

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a contract with **Williams Land Improvement** for **Electric Utility Right of Way Clearing/Mowing services**.

Board Meeting Date: April 2, 2013
Project Name/Contract#: ROW Mowing/Clearing / ITB 009-2013
Primary Contact: Todd Simmons Ext. 7373
Secondary Contact: Debra Smith Ext. 7196
Purchasing Contact: Tracy Davis Ext. 7468

Action Requested:	
<input checked="" type="checkbox"/>	Contract Award
<input type="checkbox"/>	Contract Renewal
<input type="checkbox"/>	Contract Increase
<input type="checkbox"/>	Other

Contract Amount:
Original Contract Amount: \$250,000 over 5 years (estimate)
Additional \$ Previously Approved: \$ N/A
Invoices over last approval: \$ N/A
Percentage over last approval: N/A %
Amount this Request: \$250,000 over 5 years (estimate)
Resulting Cumulative Total: **\$250,000 over 5 years (estimate)**

Funding Source:	
<input checked="" type="checkbox"/>	Budget
<input type="checkbox"/>	Reserves
<input type="checkbox"/>	New Revenue
<input type="checkbox"/>	Bonding
<input type="checkbox"/>	Other

Contracting Method:
Method of Solicitation: Formal Invitation to Bid (ITB)
If applicable, basis for exemption: N/A
Term of Agreement: April 3, 2013 – April 2, 2014
Option to Renew? Yes, up to 5 years total
Approval for purchases "as needed" for the life of the contract Yes

Form of Contract:	
<input type="checkbox"/>	Single Purchase
<input type="checkbox"/>	Services
<input type="checkbox"/>	Personal Services
<input type="checkbox"/>	Construction
<input type="checkbox"/>	IGA
<input checked="" type="checkbox"/>	Price Agreement
<input type="checkbox"/>	Other

NARRATIVE:

The Board is being asked to approve a contract with **Williams Land Improvement** for **Electric Utility Right of Way Clearing/Mowing services**.

Electric Operations requires the services of a qualified Right of Way mowing and tree topping/falling contractor to maintain EWEB's electric Right of Ways. In March 2013, staff issued a formal invitation to bid to establish a five-year price agreement for the services. Two bids were received and evaluated; Williams Land Improvement of Cottage Grove was determined to be the lowest responsive/responsible bidder.

This contract, if approved, will be for one year with an option, at EWEB's discretion, to renew for four additional one-year periods (total potential contract term: five years). The services will be provided on an "as needed" basis to responsibly maintain EWEB's Right of Ways. Exact service amounts are unknown and no guarantee has been made for any specific annual quantity of work. Staff estimates the total contract amount to be \$250,000 over five years, based on historical data. The Board's approval would be based on services "as needed" and not on any specific, fixed annual dollar amount.

ACTION REQUESTED:

Management requests Board approve a contract with **Williams Land Improvement** for **Electric Utility Right of Way Clearing/Mowing services**. Funds for these services were budgeted for 2013 and will be budgeted annually.

SIGNATURES:

Project Coordinator: _____

LT Manager: _____

Purchasing Manager: _____

Assistant General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____