135,000 including tax and freight for the remainder of the contract.

Greta Gilman seconded.

The motion passed unanimously (7-0 vote).

4. **Adjournment**: The meeting was adjourned at 4:08 p.m.

Minutes approved by:

Jason Conley, Acting Park Board Secretary

# Spokane Park Board Briefing Paper



	1					•
Committee	Recreation Com	nmittee	Comm	nittee meeting date:		
Requester	Jennifer Papich			Phone number: 5		
Type of agenda item	Consent	Discussion	ı	○ Information		Action
Type of contract/agreement	New O Rei	newal/ext. 🔘	Lease	Amendment/chang	e order	Other
City Clerks file (OPR or policy #)	OPR 2020-0202	 2				
Master Plan Goal, Objective, Strategy	Goal K Obj. 5 (	(Maint & Care)	Mas	ter Plan Priority Tier:	Tier 1	
(Click <b>HERE</b> for link to the adopted plan)			(pg. 1	71-175)		
Item title: (Use exact language noted on the agenda)				ket from not to exceed \$ eight for the remainder o		
Begin/end dates	Begins: 08/15/2	2023	Ends:	12/31/2025	0	6/01/2525
Background/history:						
Chemicals are needed to maintain third year of a five-year value bland 2023 value blanket Recreation has increases we are requesting that the including tax and freight annually for the second	ket contract w s been exhaus he not to exce	rith Oxarc to posted due to in seed amount is	provid icreas s incre	le our needed pool c sed pricing. Due to tl eased from \$103,000	hemica hese pi	als. The ricing
Motion wording: Approve increasing the Oxarc Chemical		_	ount to	\$135,000 for remaining	life of th	ie contract.
Approvals/signatures outside Parks:  If so, who/what department, agency or co	O Yes	<ul><li>No</li></ul>				
Name:	Email address	s:		Phone:		
Distribution:						
Parks – Accounting		tprince@	уѕрока	anecity.org		
Parks – Sarah Deatrich						
Requester: Jennifer Papich						
Grant Management Department/Name:						
Fiscal impact:   Expenditure	Revenue					
Amount:   \$135,000		Budget code: 1400-54150-3	25203			
		1400-34130-3	,5205			
(or \$32,000) additional to contract						
Vendor: • Existing vendor	New vendo	or				
Supporting documents:			for	, contro et o vo /	uond	
Quotes/solicitation (RFP, RFQ, RFB) Contractor is on the City's A&E Roster - C	City of Spokane	<b>—</b>		v contractors/consultants/v for new contractors/consul		undors
✓ UBI: 328-037-121 Business license exp		/24 J Insura		ertificate (min \$1 million in		

### **Oxarc Chemical Value Blanket Pricing**

Description	VB price	unit	2023 price	Per Unit Increase in price	Average seasonal qty. needed	Total \$ increase	
Calcium Hypochlorite	\$225.75	100 lb bucket	\$376.92	\$151.17	8	\$1,209.36	]
sodium bicarbonate	\$24.00	per 50 lb bag	\$30.00	\$6.00	300	\$1,800.00	]
calcium chloride	\$18.50	per 50 lb bag	\$27.69	\$9.19	96	\$882.43	]
cyanuric acid	\$90.75	per 50 lb bag	\$194.75	\$104.00	18	\$1,872.00	]
sodium hypochlorite	\$2.41	per gallon	\$4.80	\$2.39	17,900	\$42,781.00	***
hydrochloric acid	\$3.10	per gallon	\$3.97	\$0.87	8,000	<u>\$6,928.00</u>	****

## AGENDA SHEET FOR PARK BOARD MEETING OF: Feb. 13, 2020 City of Spokane DADVC

MOLINDATON			- (4)	MANO
Submitting Division Parks & Recreation		Phone No.	VV.	RECREATION
Parks & Recreation	Josh Oakes	363-5407		
Department: Fi	nance Operations V Recreation/Golf	Riverfront Park	CLERKS' FILE	DPR 2020 -
Committee /	nance Golf Land Recreation Ri	vertrent THETC	RENEWAL	0202
Committee: [V ] Fi	Tance Golf GLand Recreation GR	veriloni	CROSS REF	
Type of contract:	New Renewal Amendment Ext	ension Other	BID	
Beginning date: 04	/01/2020 Expiration date: 12/31/2020	_ Open ended	REQUISITION	
AGENDA WORDIN	IG:			
Oxarc aquatics	chemical value blanket (not to exceed \$103	,000, including fre	eight and tax)	EN/ED
			REC	EIVED
			FEB	19 2020
BACKGROUND: (Attach additional s	hoet if nacessary)		CITY CLE	RK'S OFFICE
Chemicals are need	ed to maintain water balance at the City pools. The prev	ious value blanket exp	ired 12/31/2019 an	nd bid responses
the bid comparison to	e 2020 season. There were two bid responses, one from pricing sheet for the various chemicals. Based on the bid	ls, Oxarc came in as the	ne low bidder. If ap	proved, the City will
purchase chemical s for five years.	upplies from Oxarc annually in the amount not to exceed	d \$103,000, including	tax and freight, with	n the option to renev
RECOMMENDATION	ON:			
	e granting Oxarc the pool chemical value bl		unt not to exce	ed \$103,000,
including tax an	d freight, with the option to renew for five ye	ears.		
ATTACHMENTS: I	nclude in packets. See back of Agenda Sheet for specific	supporting document re	equirements.	
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SIGNATURES:		.1	11 11	
-last ()	A Outor	2	1471	
Requester - Josh	Oakes Dept. Manager Jehn For Pa	pick Director of Pa	arks & Recreation	- Garrett Jones
Manual Property of the Control of th	3 Dept. Wallager Scrool of the	Silver Silver		
O / / Jo	Marin Christian Bat Batter			
Parks Accounting –		- D. D		
DISTRIBUTION:	Parks: Accounting	Thea Prince - Prince	urcnasing	
	Parks: Pamela Clarke	Jennifer Papich		
	Budget Manager:			_
	Requester: Josh Oakes			
PARK BOARD ACT	TION: APPROVED BY SPOKANE	PARK BOARD		
	100			
	President	Vennifer	Doden	
	Feb. 13, 2020		Jour,	

Fiscal Impact Expenditure: \$103,000, including tax and freight	<u>1400-54150-35203</u>
Revenue:	
Existing vendor New vendor – If so, p	please include vendor packet
Supporting documents:  Quotes/Solicitation (RFP, RFQ, RFB)	
Contractor is on the City's A&E Roster City of Spokane  Spokane Business registration expiration date:  9-30-2020  UBI#: 328-037-121	W-9 (for new contractors/consultants/vendors)  ACH Forms (for new contractors/consultants/vendors)  Insurance Certificate (minimum \$1 million in General Liability)

# Spokane Park Board Briefing Paper



Committee	Finance				
Committee meeting date	Feb. 11, 2	020			
Requester	Josh Oake	es	Phone nu	mber: 509-363	-5407
Type of agenda item	Conser	nt O Discussion	O Informat	ion	O Action
Type of contract/agreement	New	O Renewal/extens	ion O Amendment	/change order	O Other
City Clerks file (OPR or policy #)					
Item title: (Use exact language noted on the agenda)	Oxarc aqu and tax)	atics chemical value	blanket (not to exceed	\$103,000, inclu	uding freight
Begin/end dates	Begins: 04	1/01/2020	Ends: 12/31/2020		Open ended
Background/history: Chemicals are needed to maintain water responses were collected for the 2020 se Water Aquatics. Attached is the bid comp as the low bidder. If approved, the City w \$103,000, including tax and freight, with the Motion wording: Motion wording: Move to approve granting Oxarc the pool	ason. There arison prici larison prici ill purchase he option to chemical v	e were two bid respong sheet for the various chemical supplies from the renew for five years	nses, one from Oxarc, us chemicals. Based o om Oxarc annually in t	and the other fron the bids, Oxa	rom Pure arc came in to exceed
freight, with the option to renew for five ye					
Approvals/signatures outside Parks:	O Yes	<b>●</b> No			
If so, who/what department, agency or co					
Name:	Email ad	dress:		Phone:	
Distribution:		Jennifer	Papich - Recreation		
Parks – Accounting			nce - Purchasing		
Parks – Pamela Clarke					
Requester: Josh Oakes Grant Management Department/Name:					
	0.5				
Fiscal impact:  Expenditure	Reve				
Amount: \$103,000, including tax and freight		Budget code: 1400-54150-3	5203		
Tros,000, moteoning textend motions		1100 01100 0			
Vendor:	○ New	vendor			
Supporting documents:  Quotes/solicitation (RFP, RFQ, RFB)  Contractor is on the City's A&E Roster - C	ity of Spokar	W-9 (f	or new contractors/cons orms (for new contractor	rs/consultants/ve	

Reference Number	Description	MON	Quantity	OXARC	Pure Water Aquatics
#1	CALHYPO 100 LB BUCKETS (NO 50 LB BUCKETS)	Buckets	22	\$1,176.25	\$933.35
#2	SODIUM THIOSULFATE 50 LB BAGS	Bags	20	\$559.26	\$1,045.00
#3	MURATIC ACID 4 GAL BOTTLES/BOX	ВОХ	20	\$600.00	\$539.00
#4	SODIUM BICARBONATE 50 LB BAGS	BAG	300	\$7,353.60	\$5,577.00
45	SODIUM HYPOCHLORITE 12.5% - 40% 55 GAL	BARRELS	20	\$8,452.50	\$8,065.50
9#	MURATIC ACID 55 GAL	BARRELS	20	\$4,950.00	\$5,220.00
47	CALCIUM CHLORIDE 50 LB BAGS	BAGS	96	\$2,363.04	\$2,592.00
8#	CYANURIC ACID 50 LB BAGS	BAGS	18	\$1,791.83	\$1,659.60
#9 BULK DELIVERY	SODIUM HYPOCHLORITE - 12/5%	GALLONS	17,000.00	\$40,970.00	\$93,330.00
#10 BULK DELIVERY	HYDROCHLORIC ACID - 15%	GALLONS	8,000.00	\$24,800.00	\$94,000.00
#11	Delivery Fee - if any	ea	Н	\$0.00	
Total				\$93,016.48	\$212,961.45

RECEIVED

AGENDA SI	HEET FOR PARK	K BOARD MEETI	NG OF: Dec. 13	, 2018 DE	GPOKZQ18
Submitting Division Parks & Recreation		ontact Person osh Oakes	Phone No. 509-363-54	CITY 0	ARKS STREET STREET
Department:	Finance Operation	ns Recreation/Go	Riverfront F	ark CLERKS' FILE RENEWAL	OPR 2013-0232
Committee:	Finance Golf	Land Recreation	Riverfront U	FTC CROSS REF	
Type of contract:	New Renewa	al Amendment	Extension Of	her BID	
Beginning date: 3	/1/2019 Expi	ration date: 12/31/201	Open ended	REQUISITION	
AGENDA WORD	ING:				
Oxarc supplies renewal of the	chemicals needed initial three year Val	to maintain water ba lue Blanket that expir	lance at the City (red 12/31/2018. \	pools. This is the so alue Blanket is wo	econd one-year rth \$102,927.79
BACKGROUND: (Attach additional	sheet if necessary)				
Attached is the	pricing sheet for the	e various chemicals t	the City would pu	rchase from Oxarc	,
	e-year renewal of th	e Oxarc Pool Chemi			
	Purchase Requisition	ack of Agenda Sheet for spe on and quote	eme supporting bocum	ent requirements.	
Requester - Josh	m)	pt Manager Jennifer 6  May Library  Jennifer 6  Pat Delten	apich Dir	ector of Parks & Rec -	Leroy Eadie
7	•	gai Dept. — Par Danon—			
DISTRIBUTION:	Parks: Accounting Parks: Pamela Clarke		-		
	Budget Manager:	*			
	Requester:				
PARK BOARD AC	TION:	APPROVED BY THE S	POKANE PARK BO	ARD	
		6			
		Preside	ent	v	
		Dec. 13,	2018		

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1.	5 buckets	CALHYPO 100 lb buckets (No 50 lb buckets)	\$225.75	\$1,128.75
2.	20 bags	SODIUM THIOSULFATE 50 lb bags	\$25.00	\$500.00
3.	20 boxes	MURATIC ACID 4 gai bottles/box	\$30.00	\$600.00
4.	20 bags	SODA ASH 50 lb bags	\$21.15	\$423.00
5.	300 bags	SODIUM BICARBONATE 50 lb bags	\$24.00	\$7,200.00
6.	50 barrels	SODIUM HYPOCHLORITE 12.5% - 40% 55 gal	\$169.05	\$8,452.50
7.	20 barrels	MURATIC ACID 55 gal	\$247.50	\$4,950.00
8.	96 bags	CALCIUM CHLORIDE 50 th bags	\$18.50	\$1,776.00
9.	18 bags	CYANURIC ACID 50 lb bags	\$90.75	\$1,633.50
		BULK DELIVERY		
10.	17,900 gallons	SODIUM HYPOCHLORITE - 12.5%	\$2.41	\$43,139
11.	8000 gallons	HYDROCHLORIC ACID - 15%	\$3.10	\$24,800.00
		SUBT	OTAL:	\$94,602.75
WA SALES	S TAX (8.8 %)			\$8,325.04
		GRA	ND TOTAL:	\$102,927.79
	ee - \$25.00 pe	r stop stop or how delivery fee is charged/calculated		