

COUNCIL ACTION FORM

SUBJECT: ELECTRIC SERVICES UNDERGROUND TRENCHING CONTRACT

BACKGROUND:

Electric Services does not have its own trenching or excavating equipment. Electric Services' current procedure is to obtain quotes from contractors to perform the services as needed. This leaves the City exposed to market forces regarding prices and availability for labor, equipment, travel, and supplies. Additionally, a great deal of time is spent by staff to contract for these services. Rather than bid and price this work multiple times per year with the result being inconsistency of work and quality as different vendors participate, it is recommended that these services be procured on an annual renewable contract basis. The contract would set in place known rates for service and would guarantee availability, thereby controlling costs.

The contract proposed here is for underground trenching and excavation services for Electric Services. The scope of work consists of a contractor furnishing all equipment, tools, labor, and materials not supplied by Electric Services for excavating, trenching, directional-boring and backfilling for installation of conduits, ground sleeves, box pads, vaults, handholes, and other appurtenances. The work also includes the necessary clearing, sheeting and shoring, boring and jacking, dewatering, pipe embedment, and other appurtenant work. Trenching and excavation services can be required as part of new construction or maintenance projects. These services are occasionally needed during off hours as part of emergency repairs.

The approved FY 2011/12 operating budget for Underground System Improvements includes \$195,000. Trenching and excavation services would be included in this account. The trenching and excavation services covered by this contract would also be used for the relocation of Electric Services facilities to clear sites for Public Works roadway improvement projects. Funds have been designated in various CIP projects for those relocation activities.

ALTERNATIVES:

1. Approve preliminary plans and specifications for underground trenching contract for Electric Services, and set March 14, 2012, as the bid due date and March 27, 2012, as the date of public hearing and award of contract.
2. Purchase underground trenching services on an as-needed basis.

MANAGER'S RECOMMENDED ACTION:

These services are necessary to provide trenching and excavation for new construction, maintenance, and emergency repair activities of the Electric Services Department. The annual renewable contracting process will reduce the City's exposure to market forces regarding prices and availability for labor, equipment, travel, and supplies for these services. Additionally, City staff will save considerable time obtaining quotes, evaluating bids and awarding the services.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving preliminary plans and specifications for the underground maintenance trenching contract for Electric Services, and setting March 14, 2012, as the bid due date and March 27, 2012, as the date of public hearing and award of contract.