



# MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

*Rely on us.*

TO: Commissioners Brown, Mital, Helgeson, Manning and Simpson  
FROM: Cathy Bloom, Finance Manager and Gail Murray, Purchasing/Risk Manager  
DATE: August 5, 2014  
SUBJECT: Q2 2014 Contract Report and Board Consultant Competitive Solicitation Update  
OBJECTIVE: Information Only

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## **Issue**

The Board requested that staff provide a quarterly report of contracts between \$20,000 and \$150,000 which would have come to the Board for approval under previous threshold amounts.

## **Background**

At the August 6, 2013 Board meeting, the Board ratified Resolution No. 1320, which increased the Board Approval Threshold for certain contracts to more closely align with solicitation thresholds. As a result, the processes and procedures were streamlined for the Board and staff.

The thresholds are:

Purchase of all Goods, Equipment, Services and Personal Services:	\$ 150,000 or greater
Purchase of Construction Services:	\$ 100,000 or greater

## **Discussion**

Attached is the Contract report for the second quarter of 2014. The contracts listed are those that would have previously come to the Board for approval, but which are now below the Board approval threshold.

## **Board Appointed consultants and Retained professionals contract status update:**

As previously reported to the Board, the General Manger directed staff to competitively solicit those contracts designated as Board Appointed consultants and Retained Professionals to be sure that EWEB is receiving the best value in these areas. Throughout 2013, staff issued solicitations and awarded contracts for:

- General Counsel – Luvaas Cobb
- Financial Advisor – Seattle Northwest Securities Corp.
- Independent Actuary – Kenney Consulting
- Trustee Services – US Bank Global Corporate Trust Services
- Real Estate Consultant – ECO Northwest
- Real Estate Broker Services – Evans, Elder & Brown; Windemere Real Estate

Following is a status update of the remaining three contracts:

- HR Counsel – RFP closed/evaluated/notice of intent to award/Board approval July 22, 2014.
- Special Counsel and Power Risk Counsel - This RFP is currently out with a response due date of August 15, 2014.
- Independent Auditor and Certified Public Accountant – Due to Management Letter issues currently being worked with the Auditors and the ongoing work being performed by Moss Adams, management thought it might be unwise to change auditing firms for the next few years. The current contract will expire in 2016, and will be re-solicited then.

**Recommendation/Requested Board Action**

None at this time. This information is provided for informational purposes only.

If you have any questions regarding the contracts, please contact the Purchasing Manager, Gail Murray.

## 2014 Second Quarter Contract Report

Execution Date	Contract #	Contractor	City, State	Description	Amount	Term	Process	LT Manager
05/08/2014	1026-2014	Alaskan Copper	Seattle, WA	48 inch Stainless Steel Pipe	\$126,113	Single Purchase	Request for Quotes	Mel Damewood
04/01/2014	2387	Twenty First Century Communications	Columbus, OH	High Volume Messaging Service	\$135,000	4/1/2014 - 12/31/14	Direct Negotiation	Matt Sayre
04/14/2014	2388	Tetra Tech	Bellevue, WA	Roll Gate 2 Hoist Replacement Engineering Consult	\$90,000	03/27/2014	Direct Negotiation	Mel Damewood
04/10/2014	2389	West Monroe Partners	Seattle, WA	WAM SOA Architecture and Implementation Svcs for CIS	\$145,000	4/10/14 - 12/31/14	Informal RFP	Matt Sayre
06/09/2014	2390	Trane Oregon	Portland, OR	Maint. Of Chillers - HQ & ROC	\$108,690	5/1/14 - 4/30/19	Direct Negotiation	Todd Simmons
05/02/2014	2391	RMG Financial	Colbert, WA	Credit Analysis of Power Trading Counterparties	\$50,000	4/24/14 - 4/23/19	Direct Negotiation	Cathy Bloom
06/13/2014	2392	Oxford Princeton Programme, Inc.	Plainsboro, NJ	Training-Power Hedging/Risk Mgt.	\$45,000	6/13/14 - 11/30/14	Direct Negotiation	Dave Churchman
06/26/2014	2393	Systems West Engineering	Eugene, OR	HQ Mechanical Systems Upgrades - Construction Docs	\$64,900	6/26/14-3/31/15	Direct Negotiation	Todd Simmons
05/12/2014	14-0004	Relief Nursery	Eugene, OR	MOU - Greenpower Grant Recipient	\$50,000	n/a	MOU	Lance Robertson

**Total # of Executed Contracts between \$10,000 - \$20,000 = 19**

EWEB association for all above contracts = None