



## MEMORANDUM

DATE: December 14, 2020  
TO: Dan Duchniak  
FROM: Joe Ciurro, CPA  
RE: 2021 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.

### Recommended Motion:

Approve blanket purchase orders for 2021, totaling \$13,454,751.

WWU					
BLANKET PURCHASE ORDERS					
Direct Commission Approval					
2021					
Mgr	Vendor	Reason For Purchase	a/n	2021	2020
dd	MSA	Future Water Supply	4261-100	\$ 48,000	\$ 48,000
dd	Stafford - Legal	Future Water Supply	GLE-W0003/GLE-W0008	110,000	155,500
dd	BGR	Federal Funding	4261-100	58,000	54,600
dd	2WTEch	Hardware & Network Maint, Office 365	9216+9320-100+3911-100	-	61,803
dd	City of Waukesha/IT	Hardware & Network Maint, Office 365	9216+9320-100+3911-100	40,700	-
dd	Bruce Baker	Future Water Supply	GLE-W0003/GLE-W0008	5,000	24,000
J	MPIC	Property & Equipment	9240-200	36,050	34,333
J	LWMMI	Liability	9240-200	45,097	42,950
J	Erie Insurance	Worker's Compensation	9250-200	44,850	43,402
J	Advanced/CIS	Billing System - License and	9320-200	59,150	56,333
J	AB Data	Printing and Mailing of Quarterly Water	9030+9032-200	137,800	46,394
J	JetPay	Credit Card Fees	9219-200	135,000	45,000
J	Net@work	AccPac Consulting	9230+9320-200	8,000	7,800
J	Baker Tilly	Audit & Consulting Services	9230-200	17,500	17,500
J	Complete Office	Office Supplies	9216+9219-200	2,500	2,200
J	TDS	Landline Phones	9215-200	16,900	16,444
J	US Postal Service	s4, Admin, PO Box +Tax Roll	9030+9032+9219-200	3,827	3,753
J	US Cellular	Cell Phones	9215-200	15,300	14,853
J	Ricoh	Copier Supplies	9219-200	-	3,300
J	Office Copying Equipment Ltd.	Copier Supplies	9219-200	3,400	-
J	Baker Tilly	Construction Audit	GLCW0002-20-SUB	118,600	120,000
J	PSC	FWS - Permit Rev./Diversion Permit	GLE-W0003/GLE-W0008	100,000	100,000
J	Ferguson	Meters / Radios	3461-200	229,200	238,000
K	WE Energies	Pumping Equipment Power	6230-300	710,010	740,674
K	City of Waukesha	Street Opening Permits & Repairs	6730+3431+3451+3481+6751	202,835	239,900
K	Energenechs/Kamp	SCADA Hardware & Support	3210, 3971, & 6780-300	10,600	15,350
K	City of Waukesha	Wastewater Discharge from Water	6424-300	167,455	155,379
K	City of Waukesha	Vehicle Fuel (Gasoline)	9211-300	32,000	35,500
K	WE Energies	Office / Garage / West Ave. Power &	9214-300	25,449	26,600
K	WI State Lab of Hygiene	Radium Samples/ HFS Split Samples	6420-300	22,250	22,250
K	Northern Lakes	IOC, VOC, SOC, TTHMs	6420-300	16,500	14,700
K	Certified Products	Disposal of Excess Soils	Various/300	12,000	14,000
K	Ace Ready Mix	Slurry & concrete	Various/300	28,000	27,200
K	Payne & Dolan	Hot Patch Asphalt	Various/300	13,500	13,500
K	W.W.Grainger	General Maintenance Purchases	Various/300	4,500	3,800
K	Waukesha Lime & Stone	Stone & Traffic Bond	Various-300	25,200	27,800
K	WE Energies	Pump Building Natural Gas	6620-300	5,050	7,100
K	Waukesha County	Vehicle Maintenance / Repairs	9211-300	15,000	8,500
K	Advance Disposal	Trash & Recycling Services	9214-300	6,500	5,045
K	City of Waukesha	Vehicle Maintenance / Repairs	9211-300	6,400	6,300
K	MudTech	Infrared Street Repairs	6730-300	11,000	11,000
K	USGS	Route Work	GLESD0001	53,680	33,000
K	UW Parkside	Root River Monitoring	GLESD0001	89,268	107,864
K	Greeley & Hansen	FWS Program Management	GLE-W0005/GLE-W0008	3,570,000	3,340,000
K	Black & Veatch	FWS Construction Management	GLE-W0009/GLE-W0008	7,000,000	6,100,000
K	CH2M Hill, Inc.	FWS Water Quality	GLE-W0007	105,000	150,000
C	Digger's Hotline	Tickets to Locate Underground Facilities	1830 & 6620-600	20,000	21,000
C	City of Waukesha/IT	GIS Services City	6650-600	53,000	53,000
L	BVBO&V	HR Issues	9230-100	10,000	10,000
L	Aramark	Uniforms and Cleaning of Uniforms	9266-100	4,680	4,680
	Total			\$ 13,454,751	\$ 12,330,307