

M Management Committee

Meeting date: June 27, 2007

Information
Item: 2007-235

ADVISORY INFORMATION

Date:	June 20, 2007
Subject:	Summary of Procurements for First Quarter 2007
District(s), Member(s):	All
Policy/Legal Reference:	Council Policy 3-3 Expenditures
Staff Presented:	Richard Halsted, 651-602-1038
Division/Department:	Contracts and Procurement

Council *Policy 3-3 – Expenditures* authorizes the Regional Administrator to approve awards not exceeding \$250,000 for all purchases of budgeted goods and services. In addition, the Regional Administrator is authorized to approve construction contracts where

- (a) the value of the contract does not exceed \$1,000,000;
- (b) the construction project was included in the Council-adopted capital budget;
- (c) the cost of the project is less than the Engineer's Probable Construction Costs plus 10%; and
- (d) sufficient funds available in the capital budget to complete the project.

The delegation authority of the Regional Administrator to approve awards for all purchases of budgeted goods and services was increased from \$100,000 to \$250,000 in August of 1999. Related to this increase in authority, the Council requested a report on any contracts valued at between \$100,000 and \$250,000.

At the end of each quarter a report that summarizes procurements for the preceding quarter is presented to the Council through the Management Committee to satisfy this requirement. The report gives a breakdown of the number of procurements executed during the reporting period grouped by value, and details of all procurements which have a value greater than \$100,000 but less than or equal to \$250,000.

Procurements valued at greater than \$250,000 are generally approved individually by the Council, except for those construction contracts that meet the criteria given above. The Management Committee requested a quarterly summary of contracts over \$250,000.

The First *Quarter 2007 Procurement Summary Information* is attached.

First Quarter 2007 Procurement Summary Information

Summary of Procurements

Dollar Amount Range	Number of Procurements	Percent of Value	Total Value
Up to \$2,500	3892	7.1%	\$2,123,419
\$2,501 – \$50,000	704	22.1%	\$6,601,158
\$50,001 – \$99,000	22	5.3%	\$1,588,161
\$100,000 – \$250,000	9	5.1%	\$1,518,219
Greater than \$250,000	14	60.5%	\$18,104,213
Total	4641	100.0%	\$29,935,170

Details of Procurements Valued Between \$100,000 and \$250,000

Contractor		Amount	Division	Description
Contracts awarded based on a formal invitation for bids				
1	Precision Graphics	\$145,232	Metro Transit	Print Take Out Brochure
2	Joe's Lawnscape	\$215,582	MCES	Grounds Maintenance Services for MCES Facilities
Contracts awarded based on a formal request for proposals				
Contractor		Amount	Division	Description
1	Mid-America Business Systems	\$195,000	RA	Electronic Content Management System
Contracts awarded based on other processes				
Contractor		Amount	Division	Description
1	Worker's Comp Reinsurance Assn.	\$141,836	RA	Statutory Insurance Requirement
2	Nelson Dodge-GMC	\$123,101	Metro Transit	Cooperative Purchase of 4 Service Vehicles
3	Giro, Inc.	\$183,525	Metro Transit	Sole Source Upgrade of HASTUS Service Scheduling Software
4	Andritz Bird	\$124,998	MCES	Sole Source Repair of Thickening Centrifuge
5	AON Risk Services	\$163,945	RA	MOAC General Liability Insurance & Police Professional Liability Insurance
6	Short Elliott Hendrickson	\$225,000	MCES	Emergency Declaration for Empire Digester Repair

First Quarter 2007 Procurement Summary Information

Summary of Procurements Valued at Greater Than \$250,000

Contractor		Amount	Division	Description	Council Action
1	Human Services, Inc.	\$323,000	MTS	Provide ADA Paratransit Service	Council Business Item 2006-326 Transportation Committee 10/9/06 Council Approval 10/25/06
2	Scott County	\$325,300	MTS	Provide ADA Paratransit Service	Council Business Item 2006-326 Transportation Committee 10/9/06 Council Approval 10/25/06
3	Anoka County	\$408,317	MTS	Provide ADA Paratransit Service	Council Business Item 2006-326 Transportation Committee 10/9/06 Council Approval 10/25/06
4	DARTS	\$2,022,700	MTS	Provide ADA Paratransit Service	Council Business Item 2006-326 Transportation Committee 10/9/06 Council Approval 10/25/06
5	Motzko Companies	\$369,468	MCES	Lakeville 7203 Maintenance Repairs	Construction Contract - Delegated Authority to General Manager, MCES.
6	Brown & Caldwell	\$1,649,565	MCES	MWWTP Space Utilization & Facilities Improvements	Council Business Item 2006-269 Environment Committee 8/8/06 Council Approval 9/13/06
7	Howard R. Green	\$1,800,844	MCES	Interceptor Design Projects	Council Business Item 2006-380 Environment Committee 11/14/06 Council Approval 12/13/06
8	Short Elliott Hendrickson	\$3,449,555	MCES	Interceptor Design Projects	Council Business Item 2006-355 Environment Committee 10/24/06 Council Approval 11/08/06
9	American Engineering and Testing	\$1,000,000	MCES	Master Contract for Geotechnical Services	Council Business Item 2007-32 Environment Committee 1/09/07 Council Approval 01/24/07
10	Braun Intertec	\$1,000,000	MCES	Master Contract for Geotechnical Services	Council Business Item 2007-33 Environment Committee 1/09/07 Council Approval 01/24/07
11	STS Consultants	\$1,000,000	MCES	Master Contract for Geotechnical Services	Council Business Item 2007-34 Environment Committee 1/09/07 Council Approval 01/24/07
12	Barbarossa & Sons	\$1,110,050	MCES	Chaska Lift Station Pipe Extension	Council Business Item 2007-49 Environment Committee 1/23/07 Council Approval 02/14/07
13	General Security Services Corp.	\$2,085,000	MCES	Security Guard Services for MCES and Robert St. Facilities	Council Business Item 2007-30 Environment Committee 1/09/07 Council Approval 01/24/07
14	SKB Environmental	\$665,731	MCES	Waste Incinerator Ash Disposal	Council Business Item 2006-374 Environment Committee 11/28/06 Council Approval 12/13/06