



# City Council Report

**Date:** October 17, 2016  
**To:** City Council  
**Through:** Mike Kennington, Chief Financial Officer  
**From:** Edward Quedens, MPA, C.P.M., CPPO, Business Services Director  
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator  
**Subject:** Three-Year Term Contract for Electric Switchgear Testing, Maintenance and Repairs for the Water Resources Department **(Citywide)**

## Purpose and Recommendation

Council is requested to approve the Term Contract for Electric Switchgear Testing, Maintenance and Repairs as recommended.

Water Resources and Purchasing recommend awarding the contract to the highest scored proposals from Cannon & Wendt Electric Company, Inc. and Hampton Tedder Technical Services, Inc. at \$125,000.00 annually, based on estimated requirements.

## Background / Discussion

This contract will provide services including inspection, testing, preventative maintenance, evaluation, estimates for repair, and repair or replacement of electrical distribution system components located at the City's potable water and waste water facilities.

Staff from Water Resources and Purchasing evaluated the proposals based on the evaluation criteria as stated in the solicitation. The highest scored proposals, Cannon & Wendt Electric Company, Inc. and Hampton Tedder Technical Services, Inc., are being recommended for award. The evaluation committee unanimously agreed on the recommendation.

## Alternatives

Council may choose not to authorize the purchase and new responses will be obtained.

## Fiscal Impact

The annual contract amount of is available in the Water Resources Department operating budget.

## Coordinated With

Water Resources and Purchasing

## **PURCHASING INFORMATION**

Action: Initial Award

Procurement Type: Request for Proposals

Solicitation Number: 2016287

Vendors Registered: ProcureAZ (765) and Vendor Self Service (91)

Advertising: Arizona Republic, Bid Net, ProcureAZ, Purchasing Website

Downloads: 76

Responses: 5

Local Consideration: Not applicable as there were no Mesa responses.

Protests Received: None

Initial Contract Term: Three years

Possible Renewals: Two, one-year renewals subject to future Council consideration

Prices: Future price increases are capped by the Producer Price Index

Pricing Available to Other Cooperative Agencies: Yes

## **Proposals Received July 27, 2016**

Cannon & Wendt Electric Company, Inc. – Phoenix, AZ

Hampton Tedder Technical Services, Inc. – Phoenix, AZ

Sabino Electric, Inc. – Tucson, AZ

Southwest Energy Systems, LLC – Phoenix, AZ

Switchgear Solutions, Inc. – Tucson, AZ

## **Proposal Evaluation Summary**

<b>Evaluation Criteria / Points Possible</b>	<b>Technical Proposal / 750</b>	<b>Pricing Proposal / 250</b>	<b>Total / 1,000</b>
Cannon & Wendt Electric	610	202	<u>812</u>
Hampton Tedder Technical Services	582	151	<u>733</u>
Southwest Energy Systems	552	150	702
Sabino Electric	393	169	562
Switchgear Solutions	234	128	362

## **AWARD RECOMMENDATION**

<b>Description</b>
Electric Switchgear Testing, Maintenance and Repairs per Agreement No. 2016287; Exhibits – Scope of Work, Pricing, Mesa Standard Terms and Conditions; Other Exhibits; Solicitation including any addenda; and Contractor Response
<u>Awarded Vendors:</u> Cannon & Wendt Electric Company, Inc. – Phoenix, AZ Hampton Tedder Technical Services, Inc. – Phoenix, AZ
<b>Annual Contract Amount: <u>\$125,000.00</u></b> (cumulatively not to exceed)