

**A G E N D A**

**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**

**County Government Center Board Room**

**August 8, 2006**

**7:00 P.M.**

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- A. ROLL CALL**
- B. CONSENT CALENDAR**
  - 1. Request for Proposal - Grinder Pump Maintenance
- C. BOARD REQUESTS AND DIRECTIVES**
- D. ADJOURNMENT**

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## M E M O R A N D U M

DATE: August 8, 2006

TO: The Board of Directors

FROM: Robert H. Smith, Assistant Manager, James City Service Authority

SUBJECT: Request for Proposal - Grinder Pump Maintenance

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The James City Service Authority (JCSA) released a Request for Proposals to establish a contract with a qualified firm to assume grinder pump service and repair responsibilities as it relates to residential grinder pump maintenance agreements. The successful contractor will furnish all material, equipment, labor, tools, and testing necessary to complete these services. The resulting contract will be for one year with an option to extend the contract four additional years, one year at a time. The RFP has been publicly advertised and Commonwealth Engineering & Sales submitted a proposal.

A thorough review and evaluation has been performed on the Commonwealth Engineering & Sales proposal and it has been determined that the firm is both qualified and responsible and that the proposed price is fair and reasonable. Commonwealth Engineering & Sales currently supplies all grinder pumps that are maintained by the JCSA and also provides maintenance service to numerous private customers throughout the state.


The fee for the service will be based on \$220 per grinder pump times the number of grinder pumps on the maintenance agreement list at the time of award of this contract. The current number of grinder pumps under maintenance agreements is 771 units. The initial contract would be awarded for \$169,620 and is within the budgeted amount for this contract. The current fee charged to grinder pump owners is \$210, which is recommended to remain where it is until next year. The contract would be adjusted annually on the anniversary date of the contract.

Staff recommends that the Board approve the attached resolution awarding the contract for Grinder Pump Maintenance to Commonwealth Engineering & Sales for a contract amount of \$169,620.

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Robert H. Smith

CONCUR:

  
Larry M. Foster

RHS/gb  
GrinderPumpMaint.mem

Attachment

**RESOLUTION**

**REQUEST FOR PROPOSAL - GRINDER PUMP MAINTENANCE**

WHEREAS, the Requests for Proposals for the Grinder Pump Maintenance contract has been advertised and one proposal has been received and reviewed; and

WHEREAS, Commonwealth Engineering & Sales, who submitted the only qualified and responsible proposal, has been determined capable of performing the work associated with the contract at a fair and reasonable price.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, awards the contract for Grinder Pump Maintenance to Commonwealth Engineering & Sales in the amount of \$169,960 for the first year with an adjustment at each annual renewal.

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John J. McGlennon  
Chairman, Board of Directors

ATTEST:

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Sanford B. Wanner  
Secretary to the Board

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 8th day of August, 2006.

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