

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new price agreement with **HD Fowler Company** for the periodic purchase of Meter/Valve Boxes & Covers (as needed).

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

Board Meeting Date: 1/5/2010

Project Name/Contract#: Meter/Valve Boxes & Covers

Project Contact: Rod Wade Ext. 7122

Purchasing Contact: Cindy McLaren Ext. 7163

Action Requested:

Contract Award
 Contract Renewal
 Contract Increase
 Other

Contract Amount:

Original Contract Amount: \$ 505,175

Additional \$ Previously Approved: \$ n/a

Invoices over last approval: \$ 505,175

Percentage over last approval: n/a %

Amount this Request: \$ 505,175

Resulting Cumulative Total: \$ 505,175

Funding Source:

Budget
 Reserves
 New Revenue
 Bonding
 Other

Contracting Method:

Method of Solicitation: Formal Bid

If applicable, basis for exemption: n/a

Term of Agreement: 1/6/2010-1/5/2011

Option to Renew? Yes, annually for up to 5 years

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

Narrative:

Form of Contract:

Single Purchase
 Services
 Personal Services
 Construction
 IGA
 Price Agreement
 Other

The Board is being asked to approve a new price agreement with **HD Fowler Company** for the routine purchase of Meter/Valve Boxes & Covers.

In December 2009, EWEB issued a formal invitation to bid for the periodic purchase of Meter/Valve Boxes & Covers for the Water & Construction section. Bids were received and evaluated, and HD Fowler Company was determined to be the lowest responsive-responsible bidder. The price agreement established unit prices that are used to replenish EWEB stock. Prices are reviewed annually and adjusted, if necessary, to reflect cost of production.

Staff has estimated the total contract amount to be approximately \$505,175 over the total five-year period. This estimate is based on historical procurement data. The actual total dollar amount is unknown and will be based on demand for products during each year; no guarantee has been made with the supplier to purchase any specific annual quantity. Purchases are made to replenish stock.

If approved, staff will purchase meter/valve boxes & covers from this supplier as needed over the life of the contract, potentially five years. This contract is for one-year with the option, at EWEB's discretion, to renew for four additional one-year periods.

ACTION REQUESTED:

Staff requests Board approval of a new price agreement with **HD Fowler Company** for the periodic purchase of Meter/Valve Boxes & Covers (as needed). Funds for these purchases will be budgeted annually and were budgeted for 2010.

SIGNATURES:

Project Coordinator: _____

Supervisor: _____

Purchasing Manager: _____

Division Director: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____