

Mayor and Council Communication

DATE: 10/12/21

M&C FILE NUMBER: M&C 21-0777

LOG NAME: 13P21-0143 WATER METER BOXES AND LIDS LSJ WATER

SUBJECT

(ALL) Authorize a Purchase Agreement for Water Meter Boxes and Lids with Atlas Utility Supply Co., for an Annual Amount Up to \$236,000.00, for the Water Department and Authorize Four Annual Renewal Options for the Same Annual Amount

RECOMMENDATION:

It is recommended that the City Council authorize a purchase agreement with Atlas Utility Supply Co., for water meter boxes and lids for an annual amount up to \$236,000.00, for the Water Department and authorize four annual renewal options for the same annual amount.

DISCUSSION:

The Water Department approached the Purchasing Division for assistance with securing an agreement for water meter boxes and lids that will be used for new installation and replacements needed throughout the City of Fort Worth. Purchasing issued an Invitation to Bid (ITB) that consisted of detailed specifications describing sizes, physical, functional and performance characteristics of the composite water meter boxes with Advanced Metering Infrastructure (AMI) ready composite lids and concrete water meter boxes with AMI ready cast iron lids that will be purchased on an “as-needed” basis.

The bids were advertised in the *Fort Worth Star-Telegram* on August 21, 2021, August 28, 2021 and September 4, 2021. Sixteen vendors were solicited from the purchasing vendor database and two responses were received.

The bids were evaluated based on the Lowest Responsible Bidder criteria. Staff recommends awarding a one-year agreement to Atlas Utility Supply Co., in an annual amount up to \$236,000.00 and four one-year renewal options for the same annual amount. Staff certifies that the bid meets all required specifications.

DIVERSITY AND INCLUSION (DVIN) - The initial estimated bid amount for this procurement was less than \$100,000.00, therefore a Business Equity goal was not applicable.

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 renewal periods. 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 ORDERS - In addition, 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.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendation and adoption of the Fiscal Year 2022 Budget by the City Council, funds will be available in the Fiscal Year 2022 operating budget, as appropriated, in the Water & Sewer Fund. Prior to an expenditure being incurred, the Water Department has the responsibility to validate the availability of funds.

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