



**Financial Services
Procurement**
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Memorandum

Date: November 15, 2021

To: The Honorable Board of Directors

From: Sonya Collins, Chief Procurement Officer

CC: Navid Mehram, Chief Operating Officer Wastewater Operating Services
Daniel Edwards, Procurement Manager

RE: Communication- Response to Question Re: Contract No. 2004474
“UPS Maintenance Service Contract for CSO & WRRF Facilities”

Background/Question: In the November 10, 2021, Operations and Resources Committee meeting a question was asked about the length of the timeline from the date the request for proposals (RFP) were received (May 14, 2021) to bringing it to the Board’s Operations & Resources (O&R) Committee (November 10, 2021)?

Response: This timeline from RFP due date to the Board O&R meeting was driven by the complexity of the project. This particular Scope of Work involves 10 different sites, some having their own set of site conditions and service levels.

In addition, to achieve a best value contract, extensive negotiations were required to determine the final fees and scope of work. This extended the normal contract development time.

The average processing time for RFPs from receipt of proposals through board approval (including proposal evaluations, negotiations, and contract development) is 158 days. The actual processing time for this contract was 177 days, which is a difference of 19 calendar days.

The additional time invested in negotiation and contract development efforts resulted in a savings of nearly \$255,000.