

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

**June 10, 2024**

**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 2025.

**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 chlorine purchases, asphalt patching services, and analytical services for coliform. 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 \$30,000, the amount required for Board approval, the cumulative total for some services may be over \$30,000 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 22, 2024, 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, quality, and 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 lowest quote.

All quotes were due by no later than 2:00 p.m. on May 24, 2024. Attached for the Board's consideration are the summaries of the prices submitted for chlorine purchases, asphalt patching services, and analytical services for coliform. In addition to the annual quote pricing, the District

has access to the multiple cooperative purchasing program contracts that can also be utilized when beneficial to the District.

Although three bids were received for asphalt patching services, Pro Trenching was the lowest bidder and one of the other two bids was nearly twice the cost and the other was up to ten times the cost of the lowest bidder. Staff is recommending that only Pro Trenching's quote is approved.

### **Staff Recommendation**

It is recommended that the Board of Directors approve the annual quotes for chlorine purchases and analytical services for coliform from the corresponding low bids per item as presented by staff, and to only approve pricing for asphalt patching services from Pro Trenching. It is also recommended that the Board direct staff to use another appropriate bidder or the cooperative purchasing programs for a particular service or material if price, performance or quality of a service of the low bidder does not meet the District's needs.

### **Suggested Motions**

I move to approve the annual quote from Pro Trenching for asphalt patching services, and the annual quotes for chlorine purchases and analytical services for coliform, from the corresponding low bids per item as presented by staff, and to direct staff to use another appropriate bidder or the cooperative purchasing programs for a particular service or material if price, performance or quality of a service of the low 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