

**EWEB Board Consent Calendar Request**

*For Contract Awards, Renewals, and Increases*

The Board is being asked to approve a new contract with **Lane Forest Products, Inc.** for Landscape Materials and Drop Box Services.

Board Meeting Date: April 6, 2021

Project Name/Contract #: Landscape Materials and Drop Box Services / 21-014-GS

Primary Contact: Rod Price Ext. 7122

**Contract Amount:**

Original Contract Amount: \$247,000 over 5 years

Additional \$ Previously Approved: \$0

Invoices over last approval: \$0

Percentage over last approval: 0 %

Amount this Request: \$247,000 over 5 years

**Resulting Cumulative Total: \$247,000 over 5 years**

**Contracting Method:**

Method of Solicitation: Formal Invitation to Bid

If applicable, basis for exemption: N/A

Term of Agreement: 5 years

Option to Renew? Contract is for one year with option to renew, not to exceed 5 years

Approval for purchases "as needed" for the life of the Contract Yes  No

Proposals/Bids Received (Range): 2 (\$176,200-\$246,350)

Selection Basis: Lowest responsive and responsible bid

**Narrative:**

Operational Requirement and Alignment with Strategic Plan

EWEB requires landscape material to replace and repair existing soft surfaces after maintenance has been performed on EWEB's water and electric underground infrastructure. The purpose of this material is to restore and/or improve our customer's property following EWEB's work. These landscape materials will also be used to maintain and manage the landscaped areas on EWEB properties.

Contracted Goods or Services

Pick up and delivery of landscape material including soil, bark mulch, and disposing of recyclable yard, wood, and soil debris. Material will be purchased in bulk.

Prior Contract Activities

EWEB Contract No.	Project Name (Description)	Board Approval Date	Project Duration (Notice to proceed to close out).	Original Contract Amount	Final Contract Amount
13-2016	Landscape Materials	NA	2016-2021	\$136,249	NA

Contract activities were completed as requested and vendor has been responsive and responsible.

Purchasing Process

Staff issued a formal Invitation to Bid in February 2021. Staff received 2 bids, the lowest responsive and responsible bid was received from Lane Forest Products, Inc. of Eugene OR

Vendor Name	City, State	Offered Price	
Rexius	Eugene, OR	\$176,200	Did not bid all items
Lane Forest Products	Eugene, OR	\$246,350	Complete Bid

Competitive Fair Price (If less than 3 responses received)

EWEB used a formal invitation to bid process requesting landscape materials and drop box services. Lane Forest Products, Inc bid on all items and services. Rexius bid on 5 out of the 10 line items on the bid form, Rexius came in just slightly lower on two of the line items and higher on the other 3 compared to Lane Forest Products. Once the pricing averaged over five years, Lane Forest Product’s bid came out as an overall cost savings. It was determined that administering one inclusive contract offering all materials and services would be more advantageous to EWEB.

**ACTION REQUESTED:**

Management requests the Board approve a contract with Lane Forest, Inc. for landscape materials. These materials are primarily used upon the completion of main replacements, system improvements and water distribution repairs. For 2021, approximately \$4 million is budgeted for these type of construction services, this includes \$247,000 in landscape materials as part of the overall \$20 million water capital plan. Variances will be managed within the budget process and Board policy.