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Title: Award of Contract 2020-023 for Large Meter Assembly Maintenance, Testing, Repair, Calibration, and Replacement Services to the Lowest Responsible Bidder - Vanguard Utility Service, Inc. in the amount of \$55,640 annually

Sponsors:

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Attachments: 1. Vanguard Bid, 2. 2020-023 Bid Tab

Date	Ver.	Action By	Action	Result
8/17/2020	1	City Council	Approved	Pass

Agenda Item: 7(b)	Prepared By: Guillermo Polanco, Director
Business: Consent Agenda	Department: Finance

Subject:

Award of Contract 2020-023 for Large Meter Assembly Maintenance, Testing, Repair, Calibration, and Replacement Services to the Lowest Responsible Bidder - Vanguard Utility Service, Inc. in the amount of \$55,640 annually

BACKGROUND:

The water meter testing, maintenance and calibration program was designed to locate inconsistencies in the metering of water and to identify meter accuracy problems resulting from age of meters, and application. The review helps the development of a cost-effective replacement schedule for water meters and provides recommendations for the correction of the identified problems.

This Invitation to Bid (ITB) was advertised on June 10, 2020. Notices to 203 suppliers were sent and 7 downloaded the solicitation package. On July 9, 2020, the City received one bid from Vanguard Utility Service, Inc. This contract is for labor only with total annual cost of \$55,640.00. Any additional meter cost is to come from the meter replacement program. This contract is for an initial 3 (three) year term, with a possibility of one (1) three (3) year renewal. After the initial 3 (three) year contract period, annual price increases are allowed upon mutual agreement. However, price increases are limited to the Consumer Price Index for All Urban Consumers (CPI-U) increases for the South Region Size B/C as reported for October to September of each year.

Vanguard Utility Service, Inc. had been providing this service to the City between FY2009 and FY2016. In FY2017 this contract was rebid (two bids were received at that time with Vanguard being the higher one) and awarded to a different vendor for a three (3) year term with an option for one additional 3 (three) year extension. However, that vendor was a one-person out-of-state operation and did not meet the City's needs as to quality of service and responsiveness, therefore after an initial three-year term the contract was not extended but rather resolicited instead.

FUNDING SOURCE / FISCAL IMPACT:

Water and Sewer Customer Service Org 4005364 Object 523400 (labor); Meter Replacement Project 16117 in Org 4305336 Object 606400 (materials).

RECOMMENDATION:

Authorize the City Manager to execute contract 2020-023 with the lowest responsible bidder - Vanguard Utility Service, Inc. in the amount of \$55,640 for the maintenance, testing, repair, calibration, and replacement services.

POTENTIAL MOTION:

"I move to authorize the City Manager to execute contract 2020-023 in the amount of \$55,640 annually for the maintenance, testing, repair, calibration and replacement services with the lowest responsible bidder Vanguard Utility Service, Inc."