

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new Contract with **Shelton Turnbull** for the purchase of printed envelopes.

Backgrounder (if "yes," "See backgrounder information") No

Board Meeting Date: August 4, 2009

Project Name/Contract#: Printed Envelopes

Project Contact: Kim Spear Ext. 7710

Purchasing Contact: Cheryl Golbek Ext. 3274

Contract Amount:

Original Contract Amount: \$270,045

Additional \$ Previously Approved: \$0

Invoices over last approval: \$0

Percentage over last approval: 0%

Amount this Request: \$270,045

Resulting Cumulative Total: \$270,045

Action Requested:

Contract Award
 Contract Renewal
 Contract Increase
 Other

Funding Source:

Budget
 Reserves
 New Revenue
 Bonding
 Other

Contracting Method:

Method of Solicitation: Formal Invitation to Bid

If applicable, basis for exemption: N/A

Term of Agreement: August 5, 2009 thru August 4, 2010

Option to Renew? Yes, Renewable annually up to 5 years total.

Approval for purchases "as needed" for the life of the contract Yes

Form of Contract:

Single Purchase
 Services
 Personal Services
 Construction
 IGA
 Price Agreement
 Other

NARRATIVE:

The Board is being asked to approve a new price agreement with **Shelton Turnbull** for the purchase of printed envelopes.

On June 11, 2009, an invitation for bids was issued in order to establish a five-year price agreement for the supply of printed envelopes, used for mailing monthly customer statements and various other EWEB mailings. Five bids were received and opened on June 25, 2009. Shelton Turnbull (Eugene) was determined to be the lowest responsive-responsible bidder. If approved, a price agreement will be executed with Shelton Turnbull for one-year with the option, at EWEB's discretion, to renew for four additional one-year periods (total potential contract term: 5 years).

The utility purchases printed envelopes, with EWEB's logo, for customer billings and other EWEB needs. Therefore, printed envelopes will be purchased on an "as needed" basis to replenish EWEB stock. Exact quantities needed during the life of the contract is unknown and no guarantee has been made with the supplier to purchase any specific annual amount. Staff estimates the annual purchases to be \$48,872 the first year, with a potential price increase of up 5% each year thereafter, as allowed in the contract. The total estimated five-year contract amount will be approximately \$270,045. However, this is a requirements contract (price agreement); exact total quantities purchased will be based on need and not on any fixed dollar amount.

ACTION REQUESTED:

Staff requests Board approve a new contract with **Shelton Turnbull** for the purchase of printed envelopes on an "as needed" basis. Funds for these purchases were budgeted for 2009 and will be budgeted annually.

SIGNATURES:

Project Coordinator: _____

Supervisor: _____

Purchasing Manager: _____

Division Director: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____