

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a contract with **Valleyscapes, Inc.** for **Landscaping Services**.

Board Meeting Date: June 2, 2015
Project Name/Contract#: 011-2015
Primary Contact: Todd Simmons
Purchasing Contact: Sandra Hahn Ext.7163

Action Requested:	
<input checked="" type="checkbox"/>	Contract Award
<input type="checkbox"/>	Contract Renewal
<input type="checkbox"/>	Contract Increase
<input type="checkbox"/>	Other

Contract Amount:
Original Contract Amount: \$421,000/over 5 years
Additional \$ Previously Approved: N/A
Invoices over last approval: N/A
Percentage over last approval: N/A
Amount this Request: \$421,000/over 5 years
Resulting Cumulative Total: \$421,000/ over 5 years

Funding Source:	
<input checked="" type="checkbox"/>	Budget
<input type="checkbox"/>	Reserves
<input type="checkbox"/>	New Revenue
<input type="checkbox"/>	Bonding
<input type="checkbox"/>	Other

Contracting Method:
Method of Solicitation: Request for Proposal
If applicable, basis for exemption: N/A
Term of Agreement: June 2, 2015 to June 1, 2016
Option to Renew? Yes, up to 5 years maximum
Approval for purchases "as needed" for the life of the contract: Yes

Form of Contract:	
<input type="checkbox"/>	Single Purchase
<input checked="" type="checkbox"/>	Services
<input type="checkbox"/>	Personal Services
<input type="checkbox"/>	Construction
<input type="checkbox"/>	IGA
<input type="checkbox"/>	Price Agreement
<input type="checkbox"/>	Other

Narrative:

The Board is being asked to approve a new services contract with **Valleyscapes, Inc.** of Gresham, Oregon for the purchase of landscaping maintenance services for EWEB right-of-way sites and other sites in Eugene/Springfield.

In May 2015, EWEB issued a formal Request for Proposal (RFP) for the provision of landscaping maintenance services. The Request for Proposal was publicly advertised and three proposals were received and evaluated (Respondents were Kokkeler Lawn Care, Inc., Graton's Custom Landscapes, and Valleyscapes, Inc.) The final awarded contractor was selected based on the evaluation criteria in the RFP, and was determined to be a responsive-responsible proposer that met all proposal requirements and technical specifications.

This contract, if approved, is primarily for mowing fields on EWEB property in Eugene/Springfield. Field mowing is a requirement for compliance with fire code regulations, as well as an important aesthetic component of property management. It is estimated that three rounds per year will be needed. However exact requirements for services are unknown and no guarantee has been made with the contractor to purchase any specific amount. All proposed rates represent one fixed price per year for overall service. (Hourly rates have also been established for various categories of potential additional work.) Staff estimates the annual purchases are not to exceed \$421,000 over 5 years.

ACTION REQUESTED:

Management requests the Board approve award of a contract with **Valleyscapes, Inc.**, for purchase of landscaping services. Funds for these purchases were budgeted for 2015, and will be budgeted annually thereafter.

SIGNATURES:

Project Coordinator: _____
Julie Nuttall

LT Manager: _____
Todd Simmons

Purchasing Manager: _____
Sarah Gorsegner

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____