



MEMORANDUM

April 29, 2011

TO: Board of Mayor and Aldermen

FROM: Eric S. Stuckey, City Administrator *ES*
Russell Truell, Assistant City Administrator / CFO
Lisa Clayton, Parks Director
Brian Wilcox, Purchasing Manager

SUBJECT: Consideration of bid award to A&A Sheet Metal Products, Inc. of La Porte, Indiana in the total amount of \$18,204.00 per unit for two (2) chemical storage lockers for the Parks Department (Purchasing Office Procurement Solicitation No. 2011-031; \$20,000.00 budgeted in 110-89230-44700 for fiscal year 2011)

Purpose

The purpose of this procurement is to purchase a quantity of two (2) chemical storage lockers for the Parks Department. This equipment would be used to store hazardous supplies and products used by the Parks Department in compliance with best practices for safe storage of such products.

Background

The City published on April 14, 2011 a Notice to Bidders in the *Williamson Herald* for supply and delivery of a minimum of two (2) chemical storage lockers. In addition, bid documents were sent on or about the same date directly to six (6) potential bidders known or thought to be interested in this solicitation. Bids from two (2) vendors were publicly opened at the bid opening held on April 28, 2011. A tabulation of the bids received for this solicitation is attached. The apparent lowest, most responsive and responsible bid, from A&A Sheet Metal Products, Inc. of La Porte, Indiana, is in the total amount of \$18,204 per unit including the specified options. This bid was identified because it is the lowest bid that meets or exceeds the City's intention as expressed and implied by the City's specifications as well as the instructions, terms and conditions pertaining to this procurement solicitation.

Financial Impact

The Parks Department budget for fiscal year 2011 allocates \$20,000 out of the General Fund for the purchase of chemical storage. Sufficient funds are available within the Parks Department's existing budget to fund the purchase of the two chemical storage lockers totaling \$36,408.

Options

In accordance with the bid documents, the City reserves the right to reject any and all bids.

Recommendation

Staff recommends that the City accept the apparent lowest best bid, from A&A Sheet Metal Products, Inc. of La Porte, Indiana, in the total amount of \$18,204.00 per unit including the specified options. The Parks Department proposes to purchase two (2) units at this unit price, so the total value of the purchase would be \$36,408. Purchasing Manager Brian Wilcox is of the opinion that the prepared specifications as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the bids received.

Tabulation of Bids*

Purchasing Office Solicitation No.:		2011-031 (supply and delivery of two (2) chemical storage lockers)					
Notice to Bidders published in the <i>Williamson Herald</i> on:		4/14/11					
Number of vendors that were notified of that responded to this solicitation for bids:		6 / 2					
Date and time bids due and publicly opened:		4/28/11 2:00 PM					
Present at opening of bids:		Tiffany Wilkins and Brian Wilcox of the City of Franklin Purchasing Office					
Target meeting of BOMA at which recommendation will be considered:		5/10/11					
Bids received from:	Bid No.:	Make & Model:	Does the bid MOES¹? / If not, how many exceptions do not MOES¹?	Total delivered bid price, per unit:	Payment terms:	Estimated time of delivery after receipt of order:	Bid pricing is valid through:
Interstate Products, Inc. 3921 Sawyer Rd. Sarasota, FL 34233 Paul Goodwin, Chemical Building Sales 800/474-7294, ext. 247	1 of 1	Securall AG1200 with specified options	Bidder takes no exceptions	\$19,829.85	net 30 days	8 to 10 weeks	08/12/11
A & A Sheet Metal Products, Inc. 5122 N. State Rd. 39 LaPorte, IN 46350 Ryan Curless, Government Representative 888-326-7890, ext. 138	1 of 1	Securall AG1200 with specified options	Bidder takes no exceptions	\$18,204.00	net 30 days	60 to 90 days	08/31/11

¹MOES indicates "meet(s) or exceed(s) specifications"

*Shaded bid is apparent lowest best bid



April 29, 2011

TO: Board of Mayor and Aldermen

FROM: Eric S. Stuckey, City Administrator
Russell Truell, Assistant City Administrator / CFO
Mark Hilty, Water Management Director
Brian Wilcox, Purchasing Manager

SUBJECT: Consideration of bid award to Utility Services Associates, LLC of Burien, Washington in the total estimated amount of \$10,400.00 for water distribution system leak detection survey and other related contract services for the specified estimate of 40 miles of distribution pipe (at the total quoted bid price of \$260.00 per mile) for the Water Distribution Division of the Water Management Department (Purchasing Office Procurement Solicitation No. 2011-006; \$35,000.00 budgeted in 421-82599-52102 for fiscal year 2011)

Purpose

The purpose of this procurement is to conduct a one-time water distribution system leak detection survey of the approximately 40 miles of distribution pipe that are the highest priority to the City at this time. The purpose of the leak detection survey is to increase the ratio of revenue-generating to non-revenue-generating water distributed by the City and to identify the loss of treated drinking water within the City's distribution system. The City is striving to improve the accountability for water distributed and its ultimate use or loss, reduce water lost to leakage, theft and other unauthorized uses, and to enhance customer service at reasonable rates.

Background

The City published on April 21, 2011 a Notice to Bidders in the *Williamson Herald* for water distribution system leak detection survey and other related contract services. In addition, bid documents were sent on or about the same date directly to five (5) potential bidders known or thought to be interested in this solicitation. Bids were publicly opened at the bid opening held on April 28, 2011. A tabulation of the bids received for this solicitation is attached. The apparent lowest, most responsive and responsible bid, from Utility Services Associates, LLC of Burien, Washington, is in the amount of \$260.00 per mile for the specified estimate of 40 miles of distribution pipe. This bid was identified because it is the lowest bid that meets or exceeds the City's intention as expressed and implied by the City's specifications as well as the instructions, terms and conditions pertaining to this procurement solicitation.

Financial Impact

The Water Management Department Water Distribution Division budget for fiscal year 2011 allocates \$35,000.00 out of the Water Fund for the purchase of water distribution system leak detection services.

Options

In accordance with the bid documents, the City reserves the right to reject any and all bids.



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Recommendation

Staff recommends that the City accept the apparent lowest best bid, from Utility Services Associates, LLC of Burien, Washington, in the total estimated amount of \$10,400.00 for water distribution system leak detection survey and other related contract services for the specified estimate of 40 miles of distribution pipe. Purchasing Manager Brian Wilcox is of the opinion that the prepared specifications as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the bids received.

Staff now plans to solicit bids for additional water distribution system leak detection survey and other related contract services for the remaining fiscal year 2011 budget available for this work.

Tabulation of Bids*

Purchasing Office Solicitation No.:		2011-006 (water distribution system leak detection survey and other related contract services)						
Notice to Bidders published in the <i>Williamson Herald</i> on:		4/21/11						
Number of vendors that were notified of / that responded to this solicitation for bids:		5 / 1						
Date and time bids due and publicly opened:		4/28/11 2:00 PM						
Present at opening of bids:		Tiffany Wilkins and Brian Wilcox of the City of Franklin Purchasing Office						
Target meeting of BOMA at which recommendation will be considered:		5/10/11						
Bids received from:	Bid No.:	Year, Make & Model:	Does the bid MOES¹? / If not, how many exceptions do not MOES¹?	Total quoted bid price, per mile:	Total estimated bid price for the specified estimate of 40 miles of distribution pipe:	Payment terms:	Estimated time of completion of project after receipt of order:	Bid may be accepted by CoF through:
Utility Services Associates, LLC 919 SW 150th St., Suite B Burien, WA 98166 Bruce Rubin, VP of Marketing & Sales 877/647-5325	1 of 1	water distribution system leak detection survey and other related contract services for approximately 40 miles of distribution pipe	Bidder takes no exceptions	\$260.00	\$10,400.00	net 30 days from date of invoice	10 to 30 days	12/31/11

¹MOES indicates "meet(s) or exceed(s) specifications"

*Shaded bid is apparent lowest best bid