



Legislation Text

File #: 16-0916, **Version:** 1

Resolution to Approve a Services Agreement with Utilities Instrumentation Service for Electrical and Instrumentation Support Services (\$120,000.00)

This memorandum and resolution requests approval of a services agreement for electrical and instrumentation support services with Utilities Instrumentation Service for up to \$120,000.00 through FY19.

In May 2016, the City issued a request for proposals to award one contract for electrical and instrumentation support services for a total of up to \$120,000.00 through FY19. The scope of work involves transformer testing, infrared testing of switchgear, testing of medium voltage breakers at City substations and generators, programming and calibration of instrumentation, Supervisory Control And Data Acquisition (SCADA) support and troubleshooting, Programmable Logic Controller (PLC) programming, and tuning and testing of dam and hydroelectric generator controls.

The City received two proposals for this work. After evaluation, it was decided that Utilities Instrumentation Services was the most qualified and provided competitive pricing for this work. Utilities Instrumentation Services was awarded a services agreement to provide electrical and instrumentation support services to the Water Treatment Services Unit in FY14 and their three-year contract expires on June 30, 2016. The City has been satisfied with the quality of their work. It is therefore, recommended that City Council approve the services agreement with Utilities Instrumentation Service to provide electrical and instrumentation support services for FY17 with the option of two (2) one (1) year renewals.

Utilities Instrumentation Service complies with the requirements of the City's non-discrimination and living wage ordinance.

These services are to be funded from the approved FY17 Water Supply System, Park Maintenance and Capital Improvements, and General Fund Hydro operating budgets, for which services are rendered. Services for FY18 and FY19 will be funded from the operating budgets for these fiscal years if so approved by Council.

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Reviewed by: Craig Hupy, Public Services Administrator

Approved by: Howard S. Lazarus, City Administrator

Whereas, the City issued a Request for Proposal for Electrical and Instrumentation Support Services, RFP 975, for the Water Treatment Services Unit for calibration, testing, inspection, programming, troubleshooting, and preventive maintenance on Water Treatment, Dam, and Hydroelectric Generator electrical equipment and instrumentation;

Whereas, the services included in RFP 975 are necessary to maintain the function and operation of critical Water Treatment Services electrical and instrumentation infrastructure;

Whereas, Utilities Instrumentation Service is qualified to perform the specified work and provided

competitive pricing;

Whereas, Utilities Instrumentation Service provided the most qualified staff at the most competitive price; and

Whereas, Utilities Instrumentation Service complies with the requirements of the City's Non-Discrimination and Living Wage Ordinances;

RESOLVED, That Council accepts the proposal and awards a Services Agreement to Utilities Instrumentation Service in the amount not-to-exceed \$120,000.00 through FY19;

RESOLVED, That the Mayor and City Clerk are authorized and directed to execute the contract for services after approval as to substance by the City Administrator and approval as to form by the City Attorney;

RESOLVED, That the City Administrator be authorized to take the necessary administrative actions to implement this resolution, including authorization of the two; and

RESOLVED, That electrical and instrumentation services for FY18 and FY19 will be funded from the appropriate operating and capital budgets for these fiscal years if so approved by Council.