

M Management Committee

Meeting date: August 27, 2008

Information
Item: 2008-238

ADVISORY INFORMATION

Date:	August 19, 2008
Subject:	Summary of Procurements for Second Quarter 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 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 Second Quarter 2008 Procurement Information is attached.

Second Quarter 2008 Procurement Summary Information

Summary of Procurements

Dollar Amount Range	Number of Procurements	Percent of Value	Total Value
Up to \$2,500	5547	10.2%	\$2,512,111
\$2,501 – \$50,000	686	27.1%	\$6,695,103
\$50,001 – \$100,000	10	3.1%	\$761,589
\$100,001 – \$250,000	12	7.6%	\$1,830,773
Greater than \$250,000	11	52.1%	\$12,879,567
Total	6266	100.0%	\$24,679,143

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	Benco Equipment	\$152,365	Metro Transit	Two Portable Vehicle Lifts	1 Time Purchase
2	Ames Construction	\$183,053	Metro Transit	I-35W & 46 Street BRT Utilities	6 month utility work
3	Tousley Ford	\$208,000	Metro Mobility	Replacement Engines	Blanket for engine replacement
4	All City Elevator	\$198,248	MCES	Freight Elevator PE4 Modernization	6 Months Lt Construction
5	Truck Utilities, Inc.	\$180,400	MCES	Boom Truck Procurement for Metro WWTP	1 Time Purchase

Contracts awarded based on a formal request for proposals					
Contractor		Amount	Division	Description	
1	En Pointe Technologies	\$160,000	RA	PC Refresh Contractors	1 Year with option to extend 2 -1 year terms
2	Cousineau McGuire Chartered	\$125,000	RA	Worker's Compensation Supplemental Legal Services	3 Year \$41,600 per year
3	Jardine, Logan & O'Brien, P.L.L.P.	\$125,000	RA	Worker's Compensation Supplemental Legal Services	3 Year \$41,600 per year
4	Brown and Carcon, P.A.	\$125,00	RA	Worker's Compensation Supplemental Legal Services	3 Year \$41,600 per year
Contracts awarded based on other processes					
Contractor		Amount	Division	Description	
1	Workers' Compensation Reinsurance Association	\$119,674	RA	2008 WCRA Insurance Renewals	Renewal Payments
2	Mitel Network, Inc.	\$143,011	RA	Sole Source – Telephone Equipment Maintenance Services	6 Month
3	Software House International	\$111,022	MCES	Sole Source – Business Objects Enterprises User Licenses	1 Time Purchase

Second Quarter 2008 Procurement Summary Information

Summary of Procurements Valued at Greater Than \$250,000
(These are contracts executed in the 2nd Quarter 2008)

Contractor		Amount	Division	Description	Type & Term	Council Action
1	Hoglund Bus	\$313,000	MTS	Purchase 3 Buses	1 Time Purchase	Council Business Item 2008-121 Transportation Committee 4/28/08 Council Approval 5/14/08
2	URS	\$348,168	Metro Transit	Consultant Services for UPA Technology Projects	Phase I	Council Business Item 2008-78 Transportation Committee 4/14/08 Council Approval 4/23/08
3	Midwest Paratransit Services	\$900,200	MTS	Hennepin County Dial-A-Ride Service	2 Year - ~\$375,082 per year	Council Business Item 2008-107 Transportation Committee 4/14/08 Council Approval 4/23/08
4	Egan Oil Co.	\$2,050,000	MTS	Gasoline Supply Contract	2 year with option for 24 month extension at \$1,025,000 per year.	Council Business Item 2008-66 Transportation Committee 3/10/08 Council Approval 4/9/08
5	Bonestroo, Inc.	\$4,762,035	MCES	Excelsior Area Improvements	5 Yr Construction – no set amount for each year	Council Business Item 2006-391 Environment Committee 11/28/06 Council Approval 12/13/06
6	Square D	\$664,344	MCES	Arc Flash and Short Circuit Coordination	1 year – study plus training	Council Business Item 2007-408 Environment Committee 12/11/07 Council Approval 12/12/07
7	Total Construction & Equipment	\$644,100	MCES	MWWTP Medium Voltage Cable Replacement	6 Month installation of cable	Construction Contract - Delegated Authority to Regional Administrator
8	Park Construction Co.	\$553,070	MCES	1-MN-302 Beacon Street Relocation	6 month construction	Construction Contract - Delegated Authority to Regional Administrator
9	Allied Waste Disposal Services	\$1,482,056	MCES	Solid Waste Disposal Services Regional Plants	Blanket – 2.5 years, many sites using this.	Council Business Item 2008-55 Environment Committee 3/3/08 Council Approval 3/12/08
10	Veolia ES-Vasko Rubbish Removal	\$649,369	MCES	Solid Waste Disposal Services Metro Plant	3 years ~ \$216,456 per year	Council Business Item 2008-69 Environment Committee 3/26/08 Council Approval 4/9/08
11	Compar	\$513,225	RA	Net Apps Annual Maintenance	1 Time Purchase, Software & hardware	Council Business Item 2007-385 Management Committee 12/5/07 Council Approval 12/12/07