

ITEM: #: 25
DATE: 05-23-23
DEPT: W&PC

COUNCIL ACTION FORM

SUBJECT: FY 2023/24 BRASS PRODUCTS FOR WATER METER DIVISION

BACKGROUND:

This contract is for the purchase of various brass products used in conjunction with setting new and replacement water meters, such as flanges, couplings, adaptors, and spacers. The purchase of brass products is a part of the pooled budget for water meters and accessories. **The FY 2023/24 Water Meter budget for meters and accessories includes \$403,300 in the operating budget and an additional \$106,000 in the Capital Improvements Plan for Advanced Metering Infrastructure.**

On April 3, 2023, a Request for Quotation (RFQ) was issued, and was advertised on AmesBids (www.CityofAmes.org/AmesBids). By the April 17, 2023, closing date, no bids had been received. On April 18, 2023, a second RFQ was issued. One bid was received on May 2, 2023.

Bidder	Evaluated Cost
Core & Main, Grimes, IA	\$51,084.75

The “evaluated cost” utilizes the bid’s unit prices and assumed quantities that are typical of a normal year’s purchase. **Staff reviewed the lone bid, submitted by Core & Main, Grimes, IA, by comparing it against the unit prices in the current year agreement for the evaluated scenario, and found that the unit price increase was 14.3% higher than the current year pricing. Given the current market for metal commodities and the unwillingness of other bidders to commit to pricing for a year in advance, staff concluded that the bid was reasonable and acceptable.**

Council should note that no contract amount is being authorized at this time. The contract will instead indicate the unit prices for materials, and payments will be made as these individual products are purchased.

ALTERNATIVES:

1. Award a contract for the purchase of FY 2023/24 brass products to Core & Main of Grimes, IA, in accordance with unit prices bid.
2. Reject the bid and attempt to obtain the required products on an as-needed basis.

CITY MANAGER'S RECOMMENDED ACTION:

It is important to purchase brass products at the lowest possible cost with minimal risk to the City. Staff has reviewed the bid for these products and has determined it is acceptable. The payments will be made based on the actual quantities of products ordered and delivered. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.