

040612

**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 : December 16, 2004 Agenda Date January 6, 2005  
TITLE : Meter Testing and Repair  
SUBMITTED BY: Angela M. Podesta, Utilities Superintendent *AMP*

**RESULTS:**

Date Bids Were Published 11/26/04 Bidding Closed 12/7/04  
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Were Any Bids Withdrawn Yes X No  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 \$29,000  
Amount of Award \$23,690 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 *Timothy Sexton* Date 12/17/04  
Village Manager XX *W. T. Lichter* Date 12/17/04

**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 *AMP*  
**Date:** December 16, 2004  
**Subject:** **Meter Testing and Repair Bid Results**

On December 7, 2004, 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. A program has been developed to test large meters on a five-year basis. In addition, the Village budgeted a pilot program to test the accuracy of small (< 1-1/2") water meters in preparation for the Village-wide meter change out program that is budgeted to begin 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 \$29,000. The bids were based upon testing, and repairing as needed, 105 meters, 1-1/2" and larger, estimating 78% of the meters as "test only" and 22% as "test and repair". The percentages of "test only" and "test and repair" were based on past results. Meters were chosen based upon consumption and age. Repair parts are an additional cost and will be handled through the change order process.

Small meters 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. We are testing the small meters 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 bid received was as follows:

Company	Location	Proposal Amount
HBK Water Meter Service	Rolling Meadows, IL	\$23,690.00

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 of \$23,690.00 at their January 6, 2005 meeting.