



Legislation Text

File #: 19-1610, **Version:** 1

Resolution to Approve a General Services Agreement for Electrical and Instrumentation Support Services with Utilities Instrumentation Service, RFP #19-23 (\$120,000.00)

This memorandum and resolution requests approval of a general services agreement for electrical and instrumentation support with Utilities Instrumentation Service for up to \$120,000.00 through FY22.

In July 2019, the City issued a request for proposals to award a contract for electrical and instrumentation support services for a total of up to \$120,000.00 for three years. The scope of work involves transformer testing, infrared testing of switchgears, 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 (2) proposals, one from Utilities Instrumentation Service, and one from Huron Valley Electric. The City utilized a weighted 100-point scoring system for evaluating the proposals based on qualifications, past involvement with similar projects, proposed work plan, and fee proposal. After evaluating the proposals, Utilities Instrumentation Service received a score of 95, and Huron Valley Electric received a score of 60. Huron Valley Electric scored substantially lower than Utilities Instrumentation Services in the areas of qualifications for this work, past involvement with similar projects, and proposed work plan, though their fees were lower. When considering all aspects of the evaluation, the City finds Utilities Instrumentation Service to be the most qualified bidder providing the best value to the City. It is therefore recommended that City Council approve the services agreement with Utilities Instrumentation Service to provide Electrical and Instrumentation Services for FY20, FY21 and FY22.

Utilities Instrumentation Service complies with the requirements of the City's Non-Discrimination and Living Wage ordinance.

Budget/Fiscal Impact: These services are to be funded from the approved FY20 Water Supply System, Park Maintenance and Capital Improvements, and General Fund operating and capital budgets, for which services are rendered. Services for FY21 and FY22 will be funded from the operating budgets for these fiscal years if so approved by Council.

Prepared by: Mike Switzenberg, Water Utilities Maintenance Supervisor, WTP

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# 19-23, 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 19-23 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 accept the proposal and awards a General Services Agreement to Utilities Instrumentation Service in the amount not-to-exceed \$120,000.00 through FY22;

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 electrical and instrumentation services for FY21 and FY22 will be funded from the appropriate operating and capital budgets for these fiscal years if so approved by Council; and

RESOLVED, That the City Administrator be authorized to take the necessary administrative actions to implement this resolution.