

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new contract with **WESCO Distribution** for the purchase of 3 Phase Submersible Transformers.

Board Meeting Date: 1/2/2012
Project Name/Contract#: 3 Phase Submersible Transformers/050-2012
Primary Contact: Mel Damewood Ext. 7145
Secondary Contact: Debra Smith Ext. 7196
Purchasing Contact: Sarah Gorsegner Ext. 7348

Action Requested:

Contract Award
 Contract Renewal
 Contract Increase
 Other

Contract Amount:

Original Contract Amount: \$ 395,000/5 years
Additional \$ Previously Approved: \$ n/a
Invoices over last approval: \$ n/a
Percentage over last approval: n/a %
Amount this Request: \$ 395,000/5 years
Resulting Cumulative Total: \$ 395,000/5 years

Funding Source:

Budget
 Reserves
 New Revenue
 Bonding
 Other

Contracting Method:

Method of Solicitation: Formal Invitation to Bid
If applicable, basis for exemption: n/a
Term of Agreement: Jan 7, 2012-Jan 6, 2013
Option to Renew? Yes, annually for up to 5 years
Approval for purchases "as needed" for the life of the contract Yes

Form of Contract:

Single Purchase
 Services
 Personal Services
 Construction
 IGA
 Price Agreement
 Other

Narrative:

The Board is being asked to approve a new contract with **WESCO Distribution** of Portland, Oregon for the purchase of 3 Phase Submersible Transformers on an as needed basis.

EWEB requires 3 Phase Submersible Transformers for unit failure replacement and for new construction. In November 2012, EWEB issued a formal Invitation to Bid to establish a price agreement for the purchase of 3 Phase Submersible Transformers. The solicitation was reviewed by eight companies. Three responses were received; WESCO Distribution was determined to be the lowest responsive and responsible bidder.

Historical procurement data suggests that the total contract amount will be approximately \$395,000 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 3 Phase Submersible Transformers at the established prices over the life of the contract. The contract is for one-year with the option to renew for four additional one-year periods.

ACTION REQUESTED:

Management requests Board approve a new contract with **WESCO Distribution** for purchase of 3 Phase Submersible Transformers, as needed. Funds for these purchases were budgeted for 2012 and will be budgeted annually.

SIGNATURES:

Project Coordinator: _____

Manager: _____

Assistant General Manager: _____

Purchasing Manager: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____