



HISTORIC
FRANKLIN
TENNESSEE

ITEM #18
BOMA
08/09/2011

MEMORANDUM

July 8, 2011

TO: Board of Mayor and Aldermen

FROM: City Administrator Eric S. Stuckey *ES*
Assistant City Administrator Russell Truell
Water Management Director Mark Hilty, P.E.
Purchasing Manager Brian Wilcox

SUBJECT: Consideration of contract award to Monitoring & Management Services, LLC of Hermitage, TN in the total estimated annual amount of \$28,920.00 for sanitary sewer pretreatment program support services for up to five (5) years, for the Water Reclamation Division of the Water Management Department (Purchasing Office Procurement Solicitation No. 2012-007; \$30,000.00 budgeted in 431-82560-52213 for fiscal year 2012)

Purpose

The purpose of this procurement is to acquire sanitary sewer pretreatment program support services (including Fats, Oils & Grease (FOG) Program Support and Industrial Pretreatment (IPP) Program Support), for a term of service of three (3) years with options to extend the term of service twice, each time for up to one (1) additional year, for a maximum possible term of service of five (5) years total.

Background

The referenced sanitary sewer pretreatment program support services are a necessary component of the Water Management Department's sanitary sewer pretreatment program which, in turn, is a necessary component of the department's compliance with Tennessee Department of Environment and Conservation rules and regulations on the subject. The Water Management Department finds it cost effective to outsource the referenced support services and recommends the City continue to contract for them. The Water Management Department Water Reclamation Division budget for fiscal year 2012 allocates \$30,000.00 out of the Sewer Fund for the purchase of these services.

Financial Impact

The City published on June 23, 2011 a Notice to Bidders in the *Williamson Herald* for sanitary sewer pretreatment program support services. In addition, solicitation documents were sent on or about the same date directly to four (4) potential proposers known or thought to be interested in this solicitation. A proposal from one (1) vendor was publicly opened at the submittal opening held on July 7, 2011. A tabulation of the proposal received for this solicitation is attached. The proposal, from Monitoring & Management Services, LLC (MMS) of Hermitage, TN, takes no exceptions to the City's procurement solicitation and is in the total estimated annual amount of \$28,920.00 based on the estimated quantities indicated in the request for proposals. The total estimated annual amount for the proposal from MMS is \$1,080.00 (3.6%) under budget. Please note (1) that the City's request for proposals indicated a term of service of three (3) years with options to extend the term of service twice, each time for up to one (1) additional year, for a maximum possible term of service of five (5) years total, with constant unit pricing over the course of the term of service, and (2) that the MMS proposal complies with this provision.

Options

In accordance with the solicitation documents, the City reserves the right to reject any and all proposals.



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Recommendation

Staff recommends that the City accept the proposal from Monitoring & Management Services, LLC of Hermitage, TN, in the total estimated annual amount of \$28,920.00 based on the estimated quantities indicated in the request for proposals, for sanitary sewer pretreatment program support services for up to five (5) years with constant unit pricing over the course of the term of service. Purchasing Manager Brian Wilcox is of the opinion that the prepared solicitation documents 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 proposals received.

City of Franklin, Tennessee
Tabulation of Proposals*

Purchasing Office Solicitation No.:		2012-007 (sanitary sewer pretreatment program support services)								
Notice to Proposers published in the <i>Williamson Herald</i> on:		6/23/11								
Number of vendors that were notified of / that responded to this request for		4 / 1								
Date and time proposals due and publicly opened:		7/7/11 2:00 PM								
Present at opening of proposals:		Joan Johnson of the City of Franklin Finance Department; and Brian Wilcox of the City of Franklin Purchasing Office								
Target meeting of BOMA at which recommendation will be considered:		8/9/11								
Proposals received from:	Description of proposal:	Does the proposal take any exceptions to the procurement solicitation?	Service type:	Estimated annual quantities:	Quoted unit pricing:	Estimated annual pricing:	Payment terms:	Proposal is valid and may be accepted through:		
Monitoring & Management Services, LLC 411 Wisteria Lane Hermitage, TN 37076 Byron Ross, President 615/218-8801	Fats, Oils & Grease (FOG) Program Support	Propser takes no exceptions	Food Service Establishment (FSE) inspections	295	\$70.00	\$20,650.00	net 30 days	10/15/11		
			Noncompliance Notification (NCN) follow-up inspections	15	\$60.00	\$900.00				
			Consultation as necessary, per hour	40	\$70.00	\$2,800.00				
			Optional web-based FOG tracking database hosted by vendor, per month	12	\$35.00	\$420.00				
			Total estimated annual FOG Program Support pricing:						\$24,770.00	
	Industrial Pretreatment (IPP) Program Support		Industrial inspections	6	\$350.00	\$2,100.00				
			TDEC annual IPP report	1	\$650.00	\$650.00				
			Other IPP-related work, per hour	20	\$70.00	\$1,400.00				
			Total estimated annual IPP Program Support pricing:						\$4,150.00	

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

*Shaded proposal is the proposal found by the proposal evaluation team to best meets the needs of the City