



# MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

*Rely on us.*

TO: Commissioners Mital, Simpson, Helgeson, Manning and Brown  
FROM: Susan Fahey, Finance Manager and Sarah Gorsegner, Purchasing/Risk Manager  
DATE: July 24, 2015  
SUBJECT: Second Quarter 2015 Contract Report  
OBJECTIVE: Information Only

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## **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 previous threshold amounts.

## **Background**

In August 2013 the Board authorized increasing the Board contract approval threshold to more closely align with Oregon Statute solicitation thresholds which streamlined the contract approval process for staff and the Board. This change resulted in the reduction of the number of contract approvals on the Board consent calendar and has allowed the Board to focus on higher level/higher risk contracts and other strategic initiatives. It has also allowed 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 second quarter of 2015. 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, Sarah Gorsegner.

## **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	LT Manager
4/27/2015	AECOM	Oakland, CA	Hydroelectric Projects Seismic Hazard Evaluation	\$ 24,550.00	4/27/15 - 12/31/15	Direct Negotiation	Mel Damewood
4/9/2015	Riley Research Associates	Portland, OR	Marketing Research - Customer Usage	\$ 29,450.00	4-9-15 to 7-31-15	Direct Negotiation	Lance Robertson
5/6/2015	David Evans	Portland, OR	Willamette River Intake Permitting Support	\$ 91,483.00	5/6/15 - 12/31/16	Informal RFP	Mel Damewood
4/14/2015	Genscape	Louisville, KY	Subscription Services	\$ 75,600.00	3-1-15 to 2-28-18	Direct Negotiation	Dave Churchman
5/19/2015	Stantec Consulting Services	Portland, OR	Environmental Consulting - HQ Property	\$ 20,000.00	5/19/15 - 12/31/16	Direct Negotiation	Steve Newcomb
6/10/2015	Galardi Rothstein Group	Portland, OR	System Development Charge Methodology Review	\$ 24,775.00	6/10/15 - 11/30/15	Informal RFP	Sue Fahey
6/4/2015	Riva	Canada	Software support and configuration into WAM	\$ 69,000.00	6/4/15 - 9/30/15	Direct Negotiation	Mel Damewood
6/1/2015	Janet Peterson	Eugene, OR	Financial Analysis	\$ 20,000.00	5/22/15 - 12/31/15	Direct Negotiation	Sue Fahey
4/9/2015	Utility Services Associates	Eugene, Oregon	Water Distribution System Leak Detection Survey Services	\$ 31,900.00	4-9-15 to 8-31-15	Informal RFP	Brad Taylor
4/10/2015	Pennington Crossarm Co.	Eugene, Oregon	Wood Crossarms	\$ 120,824.00	4/10/15 - 4/8/2020	Formal ITB	Mel Damewood
6/15/2015	Trout Mountain Forestry	Corvallis, OR	Forest Management Plan	\$ 34,500.00	6/15/15 - 6/14/16	Informal RFP	Steve Newcomb

**Total # of Executed Contracts between \$10,000 - \$20,0000 = 8**

EWEB association for all above contracts = None

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