



CITY OF REDMOND

CITY HALL
411 SW 9th STREET
REDMOND, OR 97756
541.923.7710
FAX: 541.548.0706
info@redmondoregon.gov
redmondoregon.gov

CITY COUNCIL

May 23, 2023
Civic Rooms 207/208 • 411 SW 9th Street

COUNCIL MEMBERS

Ed Fitch
Mayor

Cat Zwicker
Council President

Tobias Colvin
Councilor

Clifford Evelyn
Councilor

John Nielsen
Councilor

Kathryn Osborne
Councilor

Shannon Wedding
Councilor

MAY 23, 2023

SPECIAL MEETING AGENDA

6:00 PM

- I. CALL TO ORDER / ESTABLISH A QUORUM**
- II. CONSENT AGENDA**
 - A. Blue Star and Gold Star Families City Proclamation
- III. BID AWARDS / BID REJECTIONS**
 - A. Wastewater Treatment Plant Chemicals Bid Award : \$1,015,000
- IV. PRESENTATIONS**
 - A. City Council and City Parks Committee Joint Worksession
- V. ADJOURN**

Regular Council meetings are broadcast live on COTV11 – BendBroadband Channel 11 beginning at 6:00 p.m. on the 2nd and 4th Tuesdays of each month. Rebroadcasts are scheduled for the non-meeting Tuesdays at 6:00 p.m.

The City of Redmond encourages all citizens to participate in its programs and activities. This meeting location is accessible to people with disabilities. Requests for accommodation may include sign language interpreter service, assistive listening devices, materials in an alternate format or any other accommodation. If any accommodations are needed, please contact the ADA Coordinator at 541-504-3036 or access@redmondoregon.gov. Requests should be made as soon as possible, but at least 3 business days prior to the scheduled meeting.

The City of Redmond does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities

City of Redmond PROCLAMATION

A proclamation declaring Redmond, Oregon, as a **BLUE STAR AND GOLD STAR FAMILIES CITY**

WHEREAS, on June 23, 1936, the United States Congress designated the last Sunday in September as Gold Star Mother's Day and recently redesignated it as Gold Star Mother's and Family's Day; and

WHEREAS, the name, Gold Star Mother's, was derived from the custom of military families displaying a service flag at their front window during World War I with that tradition continuing on to the present; and

WHEREAS, the service flags displayed a blue star for each family member serving and gold stars honoring sons and daughters who had fallen in the line of duty protecting our freedoms; and

WHEREAS, Presidents and the Governor of Oregon issue Gold Star Mother's and Family's Day proclamations; and

WHEREAS, the Central Oregon Chapter of the Military Order of the Purple Heart and its partners conduct Blue Star ceremonies honoring Central Oregon men and women currently serving our nation at Redmond Memorial Cemetery Memorial Day, the last Monday in May; and

WHEREAS, the veterans' section of the Redmond Memorial Cemetery honors the members of the Armed Forces from Redmond who made the ultimate sacrifice during service to our nation from World War I to the present creating many Gold Star Families in Central Oregon; and

WHEREAS, on May 29, 2023, the Military Order of the Purple Heart, Oregon State Federation of Garden Clubs, Inc., and other veterans organizations, will dedicate Blue Star and Gold Star Memorial Markers provided by the National Garden Clubs, Inc. at Redmond Memorial Cemetery; and

WHEREAS, Bend Heroes Foundation has requested the Oregon Legislature to designate the 477-mile U.S. Highway 30 across Oregon as Oregon Gold Star Families Memorial Highway; and

WHEREAS, Redmond is known as a Purple Heart City and Flag City USA.

NOW, THEREFORE BE IT RESOLVED THAT City Council of the City of Redmond, Oregon, hereby proclaims Redmond as a **BLUE STAR AND GOLD STAR FAMILIES CITY** and encourages all citizens to join in this observance by displaying the flag of our nation and holding appropriate ceremonies on Memorial Day and Gold Star Mother's and Family's Day each year.

APPROVED by the City Council and **SIGNED** by the Mayor this 23rd day of May 2023.

The City of Redmond, Oregon

Ed Fitch, Mayor

ATTEST:

Kayla Duddy, Deputy City Recorder



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STAFF REPORT

DATE: May 23, 2023
TO: City Council
THROUGH: Keith Witcosky, City Manager
John Roberts, Deputy City Manager
Jon Skidmore, Interim Public Works Director
FROM: Ryan Kirchner, Wastewater Division Manager
SUBJECT: Wastewater Treatment Plant Chemicals Bid Award : \$1,015,000

Report in Brief:

This item requests the City Council approve two separate multi-year agreements to purchase chemicals used to operate the City's Wastewater Treatment Plant for an amount not to exceed \$1,015,000.

Background:

The Wastewater Division relies on three chemicals to ensure the treatment plant meets Federal and State permitted requirements and to perform essential treatment plant operations.

Cationic polymer is used for dewatering of biosolids. Approximately 27,000 pounds of polymer is purchased annually and delivered to the treatment plant in 2,200-pound totes.

Sodium hypochlorite is used for the disinfection of the effluent at the treatment facility. Approximately 67,000 gallons of sodium hypochlorite is purchased annually and delivered to one of two bulk storage tanks located at the treatment facility in quantities of 4,500 gallons per delivery.

Pulverized quicklime is used to stabilize biosolids prior to application on the City's hay fields or on approved local agricultural lands. Approximately 180 tons of quicklime is purchased annually and delivered to a designated 1500 cubic foot bulk lime silo located at the treatment facility in quantities of 34 tons per delivery.

Discussion:

Wastewater Division staff issued a formal Invitation to Bid for three chemicals with an opening date of March 1, 2023. Four bidders submitted interest but only two separate bids were received for three of the chemicals advertised. Bids are summarized in the table below along with the price currently paid by the City. The City did not receive a bid for Pulverized Lime and will extend its current contract with Cascade Columbia. A Notice of Intent to Award was posted on April 7, 2023.

The chemical contracts are:

Contract #1: Purchase Sodium Hypochlorite from HASA INC. with a three-year term and two one-year additional options in the not to exceed amount of \$153,000 per year and \$765,000 over the full five-year term of the contract;

Contract #2: Purchase Cationic Polymer from Polydyne Inc. with a three-year term and two one-year additional options in the not to exceed amount of \$50,000 per year and \$250,000 over the full five-year term of the contract.

CHEMICAL:	CATIONIC POLYMER	PULVERIZED LIME	SODIUM HYPOCHLORITE
	Unit Price - \$/Pound	Unit Price - \$/Pound	Unit Price - \$/Gallon
Current Pricing:	\$1.40	\$0.276	\$2.17
BIDDER			
Polydyne	\$1.85		
OLIN (No-Bid)			
JCI Jones Chemicals (No-Bid)			
HASA			\$2.27
Low Bidder			

A Goods and Products Purchase Agreement will be signed with Polydyne and HASA. Each agreement has a base term of three years with the option for two additional one-year terms upon mutual agreement. The table below summarizes the maximum contract amounts based on the unit price and estimated quantity used of each chemical.

BIDDER	CHEMICAL(S)	ANNUAL NOT TO EXCEED AMOUNT	5-YEAR CONTRACT NOT TO EXCEED AMOUNT
Polydyne	Cationic Polymer	\$50,000	\$250,000
HASA	Sodium Hypochlorite	\$153,000	\$765,000

Fiscal Impact:

Annual funding for this expenditure is included in the Fiscal Year 2023/2024 approved budget within the Wastewater Fund – Treatment Operations Program: 53200-34-000-06-00-66 (\$365,000).

Once the Redmond Wetlands Complex becomes operational (estimated 2026 or 2027), sodium hypochlorite will be the only required chemical of these three.

Alternative Courses of Action:

1. Approve all purchase agreements.
2. Request additional information.
3. Do not approve agreements.

Recommendation / Suggested Motion:

"I move to authorize the City Manager to sign multi-year purchase agreements with HASA and Polydyne Inc. in an amount not to exceed \$1,015,000 over the duration of the two contracts."

BUDGET DETAIL

Wastewater Fund		FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Budget	FY 2023/24 Budget
53200-34-000-06-00-03	Housekeeping	-	-	-	3,520
53200-34-000-06-00-04	Uniforms Boots and Clothing	-	-	-	6,000
53200-34-000-06-00-06	Small Tools & Minor Equip	-	-	-	24,360
53200-34-000-06-00-07	Safety Supplies	-	-	-	6,300
53200-34-000-06-00-10	Furnishings & Fixtures	-	-	-	3,300
53200-34-000-06-00-12	Facility Repair & Maintenance	-	-	-	31,150
53200-34-000-06-00-18	Irrigation Site Maint	-	-	-	206,500
53200-34-000-06-00-20	Water/Sewer/Storm	-	-	-	52,730
53200-34-000-06-00-22	Utility Electric	-	-	-	80,000
53200-34-000-06-00-24	Phone & Internet	-	-	-	6,150
53200-34-000-06-00-26	Postage	-	-	-	440
53200-34-000-06-00-29	Radio Maintenance	-	-	-	790
53200-34-000-06-00-37	Legal Services & Fees	-	-	-	2,000
53200-34-000-06-00-41	Forms & Correspondence	-	-	-	400
53200-34-000-06-00-46	Processing Fees	-	-	-	56,000
53200-34-000-06-00-48	Rentals/Leases	-	-	-	1,470
53200-34-000-06-00-51	Lab Analysis	-	-	-	75,800
53200-34-000-06-00-58	Waste Disposal	-	-	-	59,500
53200-34-000-06-00-60	Dues Subs Memberships	-	-	-	870
53200-34-000-06-00-61	Travel & Training	-	-	-	10,000
53200-34-000-06-00-62	Meetings	-	-	-	400
53200-34-000-06-00-63	Books Maps Periodicals	-	-	-	400
53200-34-000-06-00-66	Lab Supplies/Chemicals	-	-	-	365,000
53200-34-000-06-00-67	Garbage Collection	-	-	-	1,000
53200-34-000-06-00-68	Recruitment	-	-	-	400
53200-34-000-06-00-74	External Repairs & Maint	-	-	-	2,700
53200-34-000-06-00-75	Parts & Inventory	-	-	-	500
53200-34-000-06-00-77	Fuel	-	-	-	17,160
53200-34-000-06-00-84	Infrastructure Maintenance	-	-	-	127,920
53200-34-000-06-00-86	Licenses & Permits	-	-	-	25,400
53200-34-000-06-00-87	Employee Physicals	-	-	-	670
53200-34-000-06-00-88	Employee/Volunteer Recogn	-	-	-	550
53200-34-000-06-00-92	Software Maint & Subscriptions	-	-	-	14,950
53200-34-000-06-00-94	Temporary Personnel Services	-	-	-	25,000
TOTAL MATERIALS & SERVICES		-	-	-	1,211,530
TOTAL PROGRAM EXPENDITURE		-	-	-	2,061,993
NET PROGRAM		-	-	-	(2,061,993)
NET SUB-FUND		3,675,057	4,146,194	-	-

Sub-fund: Wastewater - Infrastructure Maintenance

Program: General

Resources

53261-01-000-04-80-10	Interest - Investment	2,579	(2,606)	2,300	6,000
53261-01-000-04-86-10	Intrafund Tfrs-from Operations	-	393,000	400,000	-
53261-01-000-04-99-00	Beginning Fund Balance	595,231	597,809	613,009	637,000
TOTAL RESOURCES		597,809	988,204	1,015,309	643,000

Materials & Services

53261-01-000-06-00-84	Infrastructure Maintenance	-	242,978	-	-
TOTAL MATERIALS & SERVICES		-	242,978	-	-

Capital Outlay

53261-01-000-07-00-18	Capital Projects	-	-	900,000	500,000
53261-01-000-07-01-02	Infrastructure	-	-	29,900	-
53261-01-000-07-01-03	Design	-	22,715	8,000	-
53261-01-000-07-01-06	Inspection & Constr. Mgmt	-	16,116	27,900	-
TOTAL CAPITAL OUTLAY		-	38,832	965,800	500,000

Reserve



Invitation to Bid (ITB)

WASTEWATER TREATMENT CHEMICALS

City of Redmond Public Works, Wastewater Division

SCHEDULE OF EVENTS	
Advertisement	March 1, 2023
Closing Date	April 5, 2023 at 2:00 pm
Intent to Award	April 11, 2023
City Council Award	April 25, 2023 at 6:00 pm
Contract Beginning Date	July 1, 2023
Contract Termination Date	June 30, 2026

Single Point of Contact (SPC): Jeremy Stachowski
Phone: (541) 504-5077
Email: jeremy.stachowski@redmondoregon.gov

ITB Address: City of Redmond
Attn: City Recorder, Kelly Morse
411 SW 9th St
Redmond, OR 97756

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ATTACHMENT A: Cationic Polyacrylamide Specifications & Exhibit C - Bid Schedule

ATTACHMENT B: Pulverized High Calcium Quicklime Specifications & Exhibit C – Bid Schedule

ATTACHMENT C: Sodium Hypochlorite 12.5% Specifications & Exhibit C – Bid Schedule

ATTACHMENT D: City of Redmond Goods Contract, Sample Terms & Conditions

I. SUMMARY OF REQUESTED GOODS

The City of Redmond Public Works Wastewater Division is requesting bids from qualified and experienced vendors to supply one or more of the following chemicals to the City of Redmond's Water Pollution Control Facility (WPCF): Cationic Polyacrylamide; Pulverized High Calcium Quicklime; and Sodium Hypochlorite 12.5%.

As a result of this ITB, the City intends to award one or more Contract(s) for the materials described in this Invitation to Bid. The term of the Contract(s) is anticipated to be from July 1, 2023, to June 30, 2026 with the option to renew for two additional one-year terms. It is anticipated that the Contract(s) will be awarded by Redmond's City Council on Tuesday, April 25, 2023, at 6:00 p.m.

II. SCOPE OF WORK

The City intends to Contract for purchases of the following materials to treat wastewater at the City's Water Pollution Control Facility (WPCF):

- a. Cationic Polyacrylamide
- b. Pulverized High Calcium Quicklime
- c. Sodium Hypochlorite

The City's WPCF is located at 3100 NW 19th Street in Redmond, Oregon.

III. VENDOR QUESTIONNAIRE

All bidders shall compose a Vendor Questionnaire. Your response to the Vendor Questionnaire shall be organized and submitted in the format prescribed below to facilitate the comparison of bids. For example, if you are replying to question 1.a., indicate "1.a." next to your response.

1. Company Profile: Your company profile shall include the following elements:
 - a. Founding date (month/year)
 - b. Firm size, staff, and client base (local, regional, statewide, etc.)
 - c. Firm's vision and mission statement
 - d. Products and/or services provided
 - e. Location of the office from which the chemicals will be provided and the staff allocation at that office
 - f. Number of accounts. Include the number of accounts managed or supported during the past 12 months in the State or Region.
 - g. Organization Chart. Include an organization chart of your firm's management structure, tracing field operations personnel to your firm's vice president level.
 - h. Identify the project manager and include their email address, phone, fax, and mobile numbers.
 - i. Identify key facilities and equipment along with applicable redundancy that your firm maintains to support the Contract agreement.
2. References: List three or more clients (governmental entities preferred) that have obtained comparable products and volumes from your firm. For each of these references, please include their email address.

3. Business License: Include a copy of your firm's current business license(s) with your bid submittal.
4. Industry Affiliations and Accreditation: List your firm's professional affiliations and accreditation. Include a copy of any applicable accreditation and/or certification with your submission.
5. Clarification, Exception, or Deviation: Bidder's may clarify or describe any exception or deviation from the requirements as indicated in this solicitation and specifications. Each clarification, exception, substitution, or deviation must be clearly identified and submitted with your proposal. If your firm has no clarification, exception or deviation, a statement to that effect shall be included in the bid.
6. Disclose all judgments, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability or stability of the firm, or alternately, warrant that no such condition is known to exist.
7. A five-year history beginning January 1, 2018, through present of any accidents or violations of Federal, state, and local laws incurred by the bidder in any business operations in Oregon. Include the citing agency and resolution of each violation.
8. The bidder may be required before the award of any contract to show to the complete satisfaction of City of Redmond WPCF that it has the necessary licenses, permits, equipment, facilities, experience, ability, capacity, skill, and financial resources to provide the services specified herein in a satisfactory manner. The Bidder may be required to give a history to satisfy City of Redmond WPCF regarding the bidder's qualifications. City of Redmond WPCF may make such investigation as it deems necessary to determine the ability of a Bidder to furnish the required services, and the Bidder will furnish to City of Redmond WPCF all such information and data for this purpose as City of Redmond WPCF may request. City of Redmond WPCF also reserves the right to conduct a background inquiry of each Bidder, which may include the collection of appropriate criminal history information, contractual and business associations and practices, employment histories, and reputation in the business community. By submitting a proposal to City of Redmond WPCF, the Bidder consents to any such inquiries and investigations and agrees to make available to City of Redmond WPCF such books and records as City of Redmond WPCF deems necessary to conduct the inquiry.

IV. EVALUATION CRITERIA

Bids will be evaluated and ranked on the criteria below that best fits the City's needs.

1. Responsiveness: A bid received by the City Recorder prior to closing will be reviewed for completion.
2. Bid Amount: City will generally award the Contract to the lowest Responsible bidder for each chemical that substantially complies with the requirements of the material specifications.
3. Responsibility Determination: City will determine if an apparent successful bidder is Responsible prior to award and execution of the Contract.
4. Vendor Questionnaire: City will closely review the Vendor Questionnaire to ensure a vendor with acceptable experience is awarded.
5. In determining the lowest responsible bidder, City will also consider:
 - a. Whether the bidder maintains a permanent place of business
 - b. Has adequate equipment to provide materials properly and expeditiously
 - c. Has suitable financial status to meet all obligations incident to the materials
 - d. Has appropriate technical knowledge

- e. Can comply with purchasing dates.

In connection with its evaluation, City of Redmond WPCF may, at its option, invite one or more Bidders to make an oral presentation to City of Redmond WPCF. During these interviews, the Bidders will be allowed to present such evidence as may be appropriate in order that City of Redmond WPCF can correctly analyze all materials and documentation submitted as a part of the proposals.

V. ESTIMATED ANNUAL CONTRACT VALUE(S), CURRENT UNIT RATE

The table below represents the estimated annual contract value for each chemical, and the unit price that the City is currently paying.

CHEMICAL	ESTIMATED ANNUAL CONTRACT VALUE	CURRENT UNIT RATE
Cationic Polyacrylamide	\$50,000.00	\$1.80/Lb
Pulverized High Calcium Quicklime	\$75,000.00	\$346.00/Ton
Sodium Hypochlorite	\$145,000.00	\$2.17/Gallon

The City of Redmond Wastewater Division currently purchases chemicals from HASA, Inc, Polydyne, and Cascade Colombia Distribution.

VI. INSURANCE REQUIREMENTS

Successful bidder shall maintain insurance meeting the minimum insurance requirements of the City of Redmond. Successful bidder(s) must provide a current Certificate of Insurance, and Additional Insured Primary/Non-Contributory endorsements naming City of Redmond as additional insured to the City within seven (7) days after the Intent of Award.

VII. BID SUBMISSION

1. Contractor shall submit completed forms as required in Section XV, Required Bid Submittal Checklist. All pages listed on the checklist are required in the submittal. Bidder is responsible to review all documents submitted in the Bid as complete.
2. Contractor is solely responsible for ensuring that bid is received by the City by the closing date and time, at the location specified on the cover page. Quotes submitted by FAX or email will be rejected.
3. The Bid, plus two (2) additional copies, shall be submitted in a sealed envelope to the City Recorder with the following information clearly displayed on the front of the envelope:
 - a. Name of Contractor
 - b. ITB Title: "Wastewater Treatment Chemicals"
4. If a bidder wishes to withdraw its quote, the quote must be withdrawn prior to the closing date and time. The withdrawal must be made in writing and signed by the authorized representative and received by the City Recorder prior to the closing date and time.
5. Bidder shall notify the City Recorder and SPC prior to bid opening date, should omissions or errors be found in Solicitation Documents. City will clarify by written Addenda which will become a part of the Solicitation Documents. The City of Redmond will not be responsible for any oral instructions or interpretations.
6. Late quotes will not be accepted or reviewed.
7. The quote must be signed by the person(s) legally authorized to bind the contractor to the quote and the contract resulting from this ITB. Upon request of the City, any representative submitting

a quote on behalf of the Contractor shall provide a current document certifying authority to bind the Contractor.

8. No oral, telephonic, faxed, or emailed bids or bid modifications will be considered.

VIII. ADDITIONAL INFORMATION

1. This procurement and contract are pursuant to ORS 279A and the City of Redmond's procurement rules.
2. The City of Redmond reserves the right to:
 - a. Reject any and all quotes if it is in the City's best interest to do so
 - b. Amend the quote solicitation
 - c. Not to award a contract for requested services
 - d. Award a contract to more than one contractor
 - e. Extend the deadline for submission of quote
 - f. Waive any irregularities or informalities in any quote
 - g. Accept the bids determined to be the most beneficial to the public and City of Redmond
 - h. Negotiate the final terms of the Contract
 - i. Revise bid quantity after award, to meet funding availability.
3. By submitting a bid, Contractor shall accept all terms and conditions of Attachment D, "City of Redmond Goods Contract, Sample Terms & Conditions."
4. Contractor must hold any necessary licenses or certificates required by federal, state, and local governments to provide requested materials.
5. City reserves the right to reject bid of any bidder who has previously failed to perform properly and to complete on time contracts of a similar nature, who is not in a financial position to perform the Contract, who has habitually and without cause neglected the payment of bills or otherwise disregarded their obligation to subcontractors, material suppliers or employees. In determining the lowest responsible bidder, Owner will also consider whether the bidder (a) maintains a permanent place of business, (b) has adequate equipment to do the work properly and expeditiously, (c) has suitable financial status to meet all obligations incident to the work, (d) has appropriate technical knowledge, and (e) able to comply with completion date.
6. The contractor shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document.
7. This contract shall comply with provisions of ORS Section 279C.525 and comply with Environmental and Natural Resource laws.
8. The City of Redmond is not responsible for any costs incurred to submit a bid, and all bidders responding to the solicitation do so solely at their own expense.
9. No director or employee of the City shall have any pecuniary interest in the materials.

IX. INTENT TO AWARD

The notification of contract award will be made to all responsible bidders within seven (7) calendar days of the bid opening. Protest of Award must be in writing, must be submitted by a bidder in good legal standing, be specific, and received within seven (7) business days of the Intent to Award. The protest must be submitted in writing to the City Recorder, Kelly Morse, 411 SW 9th St, Redmond, Oregon, 97756.

X. CONTRACT EXECUTION

After submission of required information and insurances, the City will proceed with awarding the Contract. Vendor(s) shall not supply materials under the Contract until the Contract has been executed. It is the intention of the City to award the Contract at the April 25, 2023 City Council meeting.

XI. PAYMENT

Payment will be made as provided in the Contract. Invoices shall be made in writing and paid in U.S. Dollars and reflect the same Unit of Measure (UOM) for the chemical as indicated on the Bid Schedule form.

XII. QUESTIONS AND CLARIFICATIONS

All questions and requests for clarification related to this solicitation must:

1. Be submitted in writing via email to the SPC identified on ITB Cover Page. Questions by telephone are not accepted.
2. Be received prior to the bid due date.

XIII. ADDENDA

1. Statements by City representatives are not binding unless confirmed by written Addenda.
2. Addenda issued are to be covered in the Bid and will become a part of the Contract.
3. Addenda will be issued through the Oregon's eProcurement System, OregonBuys, at <http://oregonbuys.gov>. Bidders should regularly check for addenda until the closing date.
4. The last Addendum will be issued at least three (3) business days prior to the bid opening.

XIV. LEGAL NOTICE

City of Redmond, Wastewater Treatment Chemicals

The City of Redmond Public Works Wastewater Division is requesting bids from vendors to provide wastewater treatment chemicals over a three-year term, beginning July 1, 2023. Bids shall be received by City Hall, Attn: City Recorder, 411 SW 9th St, Redmond, OR, 97756 until 2:00 p.m. on Wednesday, April 5, 2023, and publicly opened and read. Bids received after the 2:00 p.m. deadline will not be considered and will be returned unopened to the contractor.

The Invitation to Bid may be obtained for no cost through Oregon's eProcurement system, OregonBuys, at <http://oregonbuys.gov>. Prospective bidders are solely responsible for checking OregonBuys to determine if any addenda have been issued. For additional information regarding this Invitation to Bid or inquiries regarding chemical specifications, please contact Jeremy Stachowski by email at jeremy.stachowski@redmondoregon.gov.

The City may reject bids not in compliance with all prescribed solicitation procedures or other applicable law and may reject any or all bids when the cancellation or rejection is in the best interest of the City, and at no cost to the City. Prices quoted shall be firm offers, irrevocable, valid, and binding after the closing date.

XV. REQUIRED BID SUBMITTAL CHECKLIST

The required bid submittals are specified in the table below. Submit Exhibit C, Bid Schedule, for one to three chemicals. Bid Schedules are not required for chemicals that Contractor does not intend to submit a bid for.

EXHIBIT	DOCUMENT	PAGES	√
	Vendor Questionnaire		
C	Bid Schedule - Cationic Polyacrylamide	1	
C	Bid Schedule - Pulverized High Calcium Quicklime	1	
C	Bid Schedule - Sodium Hypochlorite 12.5%	1	
F	Bidder's Residency Statement	1	
G	Tax Compliance & Non-Discrimination Status	1	
J	Non-Collusion Affidavit	2	
N	Drug Testing Policy	1	
TOTAL BID PROPOSAL WILL CONTAIN A MINIMUM OF:		6 PAGES	

EXHIBIT C: Bid Schedule

Use the provided form to fill in all blanks for chemical(s). The bid shall include all labor, materials, and delivery. Bid shall be typed or prepared in blue ink and be submitted without erasures. By signing and returning the bid, the bidder acknowledges they understand the terms and conditions within the solicitation documents and accept all terms in their entirety.

EXHIBIT F: Bidder's Residency Statement

Contractor must certify that it is or is not an Oregon business as per ORS 279A.120. ORS 279A.120 requires public contracting agencies, in determining the lowest responsible bidder, to add a percent increase to each out-of-state bidder's bid price which is equal to the percent of preference given to local bidders in the bidder's home state. The bidder shall certify that it is or is not an Oregon contractor as defined under ORS 279A.120, Preferences; Foreign Contractor, i.e., a foreign contractor is one who is not domiciled in or registered to do business in the State of Oregon.

EXHIBIT G: Tax Compliance & Non-Discrimination Status

Contractor shall certify that they are not in violation of any Oregon tax as described in ORS 305.380(4). Contractor shall certify, pursuant to ORS 279A.110, a non-discrimination statement in compliance with Oregon state laws.

EXHIBIT J: Non-Collusion Affidavit

The Non-Collusion Affidavit shall be completed and returned.

EXHIBIT N: Drug Testing Policy Statement

The Drug Testing Policy Statement shall be completed and returned with the Bid Schedule per ORS 279C.505 (2003 Chapter 794.138).

EXHIBIT F: Bidder's Residency Statement

BIDDER'S RESIDENCY STATEMENT

Pursuant to ORS 279A.120, Oregon's Reciprocal Preference Law, public contracting agencies shall, for the purpose of determining the lowest responsible bidder and the awarding of a contract, add a percent increase on the bid of a non-resident bidder equal to the percent, if any, of the preference given to that bidder in the state in which the bidder resides.

As defined in ORS 279A.120, "Resident Bidder" means a bidder that has paid unemployment taxes or income taxes in this state in the twelve calendar months immediately preceding submission of the bid, has business address in this state, and has stated in the bid whether the bidder is a "Resident Bidder". A "Non-resident Bidder" is a bidder who does not meet the definition of a Resident Bidder as stated above.

1. Bidder ☐ IS or ☐ IS NOT (check one) a Resident Bidder as set forth above.
2. If a Resident Bidder, enter your Oregon Business Address: _____

3. If a Non-resident Bidder, enter state of residency: _____

Bidder hereby certifies that the information provided is true and accurate.

Contractors Signature

Date

Printed Name

Name of Company

EXHIBIT G: Tax Compliance & Non-Discrimination Statements

TAX COMPLIANCE STATEMENT

In compliance with ORS 305.380 B 305.385, the undersigned, as provider of goods, services, or real estate space to the City of Redmond, hereby certifies under penalty of perjury that to the best of my knowledge, the undersigned is not in violation of any Oregon tax described in ORS 305.380(4).

Bidder hereby certifies that the information provided is true and accurate.

Contractors Signature

Date

Printed Name

Name of Company

NON-DISCRIMINATION STATEMENT

Pursuant to ORS 279A.110, discrimination in subcontracting is prohibited. Any contractor who contracts with a public contracting agency shall not discriminate against minority, women, or emerging small business enterprises in the awarding of contracts.

By signature of the authorized representative of the bidder, the bidder hereby certifies to the City of Redmond that this bidder has not discriminated against minority, women, or emerging small business enterprises in obtaining any subcontracts; and, further, that if awarded the contract for which this bid is submitted, shall not so discriminate.

Bidder hereby certifies that the information provided is true and accurate.

Contractors Signature

Date

Printed Name

Name of Company

EXHIBIT J: Non-Collusion Affidavit

STATE OF OREGON)
) SS.

COUNTY OF _____)

I state that I am the _____ of _____ and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I further state that:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder, except as disclosed on the attached appendix.

(2) That neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid have been discussed with any other firm or person which is a bidder or potential bidder, and they will not be disclosed before bid opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or submit a bid intentionally high or non-competitive or any other form of complementary bid.

(4) The bid of my firm is made in good faith and pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.

(5) _____ , its affiliates, and subsidiaries, officers,
(NAME OF FIRM)

directors and employees are not currently under investigation by any government agency and have not in the last four years been convicted of or found liable for any act prohibited by State and Federal law in the jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described on the attached appendix.

I further state that _____ understands and acknowledges that the
(NAME OF FIRM)

above representations are material and important and will be relied on for the City of Redmond, Oregon in awarding the contract from which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the City of Redmond, Oregon of the true facts relating to the submission of bids for the contract.

Name of Contractor: _____

Signature: _____

Printed Name: _____

Title: _____

Sworn to and subscribed before me this _____ day of _____, 2023.

(SEAL)

NOTARY PUBLIC OF OREGON

My commission expires: _____

EXHIBIT N: Drug Testing Policy

The bidder states that provisions of ORS 279C.505 [Chapter 794.138] requiring a written employee drug-testing program is in place for the Contractor's employees that include, at a minimum, the following:

- ☐ Drug testing for all new Employees working on the project site every 6 months on a random selection basis, and;
- ☐ Testing of an Employee working on the project site when Contractor has a reasonable cause to believe the Subject Employee is under the influence of drugs, and;
- ☐ Testing of an Employee working on the project site is involved in an incident causing injury requiring treatment by a physician, or damage to property or equipment.

Company Name

Signature

Title

Date



Date: April 7, 2023

NOTICE OF INTENT TO AWARD

Name of Project: Wastewater Treatment Chemicals

Date Bids Opened: April 5, 2023

Number of Bidders: Four (4)

Results:

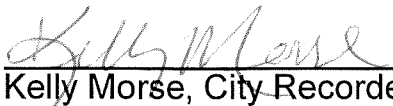
<u>Chemical</u>	<u>Apparent Low Bidder</u>	<u>Low Bid Amount</u>
Sodium Hypochlorite	HASA, Inc.	\$2.27/gallon
Cationic Polymer	Polydyne, Inc.	\$1.85/pound
Pulverized Lime	No Bids Received	N/A

Anticipated Award Date: May 9, 2023

Awarding to: See Above

Amount: See Above

Questions regarding this bid award may be directed to Wastewater Division Treatment Supervisor Jeremy Stachowski at jeremy.stachowski@redmondoregon.gov or 541-419-3099.


Kelly Morse, City Recorder (541) 923-7755
Phone

cc: Mayor & Council
Keith Witcosky, City Manager
John Roberts, Deputy City Manager
Jon Skidmore, Public Works Director
Ryan Kirchner, Wastewater Division Manager
Jeremy Stachowski, Wastewater Division Treatment Supervisor



CITY OF REDMOND

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REDMOND, OR 97756
541.923.7710
FAX: 541.548.0706
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redmondoregon.gov

STAFF REPORT

DATE: May 23, 2023
TO: City Council
THROUGH: Keith Witcosky, City Manager
John Roberts, Deputy City Manager
Jon Skidmore, Interim Public Works Director
FROM: Maria Ramirez, Parks Planner and Project Manager
SUBJECT: City Council and City Parks Committee Joint Worksession

Report in Brief:

This worksession provides an opportunity for a discussion between the City Council and the City of Redmond Parks Committee regarding strategic plans and key projects.

Background:

The City's parks system is an integral element of the community. On January 9, 2018, Council adopted the Public Facilities Plan/Parks Master Plan Update (Ord. #2018-02). In the development of the plan, the City created metrics based on industry standards to guide the Parks Division's efforts, such as acres of park space per 1,000 of population, for understanding park space needs. Further, staff developed a comprehensive project list derived from four distinct improvement categories.

The 2040 Redmond Comprehensive Plan, adopted on December 8, 2020, (Ord. #2020-20), and the 2018 Parks Master Plan Update detail a vision for Redmond that ensures current and future Redmond residents have access to a safe, accessible, and interconnected system of parks and trails.

The City's investment in the expansion of the parks system, in part, relies on the collection of System Development Charges (SDCs) derived from new residential development.

There are four categories where SDCs are used:

- Parkland acquisitions to improve the gap in park proximity and distribution.
- Capital maintenance and administrative policies to protect and enhance the current system and features.
- Development of new parks to include a mix of amenities; and
- Trail development to maximize pedestrian and bicycle circulation.

Of note, the Parks Master Plan set a policy goal of providing 4 acres of developed park per resident. Based on this metric, Redmond has a 54 acre shortage of developed parkland. To address that shortfall, the City has:

- Developed 6.5 acres at Quartz Park (completed May 2023) located at the south end of the Dry Canyon,
- Acquired 23.5 acres of property at 4002 SW Elkhorn Avenue on the south end of Redmond (in 2023) and 36 acres of property at 1766 NW Pershall Avenue on the north end of the Dry Canyon (in 2017). The planning for those future parks will begin in 2025.
- Secured and executed annexation agreements in northwest Redmond for development of Spruce Park (4.2 acres - complete June 2023) at the intersection of NW Spruce Avenue and NW 23rd Street and Varnish Park (2.2 acres - complete August 2023) at the intersection of NW Varnish Avenue and NW 15th Street.

The City has also completed a series of system enhancements to protect the parks' current system and existing amenities. These include, but are not limited to:

- Installing and updating security cameras throughout several parks and facilities (completed May 2023);
- Renovating Hayden Park and Baker Park (completed in 2018 and 2019 respectively);
- Improving the restroom and parking facility at Sam Johnson Park (completed April 2023),
- Updating equipment within Kalama Park and Umatilla Sports Complex (completed in 2020 and 2022 respectively).
- Previous efforts have been made to improve trail connections at Homestead Trail, as well as developing Homestead Pump Track (completed in 2018).

We will continue to focus on acquiring, developing and maintaining our parkland and facilities to meet the needs of our growing community.

Discussion:

At this worksession, City staff will provide updates related to three projects which reflect the changing recreational demands of our community, the growth in demand for parks facilities and water resource conservation to serve as a demonstration project for our community.

Specifically, Valleyview Court Surface Improvements, Parks Reservations Online System, and a Water Conservation landscape project. These items all result from the growth of Redmond and the change that accompanies such growth.

As both the City Council and the Parks Committee have new members, some background on how Redmond acquires, develops, and maintains parks is appropriate prior to seeking feedback on those three specific projects.

Topic #1 - Valleyview Tennis Courts:

The approved Fiscal Year 2023/24 budget includes the repair and resurface of the tennis courts at Valleyview Park (located adjacent to SW Reservoir Drive). Pickleball has been the fastest growing sport in America over the last three years. The Redmond Area Park and Recreation District (RAPRD) has recently opened registration for a local pickleball club and currently has 140 people registered to participate in RAPRD programming at Sam Johnson Park. With regular open play times and RAPRD programming at the pickleball courts at Sam Johnson Park, demand exceeds current court capacity (eight courts in Redmond). In total, the City of Redmond has ten tennis courts between Sam Johnson Park (8 courts) and Valleyview Park (2 courts), and eight pickleball courts at Sam Johnson Park.

Staff proposes to convert one tennis court at Valleyview Park into two pickleball courts. This would increase the City's pickleball court inventory from eight to ten courts and reduce the number of tennis courts from ten to nine.

Topic #2 – Field Reservations:

Over the last three years, Redmond has seen record-breaking registrations in all youth sports and recreation programs. For the 2023 Little League Season, the organization had 755 youth participants registered. RAPRD has also seen record registrations for all soccer (648 for spring season), basketball (576 winter season), and baseball/softball seasons (594 spring season).

Programming through RAPRD Little League is intended to increase sports accessibility for children ages 4-13 at a low or reduced cost. Beyond the growing number of participants in both Little League and RAPRD programs, Redmond has also seen an increase in club programs. Club programs provide Redmond youth with more competitive play compared to the RAPRD and Little League programs.

All youth programs (RAPRD, Little League, and Club) compete to reserve the City's fields for both practices and games during the hours of 4:00 p.m. and 8:00 p.m. Currently, the City has a first come, first served policy on field use.

Due to the limited number of fields and the growing number of youth participants and teams, staff proposes adjusting the online reservation system to prioritize Redmond Little League but provide access to other organizations as well.

Examples of prioritization are early access to the reservation system, incentivizing non-peak hour use (peak hour being 4:00 p.m. to 8:00 p.m.) of fields and other ideas.

Topic #3 – Water Conservation Projects:

Water use in Redmond is cyclical with the seasons. In fall and winter, Redmond customers use an average of 2.5 million gallons per day. However, in spring and particularly summer, water use increases by six times to nearly 15.5 million gallons per day.

This difference in use reflects the amount of water being used for landscaping and similar surfaces.

Imbedded within one of the City Council's seven goals is to look for opportunities for sustainable development practices and an environmentally conscious approach in the use of City resources. In partnership with the City's Urban Area Planning Commission, staff is examining and exploring opportunities for the City to encourage more sustainable landscaping and related irrigation practices to extend the life of the City's supply. This includes updating the Redmond Development Code through regulations and policies which promote water conservation.

For example, landscape and design standards will require reduction of grass areas to reduce irrigation water usage.

The City also has an opportunity to model this behavior by converting an existing City-owned pocket park located at the intersection of NW Greenwood Avenue and NW Canal Drive to a landscape consisting of drought-tolerant, native species versus the current irrigation-intensive grass. This project will demonstrate the aesthetic value of xeriscaped landscapes and reduced water consumption. This is one of multiple opportunities the City has to lead by example in water conservation through alternative landscape designs.

Fiscal Impact:

Valleyview Conversion: Converting one tennis court to two pickleball courts increases the tennis/pickleball court resurface costs by \$8,500.

Field Reservations: There are no fiscal impacts on field reservations updates.

Water Conversation: Design, demolition, and construction - budget to be determined.

Alternative Courses of Action:

No official action is being requested at this meeting.

Recommendation / Suggested Motion:

N/A. General direction requested to proceed.