



### **Agenda Action Form Overview**

The Board is requested to authorize the County Manager to enter into a service contract with Dixie Electro Mechanical Services, Inc. and Holland Industrial Services, Inc. (RFP 19-013) to provide on-call machinery and repair services for the Triangle Wastewater Treatment Plant (TWWTP) in an amount of \$60,000 and \$40,000 respectively for the remainder of the 2019 fiscal year, and also authorize renewal of the contracts yearly in a total amount of \$80,000 and \$60,000 respectively for up to four additional one-year periods in accordance with the terms and conditions of the original contract and subject to budget availability, and to execute any other related contracts, including amendments, within budgeted appropriations.

### **Background/Justification**

Durham County owns and operates 13 sanitary sewer pump stations and a 12 million gallon per day wastewater treatment facility. The pump stations and wastewater treatment facility utilize various size pumps, mixers, and industrial gearboxes. To maintain compliance with NPDES permit #NC0026051 and Collection System Permit #WQCS00038, it's imperative to maintain all associated equipment in a continual state of readiness.

Based on the four responses Durham County received in regard to RFP 19-013, Dixie Electro Mechanical Services, Inc. and Holland Industrial Services, Inc. were determined to be the most qualified contractors among the four bidders. All of the reference checks for Dixie Electro Mechanical Services, Inc. and Holland Industrial Services, Inc. were exceptional. Dixie Electro Mechanical Services, Inc. and Holland Industrial Services, Inc. have performed similar work as outlined in the required scope of services for several municipalities and counties. Additionally, Dixie Electro Mechanical Services, Inc. and Holland Industrial Services, Inc. have performed the requested services for Durham County with outstanding results.

Electric Motor Shop, Inc. was determined to not be qualified for the scope of work associated with on-call machinery and repair services. Durham County Utilities Division has used Electric Motor Shop in the past. They were slow to answer phone calls, slow to repair equipment, and they were slow to provide updated equipment status.

Clearwater, Inc. had the highest price, and their repair facility is located in the mid-west. Because of the price and location, Clearwater, Inc. was not considered for the contract.

Durham County issued a Request for Proposal (RFP 19-013) on September 26, 2018. RFP 19-013 was advertised in local newspapers and on the Durham County website. Four proposals were received on October 23, 2018. The proposal bid tabulation and evaluation forms are attached.

### **Policy Impact**

This action is in accordance with Durham County Strategic Plan Goal 4: “Environmental Stewardship and Community Prosperity,” as these contracts will ensure all associated equipment located at the pump station and TWWTP are maintained in a continual state of readiness.

### **Procurement Background**



**Type of purchase**

- ☐ Goods
- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

**Did this request for purchase go through a bid process? Yes ☒ No ☐**

*Goods: Bids required if  $\geq \$30,000$ , BOCC approval if  $\geq \$90,000$*

*Services: Bids required if  $\geq \$30,000$ , BOCC approval if  $> \$40,000$*

*Construction/Repair work: Bids required if  $\geq \$30,000$ , BOCC approval if  $\geq \$500,000$*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☐ Contract is an amendment to an existing contract
- ☐ Other (please explain)

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☐ No ☐**

If no, why?

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**Fiscal Impact**

The costs associated with the on-call machinery and repair services contracts should not exceed \$140,000 per year. The costs will be funded from the Enterprise Fund's operating budget.

**Recommendation**

The County Manager recommends the Board authorize the County Manager to enter into a service contract with Dixie Electro Mechanical Services, Inc. and Holland Industrial Services, Inc. (RFP 19-013) to provide on-call machinery and repair services for the Triangle Wastewater Treatment Plant (TWWTP) in an amount of \$60,000 and \$40,000 respectively for the remainder of the 2019 fiscal year, and also authorize renewal of the contracts yearly in a total amount of \$80,000 and \$60,000 respectively for up to four additional one-year periods in accordance with the terms and conditions of the original contract and subject to budget availability, and to execute any other related contracts, including amendments, within budgeted appropriations.