



Staff Summary Report

Council Meeting Date: 04-17-2008

Agenda Item Number: _____

SUBJECT: Request to award a one-year contract with four, one-year renewal options to Keller Equipment Company, Inc. for maintenance, repair, and purchase of electric motors used in the treatment and delivery of water and wastewater for the Water Utilities Department.

DOCUMENT NAME: 20080417fst10 **PURCHASES (1004-01)**

SUPPORTING DOCS: Yes

COMMENTS: (IFB #08-061) Total cost for this contract shall not exceed \$500,000 during the initial contract period.

PREPARED BY: Ted Stallings, CPPB, Procurement Officer, 480-350-8617

REVIEWED BY: Michael Greene, CPM, Central Services Administrator, 480-350-8516
Don Hawkes, Water Utilities Manager, 480-350-2660
Miyoung Kim, Planning and Research Analyst, 480-350-8358

**LEGAL REVIEW AS
TO CONTRACT FORM**

ONLY: N/A

FISCAL NOTE: Sufficient funds have been appropriated in various cost centers with the Water Utilities Department.

RECOMMENDATION: Award the contract.

ADDITIONAL INFO: Invitation for Bid #08-061 was issued to establish a contract for the maintenance, repair and purchase of electric motors. One vendor responded to the Invitation for Bid. An evaluation committee comprised of Water Utilities Department and Procurement staff reviewed the response. The committee's recommendation is to award the contract to Keller Equipment Company, Inc. the lowest, responsive and responsible vendor meeting all requirements of the bid.

Vendor's Bid Offer

It is REQUIRED that Bidder COMPLETE, SIGN and SUBMIT the original of this form to the City Procurement Office with the bid response offer. An unsigned "Vendor's Bid Offer", late bid response and/or a materially incomplete response will be considered non-responsive and rejected.

Bidder is to type or legibly write in ink all information required below.

Bidder's Company Name <u>KELLER EQUIPMENT COMPANY, INC.</u>	
Company Mailing Address <u>PO BOX 60485 PHX, AZ 85082</u>	
Company Street Address <u>4206 EAST WINSLOW</u>	
Bid Offeror Contact <u>DUANE KELLER</u>	Title <u>VP OF OPERATIONS</u>
Contact's Phone No. <u>602 437-3015</u>	E-mail Address <u>dkeller@kellerequipment.com</u>
<u>Bidder's Company Tax Information:</u>	
Arizona Transaction Privilege (Sales) Tax No. <u>07-255464-Z</u>	or
Arizona Use Tax No. _____	
Federal I.D. No. <u>86-0390056</u>	
City & State Where Sales Tax is Paid <u>PHOENIX</u>	<u>AZ</u>

THIS BID IS OFFERED BY

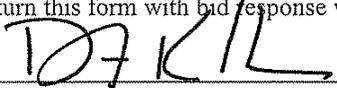
Authorized Bid Offeror (Type or Print in ink) DUANE F. KELLER

Bid Offeror's Title (Type of Print in ink) VICE PRESIDENT OF OPERATIONS

Date 8/25/08

REQUIRED SIGNATURE OF AUTHORIZED BID OFFEROR (Must Sign in Ink)

By signing this Bid Offer, Bidder acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other bidder or potential bidder. Failure to sign and return this form with bid response will result in a non-responsive bid response.


Signature of Authorized Bid Offeror

3/25/08
Date

Bid Questionnaire

Please note that as used in this Questionnaire, "Your" refers to Bidder's company. Please respond to all questions in an orderly manner. The answers will be used during the evaluation process.

1. What is the address of your Phoenix Metropolitan office from which this contract will be administered?

KELLER EQUIPMENT COMPANY, INC.
4206 E. WINSLOW PHOENIX, AZ 85040

2. List designated Contract Manager who will be responsible for managing all work provided by any resulting contract. (This individual shall be considered "Key Personnel.") Please submit resume with response.

Contract Manager Name: DANNY MORONE
Phone Number: 602 437-3015
Cellular Phone Number: 602 619-3124
Fax Number: 602 437-8163
E-mail address: dmorone@kellerequipment.com

3. Does your company have the expertise and qualifications to perform the services described in this IFB?

Yes XX No _____

4. Does your company accept all terms and conditions of this IFB?

Yes XX No _____

5. If awarded, will your company allow other government agencies to utilize this contract?

Yes XX No _____

6. Contractors shall submit a list of qualified employees that will be assigned to this contract and demonstrate their qualifications.

7. List three (3) customer references for which your firm has performed the services requested in this IFB (government and/or large business preferred).

Reference One:
Name of Firm: CITY OF SCOTTSDALE
Contact Person: RAY TELLEZ
Contract Number: 05PB048
Contract Dates: 12/9/07-12/9/09
Contact Person _____ Contact Person _____
Telephone Number: 602 999-1504 Telephone Number: 480 312-5663

Reference Two:
 Name of Firm: CITY OF PHOENIX
 Contact Person: SYLVIA CASLLA-SHANE
 Contract Number: 07-095
 Contract Dates: 1/3/07-12/31/08
 Contact Person Telephone Number: 602 768-9061 Contact Person Telephone Number: 602 495-7600

Reference Three:
 Name of Firm: ARIZONA WATER COMPANY
 Contact Person: MIKE LOGGINS
 Contract Number: _____
 Contract Dates: _____
 Contact Person Telephone Number: 602 240-6860 Contact Person Telephone Number: 602 495-7600

8. Will your firm respond to routine service calls with 36 hours?
 Yes No

9. Will your firm respond to emergency service calls with 8 business hours?
 Yes No

10. Will your firm provide a written estimate of the repair cost within 72-hours of pulling the pump/motor for maintenance?
 Yes No

11. Will your firm provide a work schedule and a weekly progress report in writing or e-mail to the WUD representative?
 Yes No

12. Will your firm provide a one year parts and labor warranty on all jobs performed?
 Yes No

Company Name: KELLER EQUIPMENT CO.

PRICE SHEET

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
1.	Labor Rate (Straight Time) During Normal Work hours 7:00am to 4:00pm (Monday – Friday) – Rate all inclusive of personnel, shop supplies, travel, equipment, mobilization, fuel, etc.	1	Hour	\$ <u>60.00</u>	\$ <u>60.00</u>
2.	Shop Labor Rate (Straight Time) During Normal Work hours 7:00am to 4:00pm (Monday – Friday) – Rate all inclusive of personnel, shop supplies, travel, equipment, mobilization, fuel, etc.	1	Hour	\$ <u>50.00</u>	\$ <u>50.00</u>
3.	Machine Shop Labor Rate (Straight Time) During Normal Work hours 7:00am to 4:00pm (Monday – Friday) – Rate all inclusive of personnel, shop supplies, travel, equipment, mobilization, fuel, etc.	1	Hour	\$ <u>65.00</u>	\$ <u>65.00</u>
3.	Overtime Rate (Night, Weekends, City Holidays) – Rate all inclusive of personnel, shop supplies, travel, equipment, mobilization, fuel, etc.	1	Hour	\$ <u>81.00</u>	\$ <u>81.00</u>
4.	Shop Overtime Rate (Night, Weekends, City Holidays) – Rate all inclusive of personnel, shop supplies, travel, equipment, mobilization, fuel, etc.	1	Hour	\$ <u>67.50</u>	\$ <u>67.50</u>
5.	Machine Shop overtime Labor Rate (Night, Weekends, City Holidays) – Rate all inclusive of personnel, shop supplies, travel, equipment, mobilization, fuel, etc.	1	Hour	\$ <u>87.75</u>	\$ <u>87.75</u>
Total of Hourly Rates					\$ <u>411.25</u>

Miscellaneous

6. Specify percentage off list price for electric motors, parts, etc. for each manufacturer listed below.

- General Electric

10 %

GEP-500R 6/06

Catalog Number and Date

