



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Simpson, Brown, Helgeson, Manning, and Mital
FROM: Susan Fahey, Finance Manager and Sarah Gorsegner, Purchasing Manager
DATE: January 22, 2016
SUBJECT: Quarterly Contract Report for Q4 2015
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

EWEB policy used to require Board approval for Purchasing contracts that were \$20,000 and above. 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 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 |
|-------------------------|-------------------------|--------------------|--|-----------------|-----------------------|-----------------------------|-----------------|
| 10/16/2015 | WESCO Distribution | Portland, OR | 115kV Insulators - Stores Items | \$ 135,824 | 10/16/15 - 10/13/2020 | Formal Invitation to Bid | Mel Damewood |
| 12/4/2015 | YSI Inc. | Yellow Springs, OH | FlowTracker, EXO Sondes and Accessories | \$ 125,417 | One Time Purchase | Informal Request for Quote | Steve Newcomb |
| 10/5/2015 | Overton Safety Training | Aloha, OR | Service Truck Crane Certification Prep Program | \$ 35,000 | 10/5/15 - 10/4/18 | Direct Negotiation | Lena Kostopulos |
| 10/1/2015 | The Freshwater Trust | Portland, OR | Workflow and Tech Mapping | \$ 29,820 | 10/1/15 - 12/31/16 | Direct Negotiation | Steve Newcomb |
| 10/1/2015 | Earth Economics | Tacoma, WA | Riparian Corridor Conservation | \$ 68,000 | 10/1/16 - 6/30/16 | Direct Negotiation | Steve Newcomb |
| 12/15/2015 | Eaton | Portland, OR | ROC Uninterruptable Power Supply (UPS) Systems Service | \$ 106,531 | 12/15/15 - 8/11/18 | Direct Negotiation | Todd Simmons |
| 11/3/2015 | Olsson Electric | Springfield, OR | Control System HMI Standards | \$ 35,340 | 10/30/15 - 2/17/16 | Direct Negotiation | Mel Damewood |
| 12/13/2015 | The Automation Group | Eugene, OR | Freestanding VFD System for Hayden Bridge | \$ 27,510 | 12/13/15 - 2/15/16 | Informal Request for Quote | Mel Damewood |
| 12/22/2015 | USGS | Portland, OR | Source Water Protection Joint Funding Agreement | \$ 73,490 | 1/1/16 - 12/31/16 | Intergovernmental Agreement | Steve Newcomb |
| 11/1/2015 | UO Law School | Eugene, OR | Riparian Protections 3 Basins Rule Analysis | \$ 27,485 | 11/1/15 - 12/31/16 | Intergovernmental Agreement | Steve Newcomb |
| 10/13/2015 | UO Landscape School | Eugene, OR | Slices - McKenzie River | \$ 30,000 | 9/2015 - 12/31/16 | Intergovernmental Agreement | Steve Newcomb |

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

EWEB association for all above contracts = None

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