



Naperville

CITY COUNCIL AGENDA ITEM

SUBJECT: Recommend the Award of Bid 16-347, Large Diameter Water Meter Testing & Repairs

TYPE OF VOTE: Simple Majority

ACTION REQUESTED:
Approve the Award of Bid 16-347, Large Diameter Water Meter Testing and Repair Services, to HBK Water Meter Service for an amount not to exceed \$231,729.

BOARD/COMMISSION REVIEW:
N/A

COUNCIL ACTION PREVIOUSLY TAKEN:

Date	Item	No. Action

DEPARTMENT: Department of Public Utilities-Water (DPU-W)
Finance Department

SUBMITTED BY: Jim Holzapfel, DPU-W Director
Rachel Mayer, Finance Director

BACKGROUND:
In November 2016, the Department of Public Utilities-Water (DPU-W) advertised RFP 16-347 seeking qualified vendors to test and repair large-diameter (2-inch and larger) water meters. DPU-W tests large-diameter water meters on a regular schedule in compliance with the American Water Works Association (AWWA) standards for meter testing and frequency and to ensure accurate measurement of the water used by our largest customers. Fair and accurate billing of large accounts helps ensure fair and accurate water rates for all of our customers. There are approximately 2,000 testable water meters at various locations throughout the city. Most are located in commercial or multi-family residential buildings. Staff anticipates performing approximately 1,500 large-diameter water meter tests over the three-year life of this contract.

The vast majority of meters tested do not require repair. However, meters found needing repairs can usually be repaired on site or a new meter is installed. The use of an independent professional meter testing service ensures accurate results, inspires customer confidence and avoids the need for DPU-W to maintain a large inventory of repair parts.

The proposed three-year bid award addresses the continuing need to schedule testing appointments at the customer's convenience and requires all testing and repairs to meet AWWA standards.

DISCUSSION:

Advertisement Date:	11/4/2016	Notices Sent:	123
Opening Date:	11/21/2016	Plan Holders:	8
		Bids Received:	1

BID TABULATION

The following bids were received:

HBK Water Meter Service	\$231,729.00
<i>Engineer's Estimate</i>	<i>\$224,568.81</i>

Only one bid was received for this project. Staff reached out to the planholders that chose not to bid. The following responses were provided:

- One vendor acknowledged the documents online, however chose not to download them.
- Messages were left for several vendors; however, they did not return our calls.

In-place water meter testing and repair requires a high degree of technical expertise. HBK Meter Service is a well-qualified contractor with significant experience testing large diameter meters. They are familiar with all of Naperville's commercial water accounts and provided excellent service to the Water Utility and its customers in the past.

The contract is for a three-year term beginning January 1, 2017 to December 31, 2019 with two, one-year options to extend the contract.

FISCAL IMPACT:

CIP # N/A

Water Meter Testing and Repair services are expenses to the Repair and Maintenance Service line provided below. A total of \$79,000 has been budgeted in CY2017 for water meter testing, equipment repairs and contract services. The recommendation is for a three-year service agreement. The requested award is within the budgeted amount.

Account Number	Fund Description	Total Budget Amount
430-3911-537.40-34	Water & Wastewater Fund	\$79,000

RECOMMENDATION

Approve the Award of Bid 16-347, Large Diameter Water Meter Testing and Repair Services, to HBK Water Meter Service for an amount not to exceed \$231,729.

ATTACHMENTS:

1. N/A