



CITY COUNCIL MEETING STAFF REPORT

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| Meeting Date: December 20, 2021 | Subject: Resolution No. 2946 Peterson Power Systems, Inc Generator Maintenance Goods and Services Contract Staff Member: Martin Montalvo, Operation Manager Department: Public Works | |
| Action Required | Advisory Board/Commission Recommendation | |
| <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda | <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A | |
| Staff Recommendation: Staff recommends Council adopt the Consent Agenda. | | |
| Recommended Language for Motion: I move to approve the Consent Agenda. | | |
| Project / Issue Relates To: | | |
| <input type="checkbox"/> Council Goals/Priorities: | <input type="checkbox"/> Adopted Master Plan(s): | <input checked="" type="checkbox"/> Not Applicable |

ISSUE BEFORE COUNCIL:

To approve or reject the Five (5) Year Term Goods and Services contract with Peterson Power Systems, Inc. for Annual Generator Maintenance.

EXECUTIVE SUMMARY:

The City of Wilsonville currently has eight (8) emergency power generators located at critical infrastructure facilities. These generators are designed to provide emergency power to these facilities in the event of a power outage. In order to assure their safe and reliable operations these assets must be serviced and maintained regularly. The Public Works Department currently budgets for and conducts this annual maintenance by soliciting service bids each year. The maintenance services consist of; individual inspections as needed, an Annual Service, a Green Annual Service, and Load Bank Testing. Each year the cost will vary slightly based on each assets respective maintenance cycle. The annual total cost and the annual average cost are represented in Table 1: Generator Contract Cost. The total cost for the five (5) year of the contract is \$160,779.

Table 1: Generator Contract Cost

| Fiscal Year | 2021 | 2022 | 2023 | 2024 | 2025 |
|-----------------------------|---------------|--------------|--------------|--------------|--------------|
| Fleet | \$ 7,545.00 | \$ 3,185.00 | \$ 4,660.00 | \$ 7,825.00 | \$ 3,305.00 |
| Charbonneau | \$ 6,155.00 | \$ 2,380.00 | \$ 3,405.00 | \$ 6,655.00 | \$ 2,550.00 |
| Nike | \$ 6,105.00 | \$ 2,365.00 | \$ 3,350.00 | \$ 6,475.00 | \$ 2,535.00 |
| PWPD | \$ 3,389.00 | \$ 1,585.00 | \$ 2,155.00 | \$ 3,735.00 | \$ 1,695.00 |
| City Hall | \$ 5,895.00 | \$ 2,525.00 | \$ 3,635.00 | \$ 6,350.00 | \$ 2,780.00 |
| Boeckman | \$ 5,675.00 | \$ 2,300.00 | \$ 3,360.00 | \$ 6,030.00 | \$ 2,455.00 |
| Elligsen | \$ 6,280.00 | \$ 2,380.00 | \$ 3,405.00 | \$ 6,655.00 | \$ 2,550.00 |
| Gessel | \$ 2,570.00 | \$ 2,510.00 | \$ 3,420.00 | \$ 6,330.00 | \$ 2,620.00 |
| Annual Total Cost | \$ 43,614.00 | \$ 19,230.00 | \$ 27,390.00 | \$ 50,055.00 | \$ 20,490.00 |
| Average Annual Cost | \$ 32,155.80 | | | | |
| Total Contract Value | \$ 160,779.00 | | | | |

The State of Oregon Procurement program (Oregon Buys) has a competitively bid statewide contract with Peterson Power Systems, Inc. to provide routine and programmed maintenance for industrial power generators. This State contract complies with all State and City of Wilsonville procurement rules. The State currently allows municipalities to utilize the contract for individual contracting. This five (5) year contract will avoid the need to secure new bids each year as well as secure the pricing for the next five (5) year term.

EXPECTED RESULTS:

By executing this personal services agreement with Peterson Power Systems, Inc. the City will be able to secure the pricing and minimize the administrative burden for maintaining its eight (8) emergency power generators.

TIMELINE:

The contract term will begin upon execution and terminate in 2025.

CURRENT YEAR BUDGET IMPACTS:

The annual cost for routine generator maintenance is already accounted for with the Public Works Department's Facilities Division budget. No additional funds are required for subsequent years during the contract term. Each year the cost will vary slightly based on what maintenance is prescribed for each respective year. The total cost for the five (5) year of the contract is \$160,779.

FINANCIAL REVIEW:

Reviewed by: KAK Date: 12/03/2021

LEGAL REVIEW:

Reviewed by: JRA Date: 12/08/2021

COMMUNITY INVOLVEMENT PROCESS:

Not Applicable.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

By executing this contract the City will minimizing the risk associated with periodic power outages to its critical infrastructure.

ALTERNATIVES:

The annual generator maintenance will still be required but would be solicited annually, increasing the administrative burden and potentially increasing the cost.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 2946
 - A. Goods and Services Contract with Peterson Power Systems, Inc. for Annual Generator Maintenance