



City Council Report

Date: May 16, 2022
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Kristy Garcia, Procurement Administrator
Subject: Three-Year Term Contract with Two Years of Renewal Options for Electric Switchgear Testing, Maintenance and Repairs for the Water Resources Department **(Single Response) (Citywide)**

Recommendation

Council is requested to approve the award as recommended.

A committee representing the Water Resources Department and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the sole, responsive proposal from Hampton Tedder Technical Services, Inc. at \$625,000 annually, with an annual increase allowance of up to 5%, or the adjusted Consumer Price Index.

Background / Discussion

The Water Resources Department currently has three (3) water reclamation plants, two (2) water treatment plants, and multiple pump stations, wells, and lift stations.

This contract will provide inspections, testing, preventative maintenance and repairs or replacement of electrical distribution system components located at the City's water and wastewater facilities. This contract is necessary to maintain the functionality of the electrical distribution systems located at these facilities and is necessary for continuing utility operations.

The City issued a Request for Proposal for a month and received one proposal response from Hampton Tedder Technical Services, Inc. and a No Bid response. The evaluation committee deemed the proposal as responsive meeting all the contract specifications and requirements, and the respondent provided all the information as required by the solicitation. Hampton is one of the current providers for this service for the City.

Purchasing contacted the two (2) firms that attended the mandatory Request For Proposal conference to find out their reason for not submitting a proposal. One firm did not respond back, and the second firm replied they do not have all the qualifications as required.

Water Resources is reviewing whether some services requirements may be waived to determine if a revised solicitation should be issued for a possible Secondary vendor (for the services that are mandatory for health and safety).

Purchase Information

Action: Award

Procurement Type: Request for Proposals

Contract Number: 2022139

Local Consideration: Policy did not apply to this procurement method

Protests Received: None

Initial Contract Term: Three Years

Possible Renewals: Up to a maximum of two years subject to Administrative review and approval

Funding Source: Water, Electric and Gas Enterprise - Operations and Maintenance; and Greenfield Joint Venture - Operations and Maintenance

Proposal Responses

Hampton Tedder Technical Services, Inc. - Phoenix, AZ

No Bid response received from:

Transcat, Inc.