

DATE: February 3, 2020
TO: Matt Jordan, General Manager
FROM: Charles H. Carden, Chief Operating Officer *CHC*
SUBJECT: Increase contract amount for As-Needed Medium and Low Voltage
Electrical Contractors, Contract Nos: 2017-015 thru 2017-018 - *Approve*

SUMMARY

Tampa Bay Water requires assistance for planned and unplanned electrical work on powerlines and other electrical equipment within the agency's system. An increase to the contract amounts will allow for additional budgeted work to be performed in FY2020.

RECOMMENDATION

Approve a \$150,000.00 increase to each of four As-Needed Electrical Contracts for medium and low voltage electrical work. Contract Numbers 2017-015 thru 2017-018

COST/FUNDING SOURCE

\$150,000 per contract - Budgeted 2020 Uniform Rate

DISCUSSION

As-Needed services for medium and low voltage equipment are required to maintain Tampa Bay Water's electrical infrastructure. As-Needed assignments include tree trimming along overhead power lines, troubleshooting problems in electrical equipment, performing emergency repairs, and performing non-emergency electrical projects that are not large enough to justify the preparation of bidding documents for a formal procurement. It is important to have more than one As-Needed electrical contractor for low and medium voltage projects to allow emergency issues to be addressed in a timely manner.

The four As-Needed contracts were originally bid and awarded in December of 2016 with a contract value of \$500,00.00 each over two years. There were also two optional one-year contract extensions. The first-and-second year contract extensions were both exercised. When the second-year extension option was approved by the Board in October 2019, the requested annual contract value was listed at \$150,000.00 per contract. Subsequent review of approved budgeted items and current rate of use of these contracts indicates that \$150,000.00 per contract for FY2020 will be insufficient for FY2020 agency needs.

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For this reason, staff recommends that Contract Numbers 2017-015 thru 2017-018 be increased in the amount of \$150,000.00 per contract for Fiscal Year 2020. Funds for this work are already included in the approved FY 2020 Budget. Actual use of the As-Needed electrical contracts will be based on annual budgeting and the occurrence of emergency events such as wind or water damage.

BACKGROUND

On September 1, 2016, Tampa Bay Water posted an Invitation for Sealed Bids for As Needed Medium and Low Voltage Electrical Contractors on the Onvia Demand Star site, as well as on Tampa Bay Water's website. Through this advertisement 438 suppliers were notified, and 22 suppliers downloaded the documents. A mandatory pre-bid meeting was conducted on October 3, 2016 at 10:00 a.m., at which four bidders were present.

On November 2, 2016 at 3:00 p.m., sealed bids were received and publicly opened from four qualified bidders. Two bidders submitted bids for Medium Voltage Electrical Contractors and three bidders submitted for Low Voltage Electrical Contractors.

In December of 2016 the Board approved a total of four contracts which were awarded under this bid. Two contracts were awarded for Medium Voltage Electrical Contractors and two contracts were awarded for Low Voltage Electrical Contractors. The initial contracts were each for \$500,000.00 over a two-year period, with two optional one-year extensions.

The proposed contracts are available upon request and have been reviewed and approved as to form by Tampa Bay Water's General Counsel.