



City Council Report

Date: January 8, 2018
To: City Council
Through: Michael Kennington, Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Dollar Limit Increase to the Term Contract for Backflow Testing and Repair Services for Various City Departments as requested by the Water Resources Department **(Citywide)**

Recommendation

Council is requested to approve the contract amendment as recommended.

The Water Resources and Parks, Recreation and Community Facilities Departments, and Purchasing recommend increasing the dollar limit with Metro Fire Equipment, Inc. by \$75,000.00, for Year 1 from \$115,000.00 to \$190,000.00; and Years 2 and 3, from \$90,000.00 to \$165,000.00 annually; based on estimated usage.

Background

This contract provides backflow assembly testing and repair services for various City Departments including Transportation, Water Resources, Parks, Recreation and Community Facilities. The contracted vendor provides testing, repair, and report transmittals in a timely manner ensuring the backflow assemblies are in good working condition and in compliance with municipal code. The contract is administered by the Water Resources Department Cross Connection Control Office.

Parks, Recreation and Community Facilities (PRCF) is requesting the dollar limit increase due to excessive theft of devices. PRCF had requested and Purchasing approved a \$25,000.00 increase on 10/30/2017. This amount is not sufficient for the remainder of the first-year contract term through 2/28/2018. Increasing the contract amount by \$75,000.00 annually should be adequate to cover the replacement of stolen devices.

Purchase Information

Action: Amendment
Procurement Type: Request for Proposals
Contract Number: 2017088
Original Council Award Date: 2/27/2017
Initial Contract Term: Three years

Dollar Limit History:

Original Award Amount	\$90,000.00
Increase Request Administratively Approved 10/30/2017	\$25,000.00
Increase Request 1/8/2018	<u>\$75,000.00</u>
New Annual Contract Amount (Year 1)	\$190,000.00
Increase Request 1/8/2018	<u>\$75,000.00</u>
New Annual Contract Amount (Years 2 and 3)	\$165,000.00

Funding Source: The purchase is funded in the Parks, Recreation and Community
Facilities Department operating budget