

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 : William T. Lichter, Village Manager

DATE : August 13, 2008  
Agenda Date August 21, 2008

TITLE : Water Meter Reading Services - Waiver of Bids

SUBMITTED BY: Angela M. Podesta, Utilities Superintendent *AMP*

RESULTS:

Date Bids Were Published \_\_\_\_\_  
Total Number of Bids Received \_\_\_\_\_  
Bidding Closed \_\_\_\_\_

Total Number of Bidders Meeting Specifications \_\_\_\_\_  
Bid Security Required \_\_\_\_\_  
Performance Bond Required \_\_\_\_\_  
Were Any Bids Withdrawn \_\_\_\_\_  
Explanation: \_\_\_\_\_  
Waiver of Bids Requested? \_\_\_\_\_  
If yes, explain: See Attached Memo. \_\_\_\_\_  
Award Recommended to Lowest \_\_\_\_\_  
Responsible Bidder? \_\_\_\_\_  
If no, explain: \_\_\_\_\_

FISCAL IMPACT:

Engineer's estimate/budget estimate \$0.65 per read  
Amount of Award \$0.70 per read 7735.755700

BACKGROUND/RECOMMENDATION:

See attached memo.

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

REVIEW (as needed):

Village Attorney XX \_\_\_\_\_  
Date \_\_\_\_\_  
Finance Director XX \_\_\_\_\_  
Date 8/13/08  
Village Manager XX \_\_\_\_\_  
Date 8/13/08

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

Recommendations  
Staff recommends the Board of Trustees waive bids and award a contract to Rickman Contracting Service, Inc. of LaGrange, IL for water meter reading services for a fee of \$0.70 per read until May 31, 2010 with an option to renew for three (3) additional one-year terms at a renegotiated fee, at their August 21, 2008 meeting.

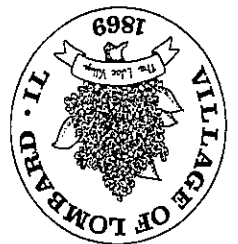
Water meter reading services are budgeted in the Water & Sewer Operations and Maintenance Fund in the Water Meter Reading and Maintenance Cost Center. The FY 08/09 budget of \$48,580 was based upon the PMI cost of \$0.65 per read. The cost for meter reading services will now be approximately, \$51,750 for FY 08/09, an increase of \$3,170.

An RFP was sent to six (6) companies that perform meter reading services. Two proposals were received on August 8, 2008. After evaluating the proposals, experience and references, staff recommends the Village enter into an agreement with Rickman Contracting Service, Inc. of LaGrange, IL for water meter reading services. The agreement would be effective from date of award by the Board of Trustees until May 31, 2010, with 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 and is set at \$0.70 per read until May 31, 2010.

The Village has been using contract meter reading services for the past 20 years. Nicor read the meters until the contract expired in August, 2002. Utiliquest read the meters for a short time until they terminated the contract in May, 2003. The Village has had a contract with Professional Meters, Inc. since May, 2003. The Contract was up for an extension in August, 2008 when PMI informed the Village that they were getting out of the meter reading business. PMI's service had been falling since February, 2008 resulting in an increased number of estimated reads, late billing, etc. Staff reviewed several options in addition to contract services, including hiring a full-time meter reader, to replace PMI and decided that the best option was to use a contractor since the Village will begin installing a new automated reading system in two years.

Background

**To:** David A. Hulseberg, Village Manager  
**From:** Rhonda Heabel, Assistant Director of Finance  
Sharon Myers, Customer Services Supervisor  
Angela M. Podesta, Utilities Superintendent  
*[Signature]*  
**Date:** August 13, 2008  
**Subject:** Water Meter Reading Services - Waiver of Bids



MEMORANDUM