



STAFF REPORT

DATE: 7.7.26
TO: Ted Henry, City Manager
FROM: Barry Smith, Finance Director
RE: RFB 2026-001 On Call Water Service Line Installations

Background:

Staff sent out a request for bid (RFB) for on call water service line installations on June 8th, 2026. The water service line installations being bid are for new development as it occurs within the city. The City has averaged 120-150 new service installations per year for the last three years.

Goals:

To procure on-call water service line installation services at a fixed rate for a one-year period. The RFB will be sent out again prior to the expiration of the initial 1-year agreement.

Financials:

The City currently budgets for these services to be completed each year based on historical averages of building permits pulled. The City received two responses for the RFB. Wilks Underground Utilities LLC was the lowest bidder.

Recommendation:

Accept the proposal from Wilks Underground Utilities, LLC for On-Call Water Service Line Installations.