



Legislation Text

File #: 13-1235, **Version:** 2

Resolution to Approve a Services Agreement with Utilities Instrumentation Service for Electrical and Instrumentation Support Services (\$60,000.00)

This memorandum and resolution request approval of a services agreement for electrical and instrumentation support services with Utilities Instrumentation Service for up to \$60,000.00 in FY14 with the option of two annual renewals.

In June 2013, the City issued a request for proposals to award a contract for electrical and instrumentation support services during FY14 for up to \$60,000.00. 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 one proposal for this work. After evaluation, it was decided that Utilities Instrumentation Service was qualified and provided competitive pricing for this work. It is therefore, recommended that City Council approve the services agreement with Utilities Instrumentation Service to provide electrical and instrumentation support services for FY14 with the option of two annual renewals.

Utilities Instrumentation Service received Human Rights approval on September 27, 2013, and complies with the living wage ordinance.

These services are to be funded from the approved FY14 Water Supply System Operations and Maintenance budget, Park Maintenance and Capital Improvement Millage, and the General Fund, Hydroelectric Fund operating budgets, for which services are rendered. Services for FY15 and FY16 will be funded from the operating budgets for these fiscal years if so approved by Council.

Prepared by: Brian Steglitz, P.E., Sr. Utilities Engineer, WTP

Reviewed by: Craig Hupy, Public Services Area Administrator

Approved by: Steven D. Powers, City Administrator

Whereas, The City issued a Request for Proposal for Electrical and Instrumentation Support Services 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, Utilities Instrumentation Service provided the only proposal in response to the RFP; and

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

Whereas, Funding for these services are available in approved FY14 Operation and Maintenance and capital budgets;

Whereas, That electrical and instrumentation services for FY15 and FY16 will be funded from the appropriate operating budgets for these fiscal years if so approved by Council; and

Whereas, Utilities Instrumentation Service has received Human Rights approval on September 27, 2013, and complies with the Living Wage Ordinance;

RESOLVED, That Council accepts the proposal and awards a one-year Services Agreement to Utilities Instrumentation Service in the amount not to exceed \$60,000.00, with the option to renew for two additional one-year periods if authorized by the City Administrator and subject to the availability of funding in the FY15 and FY16 budgets;

RESOLVED, That the Mayor and City Clerk be 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 one-year renewals; and

RESOLVED, That the funds be available for the life of the project(s) without regard to fiscal year until the Service Agreement ends or June 30, 2016, whichever comes first.