



For Council Meeting of: January 2, 2007
Agenda Item No.: 4.3 (a)

TO: MAYOR AND CITY COUNCIL
THROUGH: ROBERT G. WELLS, CITY MANAGER 
FROM: TONY MOUNTS, DIRECTOR OF ADMINISTRATIVE SERVICES 
SUBJECT: PURCHASES APPROVED ADMINISTRATIVELY —
(November 21, 2006 Thru December 18, 2006)

RECOMMENDATION:

None; Information Only

BACKGROUND:

Administrative award, renewal and modification of contracts occurs each week through the review of the Weekly Purchasing Report presented by the Purchasing Administrator to the City Manager or his designee during a regularly scheduled Tuesday purchasing activity review session. 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. This Monthly Purchasing Report is a compilation of the prior month's administratively awarded contracting activities.

FACTS & FINDINGS:

The following purchases were approved administratively during the time period referenced above:

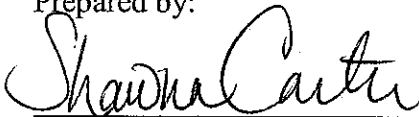
	Business Entity	Description	Amount	Fund
1	US Paperless Systems	CD: Scanning/ Imaging Services (Change Order #1) ¹	\$28,131.00	B & S
		Sub-Total	\$28,131.00	
2	Personnel Source Inc.	CS: Personnel Services for Salem Convention and Tourism Services (Change Order #2) ²	\$136,000.00	C & T
		Sub-Total	\$136,000.00	
3	Black & Veatch	PW: Electronic Maintenance and Operations Manual (EMOM) System	\$155,000.00	CI

	Business Entity	Description	Amount	Fund
4	Modern Building Systems	AS: Pre-Manufactured Modular Building (Change Order #1) ³	\$42,946.79	CI
5	Slayden Construction	PW: CM/GC Willow Lake Water Pollution Control Facility Headworks and Primary Treatment Improvements Project (Change Order #8) ⁴	\$602,286.91	CI
6	Ti Tech LLC	AS: Airport Passenger Terminal Improvements (Change Order #1) ⁵	\$35,127.00	CI
		Sub-Total	\$835,360.70	
7	Berry Architects, P.C.	AS: Police Assessment Plan	\$50,000.00	G
8	L.N. Curtis & Sons	Fire: Nozzles, Monitors & Accessories - FY 06/07	\$54,000.00	G
		Sub-Total	\$104,000.00	
9	Adcomm Engineering Company	Police: Radio Communications Consulting Services - FY 06/07	\$40,000.00	IS
10	Step Forward Activities	AS: Plastic Trash Bags - FY 06/07 (Change Order #1) ⁶	\$25,000.00	IS
		Sub-Total	\$65,000.00	
11	Salem Black-Top Paving Inc.	PW: Asphaltic Concrete: Summer and Winter Rates: FY 06/07 (Change Order #1) ⁷	\$90,000.00	PW
12	The Mercer Group Inc.	HR: Professional Civil Engineer Selection and Recruitment, Salem Public Works Department	\$65,000.00	PW
		Sub-Total	\$155,000.00	
13	Power Prime Pump	PW: Diesel Engine Driven Trailer Mounted Pump	\$33,414.00	U
14	Selectron	PW: Installation of Camera's at Franzen Reservoir	\$51,722.00	U
		Sub-Total	\$85,136.00	

	Business Entity	Description	Amount	Fund
15	ASAP Software	PW: Symantec Software Renewals (State Agreement)	\$29,374.31 \$43.20 \$12,975.00	G C & T open.org
16	Natt McDougall Company	PW: WLWPCF River Road Wet Weather Treatment Facility and River Road Park Storm Drain Improvement Project	\$21,328,515.00 \$375,000.00	CI ECF
17	Tek Construction Inc.	PW: Salem Concrete Reservoir: Seismic Retrofit Chacarun Reservoir - Total Base Bid Plus All Additive Bid Items	\$526,799.16 \$45,000.00	CI U

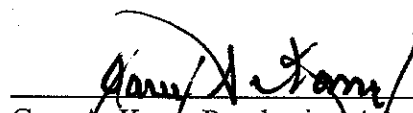
B & S	=	Building and Safety Fund	\$28,131.00
C & T	=	Cultural and Tourism	\$136,043.20
CI	=	Capital Improvement Fund	\$22,690,674.86
ECF	=	Extra Capacity Facilities Fund	\$375,000.00
G	=	General Fund	\$133,374.31
IS	=	Internal Services Fund	\$65,000.00
PW	=	Public Works Fund	\$155,000.00
U	=	Utilities Fund	\$130,136.00
open.org		\$12,975.00
Total		\$23,726,334.37

Prepared by:

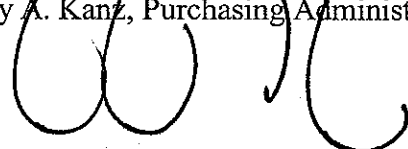


Shawna Carter, Administrative Analyst

Approved by:



Gary A. Kanz, Purchasing Administrator



END NOTES TO CHANGE ORDERS

1. Change Order #1 increases \$28,131.00: Provides for additional services due to underestimating annual need.
2. Change Order #2 increases \$136,000.00: Provides for payroll services from December 1, 2006 through June 30, 2007.
3. Change Order #1 increases \$42,946.79: Provides for restroom fixtures, plumbing tree, tile material and installation, interior walls, restroom partitioning and urinal screen, plumbing chase access door, lavy top and two baby changing stations. Also provides for flood plain issues, interior wall additions (non-restroom) and upgraded security hardware package.
4. Change Order #8 increases \$602,286.91: Provides for Contractor to begin the electrical preconstruction services which includes developing raceway and wire schedules, performing field investigations to develop accurate underground utility maps, developing work sequence plans in areas of underground utility conflicts, and providing a metered 750 KVA temporary power service for construction and dewatering pump power requirements at the Headworks Facility.
5. Change Order #1 increases \$35,127.00: Provides for all electrical work as described in the revised Mead and Hunt wet stamped electrical drawings signed on October 2, 2006.
6. Change Order #1 increases \$25,000.00: Provides for additional product due to underestimating annual need.
7. Change Order #1 increases \$90,000.00: Provides for underestimated cost due to price increases.