



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)¹
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)²
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)³
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)⁴
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