



## Staff Report

---

**File #:** 16-143

**Version:** 2

**Date:** 7/11/2016

**Item #:** 6.d.

---

**TO:** Mayor and City Council

**THROUGH:** Steve Powers, City Manager

**FROM:** Kacey Duncan, Deputy City Manager

**SUBJECT:**

Purchases approved administratively June 1, 2016 through June 30, 2016

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**ISSUE:**

Monthly purchasing activity report presented for City Council (Council) Review

**RECOMMENDATION:**

Information only.

**SUMMARY AND BACKGROUND:**

The City Manager, or his designee, approves administrative awards, renewals, and modifications of contracts through the review of the Weekly Purchasing Report presented by the Contracts and Procurement Manager. All completed procurement transactions valued at \$25,000 and above that have been recommended for award by user departments are presented in the Weekly Purchasing Report and reviewed for compliance with the Public Contracting Rules.

The purpose of this report is to inform the Council of the specific awards and the sources of funds for all contracts which were administratively awarded, renewed, or modified during the previous month. This report presents the previous month's public contracting activity in three categories: Category I Procurement Contracts are public contracting activities with current fiscal year impact; Category II Procurement Contracts are FY 2016-17 Annual Requirements contracting activities; and, Category III Procurement Contracts are FY 2016-17 Consultant of Record (COR) contracting activities.

The specified quantity levels stated within the Category II Procurement Contracts are merely

estimates of the goods and services required to support operations for the coming fiscal year.

## **FACTS AND FINDINGS:**

The following purchases, renewals, and modifications were approved administratively during the time period referenced above:

### **Category I: Current Fiscal Year Procurement Contracts**

1. C & M Excavation and Utilities  
Description: PW: Tandem Avenue NE Storm Drain  
Contract Amount: \$ 814,183.00  
Fund: CI
2. Carter & Company, Inc.  
Description: PW: Kuebler Blvd Eastbound Widening Improvements (Change Order #2)<sup>1</sup>  
Contract Amount: \$ (34,400.00)  
Fund: CI
3. Hicks Striping & Curbing, Inc.  
Description: PW: High Street and Church Street Bicycle Lane Conversion  
Contract Amount: \$ 71,705.73  
Fund: CI
4. Horizon Fence Co.  
Description: PW: Salem Municipal Airport Security Fencing 2016  
Contract Amount: \$ 57,761.50  
Fund: CI
5. Kone Elevator  
Description: Facilities: Salem Library Children's Center Elevator Modernization  
(Cooperative Agreement)  
Contract Amount: \$ 168,395.67  
Fund: CI
6. North Santiam Paving Co.  
Description: PW: Skyline Road S - Corridor Improvements (Change Order #8)<sup>2</sup>  
Contract Amount: \$ 41,680.48  
Fund: CI
7. Salem Road & Driveway  
Description: PW: 2016 Pavement Restoration Project

Contract Amount: \$ 1,016,215.30  
Fund: CI

8. Trench Line Excavation  
Description: PW: Minto Brown Island Waterline  
Contract Amount: \$ 605,729.00  
Fund: CI
9. SC Fuels  
Description: HR-Fleet: Fuel: Unleaded & Diesel  
Contract Amount: \$ 200,000.00  
Fund: CS
10. Consolidated Supply Co.  
Description: PW-Warehouse: Fire Hydrants, FY 16/17  
Contract Amount: \$ 84,000.00  
Fund: CS
11. Beynon Sports Surfaces  
Description: PW: Bush's Pasture Park Tennis Court Resurfacing Project  
Contract Amount: \$ 31,297.56  
Fund: G
12. CSDC Systems, Inc.  
Description: IT: AMANDA Annual Support and Maintenance (Cooperative Agreement)  
Contract Amount: \$ 47,705.78  
Fund: G
13. DLR Group Architecture & Planning  
Description: PW: Architectural Services for Salem Police Facility (Change Order #1)<sup>3</sup>  
Contract Amount: \$ 48,965.00  
Fund: G
14. Justice Systems, Inc.  
Description: IT: Justice System Subscription Fee for Fullcourt CMS and Applicable Modules, FY 16/17  
Contract Amount: \$ 33,331.00  
Fund: G
15. L.N. Curtis & Sons  
Description: Police: Duty Gear and Miscellaneous Items, FY 16/17

Contract Amount: \$ 35,000.00  
Fund: G

16. 911 Supply, Inc.  
Description: Police: Uniforms, FY 16/17  
Contract Amount: \$ 45,000.00  
Fund: G
17. Reece Complete Security Solutions  
Description: IT: Security System Maintenance Services, FY 16/17  
Contract Amount: \$ 30,000.00  
Fund: G
18. VeriClaim, Inc.  
Description: HR: Third Party Claims Administration Services  
Contract Amount: \$ 25,000.00  
Fund: SI
19. Corvel Enterprise Comp, Inc.  
Description: HR: Third Party Claims Administrator for Workers' Compensation, FY 16/17  
(Cooperative Agreement)  
Contract Amount: \$ 96,000.00  
Fund: SI
20. Brown Contracting, Inc.  
Description: PW: Concrete Trench Patching, FY 15/16 (Change Order #3)<sup>4</sup>  
Contract Amount: \$ 183,900.00  
Fund: Various
21. Dell Marketing, LP  
Description: IT: Desktop Hardware, Laptop, Tablets, Servers and Storage  
Hardware, FY 16/17 (Cooperative Agreement)  
Contract Amount: \$ 300,000.00  
Fund: Various
22. A & A Drilling Service, Inc.  
Description: PW: Pressure Tapping, FY 16/17  
Contract Amount: \$ 25,000.00  
Fund: W & S
23. APG - Neuros, Inc.  
Description: PW: Direct Drive High-Speed Turbo Blower System  
Contract Amount: \$ 190,000.00

Fund: W & S

24. Intelligent Products, Inc.  
Description: PW: Mutt Mitt Dog Waste Biodegradable Bags, FY 16/17  
(Sole Source)  
Contract Amount: \$ 40,000.00  
Fund: W & S
25. North Santiam Paving Co.  
Description: PW: Hauling Services - Alternate Provider, FY 16/17  
Contract Amount: \$ 95,000.00  
Fund: W & S
26. Northwest Pump and Equipment Co.  
Description: PW: South Primary Effluent Pump Rebuild and Motor (Sole Source)  
Contract Amount: \$ 60,347.00  
Fund: W & S
27. Northwest Rock, Inc.  
Description: PW: Hauling Services, Primary Provider, FY 16/17  
Contract Amount: \$ 95,000.00  
Fund: W & S
28. Salem Mobile Mix  
Description: PW: Control Density Backfill (CDB), Primary Provider, FY 16/17  
Contract Amount: \$ 95,550.00  
Fund: W & S
29. CR Contracting  
Description: PW: 2016 Pavement Preservation Project - Crack Seal  
Contract Amounts: \$ 163,240.00 (PW), \$ 24,428.00 (W & S), \$ 2,325.00 (CI)

255 CI=	Capital Improvement Fund	\$2,743,595.68
355 CS=	City Services Fund	\$284,000.00
101 G =	General Fund	\$271,299.34
155 PW=	Public Works Fund	\$163,240.00
365 SI=	Self Insurance Fund	\$121,000.00
Various=	Various Funds	\$483,900.00
310 W & S=	Water & Sewer Fund	\$625,325.00

Total, Category I	\$4,692,360.02
-------------------	----------------

## END NOTES TO CHANGE ORDERS

1. Change Order #2 deducts \$(34,400.00). Provided for an alternate configuration for the use of portions of the existing signal equipment, while installing temporary signals necessary for construction activities.
2. Change Order #8 adds \$41,680.48. Allows for mobilization, traffic control, erosion control, sidewalk removal and replacement, driveway excavation, extruded curbs, site restoration, crushed rock for driveway, paving, new sidewalk and galvanized chain link fence.
3. Change Order #1 adds \$48,965.00. Provides for changes to the site configuration, design, cost information for two different building sizes onsite and additional presentations to the Council subcommittee and the City Council.
4. Change Order #3 adds \$183,900.00. Allows for continuing high demand for trench repairs that are overwhelming in-house forces due to record rainfall last winter.

## Category II: FY 2016-17 Annual Requirement Contracts

The following Category II annual requirements contracts were approved administratively during the time period referenced above. The not-to-exceed contract amounts are competitively set by applying bidder's/proposer's per unit price(s) to estimated annual requirement quantities. These contracts carry no guarantee for quantity of units purchased or services performed during any annual contract period. Both the bids and the contracts themselves state that the City retains the right to not award contracts and/or change contract amounts, both dollar and quantity, based on specific Council/Budget Committee actions/decisions. These are non-exclusive one-year contracts that may be renewed for up to four additional one-year renewal periods.

1. Wells Fargo Insurance Service  
Description: HR: Agent of Record for Benefits, FY 16/17 (Annual Renewal)  
Contract Amount: \$ 78,500.00  
Fund: SI
2. Innovyze, Inc.  
Description: PW: Innovyze Infowater Software Purchase, Training and Annual Maintenance, FY 16/17 (Annual Renewal) (Sole Source)  
Contract Amount: \$ 45,900.00  
Fund: W & S
3. Shangri-La Corporation, Inc.

Description: PW: Landscape Maintenance at Pump Stations, FY 16/17 (Annual Renewal)  
Contract Amount: \$45,000.00  
Fund: W & S

365 SI =	Self Insurance Fund	\$78,500.00
310 W & S =	Water & Sewer Fund	\$90,900.00

Total, Category II \$169,400.00

Shawna Self, CPPB  
Contracts and Procurement Manager

Attachments:  
None

07/01/2016