



**City of Missoula, Montana**  
**Item to be Referred to City Council Committee**

**Committee:** Public Works

**Item:** Informational Item—Emergency Award of Wylie Ave. Water Main Insulation Project

**Date:** October 3, 2019

**Sponsor(s):** Ross Mollenhauer

**Prepared by:** Lori Hart

**Ward(s) Affected:**

- |  |                                 |
|--|---------------------------------|
| <input checked="" type="checkbox"/> Ward 1 | <input type="checkbox"/> Ward 4 |
| <input type="checkbox"/> Ward 2            | <input type="checkbox"/> Ward 5 |
| <input type="checkbox"/> Ward 3            | <input type="checkbox"/> Ward 6 |
| <input type="checkbox"/> All Wards         | <input type="checkbox"/> N/A    |

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**Action Required:**

No action required—informational only.

**Recommended Motion(s):**

No motion—informational only.

**Timeline:**

Referral to committee:	October 7, 2019
Committee discussion:	October 9, 2019
Council action (or sets hearing):	N/A
Public Hearing:	N/A
Deadline:	N/A

**Background and Alternatives Explored:**

This referral is an informational item to notify Council that Missoula Water finds it necessary to employ the emergency provisions provided in the City's Procurement Policy (see below) for the Wylie Ave. Water Main Insulation Project. Time is of the essence for this project because the project requires pavement to be removed and replaced in order to insulate a water main that froze last year. The hot plant that makes asphalt is set to quit producing asphalt for the year very soon. Missoula Water feels that Wylie Ave. should not remain unpatched throughout the winter and until the hot plant reopens in the spring. The project was not able to be bid earlier because distribution crews have been pre-occupied with more pressing, larger projects. Due to the Indigenous Peoples holiday on Oct. 14, 2019, Missoula Water will not be able to follow the usual process for referring a construction contract to Council for consideration by the Public Works Committee and receive final approval from Council before the hot plant closure. Therefore, Missoula Water believes it is necessary to move forward with this project on an emergency basis.

The contract was put out for bid on a limited solicitation basis, and Western Excavating submitted the lowest qualified bid. Missoula Water will request that the Mayor sign a construction contract with Western Excavating for \$36,500.

From City's Procurement Policy:

C. *Emergencies. Under very limited circumstances, the Mayor and the Procurement Officer may need the flexibility to make an emergency purchase. Such purchases are typically made outside of the normal purchasing procedures due to the sudden and unexpected situation that requires immediate action. The following procedures must be considered when making a determination regarding an emergency purchase.*

- i. The purchase shall be limited to the supplies or services necessary to address the emergency;*
- ii. Competition to the extent practical shall be obtained;*
- iii. The City Council shall be notified as soon as possible about the need for emergency purchases and/or contracts;*
- iv. The department making the emergency purchase shall maintain a file of each emergency purchase, including the vendor's name, a list of supplies or services purchased and the amounts, and a brief description of the emergency conditions justifying the purchase.*

**Financial Implications:**

Project included in Missoula Water's approved FY20 budget.

**Links to external websites:**