



**COUNTY OF HENRICO  
DEPARTMENT OF FINANCE  
PURCHASING DIVISION  
CONTRACT EXTRACT  
NOTICE OF AWARD/RENEWAL**

DATE:	July 1, 2021
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Supplemental Carbon
CONTRACT NUMBER:	2006A
COMMODITY CODE:	885.36
CONTRACT PERIOD:	July 1, 2021 through June 30, 2022
RENEWAL OPTIONS:	3 remaining 1-year renewals until 2025
USER DEPARTMENT:	Public Utilities
Contact Name:	Neal Burns
Phone Number:	804-501-7620
Email Address:	bur114@henrico.us
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	Environmental Operating Solutions, Inc
Address:	53 Portside Drive
City, State:	Pocasset, MA 02559
Contact Name:	Stephanie Kilroy
Phone Number:	508-322-3101
Email address:	skilroy@microc.com
ORACLE SUPPLIER NUMBER:	407287
BUSINESS CATEGORY:	Non-Swam
PAYMENT TERMS:	Net 30
DELIVERY:	As Needed
FOB:	County of Henrico
BUYER: Name:	Jon Creger, VCA
Title:	Procurement Analyst I
Phone:	804-501-5664
Email:	cre057@henrico.us

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

## PRICE SCHEDULE – CONTRACT NO. 2006A

Supplemental Carbon - \$0.1793/lb

### A. DELIVERY REQUIREMENTS

1. Delivery shall be made to:

Henrico County Water Reclamation Facility  
9101 WRVA Road  
Henrico, VA 23231

2. Deliveries shall be received at WRF between 7:00 a.m. and 3:00 p.m., Monday through Friday, except holidays. Deliveries outside of these times are the exception and shall be initiated by WRF and coordinated with the Successful Bidder.
3. All deliveries shall be scheduled in advance so trained WRF personnel can be present to accept and monitor the delivery process.
4. The Successful Bidder must be able to provide delivery within 48 hours of notification.
5. The Successful Bidder shall notify WRF Operations at 804-501-7600 immediately of any delay in delivery.
6. Repeated delays in delivery of necessary quantities of chemical shall be grounds for cancellation of the contract. If the Successful Bidder fails to make delivery within the allotted time, the County reserves the right to obtain chemicals from another source.
7. Minimum delivery volume will be one standard tank truck or 4,500-gallons, whichever is smaller.
8. Tank Trucks shall be equipped with tank-mounted valves to enable rapid shut-off if an emergency arises.
9. Upon delivery the Successful Bidder, its contractor or the designated representative must comply with the following procedures:
  - a. An assigned WRF employee will meet the driver and confirm the contents of the shipment. The WRF employee will perform a visual inspection of the vehicle. If there are no visible problems with the truck and no problems with the manifest, the WRF employee will escort the driver to the appropriate location to commence WRF testing (if appropriate) and unloading. If the WRF employee has concerns about the shipment, he will notify WRF management.
  - b. The driver will place blocks behind his wheels to ensure that the truck will not move during unloading.
  - c. The driver can only hook up the delivery when an assigned WRF employee tells the driver where to make the necessary connections.
  - d. While the truck is unloading, the driver must stay with the truck at all times in case problems occur with the unloading.
  - e. Upon departure, the driver must make sure that all of the cargo has been unloaded, the appropriate paperwork has been signed, and that all previously open outlets and valves are closed to ensure that nothing can leak out of the vehicle.

10. Delivery procedures shall comply with current federal, state, and local regulations.

- a. Tank trucks used for the delivery of the Supplemental Carbon shall be fully equipped to unload by pressurizing the tanks with air and shall be equipped with valves to control the flow of Supplemental Carbon into the storage tank and to enable rapid shut-off if an emergency arises.
- b. Tank truck pressure shall be regulated by the driver while unloading and shall not exceed the tank truck manufacturer's specifications.
- c. Tank truck hoses shall be equipped to connect to the supplier's tank or the WRF tank fill line.

**B. PRICING**

The actual cost of the Supplemental Carbon will be based on the cost per pound of the Chemical Oxygen Demand (COD). The award of the contract will be made to the lowest responsive and responsible bidder based on the cost per pound of COD. See Bid Form.

**M. PRICE ADJUSTMENTS**

1. A Price adjustment can be initiated one year after commencement date of contract and can only be adjusted once every 6 months, thereafter. The request must be in writing to the Purchasing Director and include price adjustment calculations outlined in Section I, Item M (5). The request letter must be on company letterhead and should be signed by the proper authority of the Successful Bidder's company. Only one price adjustment will be allowed every six (6) months.

Notification of price changes must be addressed in writing to:

Oscar Knott, CPP, CPPO, VCO  
Purchasing Director  
PO Box 90775  
Henrico, VA 23273

2. Price adjustments will be made in accordance with the six (6) months rolling average change in the Jacobsen Publishing market report for 80% Crude Glycerin. At the conclusion of the first year of the contract, the Bidder will compare the current (6) months rolling average market price against the previous six months rolling average market price for crude glycerin.
3. Price adjustments will be added or subtracted to the previously adjusted price.
4. If it is determined that a price increase or decrease does not reflect industry documentation, the contract may be terminated.
5. Where the material price is the portion of the bid price subject to a price increase, i.e. the material cost, the price adjustment shall be calculated as set forth in the following example:

**FORMULA FOR PRICE ADJUSTMENT:**

*The figures provided in this example are for information purposes only and do not bind the County to any pricing.*

- |    |   |             |
|----|---|-------------|
| A: | Unit Price of Current Glycerin based solution=  | \$0.1440/lb |
| B: | 6 months rolling average of Base Jacobsen index=<br>(Average January 2019 – June 2019)                | \$0.07/lb   |
| C: | 6 months rolling average of Current Jacobsen index=\$0.0825/lb<br>(Average July 2019 – December 2019) |             |

D: New Contract Price

Formula:  $D = A + (C - B)$   
 $D = \$0.1440 + (\$0.0825 - \$0.07)$   
 $D = \$0.1440 + \$0.0125$   
 **$D = \$0.1565/lb$**