



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Simpson, Brown, Helgeson, Manning and Mital
FROM: Cathy Bloom, Finance Manager and Gail Murray, Purchasing/Risk Manager
DATE: December 30, 2013
SUBJECT: Q4 2013 Contract Report
OBJECTIVE: Information Only

Issue

At the August 6th Board meeting, the Board ratified Resolution 1320, which increased the Board Approval Threshold for certain contracts to more closely align with solicitation thresholds. As a result, the processes were streamlined for the Board and Purchasing/Risk department and assisted with a strategy to move forward with reduced staffing levels in the Purchasing Department. The Board requested that staff provide a quarterly report of contracts between \$20,000 and \$150,000, which would have come to the Board for approval under the previous threshold amounts.

Background

Due to the cost reduction strategies implemented in the last two years, the Purchasing department has been reduced by two FTE, or a 20% reduction in staff. In an effort to streamline processes and procedures for both staff and the Board, management proposed and the Board approved the alignment of Board approval and procurement thresholds. This change will result in the reduction of the number of items coming before the Board on the consent calendar. This would allow the Board to focus on higher level/higher risk contracts and other strategic initiatives. It will also allow purchasing staff to focus their energies on the higher risk/greater return projects and contracts.

The 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. The contracts listed are those that would have previously come to the Board for approval, but which are now below the Board approval threshold. If you have any questions regarding the contracts, please contact the Purchasing Manager, Gail Murray.

Recommendation/Requested Board Action

None at this time. This information is provided for informational purposes only.

Contract Execution Date	Contract #	Contractor	City, State	Description	Contract Amount	Contract Term	Contract Process	LT Manager
10/03/2013	1059-2013	Peterson Power Systems	San Leandro, CA	Emergency Generator Testing	\$ 39,170.00	10/2/13 - 10/3/18	Request for Quote	Roger Kline
10/07/2013	13-0011	Rainbow Water District	Eugene, OR	Water Meter Installation	\$ 30,000.00	10/7/13 - 10/6/14	IGA	Brad Taylor
10/11/2013	2363	Bridge Energy Group	Marlborough, MA	SOA Employee Service Implementation	\$ 147,840.00	10/11/13 - 12/31/13	Informal RFP	Matt Sayre
10/14/2013	2346	Systems West	Eugene, Oregon	Chilled Water & Building Control Retro-Commissioning	\$ 21,500.00	10/14/13 - 12/31/13	Direct Negotiation	Todd Simmons
10/22/2013	2362	Feynman Group	Eugene, Oregon	Residential Networking Support	\$ 20,000.00	10/22/13 - 12/31/14	Direct Negotiation	Erin Erben
11/01/2013	2366	Art2Link	Carmel, Indiana	BizTalk Training-EnergyInsight to SmartStream Integration Srvcs	\$ 32,000.00	11/1/13 - 12/31/13	Direct Negotiation	Matt Sayre
11/12/2013	048-2013	Kenney Consulting	Kensington, CA	Actuarial Services	\$ 130,500.00	1/1/2014 - 12/31/2017	Request for Proposal	Cathy Bloom
11/12/2013	2367	The Freshwater Trust	Portland, Oregon	Phase II Riparian Forest Survey	\$ 47,000.00	11/12/2013 - 12/31/2014	Direct Negotiation	Steve Newcomb
11/18/2013	2357	BLX Group	Mesa, AZ	Arbitrage Rebate Consulting Services	\$ 25,000.00	11/18/13 - 11/13/14	Direct Negotiation	Cathy Bloom
12/05/2013	2355	Baker Tilly	Madison, WI	WAM - Budget Work Around	\$ 100,000.00	12/5/13 - 3/31/14	Informal RFP	Cathy Bloom
12/13/2013	1054-2013	Elstor	Albany, Oregon	Painting Transformers	\$ 50,000.00	12/15/13 - 12/14/18	Request for Quote	Todd Simmons
12/13/2013	2356	Baker Tilly	Madison, WI	WAM - Inventory Module Implementation	\$ 149,000.00	12/13/2013 - 12/31/13	Informal RFP	Cathy Bloom

Total # of Executed Contracts between \$10,000 - \$20,000 = 3

EWEB association for all above contracts = None

Questions? Please contact: Gail Murray, 541-685-7429