

**Metropolitan Domestic Water Improvement District
Board of Directors Meeting**

June 8, 2020

**Approval of Quotes for Miscellaneous Annual Services
and Material for the Utility Team**

Synopsis

The Board is being requested to approve the quotes submitted for services and materials that are utilized by the Utility Team for maintenance and construction for Fiscal Year 2021.

Background

The day-to-day operation of the Utility Team requires outside services and materials to perform maintenance and construction on the system. These items include barricade rental, chlorine purchases, aggregate purchases, asphalt patching services, analytical services for coliform, and pump and motor repairs. All of these services and materials allow the Utility Team to perform the duties of delivering water to District customers.

The District has received annual quotes for such services and materials. While the single purchase cost of these services and materials typically do not exceed \$15,000, the current amount required for Board approval per the District's Procurement Policy, the cumulative total for some services may be over \$15,000 annually.

These services and materials are items the Utility Team uses on a frequent basis. By having the quotes valid for the entire fiscal year, the District saves time in not having to go out for formal quotes each time.

Issues

On April 27, 2020, an advertisement was placed in the Daily Territorial. The ad ran for four consecutive publications. In addition to the public notification in the paper, quote forms were sent to known vendors. Vendors were asked for pricing on several related items. The low price may not be uniform for each vendor. Although the low price has always been the most economically desirable for the District, decisions must also be based on vendors' performance, especially concerning timeliness. When service, quality or billing is in question, such as inconsistent quotes or extra charges, the District can exercise its option to use the next quote.

All quotes were due by no later than 2:00 p.m. on May 19, 2020. Univar was the only entity, of the vendors submitting quotes, to turn in their quote late. The Univar quote was received at 2:29

p.m. on May 19, 2020. Staff is recommending that the Univar pricing be excluded from the approval to be consistent with the bid requirements.

Staff Recommendation

It is recommended that the Board of Directors approve the annual quotes for barricade rental, chlorine purchases, aggregate purchases, and asphalt patching services, analytical services for coliform, and pump and motor repairs from the corresponding low bids per item as presented by staff. It is also recommended that the Board direct staff to use another appropriate bidder for a particular service or material if performance or quality of a service of the low bidder does not meet the District's needs.

Suggested Motion

I move to approve the annual quotes for barricade rental, chlorine purchases, aggregate purchases, asphalt patching services, analytical services for coliform, and pump and motor repairs from the corresponding lowest bids per item as presented by staff, and to direct staff to use the next lowest bidder for a particular service or material if performance or quality of service from the lowest bidder does not meet the District's needs.

Respectfully submitted,

Steven D. Shepard
Utility Superintendent

I concur with the above-noted recommendation.

Respectfully submitted,

Joseph Olsen, P.E.
General Manager