

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new contract with **Tyndale Company, Inc.** for the purchase of fire retardant apparel.

Board Meeting Date: November 5, 2013
Project Name/Contract#: Fire Retardant apparel / ITB #043-2013
Primary Contact: Todd Simmons Ext. 7373
Purchasing Contact: Cheryl Golbek Ext. 7389

Action Requested:

Contract Award
 Contract Renewal
 Contract Increase
 Other

Contract Amount:

Original Contract Amount: \$300,000/5 years
Additional \$ Previously Approved: \$ N/A
Invoices over last approval: \$ N/A
Percentage over last approval: 0%
Amount this Request: \$300,000/5 years
Resulting Cumulative Total: \$300,000/5 years

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: November 5, 2013 - November 4, 2014
Option to Renew? Yes, annual renewal for up to 5 years total.

Form of Contract:

Single Purchase
 Services
 Personal Services
 Construction
 IGA
 Price Agreement
 Other

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

NARRATIVE:

The Board is being asked to approve a new contract with **Tyndale Company, Inc.** for the purchase of fire retardant apparel.

The utility supplies fire retardant apparel to employees who work on or near energized equipment. In August 2013, staff issued a formal invitation to bid in order to establish a price agreement for the purchase of fire retardant (FR) apparel. Four bids were received and Tyndale Company, Inc of Pipersville, Pennsylvania was determined to be the lowest responsive, responsible bidder.

This price agreement, if approved, will be for one-year with an option, at EWEB's discretion, to renew for four additional one-year periods (total potential contract term: 5 years). Product will be purchased "as needed" for individual employee, as requested and approved by his or her supervisor. Therefore, the exact annual purchase amounts are unknown and no guarantee has been with the supplier to purchase any specific annual quantity. Historical procurement data indicates that EWEB purchases approximately \$300,000 five-years. This is, however, a requirements contract (price agreement), so use of this contract is on an "as needed" basis and not for any specific dollar amount.

ACTION REQUESTED:

Management requests Board approve a new contract with **Tyndale Company, Inc.** for the purchase of fire retardant apparel. Funds for these purchases were budgeted for 2013 and will be budgeted annually.

SIGNATURES:

Project Coordinator: _____

Manager: _____

Purchasing Manager: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____