



**Special meeting of the  
Spokane Park Board Minutes**  
4:00 p.m. Monday, August 21, 2023  
Lilac Conference Room, 1<sup>st</sup> 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**

- Jennifer Papich
- Kris Behr
- Sarah Deatrich

**Guests**

**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  
Jason Conley, Acting Park Board Secretary

updated: 04/24/2023 12:57pm

### 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
<b>sodium hypochlorite</b>	<b>\$2.41</b>	<b>per gallon</b>	<b>\$4.80</b>	<b>\$2.39</b>	<b>17,900</b>	<b><u>\$42,781.00</u></b> ****
<b>hydrochloric acid</b>	<b>\$3.10</b>	<b>per gallon</b>	<b>\$3.97</b>	<b>\$0.87</b>	<b>8,000</b>	<b><u>\$6,928.00</u></b> ****

# AGENDA SHEET FOR PARK BOARD MEETING OF: Feb. 13, 2020



Submitting Division  
Parks & Recreation

Contact Person  
Josh Oakes

Phone No.  
363-5407

Department: ☐ Finance ☐ Operations ☒ Recreation/Golf ☐ Riverfront Park

Committee: ☒ Finance ☐ Golf ☐ Land ☐ Recreation ☐ Riverfront ☐ UFTC

Type of contract: ☒ New ☐ Renewal ☐ Amendment ☐ Extension ☐ Other

Beginning date: 04/01/2020 Expiration date: 12/31/2020 Open ended ☐

CLERKS' FILE	OPR 2020 -
RENEWAL	0202
CROSS REF	
ENG	
BID	
REQUISITION	

## AGENDA WORDING:

Oxarc aquatics chemical value blanket (not to exceed \$103,000, including freight and tax)

RECEIVED

FEB 19 2020

CITY CLERK'S OFFICE

## BACKGROUND:

(Attach additional sheet if necessary)

Chemicals are needed to maintain water balance at the City pools. The previous value blanket expired 12/31/2019 and bid responses were collected for the 2020 season. There were two bid responses, one from Oxarc, and the other from Pure Water Aquatics. Attached is the bid comparison pricing sheet for the various chemicals. Based on the bids, Oxarc came in as the low bidder. If approved, the City will purchase chemical supplies from Oxarc annually in the amount not to exceed \$103,000, including tax and freight, with the option to renew for five years.

## RECOMMENDATION:

Move to approve granting Oxarc the pool chemical value blanket in the amount not to exceed \$103,000, including tax and freight, with the option to renew for five years.

**ATTACHMENTS:** Include in packets. See back of Agenda Sheet for specific supporting document requirements.

## SIGNATURES:

Requester - Josh Oakes

Dept. Manager Jennifer Papich

Director of Parks & Recreation - Garrett Jones

Parks Accounting - Megan Qureshi

Legal Dept. - Pat Dalton

## DISTRIBUTION:

Parks: Accounting

Parks: Pamela Clarke

Budget Manager:

Requester: Josh Oakes

Thea Prince - Purchasing

Jennifer Papich

PARK BOARD ACTION:

APPROVED BY SPOKANE PARK BOARD

President

Feb. 13, 2020

Jennifer Ogden

<u>Fiscal Impact</u>	<u>Budget Account</u>
<b>Expenditure:</b>	
\$103,000, including tax and freight	1400-54150-35203
<b>Revenue:</b>	

☐

Existing vendor

☐

New vendor – If so, please include vendor packet

☐

### Supporting documents:

☐

Quotes/Solicitation (RFP, RFQ, RFB)

☐

W-9 (for new contractors/consultants/vendors)

☐

Contractor is on the City's A&E Roster City of Spokane

☐

ACH Forms (for new contractors/consultants/vendors)

☒

Spokane Business registration expiration date: 9-30-2020

☐

Insurance Certificate (minimum \$1 million in General

UBI#: 328-037-121

Liability)

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Finance		
<b>Committee meeting date</b>	Feb. 11, 2020		
<b>Requester</b>	Josh Oakes	<b>Phone number:</b> 509-363-5407	
<b>Type of agenda item</b>	<input checked="" type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action		
<b>Type of contract/agreement</b>	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
<b>City Clerks file (OPR or policy #)</b>			
<b>Item title:</b> (Use exact language noted on the agenda)	Oxarc aquatics chemical value blanket (not to exceed \$103,000, including freight and tax)		
<b>Begin/end dates</b>	Begins: 04/01/2020    Ends: 12/31/2020 <input type="checkbox"/> Open ended		
<b>Background/history:</b> Chemicals are needed to maintain water balance at the City pools. The previous value blanket expired 12/31/2019 and bid responses were collected for the 2020 season. There were two bid responses, one from Oxarc, and the other from Pure Water Aquatics. Attached is the bid comparison pricing sheet for the various chemicals. Based on the bids, Oxarc came in as the low bidder. If approved, the City will purchase chemical supplies from Oxarc annually in the amount not to exceed \$103,000, including tax and freight, with the option to renew for five years.			
<b>Motion wording:</b> Move to approve granting Oxarc the pool chemical value blanket in the amount not to exceed \$103,000, including tax and freight, with the option to renew for five years.			
<b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
<b>Distribution:</b> Parks – Accounting    Jennifer Papich - Recreation Parks – Pamela Clarke    Thea Prince - Purchasing Requester: Josh Oakes Grant Management Department/Name: _____			
<b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$103,000, including tax and freight    Budget code: 1400-54150-35203			
<b>Vendor:</b> <input type="radio"/> Existing vendor <input type="radio"/> New vendor <b>Supporting documents:</b> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> UBI: 328-037-121 Business license expiration date: 9-30-2020 <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

Reference Number	Description	UOM	Quantity	OXARC	Pure Water Aquatics
#1	CALHYPO 100 LB BUCKETS (NO 50 LB BUCKETS)	Buckets	5	\$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	BOX	20	\$600.00	\$539.00
#4	SODIUM BICARBONATE 50 LB BAGS	BAG	300	\$7,353.60	\$5,577.00
#5	SODIUM HYPOCHLORITE 12.5% - 40% 55 GAL	BARRELS	50	\$8,452.50	\$8,065.50
#6	MURATIC ACID 55 GAL	BARRELS	20	\$4,950.00	\$5,220.00
#7	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	1	\$0.00	
Total				\$93,016.48	\$212,961.45

RECEIVED

**AGENDA SHEET FOR PARK BOARD MEETING OF:** Dec. 13, 2018



Submitting Division  
Parks & Recreation

Contact Person  
Josh Oakes

Phone No.  
509-363-5407

Department: ☐ Finance ☐ Operations ☒ Recreation/Golf ☐ Riverfront Park

Committee: ☐ Finance ☐ Golf ☐ Land ☒ Recreation ☐ Riverfront ☐ UFTC

Type of contract: ☐ New ☐ Renewal ☐ Amendment ☐ Extension ☐ Other

Beginning date: 3/1/2019 Expiration date: 12/31/2019 Open ended ☐

CLERKS' FILE	OPR 2013-0232
RENEWAL	
CROSS REF	
ENG	
BID	
REQUISITION	

**AGENDA WORDING:**

Oxarc supplies chemicals needed to maintain water balance at the City pools. This is the second one-year renewal of the initial three year Value Blanket that expired 12/31/2018. Value Blanket is worth \$102,927.79

**BACKGROUND:**

(Attach additional sheet if necessary)

Attached is the pricing sheet for the various chemicals the City would purchase from Oxarc.

**RECOMMENDATION:**

Approve the one-year renewal of the Oxarc Pool Chemical Value Blanket for 2019

**ATTACHMENTS:** Include in packets. See back of Agenda Sheet for specific supporting document requirements.

Attached is the Purchase Requisition and quote

**SIGNATURES:**

Requester - Josh Oakes

Dept. Manager Jennifer Papich

Director of Parks & Rec - Leroy Eadie

Parks Accounting - Megan Qureshi

Legal Dept. - Pat Dalton

**DISTRIBUTION:**

Parks: Accounting

Parks: Pamela Clarke

Budget Manager:

Requester: \_\_\_\_\_

_____
_____
_____
_____

PARK BOARD ACTION:

APPROVED BY THE SPOKANE PARK BOARD

\_\_\_\_\_  
President  
\_\_\_\_\_  
Dec. 13, 2018  
\_\_\_\_\_

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1.	5 buckets	CALHYPO 100 lb buckets <u>(No 50 lb buckets)</u>	\$225.75	\$1,128.75
2.	20 bags	SODIUM THIOSULFATE 50 lb bags	\$25.00	\$500.00
3.	20 boxes	MURATIC ACID 4 gal 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	\$189.05	\$8,452.50
7.	20 barrels	MURATIC ACID 55 gal	\$247.50	\$4,950.00
8.	96 bags	CALCIUM CHLORIDE 50 lb bags	\$18.50	\$1,776.00
9.	18 bags	CYANURIC ACID 50 lb bags	\$90.75	\$1,633.50
		<b><u>BULK DELIVERY</u></b>		
10.	17,900 gallons	SODIUM HYPOCHLORITE - 12.5%	\$2.41	\$43,139
11.	8000 gallons	HYDROCHLORIC ACID - 15%	\$3.10	\$24,800.00
<b>SUB TOTAL:</b>				\$94,602.75
<b>WA SALES TAX (8.8 %)</b>				\$8,325.04
<b>GRAND TOTAL:</b>				\$102,927.79
<b>Delivery Fee - \$25.00 per stop</b>				
<b>list if delivery fee is per stop or how delivery fee is charged/calculated</b>				