

**CITY OF TEMPE
REQUEST FOR COUNCIL ACTION**

**Council Meeting Date: 08/04/2016
Agenda Item: 5B15**

ACTION: Award one-year contracts with four, one-year renewal options to Commonwealth Electric Company of the Midwest and Spectra Electrical Company for water plant electrician services on an as-needed basis.

FISCAL IMPACT: Total cost of this contract shall not exceed \$500,000 during the one-year contract period. Sufficient funds have been appropriated in the Water and Wastewater Fund – cost centers 3013 (Johnny G. Martinez Plant) and 3014 (South Tempe Water Plant) – for the anticipated expenditures.

RECOMMENDATION: Award the contracts.

BACKGROUND INFORMATION: (RFP 16-117) The City issued a Request for Proposal (RFP) to establish a contract to provide supplemental contracted peak workflow and emergency coverage services for water plant electricians to maintain and repair water production equipment for the City’s Water Utilities Division (WUD) on an as needed basis.

Evaluation Process

To assist with the evaluation of offers, a committee was formed consisting of representatives from the Public Works and Internal Services Departments.

The City received three (3) proposals from the following firms:

- Commonwealth Electric Company of the Midwest
- Hampton Tedder Electric Company
- Spectra Electrical Services, Inc.

The three (3) offers were reviewed and scored by the evaluation committee in accordance with the criteria and weights published in the Request for Proposal that included:

Evaluation Criteria Weight

Evaluation Criteria	Weight
Cost	33.34%
Firm’s Experience and Qualifications	8.89%
Desired Minimum Qualifications	13.33%
Firm’s Employee Qualifications	16.66%
References	16.66%
Acceptance and Compliance with RFP Terms and Conditions	7.78%
Overall Response of RFP	3.34%
	100%

The following abstract represents all firms' scores listed in rank order.

Evaluation Abstract

Offering Firm	Averaged Hourly Rate	Total Points
Spectra Electrical Services, Inc.	\$65.75	651.33
Commonwealth Electric Company of the Midwest	\$71.16	605.47
Hampton Tedder Electric Company	\$155.75	419.44

After a thorough evaluation process, the committee is recommending that contracts be awarded to Commonwealth Electric Company of the Midwest and Spectra Electrical Services, Inc. The evaluation committee believes the companies have the experience and organizational capacity to provide the required services.

The majority of expected work under this contract will provide supplemental contracted peak workflow and emergency coverage to perform corrective, preventive and routine maintenance and repairs services. Companies may also be called on to perform specialized services such as infrared scanning, instrumentation installation, motor control wiring and variable frequency drive programming services for the Water Plant's electrical infrastructure.

To ensure the City receives the best services and price, the City will monitor each contractors' performance and review each invoice for accuracy before payment.

ATTACHMENTS: Vendor Responses

STAFF CONTACT(S): Marilyn DeRosa, Deputy Public Works Director, (480) 350-2660

Department Director: Renie Broderick, Internal Services Director

Legal review by: David Park, Assistant City Attorney

Prepared by: Ted Stallings, CPPB, Procurement Officer