



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: April 25, 2016
SUBJECT: Quarterly Contract Report for Q1 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 first quarter of 2016. The contracts listed are those that would have previously come to the Board for approval, but which are now below the Board approval threshold.

In addition, contracts in breach of a procurement threshold are reported to the Board, those contracts (if any) will be listed and designated on this list.

Recommendation/Requested Board Action

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

If you have any questions regarding the contracts, please contact the Purchasing Manager, Sarah Gorsegner.

Contract Execution Date	Contract #	Contractor	City, State	Description	Contract Amount	Contract Term	Contract Process	LT Manager
02/29/2016	2460	MBL Group LLC	Clackamas, OR	Total Compensation Report-Services are as needed and may include consulting support services to the Employment Personnel Council, salary structure work, or market pricing new positions	\$75,000.00	2/29/16 - 12/31/18	Direct Negotiation	Lena Kostopulos
03/02/2016	2462	Benefit Help Solutions	Eugene, OR	Administration of FSA, COBRA, Retiree Benefits	\$144,000.00	3/2/16 - 12/31/18	Direct Negotiation	Lena Kostopulos
02/12/2016	2464	Sirius/Commvault	San Antonio, TX	Sirius Computer Solutions-Upgrades to IS Data Backup	\$27,000.00	2/12/16 - 4/29/16	Direct Negotiation	Matt Barton
01/21/2016	2465	Parsons Brinckerhoff	Portland, OR	Tunnel Consulting Services- Willamette Water Treatment Project	\$24,939.00	1/21/16 - 3/1/16	Direct Negotiation	Mel Damewood
02/02/2016	2466	Mycoff, Fry, & Prouse, LLC	Conifer, CO	General Manager Recruitment	\$70,000.00	2/2/16 - 12/31/16	Direct Negotiation	Lena Kostopulos
02/05/2016	2467	Delta Operations & Consulting	Eugene, OR	Wastewater Treatment Services for Eco-Machine at ROC	\$125,000.00	2/5/16 - 2/5-2021	Direct Negotiation	Todd Simmons
03/10/2016	2471	Concept Systems	Albany, OR	Hayden Bridge S. Filter 2016 Upgrades	\$90,432.00	3/10/16 - 4/22/16	Informal Request for Quote	Mel Damewood
01/14/2016	16-0003	LCOG	Eugene, OR	EWEB Property Mgmt Tech Assistance	\$90,000.00	1/1/16 - 12/31/16	Intergovernmental Agreement	Steve Newcomb
03/08/2016	16-0006	Oregon DEQ	Salem, OR	Settlement Meeting Cost Reimbursement to State of Oregon re Carmen Smith Relicensing	\$21,900.00	3/8/16 - 12/31/17	Intergovernmental Agreement	Mike McCann

Contract Awarded and Exceeds the Direct Procurement Threshold of \$40,000 for Construction Services

01/19/2016	059-2015	Contech Services	Vancouver, WA	Crack and Joint Leak Repairs at Leaburg and Waltherville	\$43,000.00	06/30/2016	Direct Negotiation	Mel Damewood
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Contech Services was initially awarded a contract for \$36,700. After initial contract work was complete, new leaks appeared that required additional repair. Repairs costing \$6,300 were complete by Contech Services and the total contract value of \$43,000 exceeded EWEB's procurement rules threshold of \$40,000 for construction services.

Total # of Executed Contracts below Board Approval thresholds = 8

EWEB association for all above contracts = None

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