



# MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

*Rely on us.*

TO: Commissioners Mital, Simpson, Helgeson, Manning and Brown  
FROM: Susan Fahey, Finance Manager and Sarah Gorsegner, Purchasing Manager  
DATE: October 23, 2015  
SUBJECT: Quarterly Contract Report for Q3 2015  
OBJECTIVE: Information Only

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## **Issue**

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

## **Background**

In August 2013 the Board authorized increasing the Board contract approval threshold to more closely align with Oregon Statute solicitation thresholds which streamlined the contract approval process for staff and the Board. This change resulted in the reduction of the number of contract approvals on the Board consent calendar and has allowed the Board to focus on higher level/higher risk contracts and other strategic initiatives. It has also allowed purchasing staff to focus their energies on the higher risk/greater return projects and contracts.

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 third quarter of 2015. The contracts listed are those that would have previously come to the Board for approval, but which are now below the Board approval threshold.

If you have any questions regarding the contracts, please contact the Purchasing Manager, Sarah Gorsegner.

## **Recommendation/Requested Board Action**

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

Contract Execution Date	Contractor	City, State	Description	Contract Amount	Contract Term	Contract Process	LT Manager
7/6/2015	Okta	San Francisco, CA	Single Sign-On License Fees and Implementation Services	\$ 116,501.50	7/1/15 - 6/30/18	Direct Negotiation	Erin Erben
8/6/2015	Crane Services	Albany, OR	Crane Services	\$ 57,000.00	8/6/15-12/31/16	Direct Negotiation	Mel Damewood
8/17/2015	IDSC Holdings LLC	Crystal Lake, IL	(8) Mechanics Tool Sets	\$ 143,114.16	One Time Purchase	Informal Request for Quote	Mike McCann
8/25/2015	Mountain Power Construction*	Bonnors Ferry, ID	Smith Creek Pole Replacement	\$ 150,000.00	One Time Purchase	Direct Negotiation	Mel Damewood
9/4/2015	Manzo, Inc.	Atlanta, GA	Human Capital Management (HCM) System Solution Consulting Services	\$ 38,000.00	9/3/15-12/31/15	Direct Negotiation	Lena Kostopulos
9/10/2015	Ready Rooter	Eugene, OR	Plumbing Services for EMX Projects	\$ 30,000.00	9-1-15 to 8-31-16	Direct Negotiation	Brad Taylor
9/21/2015	Make it Happen (MIH)	Eugene, OR	IT Project Management Services	\$ 102,500.00	9/21/15 - 12/31/16	Direct Negotiation	Erin Erben
9/22/2015	Overton Safety Training	Aloha, OR	Service Truck Crane Certification Prep Program	\$ 35,000.00	One Time Purchase	Direct Negotiation	Lena Kostopulos

\*For the Mountain Power Construction Contract, an Emergency Declaration was issued and a time and material contract not-to-exceed \$150,000 was negotiated to repair poles damaged in the wildfire. The total spend was \$35,273.95

**Total # of Executed Contracts between \$10,000 - \$20,0000 = 8**

EWEB association for all above contracts = None

Questions? Please contact: Sarah Gorsegner, 541-685-7348