



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD



TO: Commissioners Simpson, Helgeson, Manning, Mital and Brown
FROM: Sue Fahey, Finance Manager; Sarah Gorsegner, Purchasing/Warehouse Supervisor
DATE: July 25, 2016
SUBJECT: Quarterly Contract Report for Q2 2016
OBJECTIVE: Information Only

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 policy limits that were in place prior to August 2013.

Background

A few years ago, the policy was changed to align with Oregon Statute solicitation thresholds which streamlined the contract approval process and allowed the Board and staff to focus on higher dollar contracts and other strategic initiatives.

Current statute and Board 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 2016. The contracts listed are those that would have previously come to the Board for approval, but which are now below the Board approval threshold.

In April 2016, the Master Services Agreements for Engineering Services expired. These contracts allowed for task orders to be issued and reported annually to the Board. Under current statutes, Engineering Services are required to be procured using a Qualification Based Selection (QBS) process. The QBS process requires that firms providing engineering services are selected based on their qualifications without consideration of cost. Once the firm is identified as the most qualified, only then can costs be negotiated. Due to the restrictions on requesting pricing, each project must be negotiated as its own contract. The number of contracts on the quarterly report will increase due to these statute requirements. QBS contracts are noted with QBS in the contract process column.

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
4/6/2016	The Freshwater Trust	Portland, OR	Develop and deploy StreamBank Monitoring Software	\$ 65,905	3/1/16 to 12/31/16	Direct Negotiation	Steven Newcomb
4/7/2016	Lane Forest Products	Eugene, OR	Landscaping Material	\$ 137,000	4/7/16 to 4/7/21	Formal Invitation to Bid	Mel Damewood
4/14/2016	Olsson Electric/OS Engineering	Springfield, OR	Shasta 800 Pump Station RTU/PLC Replacement Project	\$ 31,248	4/14/16 to 5/16/16	Direct Negotiation / PSC	Matt Barton
4/15/2016	Watthour Engineering Inc.	Lafayette, IN	Radian Research Meter Testing board	\$ 103,815	One time purchase	Request for Quotes	Steven Newcomb
4/22/2016	Stantec Consulting Services	Portland, OR	Polycyclic Aromatic Hydrocarbon Background Study	\$ 25,000	4/1/16 to 12/31/16	Direct Negotiation	Mike McCann
5/2/2016	Kleinschmidt Associates	Pittsfield, Maine	Carmen-Smith Settlement Agreement Support	\$ 85,000	5/2/16 to 12/31/16	QBS/Direct Negotiation	Mel Damewood
5/10/2016	Professional Underground	Eugene, OR	Beltline Underground Crossing	\$ 140,880	5/31/2016	Formal Invitation to Bid	Todd Simmons
5/11/2016	Sirius	Portland, OR	Deploy Airwatch software	\$ 32,000	5/11/16 to 9/30/16	Direct Negotiation / PSC	Mel Damewood
5/17/2016	Spectro Scientific	Chelmsford, MA	Oil Analyzer	\$ 85,500	7/13/2016	Informal ITB	Todd Simmons
5/25/2016	David Evans	Vancouver, WA	Bathymetric Survey/Carmen	\$ 102,830	5/25/16 to 8/19/16	QBS/Direct Negotiation	Sue Fahey
5/27/2016	Foster Pepper	Seattle, WA	Bond Disclosure Counsel	\$ 25,000	5/27/16 to 12/31/16	Direct Negotiation	Mel Damewood
5/27/2016	Godfrey Consulting	Blue River, OR	Construction Inspection for Smith Emergency Access Road	\$ 57,313	5/18/16 to 10/31/17	QBS/Direct Negotiation	Mel Damewood
5/31/2016	Beecher Engineering	Roseburg, OR	Hayden Bridge Standby Power System	\$ 46,250	6/1/16 to 6/30/17	Direct Negotiation	Mike McCann
6/3/2016	Votih Hydro	York, PA	Walterville Cavitation Repairs	\$ 40,000	6/3/16 to 9/30/16	Direct Negotiation	Mel Damewood
6/9/2016	Transformer Technologies	Salem, OR	Disposal of Transformer and oil	\$279,000 income, \$60,000 spend	6/9/16 to 6/8/17 with annual renewals	Direct Negotiation	Mike McCann
6/14/2016	Historical Research Associates	Eugene, OR	Leaburg/Walterville Historic & Cultural Services / License Compliance	\$ 58,680	6/14/16 to 12/31/18	QBS/Direct Negotiation	Steven Newcomb
6/17/2016	Good Company	Eugene, OR	Hydrogen Feasability Program Analysis	\$ 29,114	6/17/2016-12/31/2016	Direct Negotiation	Mel Damewood
6/22/2016	Beecher Engineering	Roseburg, OR	Santa Clara Pump Station Improvements Electrical Design	\$ 37,925	6/22/16 to 9/1/16	QBS/Direct Negotiation	Mel Damewood
6/22/2016	West Yost & Associates	Eugene, OR	Hydraulic Modeling Support	\$ 90,000	6/22/16 to 12/31/16	QBS/Direct Negotiation	Steven Newcomb
6/28/2016	UO Landscape and Architecture	Eugene, Or	McKenzie Slices Framework Support	\$ 61,800	6/28/16 to 12/31/18	Intergovernmental Agreement	Brad Taylor

Total # of Executed Contracts between \$10,000 / \$20,000 = 13

EWEB association for all above contracts = None

PSC-Personal Services Contract

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