

## MEMORANDUM

DATE: December 18, 2018  
TO: Dan Duchniak  
FROM: Joe Ciurro, CPA  
RE: 2019 Blanket Purchase Orders

Waukesha Water Utility will continue the process initiated in 2005 of keeping the Commission informed of large sums of money being paid to individual vendors throughout the year. Per our Procurement Policy, I am to report to the Commission situations where more than \$15,000 has been paid to one vendor. This can be difficult when many moderately sized purchases, which do not require Commission pre-approval, are made throughout the year from an individual vendor. Much of the bookkeeping necessary to comply with this policy is simplified by using Blanket PO's.

I would like to present the attached list of Blanket Purchase Orders to the Commission at the meeting next week.

By reviewing the list, the Commission recognizes the staff's need to spend these funds, which have already been budgeted. Please note that this process does not excuse staff from following the Procurement Policy with regard to competitive pricing.

Let me know if you have any questions regarding this process, otherwise, I look forward to presenting and discussing it at the meeting this week.

### Proposed Motion

. . . move to approve the attached blanket purchase orders for 2019, totaling \$8,948,593.

WWU					
BLANKET PURCHASE ORDERS					
Direct Commission Approval					
2019					
Mgr	Vendor	Reason For Purchase	a/n	2019	2018
dd	MSA	Future Water Supply	4261-100	\$ 24,000	\$ 24,000
dd	Stafford - Legal	Future Water Supply	GLE-W0003/GLE-W0008	400,000	175,000
dd	BGR	Federal Funding	4261-100	50,000	55,000
dd	Donald Roecker	Federal Funding	4261-100	5,000	5,000
dd	2W Tech	Hardware & Network Maint	9216+9320-100+3911-100	31,000	21,000
dd	Bruce Baker	Future Water Supply	GLE-W0003/GLE-W0008	80,000	30,000
J	MPIC	Property & Equipment	9240-200	34,318	35,194
J	LWMMI	Liability	9240-200	41,132	42,172
J	Erie Insurance	Worker's Compensation	9250-200	45,350	45,868
J	Advanced/CIS	Billing System - License and Maintenance	9320-200	50,240	48,773
J	AB Data	Printing and Mailing of Quarterly Water	9030+9032-200	43,717	42,443
J	JetPay	Credit Card Fees	9219-200	40,000	32,000
J	Net@work	AccPac Consulting	9230+9320-200	7,800	7,800
J	Baker Tilly	Audit & Consulting Services	9230-200	17,500	17,500
J	Complete Office	Office Supplies	9216+9219-200	2,000	2,000
J	TDS	Landline Phones	9215-200	15,965	15,000
J	US Postal Service	s4, Admin, PO Box +Tax Roll	9030+9032+9219-200	3,713	3,644
J	US Cellular	Cell Phones	9215-200	14,420	14,000
J	Ricoh	Copier Supplies	9219-200	3,300	3,300
J	Springsted	Debt Financing	GLCW0002-20-SUB	-	30,000
J	Baker Tilly	Construction Audit	GLCW0002-20-SUB	70,000	120,000
J	PSC	FWS - Cons. Authorization/Permit Rev.	GLE-W0003/GLE-W0008	100,000	50,000
J	Aqua Backflow	Cross Connection	6640-600	-	45,485
J	Ferguson	Meters / Radios	3461-200	72,935	64,375
J	Badger Meter	Meters / Radios	3461-200	72,935	64,375
K	WE Energies	Pumping Equipment Power	6230-300	704,339	773,530
K	City of Waukesha	Street Opening Permits & Repairs	6730+3431+3451+3481	243,711	88,655
K	Energenecs/Kamp	SCADA Hardware & Support	3210, 3971, & 6780-300	49,000	25,000
K	City of Waukesha	Wastewater Discharge from Water	6424-300	140,648	96,000
K	City of Waukesha	Vehicle Fuel (Gasoline)	9211-300	35,000	42,000
K	WE Energies	Office / Garage / West Ave. Power &	9214-300	23,248	26,000
K	WI State Lab of Hygiene	Radium Samples/ HFS Split Samples	6420-300	21,600	21,250
K	Northern Lakes	IOC, VOC, SOC, TTHMs	6420-300	14,700	14,350
K	Certified Products	Disposal of Excess Soils	Various/300	11,500	10,665
K	Ace Ready Mix	Slurry & concrete	Various/300	26,300	25,604
K	Payne & Dolan	Hot Patch Asphalt	Various/300	9,700	8,301
K	W.W.Grainger	General Maintenance Purchases	Various/300	3,800	3,114
K	Waukesha Lime & Stone	Stone & Traffic Bond	Various-300	26,800	21,575
K	WE Energies	Pump Building Natural Gas	6620-300	2,279	7,200
K	Waukesha County	Vehicle Maintenance / Repairs	9211-300	8,500	8,500
K	Advance Disposal	Trash & Recycling Services	9214-300	6,500	6,500
K	City of Waukesha	Vehicle Maintenance / Repairs	9211-300	4,500	4,500
K	MudTech	Infrared Street Repairs	6730-300	21,000	10,500
K	USGS	Route Work	GLESD0001	33,000	50,000
K	UW Parkside	Root River Monitoring	GLESD0001	107,864	77,978
K	Greeley & Hansen	FWS Program Management	GLE-W0005/GLE-W0008	4,600,000	19,381,646
K	Black & Veatch	FWS Construction Management	GLE-W0009/GLE-W0008	1,002,528	-
K	CH2M Hill, Inc.	FWS Water Quality	GLE-W0007	540,000	-
C	Digger's Hotline	Tickets to Locate Underground Facilities	1830 & 6620-600	20,000	20,000
C	City of Waukesha	GIS Services City	6650-600	52,551	42,551
L	BVBO&V	HR Issues	9230-100	10,000	10,000
L	Cintas	Uniforms and Cleaning of Uniforms	9266-100	4,200	4,000
	Total			\$ 8,948,593	\$ 21,773,348