



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Brown, Mital, Helgeson, Manning and Simpson
FROM: Cathy Bloom, Finance Manager and Gail Murray, Purchasing/Risk Manager
DATE: May 6, 2014
SUBJECT: Quarterly Contract Report for Q1 2014
OBJECTIVE: Information Only

Issue

The Board requested that staff provide a quarterly report of contracts between \$20,000 and \$150,000 which would have come to the board for approval under the previous threshold amounts.

Background

At the August 6, 2013 Board meeting, the Board ratified Resolution No. 1320, which increased the Board Approval Threshold for certain contracts to more closely align with solicitation thresholds. As a result, the processes and procedures were streamlined for the Board and staff. This change will result in the reduction of the number of items coming before the Board on the consent calendar and allow the Board to focus on higher level/higher risk contracts and other strategic initiatives. It will also allow purchasing staff to focus their energies on the higher risk/greater return projects and contracts.

The thresholds are:

Purchase of all Goods, Equipment, Services and Personal Services:	\$ 150,000 or greater
Purchase of Construction Services:	\$ 100,000 or greater

Discussion

Attached is the Contract report for the first quarter of 2014. The contracts listed are those that would have previously come to the Board for approval, but which are now below the Board approval threshold.

In addition, as a result of the Audit Management Letter citing a contract in breach of the small procurement threshold, those contracts (if any) will be listed and designated on this list in the future.

If you have any questions regarding the contracts, please contact the Purchasing Manager, Gail Murray.

Recommendation/Requested Board Action

None at this time. This information is provided for informational purposes only.

2014 First Quarter Contract Report

Contract Execution	Contract #	Contractor	City, State	Description	Contract Amt	Contract Term	Contract Process	LT Manager
1/20/2014	14-0001	USGS/US Dept. of Interior	Portland, OR	Monitoring for Source Water Protection McKenzie River	\$ 62,900	1/14/14 - 12/31/14	IGA	Steve Newcomb
2/10/2014	1002-2014	Northside Truck	Portland, OR	19,000 GVWR, DRW, 4wd, Crew Cab/Chassis	\$ 114,825	one time purchase	Request for Quote	Roger Kline
2/13/2014	2381	Christenson Electric	Portland, OR	Emergency Electrical Repairs - Storm/ICS	\$ 60,000	2/12/14 - 6/30/14	Direct Negotiation	Todd Simmons
2/13/2014	2382	Sturgeon Electric	Portland, OR	Emergency Electrical Repairs - Storm/ICS	\$ 60,000	2/12/14 - 6/30/14	Direct Negotiation	Todd Simmons
2/21/2014	2383	Loren Berry Architect	Springfield, OR	Carmen-Smith Duplex Design	\$ 65,800	2/21/14 - 2/28/15	Direct Negotiation	Roger Kline
3/14/2014	2384	Glenn Landscape Services Inc.	Eugene, OR	Hayden Bridge Landscape Maintenance	\$ 131,150	3/1/14 - 2/28/19	Informal ITB	Brad Taylor
3/20/2014	2385	Systems West Engineering	Eugene, OR	HQ Chilled Water Systems/DDC Control Systems Engineering Svs	\$ 27,500	3/21/14-4/30/14	Direct Negotiation	Todd Simmons

Total number of Executed Contracts between \$10,000 - \$20,0000 = 2

EWEB association for all above contracts = None