CITY OF COFFEYVILLE
BOARD OF COMMISSIONERS AGENDA ITEM

MEETING DATE	January 22, 2013	
RESOLUTION OR ORDINANCE NUMBER	R-13-03	
AGENDA TITLE	**A RESOLUTION TO AUTHORIZE THE MAYOR TO EXECUTE A CONTRACTUAL SERVICES AGREEMENT WITH CRISWELL ENGINEERING, LLC FOR PREVENTATIVE MAINTENANCE**	
REQUESTING DEPARTMENT	Electric Department	
PRESENTER	Gene Ratzlaff	
FISCAL INFORMATION	Cost as recommended:	$150,000
	Budget Line Item:	800-5-020-424
	Balance Available	$472,600
	New Appropriation Required:	[ ] Yes [X] No
PURPOSE	Authorizes the Mayor to execute an agreement with Criswell Engineering, LLC for Contractual Services	

BACKGROUND	The electric utility maintains distribution and transmission substations, a distribution system, and a generating plant. Each of these facilities contain a certain amount of electrical apparatus or machinery that should receive preventative maintenance on a regularly scheduled basis to measure the overall condition of the equipment and hopefully detect problems before they cause failures resulting in unplanned outages. Some of the preventative maintenance is performed by electric utility staff but some must be done by a contractor due to the expertise and specialized test equipment required. Roy Criswell is a competent engineer with experience in consulting, power systems, commissioning, relaying, and substation maintenance. In the past the Commission approved a purchase order with Criswell Engineering for preventative maintenance work in the amount of $150,000. This request is to renew the arrangement for 2013 for the same amount. The rates for 2013 are the same as 2011 and 2012. Mr. Criswell issues an annual report on all test data and maintenance completed as well as a list of equipment maintenance to be performed in the next three years.
SPECIAL NOTES	NA
ANALYSIS	NA
PUBLIC INFORMATION PROCESS	NA
BOARD OR COMMISSION RECOMMENDATION	NA
STAFF RECOMMENDATION	Staff recommends approval of the Resolution for a not to exceed amount of $150.000.
REFERENCE DOCUMENTS ATTACHED	Service Agreement for Engineering Services Time and Material Price Sheet

RESOLUTION NO. R-13-03

A RESOLUTION TO AUTHORIZE THE EXECUTION OF A CONTRACTUAL SERVICES AGREEMENT WITH ROY CRISWELL ENGINEERING, LLC, FOR THE ELECTRIC UTILITY SYSTEM.

BE IT RESOLVED by the Board of Commissioners of the City of Coffeyville, Kansas that the Mayor and City Clerk be and are hereby authorized and directed to execute a Contractual Services Agreement with Roy Criswell Engineering, LLC, for preventative maintenance engineering services for the electric utility system in an amount not to exceed $150,000.

ADOPTED THIS 22nd DAY OF JANUARY 2013

_____
David George, Mayor

ATTEST:

_____
Cindy Price, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Paul Kritz, City Attorney

SERVICE AGREEMENT FOR ENGINEERING SERVICES

THIS AGREEMENT, made at Coffeyville, Kansas, _____, 2013, between the City of Coffeyville, (Owner), and Criswell Engineering, a Missouri Limited Liability Company, (Engineer);

WHEREAS: The Engineer is a competent engineering company with experience in consulting, power system study and device coordination analyses, commissioning, relaying, and substation maintenance; and

WHEREAS: The Owner owns, operates and manages an electrical power system and desires the Engineer to perform engineering services; and

WITNESSETH: THAT the Engineer shall provide such engineering and supporting services as requested by the Owner.

IN CONSIDERATION of the mutual agreements herein contained, the Owner agrees to employ the Engineer to provide engineering services specific to the Owner's electrical power system hereinafter mentioned and agrees to pay the Engineer for the services rendered according to the attached hourly labor, material and expense rate schedule at the time service is performed. Supporting services would include Power System Study and Device Coordination Analyses which would be negotiated separately.

SECTION I – SERVICES PROPOSED

A. Consulting: The Engineer will provide consulting services as requested by the Owner to remediate problems compromising the integrity of his power system.
B. Commissioning: The Engineer will perform commissioning work as requested by the Owner to prepare any and all electrical power apparatus for energization and reliable serviceability.
C. Relaying: The Engineer will provide protective relay application, installation, calibration, and configuration as requested by the Owner to ensure optimum reliability of the power system.
D. Substation Maintenance: The Engineer will schedule and perform substation maintenance as requested by the Owner to strategically extend the life cycles and thereby minimize unscheduled outages of his power system equipment.
E. Supporting Services: The Engineer will provide supporting services as requested by the Owner to optimize his power system protection, operation and reliability.

SECTION II – WORKSCOPE

The services proposed in Section I will be performed on Substation equipment as required in the following locations, A Sub, B North Sub, B South Sub, North Industrial Park Sub, South Industrial Park Sub, Power Plant Sub, Black Start Sub and the Power Plant Generating Station.
Substation equipment includes all apparatus necessary to safely transmit and distribute electrical energy to industrial, commercial and residential customers in a reliable and economical manner. High voltage oil and gas power circuit breakers, transformers, switchgear, cables, capacitors and LTC voltage control equipment must perform as designed and within manufacturers' limits.
Systematically, diagnostic tests will be performed on each apparatus and device, the results will be immediately evaluated and any necessary repairs or corrections would be made at that time. Relays and the integrated protective relay system will be calibrated and functionally tested to ensure correct and dependable operation of all primary circuitry and all secondary control and lockout devices.
Any apparatus, device, protective relay, or control circuit with questionable results will not be returned to service until such disparity has been resolved to the satisfaction of the engineer.

SECTION III – COMPENSATION

A. Rates: The Owner agrees to pay the Engineer in accordance with the attached hourly labor, material and expense rates at the time service is performed.
The hourly labor, material and expense rate schedule attached to the Agreement is effective January 1, 2013, through December 31, 2013, inclusive.

B. Compensation: The estimated 2013 investment for engineering services shall not exceed **$150,000**. Plus any applicable sales tax.

C. Invoice Submittal: The Engineer shall submit invoices monthly for months in which work was performed within the current year of the Agreement and a final invoice upon completion of Services.

D. Payment: Each invoice will be payable upon receipt. The Engineer may charge a late fee of 1.5 percent per month on all unpaid amounts beginning thirty days after the invoice date.

E. Disputes: The Owner shall immediately make known to the Engineer any discrepancy found on the invoice. The Engineer shall immediately resolve any discrepancy the Owner finds on the invoice so payment can be made promptly in accordance with Agreement Payment procedures.

SECTION III – INSURANCE

A. Coverage: The Engineer shall maintain current insurance coverage during execution of the Agreement as follows:
   a) *Workers' Compensation Insurance* with a limit of $500,000.00 for each occurrence.
   b) *Employer's Liability Insurance* with a limit of $500,000.00 for each occurrence.
   c) *Commercial General Liability Insurance* with a limit of $1,000,000.00 for each occurrence and $2,000,000.00 aggregate.
   d) *Automobile Liability Insurance* with combined single limits of $1,000,000.00 for each occurrence.

B. Certificates of Insurance: The Engineer shall furnish the Owner a certificate of insurance with this Agreement for items *a*, *b*, and *c* above, and an evidence of insurance for item *d* above.

IN WITNESS WHEREOF, Owner and Engineer have executed this Agreement.

CITY OF COFFEYVILLE **COFFEYVILLE, KANSAS**	**CRISWELL ENGINEERING** **ROGERSVILLE, MISSOURI**
By	By
Signature	Signature
Title	Title
Date	Date

CRISWELL ENGINEERING

Engineering Consulting Services

TIME-AND-MATERIAL PRICE SHEET

The rates provided below will apply through December 2013 for all Engineering Services provided by **CRISWELL ENGINEERING** to City of Coffeyville, for Labor and Consulting services on a time-and-material basis.

	HOURLY RATES		
	S.T.	**O.T.**	**HOLIDAY**
ENGINEER'S LABOR	$110	$165	$220
	S.T.	**O.T.**	**HOLIDAY**
ENGINEER'S CONSULTING	$145	$218	NA
	S.T.	**O.T.**	**HOLIDAY**
TECHNICIAN'S LABOR	$86	$129.	$190

Note: Overtime (O.T.) rates would apply to hours worked in excess of 8 hours consecutively, Monday through Friday, and all hours worked on Saturday. The "Holiday" rate would apply to Sundays, and all days observed as Holidays by City of Coffeyville.

Written job reports are recommended, but would only be provided upon request. The time necessary to prepare a written job report would be invoiced at the S.T. rate. Computer-generated test results will accompany each written job report, but the field copies could be made available before leaving the job site in lieu of a written job report. Daily time sheets will be prepared and presented for approval to the authorized customer representative.

TRAVEL TIME & MILEAGE

Travel time would be invoiced at the rates outlined above. Mileage would be invoiced at $0.69 per mile.

EXPENSES

All job-related expenses, motel, meals, materials, etc., would be invoiced at 15% profit margin. Test equipment would be invoiced in accordance with the **TEST EQUIPMENT CHARGES** rate sheet below. Specialty test equipment, listed under **SPECIALTY TEST EQUIPMENT AVAILABLE TO RENT**, would be invoiced at its rental agreement rate plus shipping, at 7.5% margin.

CRISWELL ENGINEERING
5997 EAST LINDA STREET
ROGERSVILLE, MO 65742

CELL: (417) 860-0964
FAX: (417) 890-0726

In addition to the Engineering Services provided for substation high-voltage power equipment, **Power System Study & Device Coordination Analyses** are provided. The industry standard software program used for this service is SKM's PTW-32 (Power Tools for Windows). Consulting rates apply for this service, and complete Projects would be negotiated separately.

TEST EQUIPMENT

If specialty test equipment (see below) is provided, the cost of its procurement for the rental period (including shipping) will be charged at 7.5% margin.

TEST EQUIPMENT CHARGES — US Dollars

Description	Day	Week
Circuit breaker control power source	50	200
MANTA MTS-5000 Relay Test System	210	1050
Overload relay test set	50	200
DLRO contact resistance test set (Ductor)	100	400
Primary current injection test set	50	200
ATRT Auto Turns Ratio Tester (3-Phase)	100	400
TTR Turns Ratio Tester (1-Phase)	50	200
Filmax Oil Press (Portable)	100	400
Earth/Ground Resistance test set	50	200
Oil Dielectric Strength test set	50	200
Power Quality Analyzer	75	300
Fluke Harmonics Analyzer	75	300
Megger® Insulation Resistance test set	50	200
AC Hipotential & Vacuum Bottle test set	75	300
DC Hipotential test set	100	400
Doble TDR-900 Time & Travel Analyzer	175	700
LTC Vacuum Fault test set	50	200
Dilo SF6 Dewpoint test instrument	75	300
SF6 Gas Processing Cart	175	700

SPECIALTY TEST EQUIPMENT AVAILABLE TO RENT

Description

Ultrasonic corona detection Instrument
Doble power factor test set
Motor overload relay test set
Transformer winding resistance ohmmeter
MCT-1600 Current Transformer test set
Amptector or equivalent secondary injection test set
High-current injection test set
Thermal Scanner (Infrascan)

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