



City Council Report

Date: February 27, 2017
To: City Council
Through: Michael Kennington, Chief Financial Officer
From: Edward Quedens, MPA, C.P.M., CPPO, Business Services Director
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator
Subject: Purchase of Two Replacement Meter Test Boards for the Energy Resources Department (Single Response) **(Funded by the Utility Replacement Extension and Renewal Fund) (Citywide)**

Purpose and Recommendation

Council is requested to approve the Purchase of Two Replacement Meter Test Boards as recommended.

The Energy Resources Department – Electric Utility and Purchasing recommend awarding the contract to the single, responsive and responsible bidder, Watthour Engineering Co., Inc., at \$81,653.63.

Background / Discussion

This purchase will provide one, 3-phase bench mounted unit and one, single-phase portable unit, used to test the accuracy of all meters in the Electric distribution system to measure customer consumption and to bill customers for energy usage. The new meter test boards will replace two existing less efficient, less reliable single-phase meter test boards that are over ten years old and in disrepair.

The number of breakdowns and malfunctions of the existing meter testing equipment has been increasing and adversely affects productivity. The manufacturer has discontinued support for repairs and the service company used to annually certify proper calibration of the meter test boards will no longer support certification and calibration. In addition, the original system operating software for the existing meter test boards is incompatible with the City's Windows 7 operating system and has required acquisition of an alternative software. The old units are obsolete and will be scrapped.

Thirty vendors downloaded the solicitation including all vendors identified by the Energy Resources Department. Purchasing determined the pricing submitted is fair and reasonable and all vendors had reasonable opportunity to respond and there is not adequate time to re-solicit.

Alternatives

Council may choose not to authorize the purchase and new responses will be solicited.

Fiscal Impact

This purchase is funded by the Utility Replacement Extension and Renewal Fund.

Coordinated With

Energy Resources – Electric Utility and Purchasing

PURCHASING INFORMATION

Action: Initial Award

Procurement Type: Request for Bids

Solicitation Number: 2017086

Vendors Registered: ProcureAZ (32) and Vendor Self Service (6)

Advertising: ProcureAZ and Purchasing Website

Downloads: 30

Responses: 1

Local Consideration: Not applicable as there was a single response

Protests Received: None

Additional Purchases: The City reserves the right to purchase additional Meter Test Boards at the bid price for twelve months after the bid opening date

Prices: Future price increases are capped by the Index – N/A

Pricing Available to Other Cooperative Agencies: Yes

January 12, 2017 Single Response

Watthour Engineering Co., Inc.
Pearl, MS

\$77,323.51 (Recommended)

AWARD RECOMMENDATION

Watthour Engineering Co., Inc.
Pearl, MS

Description	
Two Meter Test Boards per Agreement No. 2017086; Exhibits – Mesa Standard Terms and Conditions, Scope of Work and Other Exhibits; Solicitation including any Addenda; and Contractor Response	
Quantity 1 – Bench Unit, Model: 4150, Brand: WECO at <u>\$57,850.00</u> ; and Quantity 1 – Portable Unit, Model Bantam Plus, Brand: Radian at <u>\$19,473.51</u>	
Base	\$77,323.51
5.6% Use Tax	<u>\$4,330.12</u>
Total	<u>\$81,653.63</u>