

# EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new price agreement with **WESCO Distribution** for the periodic purchase of Transformer and Secondary Connectors (as needed to replenish stock).

Board Meeting Date: 9/6/16  
Project Name/Contract#: ITB 034-2016  
Primary Contact: Mel Damewood Ext. 7145  
Purchasing Contact: Ramie Alkire Ext. 7413

### Action Requested:

Contract Award  
 Contract Renewal  
 Contract Increase  
 Other

### Contract Amount:

Original Contract Amount: \$ 275,000 (over 5 years)  
Additional \$ Previously Approved: \$ n/a  
Invoices over last approval: \$ n/a  
Percentage over last approval: n/a %  
Amount this Request: \$ 275,000  
**Resulting Cumulative Total:** \$ 275,000 (over 5 years)

### Funding Source:

Budget  
 Reserves  
 New Revenue  
 Bonding  
 Other

### Contracting Method:

Method of Solicitation: Formal Bid  
If applicable, basis for exemption: n/a  
Term of Agreement: September 6, 2016 – September 5, 2021  
Option to Renew? No

### 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

Proposals/Bids Received (Range): 5 (\$234,460 - \$306,955)

Selection Basis: Lowest responsive bidder. (low bid did not include pricing for 24% of items)

Narrative:

The Board is being asked to approve a new price agreement with **WESCO Distribution** of Portland, OR for the purchase of Transformer and Secondary Connectors on an as needed basis.

In July 2016, EWEB issued a formal invitation to bid to establish a price agreement for the purchase of Transformer and Secondary Connectors. The solicitation was reviewed by 22 companies. Five (5) responses were received; WESCO Distribution was determined to be the lowest responsive and responsible bidder.

Responses were received by General Pacific of Portland, Oregon (who submitted two bids), Anixter of Portland, Oregon (who submitted two bids), and WESCO Distribution, of Portland, Oregon.

Historical procurement data suggests that the total contract amount will be approximately \$275,000 over the total five-year period. The actual total dollar amount, however, is unknown and may be more or less than that estimated volume. Purchases will be based on need and not on any specific annual quantity. The annual cost will be within the amount budgeted for that specific year.

If approved, staff will purchase required Transformer and Secondary Connectors at the established prices over the life of the contract. The contract is for five years.

### ACTION REQUESTED:

Management requests the Board approve a new price agreement with **WESCO Distribution** for the purchase of **Transformer and Secondary Connectors**. Funds for this purchase were budgeted for 2016 and will be budgeted annually.

**SIGNATURES:**

Project Coordinator: \_\_\_\_\_

Manager: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

General Manager: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Secretary/Assistant Secretary verification: \_\_\_\_\_