

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less 18-116T - Service and Repair of Septic Tanks, Grease Traps, and Drainfields

This request is to approve the recommendation to award Invitation to Bid (ITB) 18-116T - Service and Repair of Septic Tanks, Grease Traps, and Drainfields for a three (3) year contract from January 1, 2018 through December 31, 2020. Physical Plant Operations Department (PPO) utilizes this Bid for the repair and service of septic tanks and to pump out kitchen grease traps as needed. Pumping out the septic tanks is crucial for their longevity.

The solicitation for this ITB ran from August 31, 2017 through October 4, 2017. The bid was recommended to be awarded to a primary and an alternate vendor who met all specifications, terms, and conditions of the bid. Including an alternate awardee allows for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases.

The current ITB 13-030T - Service and Repair of Septic Tanks, Grease Traps, and Drainfields was approved as Post Board Approval on December 18, 2012, for a five (5) year term, expiring on December 31, 2017.

Financial Impact

Comparing the prices that we received with ITB 18-116T, to the prices received five (5) years ago, prices have increased approximately ten (10) percent. The total spending authority requested is \$420,000 as demonstrated in the breakdown below:

(historical average monthly expenditures)	\$ 9,789
(x)	
<u>(number of months)</u>	<u>36</u>
(estimated forecasted spend)	\$ 352,418
(+)	
<u>(ten (10) percent price increase from previous bid)</u>	<u>\$ 30,000</u>
(estimated spend + price increase)	\$ 382,418
(+)	
<u>(ten (10) percent provision)</u>	<u>\$ 35,242</u>
(total spend authority (rounded))	\$ 420,000

Hourly rates submitted by bidders for Item No. 2, Additional Information, "Hourly rate, per person, for stand-by-time, dead runs, extraordinary work or circumstances beyond normal", include the cost of a crew team and truck as necessary to perform the requested services.

For the current ITB 13-030T, although there is one primary Awardee, the Financial Analysis Worksheet states two (2) different vendors. This is given to the fact that All Liquid Environmental Services, LLC acquired F.A. Johnson, Inc.