

## EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a contract with **JACO Analytical Laboratory, Inc.** for oil testing services.

Board Meeting Date: September 7, 2010  
Project Name/Contract#: Oil Testing Services – SC 2090  
Project Contact: Jim Wiley Ext. 7356  
Purchasing Contact: Cindy McLaren Ext. 7163

### Action Requested:

Contract Award  
 Contract Renewal  
 Contract Increase  
 Other

### Contract Amount:

Original Contract Amount: \$ 75,000  
Additional \$ Previously Approved: \$ 75,000  
Invoices over last approval: \$ \_\_\_\_\_  
Percentage over last approval: \_\_\_\_\_ %  
Amount this Request: \$ 75,000  
**Resulting Cumulative Total:** \$ 75,000

### Funding Source:

Budget  
 Reserves  
 New Revenue  
 Bonding  
 Other

### Contracting Method:

Method of Solicitation: Exemption SS-260  
If applicable, basis for exemption: EWEB Rule 3-0275  
Term of Agreement: September 8, 2010-September 7, 2011  
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 contract with **Jaco Analytical Laboratory, Inc.** for oil testing services for an estimated total amount of **\$75,000**.

Jaco Analytical Laboratory, Inc. will collect oil samples at EWEB's substations and determine the condition of transformers, load tap changers, and regulators throughout the system, through annual oil screen and dissolved gas analysis testing. Jaco will also provide testing services for EWEB transformer shop as required.

This Contract, if approved, will be for one year with an option, at EWEB discretion, to renew for four additional one-year periods (total potential contract term; 5 years). Staff estimates it will purchase approximately \$15,000 of services each year of the contract, a possible total amount of \$75,000 over the five-year period. However, this is a requirements contract (price agreement); the exact amount of required services is "as needed" and not based on any specific dollar amount.

### ACTION REQUESTED:

Staff requests Board approve a new contract with **Jaco Analytical Laboratory, Inc.** for oil testing services. Funding for these services have been budgeted for 2010 and will be budgeted annually.

**SIGNATURES:**

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

Supervisor: \_\_\_\_\_

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

Division Director: \_\_\_\_\_

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

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

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