

ITEM #: 16
DATE: 07-09-24
DEPT: ELEC

COUNCIL ACTION FORM

SUBJECT: UNDERGROUND TRENCHING CONTRACT FOR ELECTRIC SERVICES

BACKGROUND:

This contract is for underground trenching services for the Electric Services Department. The current contracts for this work expired June 30, 2024, and there are no remaining renewal options. 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 bidding documents provide for award to multiple contractors. This has been in practice under the current contract and has worked well to meet deadlines. The primary contractor would be given a majority of the work. Should the primary contractor be unable to meet the City's required completion date on an individual work order under the contract, that individual project work can be issued to a secondary contractor in order to meet the City's required completion date.

On May 1, 2024, Purchasing issued an Invitation to Bid was issued on AmesBids. On May 31, 2024, four bids were received. See the attached report.

Electric Services staff completed evaluation of the bids. The bids included a variety of labor and equipment rates. To evaluate these bids, staff compared each firm's bid to a base case cost for typical underground trenching scenarios and the hourly rates and unit prices bid. **Staff determined that the low bid from Communications Data Link, Grimes, IA, is acceptable.** This firm has previously done work for the City. The second low bidder, **Ames Trenching & Excavating, Ames, IA, has previously held this contract for the City, and would serve as the secondary/backup contractor.**

The total amount to be awarded for this contract would be on a time and materials cost basis not to exceed \$425,000. Invoices would be based on unit prices bid and actual work performed. **The approved FY 2024/25 operating budget for outside services includes \$425,000 for services under this contract. Additional funds, if required, are available from the underground materials budget.**

ALTERNATIVES:

1. a) Approve a **primary contract** with Communications Data Link, of Grimes, IA, for the Underground Trenching Contract with Electric Services for the one-year period from July 1, 2024 through June 30, 2025 in an amount not-to-exceed \$250,000.

b) Approve a **secondary contract** with Ames Trenching & Excavating, of Ames, IA for the Underground Trenching Contract with Electric Services for the one-year period from July 1, 2024 through June 30, 2025 in an amount not-to-exceed \$175,000.
2. Award the contract to another bidder.
3. Reject the bids and attempt to purchase these services on an as-needed basis.

CITY MANAGER'S RECOMMENDED ACTION:

These services provide trenching and excavation for new construction, maintenance, and emergency repair activities of the Electric Services Department. The annual renewable contracting process reduces the City's exposure to market forces regarding prices and availability for labor, equipment, travel, and supplies for these services. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.

ATTACHMENT(S):

[Bid Tabulation by Supplier Spreadsheet.pdf](#)
[Eval for CAF.xlsx](#)