



Wednesday, September 20, 2023 – 12:15 p.m.

Medford Police Department Prescott Room
219 S. Ivy Street, Medford, Oregon 97501

This meeting will be held in person, but you may attend virtually; see the instructions on page 2.

AGENDA

12:00 p.m. LUNCH

12:15 p.m. BOARD MEETING

1. Roll Call

2. Pledge of Allegiance

3. Comments from the Audience

Comments will be limited to 4 minutes per individual, group, or organization; please state your name and organization (if applicable) when prompted via teleconference.

4. Approval or Correction of the Minutes of the Last Regular Meeting of September 6, 2023

5. Resolution No. 1908, A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$176,131 with Central Pipeline, Inc. for the Duff Raw Water Fiber Conduit Installation

6. Leadership Team Reports

Leadership Team staff will be present and may provide information: Engineering Manager Brian Runyen, Water Operations Manager Dan Perkins, Finance Manager Anna Roeder, Information Technology Manager Kris Stitt, Human Resources Manager Tanya Haakinson, Water Resources & Customer Service Manager Julie Smitherman, and General Manager Brad Taylor.

7. Propositions and Remarks from the Commissioners

8. Adjourn

DATES TO REMEMBER*					
DATE	DAY	TYPE OF MEETING	STUDY SESSION TIME & TOPIC	REGULAR MEETING	LOCATION
10/04/23	Wed	Duff WTP Tour	TOUR	12:15 p.m.	Robert A. Duff Water Treatment Plant
10/18/23	Wed	Board Meeting	TBD – AMI Project Update	12:15 p.m.	Service Center
11/01/23	Wed	Board Meeting	COSA	12:15 p.m.	Prescott Room, Police Dept
11/15/23	Wed	Board Meeting	COSA	12:15 p.m.	Prescott Room, Police Dept

**Meeting dates, times, and locations are subject to change.*

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY



To join by computer, click the following link:

https://us02web.zoom.us/webinar/register/WN_KME6_H_dQ4qPGRKKUvwGNQ

Meeting passcode: 722686



To join by phone, call:

(669) 900-6833

Meeting ID Number: 896 8461 9899 Meeting passcode: 722686



Memorandum

TO: Commissioners Michael Smith, John Dailey, Jason Anderson, Bob Strosser, and David Wright
FROM: Brian Runyen, Engineering Manager
Andy Huffman, Project Manager
DATE: Wednesday, September 20, 2023
SUBJECT: Item 5.0 – Resolution 1908, Awarding a Contract to McClure & Sons, Inc. for the Duff Raw Water Fiber Conduit Installation project
OBJECTIVE: Board Approval

Issue

Medford Water solicited bids for the Duff Raw Water Fiber Conduit Installation project through an Invitation to Bid process. Board approval is required to award the construction contract as the lowest responsive bid of \$176,131 exceeds the General Manager's authority.

Discussion

This project is to install electric conduit at the Duff Water Treatment Plant to support fiber optic communications to the raw water intake building and associated SCADA components. Installation of fiber will be completed under a separate contract.

Medford Water publicly bid the construction of the project and received two (2) bids which were publicly opened on Tuesday, September 12, 2023. Bid amounts were as follows:

McClure and Sons, Inc	\$176,131.00
Devore Electric and Construction	\$177,000.00

Medford Water staff reviewed the bids and found McClure and Sons, Inc. bid of \$176,131.00 to be the lowest responsive bid. A Notice of Intent to Award was issued on Thursday, September 14, 2023.

Financial Impact

This project is accounted for within the CIP budget for Fiscal Year 2023/24.

Requested Board Action

Staff recommends approval of Resolution 1908, awarding a Contract in the amount of \$176,131 to McClure and Sons, Inc., and authorizing the General Manager to administer payments for work under this contract, and any contract amendments not exceeding the General Manager's purchasing authority. The bidding Protest Period for this Invitation to Bid ends at 5:00pm on September 21, 2023. Therefore, the requested approval will be contingent upon no protests being received prior to the end of the Protest Period.

RESOLUTION NO. 1908

A RESOLUTION Awarding and Authorizing the General Manager to Execute a Contract in the Amount of \$176,131 with McClure and Sons, Inc. for the Duff Raw Water Fiber Conduit Installation

WHEREAS, Medford Water solicited bids for the Duff Raw Water Fiber Conduit Installation project through an Invitation to Bid process; and

WHEREAS, a review determined that the bid from McClure and Sons, Inc. in the amount of \$176,131 was the lowest responsive bid; and

WHEREAS, a Notice of Intent to Award was issued to McClure and Sons, Inc. on September 14, 2023; and

WHEREAS, McClure and Sons, Inc. is qualified and agreeable to render the services specified in the aforesaid Invitation to Bid; and

WHEREAS, the amount of the contract exceeds the General Manager's authority;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS OF THE CITY OF MEDFORD, OREGON, AS FOLLOWS:

SECTION 1. That a contract in the amount of \$176,131 for the Duff Raw Water Fiber Conduit Installation is hereby awarded to McClure and Sons, Inc., contingent upon no protests being received within the Protest Period closing at 5:00pm on September 21, 2023.

SECTION 2. That the General Manager is hereby authorized and directed to execute said contract, payments for said contract up to \$176,131, and any contract amendments not exceeding twenty-five percent of the contract amount, on behalf of the Board of Water Commissioners. This authorization exceeds the authority of the General Manager as defined in Section 1.02 of Medford Water's Contracting & Purchasing Regulations.

PASSED at a regular meeting of the Board of Water Commissioners and signed by me in authentication of its passage this 20th day of September 2023.

ATTEST: _____
Amber Furu, Asst. Clerk of the Commission

Michael Smith, Chair