

ITEM #: 13  
 DATE: 01-23-24  
 DEPT: Public Works

**COUNCIL ACTION FORM**

**SUBJECT:      **AWARD CONTRACT TO PURCHASE WATER UTILITY SUPPLIES FOR  
 THE PUBLIC WORKS DEPARTMENT****

**BACKGROUND:**

This contract is for the purchase of water utility supplies necessary to meet the anticipated needs of the City's water distribution, sanitary sewer, and storm water systems. These parts are kept on hand in order to ensure availability which will enable staff to quickly make repairs to maintain or restore utility services.

Staff issued a Request for Quotation (RFQ) for an inventory restock, containing 13 separate lines of requested products. On December 19, 2023, an RFQ document was posted to Ames Bids, the electronic bidding site. A total of 14 potential bidders viewed the project. On December 27, 2023, bids were received as follows:

<b>RESPONDING SUPPLIER</b>	<b>LINES RESPONDED (13 TOTAL)</b>	<b>RESPONSE TOTAL</b>
CORE & MAIN Grimes, IA	13	\$75,508.00
DAKOTA SUPPLY GROUP Ames, IA	13	\$76,793.00
UTILITY EQUIPMENT COMPANY Des Moines, IA	12	\$32,708.96
AMERICAN UNDERGROUND SUPPLY Fremont, NE	11	\$74,455.43

Bids for utility maintenance materials can be awarded individually or by group. The City reserves the right to consider contract administration costs for multiple awards. Although it appears from the summary table above that Utility Equipment Company submitted the lowest bid total, its bid did not contain a response to one requested line of supplies. That line would need to be awarded separately, and Core & Main was the lowest bidder for that line. **The combination of Utility Equipment Company's bid for 12 of the 13 requested lines, plus the remaining line being awarded to Core & Main, would total \$76,208. This total is greater than the cost of awarding the entire bid to Core & Main (\$75,508).**

**Considering this analysis, staff determined it is in the best interest of the City to award the bid to Core & Main, the lowest bidder responding to all lines. The operating budget for Public Works includes \$85,000 annually for necessary parts and supplies for maintenance of the water**

**distribution system to cover the cost of this bid.** Parts are issued from inventory when used.

**ALTERNATIVES:**

1. Award a contract to Core & Main of Grimes, Iowa for the purchase of water utility supplies in the amount not to exceed \$75,508. Payments will be based on unit prices and quantities ordered inclusive of all applicable sales taxes.
2. Direct staff to award the contract to another bidder.
3. Reject the bids.

**CITY MANAGER'S RECOMMENDED ACTION:**

Water utility supplies are critical components to provide reliable water distribution and sanitary sewer services to the City. Having parts readily available for quick repairs without significant disruption to services is imperative. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.