

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 : David A. Hulseberg, Village Manager
DATE : June 12, 2012 Agenda Date June 21, 2012
TITLE : Water Meter Reading Services - Contract Extension
SUBMITTED BY: Angela M. Podesta, Utilities Superintendent

RESULTS:

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Were Any Bids Withdrawn Yes No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

FISCAL IMPACT:

Engineer's estimate/budget estimate \$33,570 FY 2012B; \$60,940 FY 2013
Amount of Award \$33,570 FY 2012B; \$57,550 FY 2013

BACKGROUND/RECOMMENDATION:

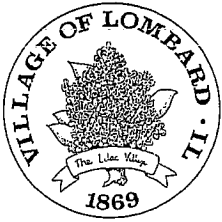
Waive bids and exercise the option to renew the water meter reading contract for the 3rd of 3 one-year extensions as provided for in the 2008 contract with Rickman Contract Services in an amount not to exceed \$33,570 for FY2012B and \$57,550 for FY2013.

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

REVIEW (as needed):

Village Attorney XX Date
Finance Director XX Date
Village Manager XX Date

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 4:30 pm, Wednesday, prior to the Board Agenda distribution.



MEMORANDUM

To: David Hulseberg, Village Manager

Through: Carl S. Goldsmith, Director of Public Works *CG*

From: Angela M. Podesta, Utilities Superintendent *AMP*

Date: April 29, 2011

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 a three-year contract with Rickman Contracting Service, Inc. of LaGrange, IL for water meter reading services. The agreement also included an option to extend the contract with a renegotiated fee for three (3) additional one-year terms. The fee is on a per read basis. If approved, this would be the third one-year contract extension. Rickman Contract Service has agreed to hold their fee for fiscal year 2013. Therefore this contract extension would be for a nineteen month period (June 2012-December 2013). The multi-family and commercial meters have been deleted from this meter reading contract and switched over to radio read. The remaining 11,200 residential meters will be read with contract meter reading services.

Water meter reading services are budgeted in the Water & Sewer Operations and Maintenance Fund in the Water Meter Reading and Maintenance Cost Center. The FY 2012B budget of \$33,570 is based upon the cost of \$0.85 per read. The FY 2013 budget of \$60,940 was based on a projected fee of \$0.90 per read, which now will be adjusted down to \$57,550 based upon a fee of \$0.85 per read.

To exercise the renewal option, the Village Attorney has stated that the Village Board must approve acceptance of the renewal. There is no need to sign a new contract. 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 contract. Rickman Contract Service, Inc. has 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 FY 2012B and FY 2013 under the same terms and conditions at the renegotiated unit price of \$0.85 per read at their June 21, 2012 meeting.