



## 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 2017, Authorizing its Execution and Waiving the Village's Bid Process**

### **Overview**

These professional services will be in conjunction with the Department of Public Works' upgrading of the water meter system including the replacing all of the version 1 Meter Interface Units (MIU's) that were installed in 2001. The goal of the program is to replace all version 1 MIU's with the new integrated register heads for a complete "smart" meter system. Ferguson Waterworks will continue to provide administrative (back-office) support services for the completion of the program.

### **Staff Recommendation**

Approve the Resolution.

### **Fiscal Impact**

This professional service agreement will be funded from the FY 2017 Water and Sewer Fund Budget, Capital Improvements account #5040-43750-781-570707 and #5040-43730-777-570707 which provides \$28,500.00 for administrative (back-office) support for managing water meter replacement scheduling and tracking.

### **Background**

Since FY 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 head and this data would be 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 Villages' water metering system.

**Alternatives**

The Board can delay action to gain additional information.

**Previous Board Action**

The Village Board approved the administrative support service in 2016 and has since 2010.

**Citizen Advisory Commission Action**

N/A.

**Anticipated Future Actions/Commitments**

The meter program will continue annually with the replacement of meters and MIU's as required.

**Intergovernmental Cooperation Opportunities**

There are no opportunities for intergovernmental cooperation for the purchase of this administrative (back-office) support service.

**Performance Management (MAP) Alignment**

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