

# EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a service contract with **Rittal Corporation** for **Server Cabinet Maintenance**.

Board Meeting Date: July 19, 2016  
Project Name/Contract#: 028-2016 Server Cabinet Maintenance  
Primary Contact: Todd Simmons Ext. 7373  
Purchasing Contact: Collin Logan Ext. 7426

<b>Action Requested:</b>	
<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: \$206,000.00 (over 5 years)  
Additional \$ Previously Approved: \$N/A  
Invoices over last approval: \$N/A  
Percentage over last approval: N/A %  
Amount this Request: \$206,000.00 (over 5 years)  
**Resulting Cumulative Total:** \$206,000.00 (over 5 years)

<b>Funding Source:</b>	
<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: Invitation to Bid (formal)  
If applicable, basis for exemption: N/A  
Term of Agreement: 1-Year  
Option to Renew? Yes (maximum 5-years)  
Approval for purchases "as needed" for the life of the contract Yes

<b>Form of Contract:</b>	
<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 contract with **Rittal Corporation** of Urbana, IL for the purchase of services to maintain the proper operation of the server cabinets at Headquarters and Roosevelt Operations Center.

EWEB requires this service for use in EWEB's information technology system. Contract objectives are to maintain the components which control the micro-environments protecting EWEB's computer servers.

Contracted services include 24/7 phone and email support, bi-annual preventive maintenance agreement, and 8-hour response time to emergency maintenance requests.

In May 2016 staff issued a Formal Invitation to Bid (ITB). The solicitation was posted to EWEB's contract opportunities website and the "open opportunities" webpage of the Oregon Procurement Information Network (ORPIN). Several companies reviewed the solicitation; EWEB received one bid from Rittal Corporation of Urbana, IL. Rittal Corporation created the software that operates the server cabinet hardware and those maintaining the system must be "authorized" service technicians. Staff believed there would be other companies authorized by Rittal to maintain Rittal equipment. Although several companies indicated interest in bidding (an assumption made due to multiple "downloads" of the solicitation) only Rittal Corporation delivered a bid. Thus, Staff recommends the Board approve the award of this service contract to Rittal Corporation.

Staff has issued a notice of Intent to Award the contract to Rittal Corporation, pending Board approval.

### ACTION REQUESTED:

Management requests the Board approve a service contract with **Rittal Corporation** for **server cabinet maintenance**. Funds for these services were budgeted for 2016 and will be budgeted annually.

**SIGNATURES:**

Project Coordinator: \_\_\_\_\_

LT Manager: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

General Manager: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Secretary/Assistant Secretary verification: \_\_\_\_\_