



**SPECIAL MEETING
AGENDA
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
AUGUST 8, 2024
1:15 PM**

ZOOM MEETING INFORMATION

Members of the public may access live audio and/or video by accessing the following:

<https://us02web.zoom.us/j/86147621517?pwd=GPEz83NYBylbWKAfhbAntvsVzrMJV>

Meeting ID: 861 4762 1517

Passcode: 312035

CALL TO ORDER

ROLL CALL

DISCUSSION ITEMS

- 1. Resolution No. 1740 - A Resolution of the City Council of the City of Creve Coeur, Missouri authorizing the execution of an agreement with Compass Minerals America Inc., under the Cooperative Salt Program, for purchasing 1000 tons of salt for an amount of \$87,410.00.**

Summary: Staff is seeking approval of a contract through the Cooperative Salt Program, which provides winter road salt through a regional cooperative agreement resulting in more competitive pricing.

ADJOURNMENT

Pursuant to Section 610.022 RSMo., the City Council could, at any time during the meeting, vote to close the public meeting and move to closed session to discuss matters relating to litigation, legal actions and/or communications from the City Attorney as provided under Section 610.021(1) RSMo. and/or personnel matters under Section 610.021(13) RSMo. And/or employee matters under Section 610.021(3) RSMo. and/or real estate matters under Section 610.021(2) or other matters as permitted by Chapter 610.

Posted by: _____

Date/Time posted: _____



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If you need special accommodations to attend a meeting, services may be arranged by contacting the Office of the City Administrator in advance.

RESOLUTION NO. 1740

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH COMPASS MINERALS AMERICA INC., UNDER THE COOPERATIVE SALT PROGRAM, FOR PURCHASING 1000 TONS OF SALT FOR AN AMOUNT OF \$87,410.00.

WHEREAS, it is necessary to supplement the City's salt reserve in order to keep our streets safe during the winter months; and

WHEREAS, the City provides safe public rights of way for its commercial and residential communities; and

WHEREAS, the City participates in a Cooperative Salt Program with the City of Chesterfield to obtain the lowest price based on high volume purchasing; and

WHEREAS, these goods have been competitively bid per the requirements outlined in the City of Creve Coeur Code of Ordinances.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, AS FOLLOWS:

Section 1: The Agreement between Compass Minerals America Inc. and the City of Creve Coeur to purchase 1000 tons of salt for an amount of \$87,410.00 is hereby approved and the execution is hereby authorized. The City Administrator and his designated representatives are hereby authorized and directed to take any and all actions necessary, desirable, convenient or proper in order to carry out the intent of this Resolution, the matters herein authorized, and the rights and duties of the City under the Agreement.

ADOPTED THIS 8TH DAY OF AUGUST, 2024.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE
CITY CLERK



DEPARTMENT OF PUBLIC WORKS OFFICE MEMO

DATE: August 6, 2024

TO: Mark Perkins, City Administrator

FROM: Jim Heines, Director of Public Works

SUBJECT: Annual De-icing Salt Purchase from the Salt Co-op Program

For over 25 years, the city has participated in a Salt Co-op group to purchase road salt. The Salt Co-op is a group of cities in the St. Louis area who have joined together to purchase salt in a bulk order to obtain a better pricing. The group is headed by the City of Chesterfield who performs the bidding process as well as managing the program including the accounting and payments for the bulk salt deliveries by barge.

In past years, the City of Chesterfield who manages the Salt Coop Program would bid for salt purchase and then bid for hauling from the depot on the Mississippi to each Coop member's yard. This year they bid the salt purchase with delivery included (see attached letter from the City of Chesterfield). Recent bidding resulted in two bids received and the low bidder to supply and deliver salt was Compass Minerals for \$87.41 per ton.

We plan to purchase 1000 tons of salt which will almost fill our salt dome which holds approximately 2400 tons. We also have 200-300 tons stored in the auxiliary storage building. The cost to purchase 1000 tons of salt for FY25 is \$87,410.00 with delivery included. Based on projected unit costs similar to last year, Staff requested a total of \$107,500 in the FY25 budget for our salt purchase, Ice Ban (liquid pre-wetting agent), and plow related supplies in account number 01-31-41-7310.

Public Works staff recommends approving the purchase of 1000 tons of de-icing salt from the Salt Co-op. Payments are to be made to the Compass Minerals America Inc. for an amount of \$87,410.00 delivery included.



690 Chesterfield Pkwy W • Chesterfield MO 63017-0760
Phone: 636-537-4000 • Fax 636-537-4798 • www.chesterfield.mo.us

April 17, 2024

Re: St. Louis Metro APWA Salt Cooperative (Co-op)
2024/2025 Order and Explanation of Co-op Changes

Dear Co-op Salt Participant:

As you may know, the City of Chesterfield coordinates the purchase and delivery of deicing salt for all members of the St. Louis Metro APWA Salt Cooperative (Co-op). The Co-op is currently comprised of 49 cities and 8 school districts which combine their purchasing power to obtain the best price possible for deicing salt.

As you may recall, beginning in 2022 there was a substantial change in the manner in which the Co-op is administered. Previously there were two contracts – one for the salt itself and one for salt delivery. This system recently became problematic as there was only one company willing to bid on salt delivery for the Co-op. Accordingly, after numerous announcements at APWA St. Louis Branch meetings and conferring with several Co-op members, the Co-op has been modified so that there is now only one contract. The contractor who is awarded the bid for salt will now be responsible for delivering that salt to the Co-op members. Therefore, instead of two separate vendors and purchase orders you will now only need to issue one purchase order – directly to the salt vendor.

On behalf of the Co-op, the City of Chesterfield publicly opened bids for the purchase of an estimated 28,000 tons of salt on May 18, 2022. Two companies submitted bids with Compass Minerals submitting the low bid of \$78.37 per ton. Compass Minerals has provided excellent service and high quality salt to the Co-op. Therefore, in 2023 I negotiated an extension with Compass at an increase of 7.25%, resulting in a new price of \$84.05 per ton. **For 2024/2025 I have once again negotiated an increase with Compass Minerals – 4.0% resulting in a new price of \$87.41 per ton. That recommendation was approved by the City of Chesterfield City Council on April 16, 2024.**

Similar to previous years, there will be two separate salt orders. The City of Chesterfield must provide the total for the initial order (known as the Fall Order) by August 15. The salt ordered as part of the Fall Order will be delivered to you between October 1 and December 20, in accordance with the contract documents. The City of Chesterfield must provide the total for the second order (known as the Winter Order) by January 15. The salt ordered as part of the Winter Order will be delivered between February 1 and March 1.

If you desire to participate in the Co-op again in 2024/2025, your agency will need to issue a Purchase Order to Compass Minerals for the amount of salt you wish to order. The cost of your Purchase Order can be determined simply by multiplying the desired amount of salt by \$87.41. **Please note that the minimum order for each agency is 25 tons.** For this winter season, the cost for the Fall Order and the Winter Order is the same. Additionally, the cost to each agency is the same - \$87.41 per ton. If you would like to proceed with an order on behalf of your agency, please proceed as follows:

- 1) **Fall Order:** Please complete the Salt Request Form and generate a Purchase Order to Compass Minerals. **All Purchase Orders must be emailed to the City of Chesterfield and received by noon on August 13, 2024.** Orders received after that date / time will NOT be included in the Fall Order. The Purchase Order must be emailed to Theresa Barnicle at tbarnicle@chesterfield.mo.us. The Purchase Order must be made out to Compass Minerals – NOT the City of Chesterfield. Note: You do not need to complete the Winter order at this time, although you may choose to do so. All purchase orders submitted to the City of Chesterfield will be compiled and forwarded to Compass as part of the Fall Order. Information for Compass Minerals is as follows:

Compass Minerals
9900 West 109th Street, Suite 100
Overland Park, Kansas 66201

- 2) **Winter Order:** Please complete the Salt Request Form and generate a Purchase Order to Compass Minerals. **All Purchase Orders must be emailed to the City of Chesterfield and received by noon on January 13, 2025.** Orders received after that date / time will not be included in the Winter Order. The Purchase Order must be emailed to Theresa Barnicle at tbarnicle@chesterfield.mo.us. The Purchase Order must be made out to Compass Minerals – NOT the City of Chesterfield. All purchase orders submitted to the City of Chesterfield will be compiled and forwarded to Compass as part of the Winter Order. Information for Compass Minerals is provided above.

Please be advised that there is no flexibility in the dates provided above. The City of Chesterfield is coordinating this order on behalf of 57 agencies – it is the responsibility of each agency to assign the appropriate personnel and ensure the deadlines are met if they wish to remain a member of the Co-op.

Once each order is placed by the City of Chesterfield (on behalf of the Co-op), your agency will receive confirmation of your order along with the anticipated delivery timeframe and a project contact with Compass Minerals. At that point, all correspondence regarding your order shall be between your agency and the vendor (Compass Minerals). Please do NOT contact the City of Chesterfield to ask about the status of your order. The vendor will contact you a minimum of 36 hours prior to delivery. Once you are contacted, your agency must be prepared to accept the salt during its scheduled delivery time. This means you must commit to having personnel available to receive salt whenever it is scheduled. This may require premium, overtime or holiday pay. The City of Chesterfield does not control the date of delivery and neither the City of Chesterfield nor the Co-op will pay demurrage.

Please be advised that the City of Chesterfield's role in this process is solely to administer and coordinate the bid. We do not inspect or test the salt and we will NOT do that on your behalf. The purchase of this salt is between your agency and the vendor (Compass Minerals). If you believe the salt does not meet specification, your agency must address that directly with the vendor.

Each year, we remind the participating members that they must commit to receiving salt when it is delivered. It may arrive on a weekend or a holiday and may require overtime. **IF YOU ARE NOT PREPARED TO ACCEPT DELIVERIES WHENEVER THEY ARRIVE, DO NOT ORDER THROUGH THE CO-OP.** The City of Chesterfield and the Co-op have no ability to reschedule or delay deliveries. You must coordinate delivery directly with the vendor, and your agency will be responsible for any additional costs associated with rescheduling the deliveries or demurrage charges.

The City of Chesterfield coordinates the Co-op at no cost to the members. We only ask that you adhere to the deadlines and provide timely responses. If you do not want to participate this year, please simply email Theresa Barnicle at tbarnicle@chesterfield.mo.us. **Please note that no follow-up letters or reminders will be sent. If you want to participate in the Fall Order, we need an emailed copy of your Salt Request Form and Purchase Order by August 13, 2024. If you want to participate in the Winter Order, we need an emailed copy of your Purchase Order by January 13, 2025.**

Should you have questions or require additional information, please contact me at jeckrich@chesterfield.mo.us or 636-537-4764.

Sincerely,



James A. Eckrich, P.E.
Public Works Director/City Engineer

Enclosure

SALT REQUEST FORM
(Please type or print legibly)

City/School Dist.: _____

Mailing Address: _____

Delivery Address: _____

Contact Person: _____

Telephone #: _____

E-Mail Address: _____

Alternate Contact: _____

Telephone #: _____

E-Mail Address: _____

Signature

Date

PLEASE CHECK HERE IF DELIVERIES NEED TO BE MADE BY TANDEM _____

SALT TONNAGE REQUESTED

FALL 2024

WINTER 2025

Tons
Min. Qty 25 Tons

Tons
Min. Qty 25 Tons

TOTAL TONS: _____

PLEASE RETURN TO:

City of Chesterfield
Attn: Theresa Barnicle
690 Chesterfield Parkway West
Chesterfield, MO 63017
Phone: 636-537-4762
Fax: 636-537-4796
E-mail: tbarnicle@chesterfield.mo.us