

CITY COUNCIL MEETING

AGENDA ITEM VIII



**CITY OF FRANKLIN
COUNCIL AGENDA REPORT**

*City Council Meeting
July 6, 2015*

From: Brian J. Sullivan, Municipal Services Director

Subject: City Council to consider granting the Municipal Services Director pre award authorization for proprietary services provided to the Municipal Services Department.

Recommended motion:

Councilor Moves:

"I move that the Franklin City Council, pursuant to Article III, Section 4-15, B(3) and Article III, Section 4-15, E(1) of the Franklin City Code, grant pre award authorization to the Municipal Services Director to contract, for two year terms, with the following service providers:

- *E.J. Prescott Company, Concord, NH*
- *Barrie Miller Well and Pump Company, Antrim, NH*
- *Electrical Installations, Inc., Moultonborough, NH*
- *Robert Filters, Inc., Media, PA*
- *Cintas Corporation, Bow NH*

Mayor Calls for a second, discussion and vote.

Discussion:

At the beginning of each fiscal year, at the request of the Municipal Services Director, the City Council has granted pre award authorization, in order that various proprietary services may be provided to the Franklin Municipal Services Department. Again this year, I am requesting approval for this provision allowed within the Franklin City Code.

These proprietary services and materials are mainly the result of past City bidding, specifying and/or utilizing materials, equipment and vendor services when original project specifications were developed. As we continue to operate such specific types of equipment, the same vendors should be utilized. I have made the determination that this practice is in the City's best interest and serves the Departments needs. It allows us to use the most qualified service providers many of whom have worked with the City for many years.

I am requesting pre award authorization to the five companies listed below, in order to provide us services for Fiscal Year 16 and Fiscal Year 17. As I do not anticipate any vendor changes it makes sense to request a two year term for each company. Two year terms are allowed.

- E.J. Prescott Company, Concord, NH.

This vendor continues to be the sole provider of the Sensus Water Meter System and the metering hardware/software and other pipe related materials. The City must purchase equipment compatible to what has been provided to us since implementing our meter replacement program in 2004. Support service and training is also provided at no cost to the City by the vendor. A major benefit! They are also the closest company in proximity to the City which can be critical when specific parts are needed quickly.

- Barrie Miller Well and Pump Company, Antrim, NH.

This vendor has been working on the rehabilitation, upgrades, replacement and repair of City drinking water wells and various water pumps at all our pumping stations since 1984. Barrie's knowledge, familiarity and expertise guarantee the City rapid emergency response and an overall cost savings in meeting our needs as he knows every component of the City's groundwater wells and pumping stations. There is no learning curve!

-Electrical Installations, Inc. (E.I.I.), Moultonborough, NH.

E.I.I. was selected by the City, through the competitive bid process in 2005, to construct the City's Security Control and Data Acquisition System, otherwise known as SCADA. Their knowledge of the City SCADA system, specific equipment and familiarity with all aspects of the City's infrastructure provide consistent and cost effective services on an annual basis. Their proximity to Franklin and professional staff guarantee that Franklin's Water System's most essential operational needs are provided including scada programming and trouble shooting electrical issues.

- Roberts Filters Company, Media, PA.

This company was selected through the competitive bidding process to provide the "Franklin Treatment Plant" with their specific water filtration equipment, mechanical components such as filter media, programming, software and hardware support. The City maintains an annual contract with Roberts Filters to perform routine inspections and respond to emergency services. Utilization of this company guarantees that the plant runs at optimal efficiency and to design specifications.

- Cintas Corporation, Bow NH.

In October of 2010, Cintas Corporation of Bow, NH was awarded the bid to provide Uniform Services to the Municipal Services Department for a five year period. This company has provided quality clothing, service and has actually lowered their pricing should we decide extend the present contract for two years. Given the fact that they provide us reliable consistent service, the employees of the Department would very much appreciate we continue utilizing them, thus I would urge the City Council to extend their contract.

Concurrences:

Franklin City Code, Article III, Section 4-15, B(3) provides the City Council the authority to award without competitive bidding and extend contracts if it in the City's best interest to do so.

Franklin City Code, Article III, Section 4-15, E(1) allows the authority to award without competitive bidding when it is clearly to the City's advantage.

Fiscal Impact:

Funding to operate the City's public water system and other divisions in the department is sufficient to cover costs necessary to continue utilizing these five fore-mentioned companies to provide their services and equipment on an as needed basis. Additionally by making a positive recommendation, we can save the City money by utilizing these companies due to their experience and familiarity with the City facilities, infrastructure and Staff. There is no learning curve compared to a new company coming in to essentially learn the various systems thus a cost savings in hours billed out on a project.

Alternatives:

Not granting pre award authorization will result in the inability of the Municipal Services Director to contract essential proprietary services throughout the Department without spending in inordinate amount of time developing revised bid specifications and going through a time procurement process. This saves the City time and a cost savings as I can focus on other far more important upcoming projects.

Special Thanks:

I would like to express my thanks to the Mayor, City Council's (past and present) and City Manager for your continuing support and consideration during past and this recent budget process. I feel we have come a long way in twelve years and see the positive movement continuing! I look forward to continue to serve the City, improving operations and especially setting up the Municipal Services Department in order to meet current and future needs and associated long term challenges.