

M Management Committee

Meeting date: February 11, 2009

ADVISORY INFORMATION

Date:	January 26, 2009
Subject:	Summary of Procurements for Fourth Quarter and Year End 2008
District(s), Member(s):	All
Policy/Legal Reference:	Council Policy 3-3 Expenditures
Staff Presented:	Micky Gutzmann, 651-602-1741 Christopher Gran, 651-349-5060
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 are 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 between \$100,001 and \$250,000.

To satisfy this requirement a report that summarizes procurements for the preceding quarter is presented to the Council through the Management Committee at the end of each quarter. 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 Fourth Quarter 2008 Procurement Information is attached as well as Year End data.

Fourth Quarter 2008 Procurement Summary Information

Summary of Procurements

Dollar Amount Range	Number of Procurements	Percent of Value	Total Value
Up to \$2,500	3662	10.8%	\$2,127,105
\$2,501 – \$50,000	581	28.4%	\$5,602,297
\$50,001 – \$100,000	23	8.1%	\$1,605,554
\$100,001 – \$250,000	18	16.0%	\$3,167,290
Greater than \$250,000	8	36.7%	\$7,246,043
Total	4292	100.0%	\$19,748,289

Details of Procurements Valued Between \$100,001 and \$250,000

Contracts awarded based on a formal invitation for bids					
	Contractor	Amount	Division	Description	Type & Term
1	PMI Construction	\$103,021	Metro Transit	East Metro Transit Facility Deck Repair	One-Time Purchase
2	Batteries Plus	\$125,000	Metro Transit	Bus Batteries	One-Year Term
3	Taylor Made Lawn and Landscaping	\$250,000	Metro Transit	Snow Plowing and Removal at Foley P&R	One-Year with options to extend up to another 24 months
4	Paragon Company	\$250,000	Metro Transit	Snow Plowing at 28 th Avenue P&R	One-Year with options to extend up to another 24 months
5	McNamara Contracting	\$139,763	MCES	Empire Biosolids Pad; Asphalt Repair and Overlay	One-Time Purchase
6	Magney Construction	\$242,039	MCES	Metro Biofilter Media Replacement	One-Time Purchase
7	Geislinger & Sons	\$163,100	MCES	Potholing Utilities	One-Time Purchase
8	Polydyne, Inc.	\$238,250	MCES	Empire & Eagles Point Polymer Procurement	Goods – Three-Year Term
9	T.A. Schifsky & Sons	\$220,890	MCES	Metro Plant Road Pavement	One-Time Purchase

Contracts awarded based on a formal invitation for bids					
Contractor		Amount	Division	Description	Type & Term
10	08P113	\$113,918	Regional Administration	Sound Masking System for 390 N. Robert St.	One-Time Purchase

Contracts awarded based on a formal request for proposals					
Contractor		Amount	Division	Description	Type & Term
1	Kelly Scientific Resources	\$240,000	MCES	Temporary Staffing for Metro Plant Laboratory	PTS – Two-Year Term
2					

Contracts awarded based on other processes					
Contractor		Amount	Division	Description	Type & Term
1	Aon Risk Services	\$173,555	Regional Administration	Railroad Property Insurance Renewal	PO – One Year Term
2	CDWG Computer Centers	\$220,856	MCES	Blue Lake Plant SCADA Upgrade	PO – One Time Purchase State Contract 436463
3	Video Guidance, Inc.	\$113,695	Regional Administration	Video Conferencing System	PO – One Time Purchase State Contract 433290
4	CDWG Computer Centers	\$139,608	MCES	Eagles Point, Empire and St. Croix Valley SCADA Upgrade	PO – One Time Purchase State Contract 436463
5	State of MN/Auditor	\$215,000	Regional Administration	Annual State Audit for 2009	PO – One Time Purchase
6	Polychem Systems	\$117,299	MCES	Collector Chain	PO – One Time Purchase Sole Source
7	DLT Solutions	\$101,296	Regional Administration	AutoCAD Civil 3D Licenses	PO – One Time Purchase Sole Source

Fourth Quarter 2008 Procurement Summary Information

Summary of Procurements Valued at Greater Than \$250,000
(These are contracts executed in the 4th Quarter 2008)

Contractor		Amount	Division	Description	Type & Term	Council Action
1	Superior Transit Sales	\$1,105,602	Metropolitan Transportation Services	Purchase 22 Metro Mobility Vehicles	One-Time Purchase	Council Business Item 2008-216 Transportation Committee 8/11/08 Council Approval 8/27/08
2	North Central Bus & Equipment	\$1,168,035	Metropolitan Transportation Services	Purchase 19 Regional Fleet Buses	One-Time Purchase	Council Business Item 2008-254 Transportation Committee 9/22/08 Council Approval 10/08/08
3	Ubisense, Inc.	\$1,332,573	Metro Transit	Internal Garage Bus Locator System	Five-Year Term	Council Business Item 2008-207SW Transportation Committee 9/22/08 Council Approval 9/24/08
4	Hoglund Bus Co.	\$1,444,363	Metropolitan Transportation Services	Purchase 25 Regional Fleet Buses	One-Time Purchase	Council Business Item 2008-254 Transportation Committee 9/22/08 Council Approval 10/08/08
5	Hawkins, Inc.	\$327,549	MCES	Procurement of Liquid Aluminum Sulfate	Sole Source – One-Year Term	Council Business Item 2008-366 Environment Committee 12/9/08 Council Approval 12/10/08
6	AppleOne Employment Services	\$550,000	Regional Administration	Temporary Employee Services	PTS – Three-Year Term	Council Business Item 2008- 276 Management Committee 10/14/08 Council Approval 10/22/08
7	American Liberty Construction	\$331,650	Metro Transit	CR73 & I-394 P&R Pre-Cast Panels	One-Time Purchase	Construction Contract – Delegated Authority to GM Metro Transit
8	Weber, Inc.	\$986,271	Metro Transit	Guardian Angels P&R Expansion	One-Time Purchase	Construction Contract – Delegated Authority to Regional Administrator

2008 Procurement Summary Information

Dollar Amount Range	Number of Procurements	Percent of Value	Total Value
Up to \$2,500	16,864	5.1%	\$9,087,150
\$2,501 – \$50,000	2,641	14.7%	\$26,270,808
\$50,001 – \$100,000	78	3.2%	\$5,700,474
\$100,001 – \$250,000	72	7%	\$12,449,549
Greater than \$250,000	53	70.0%	\$125,199,856
Total	19,708	100%	\$178,707,837