

MEMORANDUM

Purchasing #20-003
November 26, 2019

To: Gregory P. Harrison, City Manager

Through: Jill Klaskin Press, Acting General Services Director

From: Jeff English, Purchasing Agent

Subject: Approval to Piggyback Polk County Contract 19-031 “Utilities Construction Services”

It is recommended that as-needed Purchase Orders be issued to the awarded vendor of Polk County Contract 19-031, Killebrew, Inc. In accordance with the City Code of Ordinances, the concurrence of the City Manager is requested for this purchase. The following paragraphs outline the details of the procurement.

The Utilities Department has submitted a memo request totaling \$1,000,000.00 for Utilities Construction Services, from Killebrew, Inc., the vendor awarded Polk County Contract 19-031. The contract provides discount pricing for the vendor to replace underground piping without the need for trenches.

Polk County initiated RFP 19-299 for “Utilities Construction Services.” The resulting Polk County contract is valid through July 31, 2024. The City Code of Ordinances allows us to make a piggyback purchase of this type. The estimated \$1,000,000.00 in pipe replacements will be purchased from budget accounts 420-7282-533-06904, 420-7309-533-07391, 426-7586-538-06512, and 420-7248-535-04870.

Attached is a memo from the Utilities Department, and the applicable pages from the Polk County Contract.