



## Agenda Item Summary

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### **Submitted By**

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### **Reviewed By**

LKS

### **Agenda Item Title**

**A Resolution Approving a Professional Services Agreement with Ferguson Enterprises Inc., d/b/a Ferguson Waterworks in an Amount Not to Exceed \$28,500.00 for Administrative Support for the Village's Water Meter Change Out Program in 2019, Authorizing its Execution and Waiving the Village's Bid Process**

### **Overview**

The services proposed by Ferguson Waterworks will be in conjunction with the Public Works Department program for replacing older/obsolete water meters. Typical support includes sending out notices for appointment requests, scheduling the appointments and tracking the completed work. Staff is requesting waiving the bid process since Ferguson Waterworks is the only regional distributor of these meters used by the Village.

### **Staff Recommendation**

Approve the Resolution.

### **Fiscal Impact**

These services will be funded from the FY2019 Water and Sewer Fund Budget, Capital Improvements account #5040-43750-781-570707 and #5040-43730-777-570707 which provides for administrative support for managing water meter replacement scheduling and tracking. Of the \$400,000.00 in the budget \$28,500.00 is dedicated for administrative support and the remaining \$371,500.00 is dedicated for purchase of water meters and water meter parts.

Ferguson is proposing a \$22.00 fee for this service for each meter replacement in 2019.

### **Background**

Since 2010 Ferguson Waterworks has provided administrative (back-office) support services for the management of the Villages' water meter register head change-out program. Under the agreement, Ferguson sends out notices to customers/residents of planned water meter replacements, schedules appointments, tracks and assigns meters to specific service locations for Village staff to replace. During installation of the new meter, Public Works staff scans the serial numbers of the new register heads and this data is compiled and prepared for electronic transfer to the Village's Finance Department. The Finance Department has approved this method of data transfer.

Staff recommends waiving the bid process for this service because Ferguson is the only regional distributor of the Neptune water meter currently utilized by the Village and the administrative support service is designed specifically for the Village's water metering system.

The Department will continue to use in-house staff for the actual meter replacements with the support of Ferguson. Staff expects to change out 1,000 meters and register heads in 2019. There are sufficient funds for additional work for this service.

**Alternatives**

The Board can delay action to gain additional information.

**Previous Board Action**

The Village Board approved the administrative support service in 2018 and has since 2010.

**Citizen Advisory Commission Action**

N/A.

**Anticipated Future Actions/Commitments**

In 2019, staff will evaluate if this service could be provided in-house.

**Intergovernmental Cooperation Opportunities**

There are no opportunities for intergovernmental cooperation for this administrative support service.

**Performance Management (MAP) Alignment**

This work is in alignment with the Governance Priority for the Public Works Department for Infrastructure/Capital Programs.