



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Helgeson, Brown, Mital, Simpson, and Carlson
FROM: Sue Fahey, Chief Financial Officer; Sarah Gorsegner, Purchasing & Warehouse Supervisor
DATE: January 27, 2017
SUBJECT: Quarterly Contract Report for Q4 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 fourth quarter of 2016 and a list of Task Orders awarded for the Wildish Construction Management/General Contractor Carmen-Smith contract through the end of 2016 for orders that did not require Board approval. The contracts listed are those that would have previously come to the Board for approval, but which are now below the Board approval threshold.

Additionally, management reports the infrequent occurrences when purchasing rules are not followed. Purchasing rules require the solicitation of three quotes for purchases over \$10,000. In December, \$12,539 of services were provided without obtaining multiple quotes due to repairs on the raw water intake pump that required additional work. The additional costs were unforeseen when an initial estimate was requested and caused the total repair cost to exceed \$10,000.

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	ET Manager
10/14/16	KJ Smith Associates	Eugene, OR	Utility of the Future Community Engagement	\$21,025	10/14/16 to 3/31/17	Informal Request for Proposal	Erin Erben
10/17/16	Stantec	Portland, OR	EWEB CU Building Site Sampling	\$41,250	10/17/16 to 7/31/17	Qualified Based Selection	Mel Damewood
10/19/16	Atlassian JIRA Software	Chicago, IL	Service Desk Software	\$22,600	one-time purchase	Informal Request for Proposal	Matt Barton
10/20/16	Pivot Architecture	Eugene, OR	HQ to ROC Feasibility Space Planning Services	\$22,000	10/20/16 to 3/31/17	Qualified Based Selection	Mel Damewood
10/31/16	Peterson Structural Engineers	Portland, OR	Carmen Diversion Gates and Hoist Improvements	\$54,800	10-31-16 To 3-3-17	Qualified Based Selection	Mel Damewood
11/2/16	Schneider Electric/Telvent	Fort Collins , CO	Implement Responder Adapter for AMI	\$68,750	7/1/16 to 6/30/17	Direct-Negotiation	Matt Barton
11/2/16	TEKsystems	Eugene, OR	Temporary Employment Services- Business Analyst for Human Resources Software Replacement Project	\$93,600	11/2/16 to 5/31/17	Direct-Negotiation	Matt Barton
11/29/16	State of Oregon	Salem, OR	ArcGIS	\$21,600	11/28/16 to 1/31/17	Intergovernmental Agreement	Mel Damewood
12/7/16	Builders Electric	Eugene, OR	AMI Service Repairs	\$30,000	12/7/16 to 12/31/21	Request for Quotes	Mel Damewood
12/7/16	KPFF Consulting Engineers	Eugene, OR	Design Services- CS Debris Boom Anchor Points	\$58,718	12/7/16 to 12/31/17	Qualified Based Selection	Mel Damewood
12/14/16	OBEC	Eugene, OR	Survey work for sale of HQ surplus property	\$37,000	12/14/16 to 10/30/17	Qualified Based Selection	Mel Damewood
12/17/16	International Line Builders	Portland, OR	Electric Crews Emergency Declaration	\$200,000	12/16/16 to 1/15/17	Direct Negotiation - Emergency Declaration	Mel Damewood
12/17/16	Potelco	Sumner, WA	Electric Crews Emergency Declaration	\$775,000	12/17/16 to 1/16/17	Direct Negotiation - Emergency Declaration	Mel Damewood
12/19/16	Cowlitz Clean Sweep	Longview WA	Industrial, Environmental & Emergency Cleanup Services	\$150,000	12/20/2016 to 12/20/2021	Direct Negotiation - Emergency Declaration	Mel Damewood
12/19/16	Keyline	Myrtle Point, OR	Electric Crews Emergency Declaration	\$400,000	12/18/2017 to 1/17/2017	Direct Negotiation - Emergency Declaration	Mel Damewood
12/21/16	Sherman and Reilly	Chattanooga, TN	Trailer-Mounted Cable Puller	\$149,995	one time purchase	Direct-Negotiation-Sole Source-negotiation after a RFP process	Mel Damewood
12/21/16	NWFF Environmental	Philomath, OR	Industrial, Environmental & Emergency Cleanup Services	\$150,000	12/20/2016 to 12/20/2021	Direct Negotiation - Emergency Declaration	Mel Damewood
12/27/16	HDR Engineering	Bellevue, WA	City View 1150 PS Replacement Hydraulic Modeling Services	\$25,000	12/27/16 to 1/20/17	Qualified Based Selection	Mel Damewood
12/29/16	Alternative Work Services	Eugene, OR	Clerical services	\$50,000	1/1/17 to 12/31/21	Direct-Negotiation	Erin Erben

Small Procurement Overview

12/20/16	Stettler Supply Company	Salem, OR	Services to remove broken packing box, manufacture new packing box and install at Hayden Bridge Raw Water Pump #6	\$12,539	one-time repair	Direct-Negotiation	Mel Damewood
----------	-------------------------	-----------	---	----------	-----------------	--------------------	--------------

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

EWEB association for all above contracts = None

Qualification Based Selection is required based on current statutes and EWEB Public Contracting Rules for consultants who provide architectural, engineering, land surveying, and related services. The selection process for contracts on this report requires selection from pre-qualified firms, contract values are based on negotiations and reviewed for appropriate effort and rate schedules.

Contract 002-2011; Carmen Smith CM/GC Projects

Task Order activity reported quarterly, where Board Approval is not required (Activity under \$150,000)

Contractor: Wildfish, Eugene, OR.

ET Manager: Mel Damewood

Task Order Execution Date	Contract Amount	Task Order/Change Order #	Description
5/24/16	\$27,518.00	Task Order #2	Oil room hatch removal and repair
10/4/16	\$50,900.00	Task Order #3	Seals and gaskets at Smith intake gate
12/14/16	\$144,000.00	Task Order #5	New draft tube gates at the Carmen Powerhouse.

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