



## **Memo**

To: Honorable Mayor Armitage; City Council  
From: Amy E. Gilson, PE - Director of Public Works  
Date: October 6, 2022  
Re: Staff report on Water Meter Purchase

### **Background**

The City utilizes a single brand of water meters throughout the City to keep costs low and efficiencies high. The DPW is continually replacing and upgrading old meters to maintain accuracy. The FY 2022-2023 budget includes funding for the purchase of meters, wire, remote readers, meter transceivers as well as other related equipment. DPW staff has received a quote in the amount of \$29,880.00 from ETNA Supply for meters to meet the future needs. With supply chain issues, estimated delivery is 18 months which pushes into the next fiscal year. We are still waiting for delivery of the meters ordered this past February.

ETNA Supply is the sole vendor for the lower peninsula of Michigan authorized to sell this brand of equipment in our region of the United States. Section 2-186 of the City Ordinances allows for the waiver of sealed bids for purchases over the amount of \$5,000 and the required three quotes for purchases over \$2,500.

### **Recommendation**

City council authorize the purchase of the meters from ETNA Supply in the amount of \$29,880.00 and agrees to waive the sealed bid process because the equipment is available only through a single vendor. There are no competitive quotes available.

### **Financial Impacts**

The purchase will be charged to the Water & Sewer Fund where \$45,000.00 has been budgeted for purchasing new meters.

### **Suggested Motion**

City council authorizes the purchase of the meters and appurtenances from ETNA Supply in the amount of \$29,880.00 and agrees to waive the sealed bid process in accordance with the City Ordinances.