



# RIVERSIDE PUBLIC UTILITIES

## Board Memorandum

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**BOARD OF PUBLIC UTILITIES**

**DATE: JANUARY 10, 2022**

**GENERAL MANAGER'S REPORT**

**SUBJECT: ELECTRIC CONTRACTORS' PANEL UPDATE AS OF OCTOBER 31, 2021**

To streamline the bidding process for routine work, the Board of Public Utilities and City Council voted to allow an Electric Division Contractors' Panel to be established. The use of the Panel is beneficial in meeting deadlines related to construction work and urgent repair or replacement of facilities. The Contractors' Panel is a list of companies that are pre-qualified to perform work on an as-needed basis through a Master Agreement. This saves time and money by simplifying the bidding process for specific types of routine work.

When RPU determines a need to use the Contractors' Panel for new construction, installation, maintenance, repair, modification, or extension of work, the Purchasing Manager sends a bid solicitation with a set of engineering plans and specifications to the appropriate Panel contractors. Members of the Contractors' Panel have already executed a Master Agreement that includes the general and legal requirements of the contract. The solicitation bid specifications identify the technical aspects of the project or service to be provided. The Contractors' Panel is used for projects that meet the following three criteria: 1) Construction of the project needs to start within two months from start of design; 2) Project cost is less than \$500,000; and 3) City forces do not have the ability or the resources needed to construct the project within the time frame required. Projects that deviate from these criteria proceed through the formal bidding process.