

Staff Summary Report



Council Meeting Date: 7/7/2011

Agenda Item Number 5B5

SUBJECT: Request approval of a one-year contract renewal with Aquatic Consulting and Testing, Inc., Bio-Aquatic Testing, Inc., Xenco-Tranwest Analytical (formally Columbia Analytical Services), Legend Technical Services of Arizona, Inc., MWH Laboratories and Test America Inc. for potable water quality, wastewater, and soil testing services for the Public Works Department.

DOCUMENT NAME: 20110707fsts05 PURCHASES (1004-01)

COMMENTS: Total combined cost of these contracts will not exceed \$350,000 during the one-year contract period.

PREPARED BY: Ted Stallings, CPPB, CPPB, Procurement Officer, 480-350-8617

REVIEWED BY: Jerry Hart, CPA, Deputy Finance & Technology Director—Finance, 480-350-8505
Michael Greene, CPM, Central Services Administrator, 480-350-8516
Don Bessler, Public Works Director, 480-350-8205
Don Hawkes, Deputy Public Works Director - Water Utilities, 480-350-2631

LEGAL REVIEW BY: Dave Park, Assistant City Attorney, 480-350-8907

DEPARTMENT REVIEW BY: Ken Jones, Finance & Technology Director, 480-350-8504

FISCAL NOTE: WUD10-126-01, 02, 03, 04, 05, 06 (T10-126) Sufficient funds have been appropriated in cost center 3041 (Water/Wastewater Fund) for the anticipated expenditures in the next fiscal year.

RECOMMENDATION: Approve the renewal of the contracts.

ADDITIONAL INFO: The City of Tempe issued a Request for Proposal (RFP) to establish term contracts for water quality, wastewater and soil testing services with qualified licensed environmental laboratories to ensure the City is compliant with continually changing Federal, State and Local regulations.

The contracts were originally awarded on July 1, 2010 for an initial one-year term with four one-year renewal options. This renewal request is for the first of four available renewal options.

Contractor Performance

The Public Works Department rated the performance of the contracted firms on the following criteria:

- Personnel are responsive, cooperative and available
- Overall quality of products or services delivered
- Timeliness of performance
- Quality of follow-up in resolving complaints or problems
- Firm's promptness in submitting accurate invoices

In all categories, the firms received scores indicating their meeting standards established by the contract. It is the recommendation of the Public Works Department that the contracts be renewed.

All the firms agreed to renew with no increase in pricing.