

# Mayor and Council Communication

**DATE:** 08/09/22

**M&C FILE NUMBER:** M&C 22-0556

**LOG NAME:** 13P ITB 22-0145 LARGE WATER METER TESTING AW WATER

**SUBJECT**

(ALL) Authorize Execution of a Purchase Agreement with UWS, Inc. for Large Water Meter Testing Services for the Water Department in an Annual Amount Up to \$181,985.00 for the Initial Term and Authorize Four, One-Year Renewals for the Same Annual Amount

**RECOMMENDATION:**

It is recommended that the City Council authorize execution of a purchase agreement with UWS, Inc. for large water meter testing services for the Water Department in an annual amount up to \$181,985.00 for the initial term and authorize four, one-year renewals for the same annual amount.

**DISCUSSION:**

The Water Department approached the Purchasing Division for assistance with securing an agreement for large water meter testing services. The services will be used to ensure residential meters are functioning properly and giving accurate readings. Purchasing issued an Invitation to Bid (ITB) that consisted of detailed specifications describing the sizes of meters, the type of testing equipment and certifications required, and the timeframe to perform the large water meter testing.

ITB 22-0145 was advertised in the *Fort Worth Star-Telegram* on May 18, 2022, May 25, 2022, June 1, 2022, and June 8, 2022. The City received four responses. However, upon evaluation, three bidders, M.E. Simpson Company, Inc., Thirkettle Corporation dba Aqua-Metric Sales Company, and Vanguard Utility Service, Inc. dba VUS Inc. did not score at least 50% or more of the total available points for technical criteria and, therefore, were not qualified to receive pricing points.

An evaluation panel consisting of representatives from the Water and Transportation and Public Works Departments reviewed and scored the submittals using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Bidders		Evaluation Factors				
	a	b	c	d	Total score	
M.E. Simpson Company, Inc.	8.67	8.00	6.67	X	Bidder did not meet technical points; therefore, cost was not evaluated.	
Thirkettle Corporation dba Aqua-Metric Sales Company	8.00	8.00	7.50	X	Bidder did not meet technical points; therefore, cost was not evaluated.	
UWS, Inc.	12.00	8.00	15.00	40.00	73.33	
Vanguard Utility Service, Inc. dba VUS Inc.	10.67	7.50	7.50	X	Bidder did not meet technical points; therefore, cost was not evaluated.	

Best Value Criteria:

- a. Contractor's certifications and experience
- b. Contractor's references
- c. Contractor's approach to perform testing and re-calibration on the meters and the availability to do so in the timeframe specified
- d. Cost of service

After evaluation, the panel concluded that UWS, Inc. presented the best value to the City. Therefore, the panel recommends that Council authorize this agreement with UWS, Inc. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendor bid met specifications.

Funding is budgeted in the Water Department's rollup within the Water & Sewer Fund.

DVIN-BE: A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and expire one year from that date.

RENEWAL TERMS: This agreement may be renewed for four additional, one-year terms. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Water & Sewer Fund to support the approval of the above recommendation and execution of a purchase order. Prior to any expenditure being incurred, the Water Department has the responsibility to validate the availability of funds.

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