

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 : December 21, 2010 Agenda Date January 6, 2011

TITLE : Water Meter Reading Services - Bid Waiver

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

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Were Any Bids Withdrawn _____ Yes _____ No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 \$57,150.00

Amount of Award \$57,150.00

BACKGROUND/RECOMMENDATION:

Waive bids and extend contract for one year to Rickman Contract Service, Inc. in an amount not to exceed \$57,150 for water meter reading services.

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 _____ No

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

From: Angela M. Podesta, Utilities Superintendent

Date: December 20, 2010

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.

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 10/11 budget of \$57,150 was based upon the cost of \$0.75 per read. As the FY11 Automated Meter Reading Project progresses, the multi-family and commercial meters will be deleted from this meter reading contract and switched over to radio read. Approximately 1000 residential meters will also be switched over to radio, so the remaining 10,500 residential meters will be read with contract meter reading services.

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. 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 one year under the same terms and conditions at the renegotiated unit price of \$0.75 per read for FY 10/11 at their January 6, 2011 meeting.



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

Date: 12/21/10

To: Angela Podesta

From: Chuck Rickman

RE: Contract Option

Angela,

As you are aware, the initial term of our contract expires soon. We would like to continue working with the city by extending our services through the first of the one year options expressed in the contract at a rate of \$0.75 per read. We strive to provide exceptional service. Over the past few 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