



RESOLUTION AUTHORIZING CITY MANAGER TO ISSUE PURCHASE ORDERS UNDER THE CONTRACTOR PANELS

Riverside Public Utilities

Board of Public Utilities
February 13, 2017

BACKGROUND

1. Contractor Panels were established by the Board and City Council to provide additional ability and capacity to meet increased demand for system improvements and repairs due to increasing development and aging infrastructure
2. Contractor Panels are used when:
 - A. City crews do not have the ability (expertise) to meet the project schedule
 - B. City crews do not have the capacity (resources) to meet the project schedule
 - C. Project is less than \$500,000

DISCUSSION

1. Qualified Contractors may be added at any time or removed at their request
2. Qualified Contractors execute a Master Agreement with insurance and bonds for the term of the panel
3. Specific Projects are issued for bid and awarded to the lowest responsive and responsible Contractor by issuance of a purchase order
4. The Board authorizes projects \$50,000 and over by approval of the related Work Order
5. Panel use is reported to the Board each month

Recommendations

That the Board of Public Utilities recommend that the City Council adopt a resolution:

1. Authorizing the City Manager, or his designee, to issue purchase orders for the award of each individual project to the lowest responsible and responsive bidder, if the expenditure has been approved by either the Board of Public Utilities or the City Council, as applicable;
2. Directing the City Manager to update the City's Resolution No. 22576 (Purchasing Resolution) to reference the procedures for the award of a project under these panels; and
3. Directing the City Manager to seek Board approval to add qualified contractors to any panel.