

Leg # 130566

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda
BIDS AND PROPOSALS

TO: President and Village Board of Trustees
FROM: Timothy Sexton, Acting Village Manager
DATE: 10/29/13 Agenda Date: 11/7/2013
TITLE: Water Meter Reading Services – Bid Waiver

SUBMITTED BY: Jamie Cunningham, Assistant Finance Director

RESULTS:

Date Bids Were Published: Bidding Closed:
Total Number of Bids Received 0
Total Number of Bidders Meeting Specifications 0
Bid Security Required..... Yes No
Performance Bond Required Yes No
Were Any Bids Withdrawn Yes No
Explanation:
Waiver of Bids Requested? Yes No
If yes, explain:
Award Recommended to Lowest Responsible Bidder Yes No
If no, explain:

FISCAL IMPACT:

Engineer's estimate/Budget estimate: \$75,000
Amount of Award: NTE \$75,000

BACKGROUND/RECOMMENDATION:

Waive bids and extend contract starting January 1, 2014 for a period of 2 years with 3 one year options at a rate of \$0.95 per read not to exceed \$75,000 for water meter reading services.

Has Recommended Bidder Worked for Village Previously Yes No
If yes, was quality of work acceptable Yes No
Was item bid in accordance with Public Act 85-1295? Yes No
Waiver of bids - Public Act 85-1295 does not apply Yes

REVIEW (as needed):

Village Attorney XX _____ Date _____
Finance Director XX _____ Date _____
Village Manager XX Timothy Sexton Date 10/29/13

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 Noon, Wednesday, prior to the Board Agenda distribution.



To: Timothy Sexton
Acting Village Manager

From: Jamie Cunningham
Assistant Director of Finance

Date: October 29, 2013

Subject: Water Meter Reading Services Contract Extension

Background

The Village has been using contract meter reading services for more than 20 years. In 2008, the Village entered into contract with Rickman Contract Service, Inc of LaGrange, IL for water meter reading services. The fee is on a per read basis.

Water meter reading services are budgeted in the Water & Sewer Operations and Maintenance Fund in the Water Meter Reading and Maintenance Cost Center. Approximately 11,100 residential meters will be read with contract meter reading services. The residential water meter Automated Meter Reading Project is programmed in the Capital Improvement Plan for FY 2015 and FY 2016. A manual read will no longer be required once an automated reading device is attached to a meter.

If approved by the Village Board, staff would send a confirming letter with signature space for Rickman Contract Service, Inc. to accept the extension of the original contract for a period of 2 years with 3 one year options at a rate of \$0.95 per read. Rickman Contract Service, Inc. performed satisfactorily in the past.

Recommendations

Staff recommends the Board of Trustees waive bids and exercise their option to extend the contract with Rickman Contract Service, Inc of LaGrange, IL, for Water Meter Reading for an additional contract period of 2 years with 3 one year options under the same terms and conditions at the renegotiated unit price of \$0.95 per read.



608 S. 9th Avenue
LaGrange, IL 60525
(708) 579-1805

Date: 10/18/13

To: Jamie Cunningham

From: Chuck Rickman

RE: Meter Reading

Jamie,

As you are aware, the term of our contract expires soon. Per our conversation, we would like to continue working with the city by extending our services through an additional contract period of 2 years with 3 one year options at a rate of \$0.95 per read. In the highly unlikely event we do not meet the read schedule for a given month we will invoice a reduced rate of \$0.85. We strive to provide exceptional service. Over the past several years we have developed a great working relationship with the city and its personnel and look forward to many years of continued excellence. If you need anything further, please let me know.

Sincerely,
Chuck Rickman, President