

**M** Management Committee  
Meeting date: October 26, 2011

**ADVISORY INFORMATION**

|                                |  |
|--------------------------------|--|
| <b>Date:</b>                   | October 10, 2011   |
| <b>Subject:</b>                | Summary of Procurements for Second and Third Quarters 2011 |
| <b>District(s), Member(s):</b> | All  |
| <b>Policy/Legal Reference:</b> | Council Policy 3-3 Expenditures                            |
| <b>Staff Presented:</b>        | Micky Gutzmann, 651-602-1741                               |
| <b>Division/Department:</b>    | 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 and Third Quarter 2011 Procurement Summary Information is attached.

## Second Quarter 2011 Procurement Summary Information

### Summary of Procurements

| Dollar Amount Range          | Number of Procurements | Percent of Value | Total Value         |
|------------------------------|------------------------|------------------|---------------------|
| Up to \$2,500                | 3389                   | 5%               | \$2,231,618         |
| \$2,501 – \$50,000           | 640                    | 12.3%            | \$5,510,349         |
| \$50,001 – \$100,000         | 24                     | 4.2%             | \$1,890,867         |
| <b>\$100,001 – \$250,000</b> | <b>19</b>              | <b>6.6%</b>      | <b>\$2,971,289</b>  |
| Greater than \$250,000       | 12                     | 71.8%            | \$32,158,883        |
| <b>Total</b>                 | <b>4084</b>            | <b>100%</b>      | <b>\$44,763,006</b> |

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

| <b>Contracts Awarded Based on a Formal Invitation for Bids</b>   |                           |           |               |  |  |
|--|---------------------------|-----------|---------------|--|--|
| Contractor   |                           | Amount    | Division      | Description  | Type & Term                                  |
| 1  | Interstate Roofing        | \$211,166 | MCES          | Empire Solids Bldg Roof Replacement                  | One-Time Construction Contract               |
| 2  | Lovdahl Electronics       | \$180,000 | Metro Transit | CCTV Maintenance & Installation                      | Non-Construction Services, Two-Year Term     |
| 3  | Hendricksen PSG           | \$179,912 | Metro Transit | Demountable Wall Systems for the Rail Support Center | One-Time Construction Services               |
| 4  | Electronic Data Magnetics | \$174,866 | Metro Transit | Magnetic Transfers for GII TRiM Units                | Goods, Two-Year Term                         |
| 5  | Burton Equipment          | \$109,457 | Metro Transit | Rail Support Facility Material Storage Equipment     | Non-Construction Services, One-Time Purchase |
| 6  | Kinetic Systems           | \$164,360 | Metro Transit | Vibration Isolation Systems for U of M               | Goods, One-Time Purchase                     |
| 7  | Knorr Brake               | \$102,806 | Metro Transit | HLRT Brake Parts Stock Reorder                       | Goods, One-Time Purchase                     |
| <b>Contracts Awarded Based on a Formal Request for Proposals</b> |                           |           |               |  |  |
| Contractor   |                           | Amount    | Division      | Description  | Type & Term                                  |
| 1  | Nicollet Partners         | \$200,000 | MCES          | Land Acquisition and Appraisal Services              | Master Contract, 3-Year Term                 |
| 2  | Lake State Realty         | \$200,000 | MCES          | Land Acquisition and Appraisal Services              | Master Contract, 3-Year Term                 |
| 3  | Herman Appraisals         | \$200,000 | MCES          | Land Acquisition and Appraisal Services              | Master Contract, 3-Year Term                 |
| 4  | AECOM                     | \$125,000 | Metro Transit | On-Call Systems Engineering Services                 | Master Contract, 3-Year Term                 |
| 5  | Kimley-Horn               | \$123,900 | Metro Transit | Traction Power Substation MOA Engineering Services   | Engineering Services, 2-Year Term            |

**Contracts Awarded Based on a Formal Request for Proposals**

| Contractor |                     | Amount    | Division | Description  | Type & Term               |
|------------|---------------------|-----------|----------|--|---------------------------|
| 6          | Hirons & Associates | \$173,000 | RA       | Full Inventory and Annual Analysis of Fixed Assets | PTS, One-Time Procurement |
| 7          | Escrow Associates   | \$121,000 | RA       | Software Escrow Agreement                          | PTS, Three-Year Term      |

**Contracts Awarded Based on Other Processes**

| Contractor |                        | Amount    | Division | Description                                | Type & Term                       |
|------------|------------------------|-----------|----------|--|-----------------------------------|
| 1          | Engelmeier & Umanah    | \$125,000 | RA       | D.G. Greer v. Met Council Legal Services   | Legal Services, executed by OGC   |
| 2          | North Central Bus      | \$108,782 | MTS      | Two Buses for DARTS                        | One-Time Purchase, State Contract |
| 3          | Mitel Business Systems | \$188,784 | RA       | Replace Phone System at OCS, Heywood & TCC | One-Time Purchase, GSA Contract   |
| 4          | GIRO, Inc.             | \$170,738 | RA       | Support Renewal Agreement - GIRO           | IS Sole-Source List               |
| 5          | CDWG Computer Center   | \$112,518 | RA       | Support Renewal Agreement - CISCO          | One-Time Purchase, State Contract |

**Emergency Declarations**

| Reason                                      | Date Signed | Amount Requested | Date Ratified | Amount Ratified | PO Amount to Date | Council Action         |
|---|-------------|------------------|---------------|-----------------|-------------------|------------------------|
| A portion of Interceptor 1-MN-342 Collapsed | 4/7/11      | \$250,000        | 4/13/11       | \$250,000       | \$0               | Business Item 2011-103 |

**Second Quarter 2011 Procurement Summary Information**

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

| Contractor            | Amount      | Division      | Description   | Type & Term                      | Council Action   |
|-----------------------|-------------|---------------|---|----------------------------------|--|
| 1<br>Bolton & Menk    | \$572,161   | MCES          | Engineering Services for E. Bethel Reclaimed Water Distribution | A/E, Three-Year Term             | Business Item 2010-433<br>Environment Comm: 12/14/11<br>Council Approval: 1/12/11  |
| 2<br>Brown & Caldwell | \$5,500,000 | MCES          | MCES Solids Processing Improvements                             | A/E, Five-Year Term              | Business Item 2011-133<br>Environment Comm: 5/10/11<br>Council Approval: 5/25/11   |
| 3<br>AECOM            | \$350,000   | Metro Transit | Design Services   | Master Contract, Three-Year Term | Business Item 2010-294<br>Transporation Comm: 9/13/10<br>Council Approval: 9/22/10 |

| Contractor |                          | Amount       | Division      | Description   | Type & Term               | Council Action  |
|------------|--------------------------|--------------|---------------|---|---------------------------|---|
| 4          | Rice Lake Contracting    | \$3,071,600  | MCES          | MWWTP Settling Tanks Sludge Collection Improvements | Major Construction        | Business Item 2011-74<br>Environment Comm: 3/22/11<br>Council Approval: 3/30/11     |
| 5          | PCi Roads LLC            | \$770,635    | MCES          | 1-MN-320 Access Shaft & Crown Repair                | Major Construction        | Delegated Signature Authority to Regional Administrator                             |
| 6          | Veit & Company           | \$577,987    | MCES          | 1-MN-303 Interceptor Rehabilitation                 | Major Construction        | Delegated Signature Authority to Regional Administrator                             |
| 7          | Lametti & Sons           | \$957,700    | MCES          | 1-GV-461 Interceptor Rehabilitation                 | Major Construction        | Delegated Signature Authority to Regional Administrator                             |
| 8          | Shaw Lundquist           | \$13,653,829 | MT            | Hiawatha LRT O&M facility Expansion                 | Major Construction        | Business Item 2011-95<br>Transporation Comm: 4/11/11<br>Council Approval: 4/27/11   |
| 9          | Michels Corporation      | \$2,928,999  | MCES          | 1-MW-413 Rehabilitation                             | Major Construction        | Business Item 2011-76<br>Environment Comm: 3/22/11<br>Council Approval: 3/30/11     |
| 10         | GARDA                    | \$481,572    | MT            | Armored Services Revenue Collection                 | Non-Construction Services | Business Item 2011-63<br>Transporation Comm: 3/14/11<br>Council Approval: 3/30/11   |
| 11         | Lubrication Technologies | \$2,800,000  | MTS           | Bulk Gasoline Supply for Metro Mobility             | Goods, One-Year Term      | Business Item 2010-372<br>Transporation Comm: 11/22/10<br>Council Approval: 12/8/10 |
| 12         | Brasco Int'l             | \$494,400    | Metro Transit | Bus Shelter Procurement                             | Goods, One-Time Purchase  | Business Item 2011-94<br>Transporation Comm: 4/11/11<br>Council Approval: 4/27/11   |

### End of Second Quarter 2011 Procurement Summary

## Third Quarter 2011 Procurement Summary Information

### Summary of Procurements

| Dollar Amount Range          | Number of Procurements | Percent of Value | Total Value          |
|------------------------------|------------------------|------------------|----------------------|
| Up to \$2,500                | 3270                   | 1.2%             | \$2,062,175          |
| \$2,501 – \$50,000           | 704                    | 3.7%             | \$6,045,696          |
| \$50,001 – \$100,000         | 20                     | 1.0%             | \$1,490,382          |
| <b>\$100,001 – \$250,000</b> | <b>13</b>              | <b>1.4%</b>      | <b>\$2,396,095</b>   |
| Greater than \$250,000       | 14                     | 92.7%            | \$153,354,741        |
| <b>Total</b>                 | <b>4021</b>            | <b>100%</b>      | <b>\$165,349,089</b> |

### 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   | Recaro North America            | \$111,944 | Metro Transit | LRV Operator Seat Replacement             | Goods, One-Time Purchase                                 |
| 2   | Boyer Trucks, Inc.              | \$225,000 | Metro Transit | Various Hybrid Bus Parts                  | Goods, One-Time Purchase                                 |
| 3   | NABI, Inc.                      | \$179,401 | Metro Transit | Bus Seat Inserts, Stock Reorder           | Goods, One-Time Purchase                                 |
| 4   | Boyer Trucks, Inc.              | \$220,500 | Metro Transit | Hybrid Bus Batteries                      | Goods, One-Time Purchase                                 |
| Contracts Awarded Based on a Formal Request for Proposals |                                 |           |               |   |  |
| Contractor  |                                 | Amount    | Division      | Description                               | Type & Term  |
| 1   | Aquatic Informatics, Inc.       | \$184,365 | MCES          | Water Quality Data Review System          | PTS, Three-Year Term                                     |
| 2   | WSB & Associates                | \$179,482 | RA            | Land Records Management                   | PTS, One-Year Term                                       |
| 3   | Elevator Consulting Services    | \$135,785 | MCES          | Evaluation of MCES Elevator Systems       | PTS, Two-Year Term                                       |
| Contracts Awarded Based on Other Processes                |                                 |           |               |   |  |
| Contractor  |                                 | Amount    | Division      | Description                               | Type & Term  |
| 1   | Lockridge, Grindal, Nauen, PLLP | \$250,000 | RA            | MPR v. Met Council                        | Legal Services, executed by OGC & Regional Administrator |
| 2   | Alpha Review Corporation        | \$240,000 | RA            | Worker's Compensation Medical Bill Review | Sole Source, Three-Year term                             |
| 3   | Andritz Bird, Inc.              | \$192,321 | MCES          | Seneca Plant Centrifuge Repair            | Sole-Source, One-Time Purchase                           |

**Contracts Awarded Based on Other Processes**

| Contractor |                       | Amount    | Division | Description                                     | Type & Term                       |
|------------|-----------------------|-----------|----------|---|-----------------------------------|
| 4          | Alfa Laval Separation | \$133,264 | MCES     | Various Repair Parts for Metro Plant Centrifuge | Sole-Source, One-Time Purchase    |
| 5          | CDWG Computer Center  | \$167,033 | RA       | Network Upgrade, Cisco Equipment                | One-Time Purchase, State Contract |
| 6          | CS STARS, LLC         | \$177,000 | RA       | Maintenance Services for Hardware & Software    | IS Sole Source List               |

**Emergency Declarations**

| Reason | Date Signed | Amount Requested | Date Ratified | Amount Ratified | PO Amount to Date | Council Action |
|--------|-------------|------------------|---------------|-----------------|-------------------|----------------|
|        |             |                  |               |                 |                   |                |

**Third Quarter 2011 Procurement Summary Information**

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

| Contractor                  | Amount      | Division      | Description   | Type & Term                    | Council Action  |
|-----------------------------|-------------|---------------|---|--------------------------------|---|
| 1<br>Camp, Dresser & McKee  | \$1,000,000 | MCES          | Electrical Engineering – Arc Flash  | Master Contract, Two-Year Term | Business Item 2011-216<br>Environment Comm: 8/9/11<br>Council Approval: 8/24/11     |
| 2<br>Clarity Coverdale Fury | \$9,000,000 | Metro Transit | Advertising Services  | PTS, Five-Year Term            | Business Item 2011-150<br>Transportation Comm: 5/23/11<br>Council Approval: 6/22/11 |
| 3<br>Springsted, Inc.       | \$350,000   | RA            | Facilitate debt issuance and perform financial analysis of complicated projects | PTS, Five-Year Term            | Business Item 2011-169<br>Management Comm: 6/16/11<br>Council Approval: 6/22/11     |
| 4<br>Kennedy & Graven       | \$400,000   | RA            | Provide legal services regarding public finance and related public law matters. | PTS, Five-Year Term            | Business Item 2011-189<br>Management Comm: 6/13/11<br>Council Approval: 7/13/11     |
| 5<br>PCi Roads, LLC         | \$4,738,547 | MCES          | MWWTP Double Barrel Interceptor Improvements                                    | Major Construction             | Business Item 2011-75<br>Environment Comm: 3/22/11<br>Council Approval: 3/30/11     |
| 6<br>Construction Results   | \$845,389   | MCES          | RMF Building Addition   | Major Construction             | Delegated Signature Authority to Regional Administrator                             |
| 7<br>Spiniello Companies    | \$7,641,150 | MCES          | Chaska Interceptor Improvements   | Major Construction             | Business Item 2011-204<br>Environment Comm: 7/26/11<br>Council Approval: 7/27/11    |

| <b>Contractor</b> |                             | <b>Amount</b> | <b>Division</b> | <b>Description</b>                      | <b>Type &amp; Term</b>                       | <b>Council Action</b>  |
|-------------------|-----------------------------|---------------|-----------------|---|--|--|
| 8                 | Sheehy Construction         | \$3,311,537   | Metro Transit   | FTH Storage tank Additions              | Major Construction                           | Business Item 2011-166<br>Transporation Comm: 6/13/11<br>Council Approval: 6/22/11 |
| 9                 | Hartland Fuel Products, LLC | \$124,000,000 | Metro Transit   | Diesel Fuel Supply Contract             | Goods, Two-Year Term                         | Business Item 2011-200<br>Transporation Comm: 8/1/11<br>Council Approval: 8/10/11  |
| 10                | Ross & White Company        | \$271,398     | Metro Transit   | Wash Rack for Nicollet Garage           | Construction Services. One-Time Purchase     | Delegated Signature Authority to General Manager                                   |
| 11                | Hoglund Bus                 | \$398,435     | MTS             | Metro Mobility Buses                    | Non-Construction Services, One-Time Purchase | Business Item 2011-151<br>Transporation Comm: 5/23/11<br>Council Approval: 6/8/11  |
| 12                | Egan Company                | \$600,000     | MTS             | Camera/AVL Installation and Maintenance | Non-Construction Services, Three-Year Term   | Business Item 2011-180<br>Transporation Comm: 6/27/11<br>Council Approval: 7/13/11 |
| 13                | State of MN                 | \$431,904     | RA              | 2011 Special Comp Fund Assessment       | One-Time per MN State Statute                | Required by State Statute  |
| 14                | Oracle America, Inc.        | \$366,381     | RA              | Annual Support for PeopleSoft           | IS Sole Source List                          | Business Item 2011-169<br>Management Comm: 11/3/10<br>Council Approval 12/08/11    |
|                   |                             |               |                 |   |  |  |

### End of Third Quarter 2011 Procurement Summary