

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a contract with **Neilson Research Corporation** for **Water Quality Analytical Testing Services**.

Board Meeting Date: 2/5/2013
Project Name/Contract#: Water Quality Analytical Testing Services/056-2012
Primary Contact: Brad Taylor Ext. 7385
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: \$ 149,000 over 5 years
Additional \$ Previously Approved: \$ n/a
Invoices over last approval: \$ n/a
Percentage over last approval: n/a %
Amount this Request: \$ 149,000 over 5 years
Resulting Cumulative Total: \$ 149,000 over 5 years

Funding Source:

Budget
 Reserves
 New Revenue
 Bonding
 Other

Contracting Method:

Method of Solicitation: Request for Proposal(RFP)
If applicable, basis for exemption: n/a
Term of Agreement: 1 year
Option to Renew? Yes, up to a maximum of 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:

EWEB is designated as a Public Water System by the Oregon Health Authority (OHA) and therefore must comply with all Environmental Protection Agency (EPA) and OHA regulations and standards. Regulations require testing as per the EPA Safe Drinking Water Act. Testing consists of over 120 specialized chemical analytes including metals, inorganics, organics, radiologicals, and chlorine by-products. This testing must be performed several times each year. Testing will also be provided for water samples taken from the Willamette River for evaluating its use as a potential second source of water for EWEB. Equipment, certifications, and the time needed to perform this testing are costly and unavailable in EWEB's laboratory, therefore EWEB requires testing by an OHA certified laboratory. If approved, the selected laboratory will provide water testing and reporting services on submitted samples.

In December 2012, staff issued a Request for Proposals to select a company to provide testing services. The solicitation was viewed by twelve firms. Neilson Research Corporation of Medford, Oregon (the sole respondent) was selected based on the evaluation criteria outlined in the Request for Proposals.

Historical data, based on current and past budgets, indicates that EWEB may purchase approximately \$26,000 of services each year or \$130,000 over a five-year period for work at Hayden Bridge and \$19,000 for the Willamette River second source testing over the next three-year period for a total of \$149,000 over the next 5 year period. However, this is a requirements contract; the exact total amount of this contract is based on need and not on any specific dollar amount. Purchases of services will fall within the budgeted amount approved annually by the Board.

ACTION REQUESTED:

Management requests Board approve a contract with **Neilson Research Corporation** for **Water Quality Analytical Testing Services**. Funds for these services were budgeted for 2013 and will be budgeted annually.

Water Quality Analytical Testing Services Board Consent Request

SIGNATURES:

Project Coordinator: _____

Manager: _____

Assistant General Manager: _____

Purchasing Manager: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____