



HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #3  
FINANCE  
05-19-11

## MEMORANDUM

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May 12, 2011

**TO:** Board of Mayor and Aldermen

**FROM:** Eric S. Stuckey, City Administrator  
Russell Truell, Assistant City Administrator / CFO  
Mark Hilty, Water Management Director  
Brian Wilcox, Purchasing Manager

**SUBJECT:** Consideration of bid award to Utility Services Associates, LLC of Burien, Washington in the total estimated amount of \$24,000.00 for water distribution system leak detection survey and other related contract services for 120 miles of additional distribution pipe (at the rate of \$200 per mile) for the Water Distribution Division of the Water Management Department (Purchasing Office Procurement Solicitation No. 2011-032; \$24,000.00 budgeted in 421-82599-52102 for fiscal year 2011)

### **Purpose**

The purpose of this procurement is to conduct additional one-time water distribution system leak detection survey and related contract services within the \$24,000 of budgeted funding available for as many as possible of the remaining 175 miles of water distribution pipe that will not have been surveyed recently. In response to this solicitation, bidders were asked to bid the number of miles of water distribution pipe they would be able to survey within this budget. The pipe selected by the City would be the highest priority to the City at this time – that is, those that are the oldest, have inferior soil conditions, and/or have been prone to leaks in the past. The purpose of the leak detection survey is to increase the ratio of revenue-generating to non-revenue-generating water distributed by the City and to identify the loss of treated drinking water within the City's distribution system. The City is striving to improve the accountability for water distributed and its ultimate use or loss, reduce water lost to leakage, theft and other unauthorized uses, and to enhance customer service at reasonable rates.

### **Background**

The City of Franklin recently solicited competitive bids from qualified firms to perform a one-time water distribution system leak detection survey and other related contract services for approximately 40 miles of water distribution pipe. The City subsequently solicited competitive bids from qualified firms to perform a one-time water distribution system leak detection survey and other related contract services for as much mileage of distribution pipe as the remaining current-year budget for this work will permit. For this new procurement solicitation, the City has budgeted funding available in the amount of \$24,000 to perform a one-time water distribution system leak detection survey and other related contract services for as many of the remaining 175 miles of water distribution pipe as possible. Bidders were asked to bid the number of miles of water distribution pipe they would be able to survey within this budget.

The City published on May 5, 2011 a Notice to Bidders in the *Williamson Herald* for water distribution system leak detection survey and other related contract services. In addition, bid documents were sent on or about the same date directly to four (4) potential bidders known or thought to be interested in this solicitation. Bids were publicly opened at the bid opening held on May 12, 2011. A tabulation of the bids received for this solicitation is attached. The apparent lowest, most responsive and responsible bid, from Utility Services Associates, LLC of Burien, Washington, who bid 120 miles for the budgeted \$24,000 available, a mileage which calculates to \$200.00 per mile of distribution pipe. This bid was identified because it is the lowest bid that meets or exceeds the City's intention as expressed and implied by the City's specifications as well as the instructions, terms and conditions pertaining to this procurement solicitation.



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### **Financial Impact**

The Water Management Department Water Distribution Division budget for fiscal year 2011 includes \$24,600.00 out of the Water Fund for the purchase of additional water distribution system leak detection services.

### **Options**

In accordance with the bid documents, the City reserves the right to reject any and all bids.

### **Recommendation**

Staff recommends that the City accept the apparent lowest best bid, from Utility Services Associates, LLC of Burien, Washington, in the total estimated amount of \$24,000.00 for water distribution system leak detection survey and other related contract services for 120 miles of additional distribution pipe (at the rate of \$200 per mile). Purchasing Manager Brian Wilcox is of the opinion that the prepared specifications as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the bids received.

**Tabulation of Bids\***

<b>Purchasing Office Solicitation No.:</b>		2011-032 (water distribution system leak detection survey and other related contract services)							
<b>Notice to Bidders published in the <i>Williamson Herald</i> on:</b>		5/5/11							
<b>Number of vendors that were notified of / that responded to this solicitation for bids:</b>		4 / 1							
<b>Date and time bids due and publicly opened:</b>		5/12/11 2:00 PM							
<b>Present at opening of bids:</b>		Tiffany Wilkins and Brian Wilcox of the City of Franklin Purchasing Office							
<b>Target meeting of BOMA at which recommendation will be considered:</b>		5/24/11							
<b>Bids received from:</b>		<b>Bid No.:</b>	<b>Year, Make &amp; Model:</b>	<b>Does the bid MOES<sup>1</sup>? / If not, how many exceptions do not MOES<sup>1</sup>?</b>	<b>Total number of miles of water distribution pipe bidder would be able to survey within budgeted funding of \$24,000:</b>	<b>Total calculated bid price, per mile:</b>	<b>Payment terms:</b>	<b>Estimated time of delivery after receipt of order:</b>	<b>Bid price per unit is valid through:</b>
Utility Services Associates, LLC 919 SW 150th St., Suite B Burien, WA 98166 Bruce Rublin, VP of Marketing & Sales 877/647-5325		1 of 1	water distribution system leak detection survey and other related contract services	Bidder takes no exceptions	120	\$200.00	Net 30 days	26 to 30	08/12/11

<sup>1</sup>MOES indicates "meet(s) or exceed(s) specifications"

\*Shaded bid is apparent lowest best bid