

FOR COUNCIL MEETING OF: November 9, 2009  
5 (a)  
AGENDA ITEM NO.: \_\_\_\_\_

TO: MAYOR AND CITY COUNCIL  
THROUGH: *Linda Norris*  
LINDA NORRIS, CITY MANAGER  
FROM: *Tony Mounts*  
TONY MOUNTS, DIRECTOR OF ADMINISTRATIVE SERVICES  
SUBJECT: PURCHASES APPROVED ADMINISTRATIVELY —  
(August 26, 2009 thru October 20, 2009)

**ISSUE:**

None; Monthly purchasing activity report presented for Council Review.

**RECOMMENDATION:**

None; Information Only

**BACKGROUND:**

The City Manager, or her designee, approves administrative awards, renewals and modifications of contracts each week through the review of the Weekly Purchasing Report presented by the Purchasing Administrator. All completed procurement transactions, recommended for award by User Departments, with a value of \$25,000 and over are presented in the Weekly Purchasing Report and reviewed for compliance to City Purchasing Rules during the review session.

The purpose of this report is to inform the Council of the specific contract awards and fund sources for all contracts, which were administratively awarded, renewed or modified during the previous month. This report presents the previous months public contracting activity in three categories: Category I Procurement Contracts are public contracting activities with current fiscal year impact; Category II Procurement Contracts are FY 09/10 Annual Requirements contracting activities; and, Category III Procurement Contracts are FY 09/10 Consultant of Record [COR] contracting activities.

The specified quantity levels stated within these contracts are merely estimates of the goods and services required to support operations for the coming fiscal year.

**FACTS & FINDINGS:**

The following purchases, amendments, or documents were approved administratively during the time period referenced above:

**Category I: Current Fiscal Year Procurement Contracts**

	<b>Business Entity</b>	<b>Description</b>	<b>Contract Amount</b>	<b>Fund</b>
1	CSDC Systems, Inc.	IT: AMANDA Modules, Module Maintenance, Licenses & Professional Services required for Module Implementation (Sole Source)	\$144,086.00	B & S
2	Hewlett Packard	IT: Hewlett Packard EVA4400 Disk Array (Cooperative Agreement)	\$98,698.40	CI
3	Insituform Technologies	PW: Center Street Brick Sewer Rehabilitation	\$92,550.00	CI
4	Invensys Process Systems	PW: Provide Process Control Development Services for the City of Salem Wastewater Treatment Expansion Program (Change Order #2) <sup>1</sup>	\$40,710.00	CI
5	Mead & Hunt	UD: Architectural / Engineering Services for Salem Municipal Airport (Change Orders #1 & 2) <sup>2</sup>	\$184,675.00	CI
6	NW Kodiak Construction	PW: City of Salem Renewable Energy and Technology Park Utility Improvements – Phase I	\$219,484.38	CI
7	Slayden Construction Group, Inc.	PW: Headworks & Primary Treatment Improvements at WLWPCF (Change Order #28) <sup>3</sup>	\$29,538.00	CI
8	K & E Excavating, Inc.	PW: Boone Road SE 30-inch Water Transmission Line	\$1,413,836.50	ECF
9	Dell Marketing L.P.	Police: Dell PowerEdge Server and Vault (Cooperative Agreement)	\$38,971.38	G
10	Hewlett Packard	IT: Hewlett Packard Server (Cooperative Agreement)	\$26,342.70	G
11	Hewlett Packard	IT: Hewlett Packard Fiber Switch Conversion (Cooperative Agreement)	\$42,994.96	G
12	Mid-Willamette Valley Council of Government	CMO: Annual Council of Governments Membership and Economic Development Fees	\$38,534.00	G

	<b>Business Entity</b>	<b>Description</b>	<b>Contract Amount</b>	<b>Fund</b>
13	Ti Tech LLC	IT: General Contractor of Record, FY 09/10 (Change Order #1) <sup>4</sup>	\$50,000.00	G
14	Vanderhouwen & Associates	IT: Information Services Personnel Support, FY 09/10 (Change Order #1) <sup>5</sup>	\$35,000.00	G
15	Dell Marketing L.P.	PW: Purchase of Dell Systems (22 each)	\$37,438.60	U
16	Invensys Systems, Inc.	PW: Distributed Control Systems (DCS) System Upgrades (Sole Source)	\$63,000.00	U
17	Oregon Department of Corrections	PW: Inmate Work Program (Intergovernmental)	\$247,600.00	U
18	Oregon Dept of Environmental Quality	PW: National Pollutant Discharge Elimination System Permit Fee	\$78,702.00	U
19	Pacific Power Products Co	PW: Waukesha Cogeneration Engine Upper End Overhaul (Change Order #1) <sup>6</sup>	\$52,825.61	U
20	Inspec Group	UD: Construction of the Gaffin Rd Project at the Salem Renewable Energy and Technology Park	\$214,185.32 \$1,080,000.00	CI ECF
	B & S	= Building and Safety Fund.....	\$144,086.00	
	CI	= Capital Improvement Fund.....	\$879,841.10	
	ECF	= Extra Capacity Facilities Fund.....	\$2,493,836.50	
	G	= General Fund.....	\$231,843.04	
	U	= Utilities Fund.....	\$479,566.21	

### END NOTES TO CHANGE ORDERS

1. Change Order #2 increases \$40,710.00: Provides for the upgrade of the communications capabilities between the City Shops Pumps and Controls SCADA room and the Willow Lake SCADA system.
2. Change Order #1 increases \$119,675.00: Provides for the architectural and engineering design services necessary to complete the assembly of Design Development and Construction Documents to expand the existing Airport Terminal at McNary Field. These services include the preparation of construction working

drawings and specifications ready for City construction permitting, answering design and bid document related requests for information during the contract bidding phase; and the attendance at the City's pre-construction bid site visit.

Change Order #2 increases \$65,000.00: Provides for the services necessary to prepare the Master Plan Update – Phase I. Phase I includes providing information on historic and current airport activities, evaluate projected future airport activities, and identify a plan to direct and accommodate airport improvement and development – all in effort to expand service to its users and its community.

3. Change Order #28 increases \$29,538.00: Provides for the following items: (1) Install two stainless steel trash racks that were not included in the original design but were later requested by the plant staff for safety reasons. (2) Correct errors in the primary scum pump wiring schematic that occurred because the original design documents did not include correct information. (3) Supply and install a 120 volt power circuit and raceway from panel LD, this circuit is required but was inadvertently left out of the subcontractors GMP. (4) Supply and install scum beach spray water limit switches for primary clarifier No. 3 and 4. These switches are required to properly operate the clarifiers but they were inadvertently left out of the subcontractors GMP. (5) Supply and install a new breaker located in the Flotation Thickener building. These power circuits are required but were inadvertently left out of the subcontractors GMP. (6) Supply and install time delay relays in eight ventilation supply/exhaust fans in order to temporarily bypass the air flow sensors during start up and after loss of power when air flow is zero, and to supply and install two explosion proof duct smoke detectors in two large bar screen facility exhaust fans. These control features are required for proper operation of the equipment but they were not included in the final contract documents.
4. Change Order #1 increases \$50,000.00: Provides for additional services due to underestimating annual need.
5. Change Order #1 increases \$35,000.00: Provides for software programming work due to vacancies.
6. Change Order #1 increases \$52,825.61: Provides for additional significant mechanical issues that were revealed. Although unexpected, most of the additional issues are due to extensive operating hours and normal wear on the engine components.

## Category II: FY 09/10 Annual Requirement Contracts

The following Category II annual requirements contracts were approved administratively during the time period referenced above. The not-to-exceed contract amounts are competitively set by applying bidder's/proposer's per unit price(s) to estimated annual requirement quantities. These contracts carry no guarantee for quantity of units purchased or services performed during any annual contract period. Both the bids and the contracts themselves state that the City retains the right to not award contracts and/or change contract amounts, both dollar and quantity, based on specific Council/Budget Committee actions/decisions. These are non-exclusive one-year contracts that may be renewed for up to four additional one-year renewal periods.

	<b>Business Entity</b>	<b>Description</b>	<b>Not-to Exceed Contract Amount</b>	<b>Fund</b>
1	Blumenthal Uniforms	Police: FY 09/10 Group 1- Standard Uniforms and Group 3 – Holsters	\$55,000.00	G
2	Dell Marketing L.P.	IT: Groupwise Annual Maintenance Renewal 10/1/09 – 9/30/10 (Cooperative Agreement)	\$34,961.73	G
3	Net Assets Corporation	AS: FY 09/10 Internet Access to the City's Electronic Lien Docket (Annual Renewal)	\$44,000.00	G
4	Northwest Uniforms, Inc.	Fire: FY 09/10 Uniforms, Shirts & Trousers	\$32,000.00	G
5	OCLC	CMO: FY 09/10 Annual Subscription Service for On-Line Computer Library Database (Sole Source)	\$42,800.00	G
6	Redflex Traffic Systems, Inc.	Police: FY 09/10 Photo Red Light Enforcement Program (Annual Renewal)	\$336,650.00	G
7	Wilco	AS: FY 09/10 Fuel: Unleaded and Diesel	\$40,000.00	IS
8	Inflection Point Solutions	PW: FY 09/10 Information Technology Consulting Services	\$25,000.00	U
9	Comcast Institutional Networks	Citywide: FY 09/10 Fiber Optic Network Services (Annual Renewal)	\$61,680.00	Various

	<b>Business Entity</b>	<b>Description</b>	<b>Not-to Exceed Contract Amount</b>	<b>Fund</b>
10	Ruby Communications LLC	IT: FY 09/10 Telecommunications Service Audit (Annual Renewal)	\$50,000.00	Various
11	PST Technologies	Police: FY 09/10 Maintenance for Existing Mobile Data System (Sole Source)	\$38,010.00	WVCC
12	Hansen Information Technologies	PW: Annual Services, Maintenance and Licensing Agreement Renewal (Sole Source)	\$78,601.47 \$11,722.05	U PW
G	=	General Fund .....	\$545,411.73	
IS	=	Internal Services Fund .....	\$40,000.00	
PW	=	Public Works Fund .....	\$11,722.05	
U	=	Utilities Fund .....	\$103,601.47	
WVCC	=	Willamette Valley Communications Center .....	\$38,010.00	
Various	=	.....	\$111,680.00	

**Category III: FY 09/10 Consultant of Record [COR] Contracts**

The following Category III Consultant of Record (COR) contracts were approved administratively during the time period referenced above these consultants have been selected through a competitive request for proposal (RFP) process. The not-to-exceed contract amounts awarded represent the annual limit for the sum of all assignments that may be performed under each consultant's contract and are not budget amounts. The not-to-exceed COR contract amounts represent an annual work limit authorized by the City's Public Contracting Rules and, in each instance, these work level limits are specifically reviewed and approved by the City Manager or Deputy City Manager and Purchasing Administrator. These are non-exclusive one-year contracts that may be renewed for up to four additional one-year renewal periods.

Business Entity	Description	Not-to Exceed Contract Amount/ Assignment Limit	Fund
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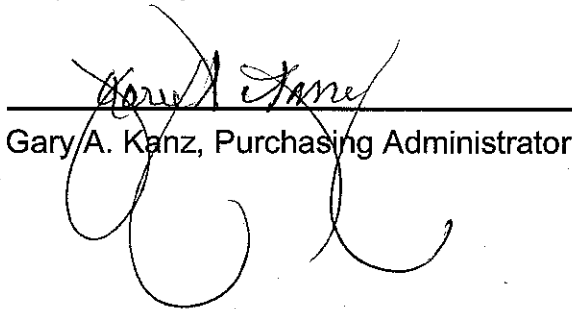
None at this time.

Prepared by:



Shawna Carter, Administrative Analyst

Approved by:



Gary A. Kanz, Purchasing Administrator