

VILLAGE OF LOMBARD  
REQUEST FOR BOARD OF TRUSTEES ACTION  
For Inclusion on Board Agenda  
Bids and Proposals

060570

TO : President and Village Board of Trustees  
FROM : William T. Lichter, Village Manager  
DATE : September 26, 2006 Agenda Date October 5, 2006  
TITLE : Water Meter Testing and Repair Project  
SUBMITTED BY: Angela M. Podesta, Utilities Superintendent *AMP*

**RESULTS:**

Date Bids Were Published September 8, 2006 Bidding Closed September 22, 2006  
Total Number of Bids Received 1  
Total Number of Bidders Meeting Specifications 1  
Bid Security Required \_\_\_\_\_ Yes X No  
Performance Bond Required \_\_\_\_\_ Yes X No  
Were Any Bids Withdrawn \_\_\_\_\_ Yes X No  
Explanation:  
Waiver of Bids Requested? \_\_\_\_\_ Yes X No  
If yes, explain: See Attached Memo.  
Award Recommended to Lowest X Yes \_\_\_\_\_ No  
Responsible Bidder?  
If no, explain:

**FISCAL IMPACT:**

Engineer's estimate/budget estimate \$49,000  
Amount of Award \$49,000 7730.755700

**BACKGROUND/RECOMMENDATION:**

See attached memo.

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? X Yes \_\_\_ No  
Waiver of bids - Public Act 85-1295 does not apply \_\_\_ Yes

**REVIEW (as needed):**

Village Attorney XX \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director XX W. Leonard J. Flood Date 09/27/06  
Village Manager XX W. T. Lichter Date 9/27/06

**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:** William T. Lichter, Village Manager

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

**Through:** Wes Anderson, Director of Public Works

**Date:** September 26, 2006

**Subject:** **Meter Testing and Repair Bid Results**

AMP  
*Wes Anderson*

On September 22, 2006, one bid was received for the meter testing and repair program. Testing large meters (2"-6") is one strategy in the Village's program to reduce unaccounted for water. In the past, large meters were tested every five years and approximately 20% of the meters needed repair each year. This year the program focus will change from testing based upon a five year cycle to one based upon consumption.

- Meters with a one million gallons or more consumption will be tested on an annual basis.
- Meters with a consumption of less than one million gallons but greater than 400,000 gallons will be tested bi-annually.
- Meters with a consumption of less than 400,000 gallons will be tested every 3 years.

In addition, 90 small (< 1") water meters will be tested to gauge the accuracy of the average residential meter in preparation for the next Village-wide water meter change out program budgeted in FY2010.

The meter testing and repair program is budgeted in the Water Distribution Cost Center (7730) in the Water & Sewer Operating Fund at a cost of \$49,000. The bid was based upon testing, and repairing as needed, 142 meters, 2" and larger, estimating 80% of the meters as "test only" and 20% as "test and repair". Meters were chosen based upon having a consumption of one million gallons or more during FY05/06. Small meters (< 1") were chosen either because they exceed the manufacturers recommended age or registration, or were typical meters installed during the last Village-wide meter change out program.

The bid received was as follows:

<b>Company</b>	<b>Location</b>	<b>Proposal Amount</b>
HBK Water Meter Service	Rolling Meadows, IL	\$42,757.50

Another bid arrived after the bid opening and was returned unopened. The percentages of "test only" and "test and repair" were based on past results so actual item quantities will vary from the bid proposal and, repair parts are an additional cost, the contract will be awarded for the entire budget amount of \$49,000 for meter testing, repair and parts as needed.

HBK Water Meter Service Inc. has satisfactorily performed meter testing and repair for the Village in past years. Therefore, I am requesting the Board of Trustees award a contract for meter testing and repair to HBK Water Meter Service Inc. of Rolling Meadows, IL, in the amount not to exceed \$49,000.00 at their October 5, 2006 meeting.