

EXHIBIT A

Sprinkler Maniac, LLC Hybrid Poplar Farm Scope of Services

The purpose of this scope of work is to be inclusive, detailing the work the Contractor is to perform to operate and maintain the following aspects of the irrigation system, ensuring the hybrid poplar trees and other vegetation grown on behalf of the City of Missoula receive water in the right quantity and at the right time to meet the conditions of the City of Missoula's DEQ permit, and ensure the trees and other vegetation are maintained in good health. The proposal is for work performed from April 1st to October 31st.

Services

- Contractor will operate, maintain, and ensure access to irrigation infrastructure.
- Includes but is not limited to:
 - Seasonally starting up and shutting down the irrigation system
 - Repairing above and below ground irrigation piping within the poplar farm, filtration system, and manifold
 - Operating/monitoring the computer system to regulate water flows through the manifold and irrigation system
 - Maintaining appropriate water pressure in the various components of the irrigation system
 - Monitoring/maintaining dripline tubing to assess pressure and repair leaks
 - Maintaining irrigation system valves
 - Coordinating with Wastewater Treatment Plant staff to perform bi-weekly system shutdowns for treatment plant and poplar system algae maintenance
 - Managing/maintaining the chlorine injection system in consultation with Wastewater Treatment Plant Superintendent
 - Removing vegetation that interferes with water flow in irrigation lines
 - Maintaining clear and safe access to irrigation infrastructure

Supplies and Materials

With prior approval from the Wastewater Treatment Facility Superintendent or his/her designee, the Contractor may purchase supplies and materials to undertake items outlined in the Services section. Approval shall be in writing. This includes email and text. These pre-approved purchases shall be invoiced monthly and are not included in the annual “not to exceed” contract cost.

Includes but is not limited to:

- Garnet for the filtration system
- Valve repair kits
- Drip irrigation line couplers
- Lubricants
- Chemicals

Additional Purchases

With prior approval from the Wastewater Treatment Facility Superintendent or his/her designee, the Contractor may purchase supplies and materials that relate to unforeseen occurrences outside of regular maintenance of the tree farm irrigation system. Approval shall be in writing. This includes email and text. These pre-approved purchases shall be invoiced monthly and are not included in the annual “not to exceed” contract cost.

Includes but is not limited to:

- Flood damage
- Major repairs to above and below ground irrigation piping with the poplar farm, filtration system, and manifold
- Special projects such as expansions or upgrades
- Mowing and tree limb clearing to provide access to irrigation piping and overall operations

Equipment and Tool Use

Contractor will provide the following equipment and tools for tree farm operations.

Equipment and tool costs are included in the annual “not to exceed” contract cost:

2005 Honda Foreman ATV

2013 John Deere 825i

2019 Polaris 900

2006 Kubota M704DT

1997 Ingersoll Rand Air Compressor

Kubota Mower

Kubota disk/grader

Chainsaws, shovels, drills, wrenches, etc.

Annual Scope of Work

April

- Mobilize equipment to tree farm
- Install valves
- Check tree farm for any major irrigation damage
- Coordinate soft start to system with wastewater plant
- Repair breaks/leaks as needed

May

- Start irrigation system
- Thorough evaluation of all zones for major leaks
- Routine checking of all zones for major leaks on a 10 day rotation
- Restart system following shut downs by the wastewater treatment plant
- Flushing of irrigation system with chlorine as needed to maximize flow
- Monitoring of pressures for zones on a daily basis
- Repair breaks/leaks as needed

June, July, August, September

- Routine checking of all zones for major leaks on a 10 day rotation
- Restart system following shut downs by the wastewater treatment plant
- Flushing of irrigation system with chlorine as needed to maximize flow
- Monitoring of pressures for zones on a daily basis
- Repair breaks/leaks as needed

October

- Remove valves
- Winterize system using gravity draining
- Winterize system using air compressor
- Clean and store valves
- Store equipment offsite as needed

Reporting and Invoicing

The Contractor will report at least monthly to the City of Missoula. The Contractor will provide a detailed itemization of services, time, materials, and equipment use for work performed on a monthly basis, no later than the fifth day after the end of the month. The Contractor's budget does not take into consideration acts of God (e.g., flooding), vandalism, or actions of unauthorized persons.

Annual Budget Estimate

- Labor Rate:
 - RATE: \$75/hr
 - 1 full time employee
 - 1 part time employee
 - 1 part time administrator
 - Part time employees as needed for routine pressure checks and miscellaneous tasks where manpower is required
- Equipment Rates:
 - All equipment use will be billed at the following:
 - Kubota Tractor: \$55/hr
 - Mower/grader/disk: \$20/hr
 - Polaris: \$45/hr
 - John Deere: \$45/hr
 - Air Compressor: \$575/day
- Supplies:
 - Supplies will be pre-approved by the Wastewater Facility. Superintendent and billed according to purchases made by the contractor for operations at the tree farm. These supplies are not included in the annual "not to exceed" contract cost. Receipts will be kept by the contractor and available at any time for the City of Missoula to review.

The total cost for operations provided by Sprinkler Maniac LLC not to exceed \$110,000

Rates for Work Outside of Irrigation Operations

In the event of unforeseen occurrences outside of regular maintenance of the tree farm irrigation system, ***work will be performed upon approval from the Wastewater Facility Superintendent.***

- Labor Rate:
 - RATE: \$75/hr
 - 1 full time employee
 - 1 part time employee
 - 1 part time administrator
 - Part time employees as needed for routine pressure checks and miscellaneous tasks where manpower is required
- Equipment Rates:
 - All equipment use will be billed at the following:
 - Kubota Tractor: \$55/hr
 - Mower/grader/disk: \$20/hr
 - Polaris: \$45/hr
 - John Deere: \$45/hr
 - Air Compressor: \$575/day
- Supplies:
 - Supplies will be billed according to purchases made by the contractor as needed for the unforeseen event. Receipts will be kept by the contractor and available at any time for the City of Missoula to review.



DEPARTMENT OF PUBLIC WORKS / WASTEWATER DIVISION

TREATMENT PLANT: 1100 CLARK FORK LN • MISSOULA, MT 59808 • (406) 552-6600
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Memorandum

TO: Leigh Griffing, Procurement Officer

FROM: Wendy Gay

SUBJECT: Sole Source Vendor Designation

DATE: March 2, 2023

The City of Missoula Wastewater Division is requesting permission to designate Sprinkler Maniac, LLC as the sole source service provider for the Wastewater Division Poplar Farm for the 2023 fiscal year. Under the City's purchasing rules, a sole source determination can be made under limited circumstances. Below is an excerpt from the purchasing policy and the italicized comments explain how Sprinkler Maniac, LLC meets those criteria.

Sole source purchases. Under some limited circumstances, a department may need to consider making a sole source purchase for a supply or service available from only one known vendor. Because this purchase occurs without benefit of competition, departments should exercise great reluctance to use this procurement method.

- i. Sole source procurement is permissible under the following circumstances:

- a. The compatibility of current services or equipment, accessories, or replacement parts is the paramount consideration;

Sprinkler Maniac, LLC has been providing irrigation maintenance services at the poplar farm since 2019. As the contractor for Hybrid Energy Group Montana, previous owner/operator of the poplar farm, they have extensive knowledge of the irrigation system.

To maintain continuity of service through the 2023 irrigation season, Sprinkler Maniac, LLC is the preferred service provider.

- b. There is no alternative, equivalent product to the one required;

Sprinkler Maniac, LLC has proven to be extremely reliable and cost effective.


- c. There is only one acceptable or suitable source for the supply or service item;

Not applicable

- d. Grant terms specify the equipment to be purchased.

Not applicable

Approved:


[Leigh Griffing \(Mar 6, 2023 09:32 MST\)](#)
Leigh Griffing, Procurement Officer

03/06/2023
Date


[Jordan Hess \(Mar 7, 2023 10:49 MST\)](#)
Jordan Hess, Mayor

03/07/2023
Date