

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

**June 9, 2014**

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

**Synopsis**

The Board of Directors is requested to approve bids for services and materials that are utilized by the Utility Team for maintenance and construction.

**Background**

As with all water utilities, 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 the \$15,000 amount required for Board approval, 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 May 13, 2014, the attached advertisement was placed in the Daily Territorial. The ad ran for four consecutive publications. In addition to the public notification, bid forms were sent to known vendors. As seen on the attached bid tabulations, vendors are asked for pricing on several related items. The low price may not be uniform for each vendor. The highlighted areas show the low price per item, per vendor under most circumstances. These are Utility Team's first choice, based on the prices and quality of services historically provided.

Although the low price has always been the most economically desirable for the District, it should be mentioned that decisions must also be based on vendors' performance, especially concerning timeliness. When service, quality or billing (inconsistent with quotes or extra charges) is in question, the District can exercise its option to use the next quote when justified.

All bids were due in the District office by 2:00 p.m. on May 27, 2014. One aggregate bidder, Cemex, claimed to have faxed their bid in however, no bid could be found. Cemex was asked to resend the bid prior to the bid deadline, but no bid was received. Mountain States turned their bid in after the deadline and their bid pricing for pump and motors was rejected and not included. F2 Industries did not quote the chlorine tablets as specified. The District had attempted an alternate chlorine manufacture the previous year to save money; however, experienced difficulties in maintaining the proper chlorine residual. This bid specified a specific manufacturer of chlorine that the District has had great success with. F2 Industries pricing is noted on the bid tabulation as "None Compliant".

### **Staff Recommendation**

It is recommended that the Board of Directors approve the annual quotes for barricade rental, chlorine, aggregate, asphalt patching, analytical services for coliform, pump and motor repairs from the corresponding low bids per items 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. It is also recommended that the General Manger be authorized to sign the Job Order Agreements as appropriate for these services.

### **Suggested Motion**

I move to approve the annual quotes for barricade rental, chlorine, aggregate, asphalt patching, pump and motor repairs, and analytical services for coliform from the corresponding low bids per items as presented by staff, and 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. I also move to authorize the General Manger to sign the Job Order Agreements as appropriate for these services.

Respectfully submitted,

Steven D. Shepard  
Utility Superintendent

I concur with the above-noted recommendation.

Respectfully submitted,

Joseph Olsen, P.E.  
General Manager