

981030



MEMORANDUM

To: William T. Lichter, Village Manager

Through: David P. Gorman, Acting Director of Public Works *DGP*

From: Angela M. Podesta, Utilities Superintendent *AMP*

Date: March 25, 2008

Subject: Water Valve Exercising Project Contract Extension

On April 19, 2007, the Village Board approved a contract with M. E. Simpson Company, Inc., for the Water Valve Exercising Project. In the bid documents was a provision to extend the contract for an additional year. Attached is a letter from M. E. Simpson Company, Inc., indicating their willingness to provide the same service, terms, conditions and unit pricing for an additional year.

To exercise the renewal option, the Village Attorney has stated, that the Village Board must approve acceptance of the renewal. There is no need to sign a new contract. If approved by the Board, staff would send confirming letters with signature space for M. E. Simpson Company, Inc., to accept extension of the contract. M. E. Simpson Company, Inc. has provided good service during the past year. I recommend renewal of the contract for one year under the same terms, conditions and prices. Please note that when the Board approves the extension, M. E. Simpson Company, Inc. will provide Water Valve Exercising in an amount not to exceed \$30,000.00. I also request a waiver of bids.

Please place this item on the April 3, 2008 agenda for consideration by the Village Board.



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March 26, 2008

Mr. Wesley B. Anderson
Director of Public Works
Village of Lombard
1051 Hammerschmidt
Lombard, IL 60148

Dear Mr. Anderson,

M.E. Simpson Company is pleased to present our request to extend the contract for "Valve Exercising and Assessment with GPS Locations" (Contract Document # PWU-0732) for the Village of Lombard, Illinois.

This request is being made pursuant of the "Contract Terms" stated on page 15 of the original specifications for the work that state the Village may extend the original contract period until May 31, 2008. Very recently, the Village and M.E. Simpson Co. Inc. discussed the potential for this extension and came to a quick preliminary mutual agreement. The original proposal for Valve Exercising and Assessment with GPS Locations was submitted on March 30, 2007. The same terms and conditions as the original agreement shall apply if the Village accepts this letter of intent.

Time is of the essence. To be able to meet the May 31, 2008 term limits, M.E. Simpson Co. Inc. will need to be able to receive a favorable "Notice to Proceed" on or before April 8, 2008. We anticipate being able to begin field work on April 21, 2008, with a "Kick-off" meeting sometime between April 8th and April 21st. A later start date for the field work could result in a lower number of valves assessed, or a few days extension may be needed beyond May 31st.

If the Village has any changes it wishes to make with this program, we would need to know of these changes as soon possible to be able to accommodate those changes.

M.E. Simpson Co. Inc. has enjoyed being able to provide these services to the Village of Lombard as well as working with the very competent staff of the Village. We thank you for your consideration and this opportunity to present you with our Valve Location and Exercising services contract extension and offer our request for the extension of the original proposal. If there are any inquiries regarding this letter of intent, please do not hesitate to contact us. We look forward to hearing from you soon.

Sincerely yours,

John H. Van Arsdel
Vice President