

ITEM #: 20  
 DATE: 08/08/23  
 DEPT: ELECTRIC

**COUNCIL ACTION FORM**

**SUBJECT: ELECTRIC METER SUPPLY CONTRACT FOR ELECTRIC SERVICES**

**BACKGROUND:**

This proposed action is for the purchase of standard residential single phase, AMR (Automated Meter Reading) residential single phase, AMR poly phase, and AMR programmable demand socket type electric meters to meet the needs of the Electric Services Department inventory. These meters will be purchased from an Electric Services Technical Services Division inventory asset account and charged to the appropriate operations accounts as the meters are put into use.

This contract is to provide electric meters for the period from July 1, 2023, through June 30, 2024. The contract includes a provision that would allow the City to renew the contract for up to two additional one-year terms.

Under the proposed contract, electric meters would be purchased at the City's discretion, which may be quarterly or on an as-needed basis. This provides the City with flexible inventory management and helps to reduce the need for storage space. Bid prices plus applicable sales taxes are paid directly by the Utility. Funds for the meters will be used from the Operating Expense account, which is \$118,806 for FY 2023-24. **Council should note that no contract amount is being authorized at this time, since purchase orders will be made as these meters are purchased.**

On June 13, 2023, an Invitation to Bid document was issued to 215 companies. The bid was advertised on AmesBids ([www.CityofAmes.org/AmesBids](http://www.CityofAmes.org/AmesBids)). On July 12, 2023, two bids were received as shown below.

|   | <b>Vision Metering<br/>York, SC</b> | <b>Van Wert Company<br/>Grundy Center, IA</b>          |
|---|-------------------------------------|--|
| Group 1 – AMR Meters – Single Phase         | \$75,264                            | \$105,680  |
| Group 2 – AMR Meters 2ERTs Single Phase     | \$2,132                             | \$5,840  |
| Group 3 – AMR Meters 2ERTs Polyphase/Demand | \$9,968                             | \$15,160   |
| Group 4 – AMR Meters 2ERTs Polyphase/Demand | \$284                               | \$1,080  |
| Group 5 – AMR Meters 3ERTs Polyphase/Demand | \$10,284                            | \$16,060   |
| <b>Total</b>                                | <b>\$97,932</b>                     | <b>\$143,820</b>                                       |
| <b>Lead Time</b>                            | 6-8 weeks                           | 10-12 weeks for Group 1,<br>14-16 weeks for Groups 2-5 |

**Staff reviewed the bids and concluded that the apparent low bidder was Vision Metering, York, SC. Council should note that the evaluation amounts are based on unit prices and estimated quantities from prior year purchases. The recommended award is based on the estimated total evaluated cost, as well as response time.**

**ALTERNATIVES:**

1. Award a contract to Vision Metering of York, South Carolina, for the purchase of electric meters in accordance with unit prices bid.
2. Award a contract to Van Wert Company of Grundy Center, Iowa, for the purchase of electric meters in accordance with unit prices bid.
3. Reject all bids and purchase electric meters on an as needed basis at unpredictable prices.

**CITY MANAGER'S RECOMMENDED ACTION:**

It is important to purchase electric meters at the lowest possible cost, together with timely deliveries, with minimal risk to the City to meet customer needs for new service or emergency replacements. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.