

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new contract with **Eugene Backflow Testing** for **commercial/industrial backflow assembly testing services**.

Board Meeting Date: June 4, 2013

Project Name/Contract#: Commercial/Industrial Backflow Testing Svcs/SC #2329

Primary Contact: Brad Taylor Ext. 7385

Secondary Contact: Roger Gray Ext. 7130

Purchasing Contact: Cheryl Golbek Ext. 7389

Contract Amount:

Original Contract Amount: \$25,000

Additional \$ Previously Approved: \$ N/A

Invoices over last approval: \$ N/A

Percentage over last approval: 0%

Amount this Request: \$25,000

Resulting Cumulative Total: \$25,000

Contracting Method:

Method of Solicitation: Request for Quote

If applicable, basis for exemption: N/A

Term of Agreement: June 5, 2013 thru June 4, 2015

Option to Renew? No.

Approval for purchases "as needed" for the life of the contract No

Action Requested:

Contract Award
 Contract Renewal
 Contract Increase
 Other

Funding Source:

Budget
 Reserves
 New Revenue
 Bonding
 Other

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 **Eugene Backflow Testing** for **commercial/industrial backflow assembly testing services**.

The Oregon Human Services Administration, by law, requires Water Purveyors (EWEB) to annually assure that commercial/industrial customer backflow devices are operating properly (OAR 333-061-0070). EWEB meets this legal compliance through the use of certified Backflow Assembly Testers. EWEB offers this service to simplify the commercial/industrial customer's obligation to test their backflow device annually. A customer may request EWEB to coordinate with a certified contractor for the annual testing of their device. EWEB will then work with a certified contractor to inspect and test the device, pay the contractor for the work and bill the customer the actual cost plus EWEB administration cost. Alternatively, the customer has the option of obtaining the service directly and EWEB will continue to monitor and follow-up with the customer to ensure the annual testing is done.

In April 2013, EWEB requested quotes (RFQ) from qualified, certified commercial/industrial backflow assembly testers that agree to the Program terms as specified by EWEB. The RFQ allowed for award of multiple contracts. Two responses were received and evaluated. Two separate contracts will be awarded; Eugene Backflow Testing of Eugene, Oregon and BTi Construction Company, Inc. of Junction City, Oregon.

If approved, staff anticipates services will not exceed \$25,000 over the two-year contract period. However, the exact number of customers who will request this service is unknown and may vary. While staff has tried to estimate the potential need from 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 new contract with **Eugene Backflow Testing** for **Commercial/Industrial Backflow Testing Services**. Funds for these services were budgeted for 2013 and will be budgeted annually.

SIGNATURES:

Project Coordinator: _____

LT Manager: _____

Purchasing Manager: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____