

# office memorandum



Date: June 27, 2024  
To: Darrell Pyle, City Manager  
Through: Chris Mattingly, P.E., Director of Utilities *CM*  
From: Peter Wolbach, Staff Engineer - Utilities *PW*  
Subject: Purchase Order Approval for 2<sup>nd</sup> Scale Meter Upgrades  
Project SA0005 - Transfer Station Renovations

On June 25, 2024, the Norman Utilities Authority authorized the purchase of a new load scale system from Cross Precision Measurement under a sole source authorization (Consent Docket, Item 11). This item was intended to include procurement and installation of a new load scale system for both the inbound and outbound scales at the Norman Transfer Station but only showed the requested funding for one scale at \$30,000.

To complete the required work for the other scale, staff is requesting authorization for a second purchase order for \$30,000 but still utilizing the same sole source authorization from the Council item. Funding for this second purchase order will be from the Transfer Station Renovations Construction account (33999975-46101 / SA0005), which has an available balance of \$2,356,922.38.

Pursuant to Resolution No. R-1112-55, since the correction is less than \$40,000, the City Manager may approve this item, and approval by the City Council is not required. Approval of this second purchase order in the amount of \$30,000 is recommended.

cc: Nathan Madenwald, P.E., Utilities Engineer  
Peter Wolbach, Staff Engineer - Utilities  
Brenda Hall, City Clerk  
File

ACCEPTED BY: \_\_\_\_\_

*[Signature]*  
Darrel Pyle, City Manger

DATE: *6-28-24*

REJECTED BY: \_\_\_\_\_

Darrel Pyle, City Manger

DATE: \_\_\_\_\_

## Mettler-Toledo, LLC

Address	1900 Polaris Parkway, Columbus, OH 43240-4035
Phone	(800) METTLER (800) 638-8537
Fax	(614) 438-4900

[www.mt.com](http://www.mt.com)

June 3, 2024

Mr. Ryan Taylor  
Product Manager – Truck and Rail Scales  
Cross Precision Measurement  
1100 SE 66<sup>th</sup> St.  
Oklahoma City, OK 73149

Dear Ryan,

This letter will confirm that Cross Precision Measurement is the Sole Authorized Sales and Service Distributor for Mettler Toledo Industrial Scales and Systems in Cleveland County, OK.

Cross Precision Measurement is authorized for sales, service, parts, and rental in the areas described above and is authorized to perform warranty service on the behalf of Mettler Toledo.

Any questions concerning the relationship between Cross Precision Measurement and Mettler Toledo or the status of the Authorized Industrial Distributor Agreement should be addressed to the undersigned.

Sincerely,

Michael LaReau  
Mettler Toledo International Inc.  
Area Distributor Manager  
Central Region

**METTLER TOLEDO**



Mr. Dianna Cade  
City of Norman Transfer Station  
3901 S. Chautauqua  
Norman OK 73072

03-15-24

RE: Inbound Truck Scale Conversion

Dianna,

After inspecting your scale we believe the most efficient method of bringing the scales up to date is to provide a quote for the conversion of the scales to the PDX system. The VKR211 system is NTEP approved for this scale and **comes with a 10 year no questions asked guarantee.** This guarantee covers all parts, labor, travel time and mileage for any non-abuse related failure for a period of 10-years.

This quote would include the following scope of work:

- Removal of the obsolete weighing system
- Conversion of hardware mounted to the scale to accept new load cells
- Installation of load cell system
- Installation of related wiring and grounding hardware
- Installation of Instrumentation
- Startup and Calibration

This quote would include the following Parts:

- 1 ea. Mettler Toledo IND780 PDX Board (Customers existing indicators to be used)
- 1 ea. VKR211 Conversion Kit for MTX load cells
- 1 ea. 30' homerun cable

Estimated Completion Schedule:

- Estimated 1 week on delivery of parts
- Estimated 1 day scale down time

Cross will provide equipment and service at quoted terms and pricing:

1 (EA) Equipment Price-----	\$24,500.00
1 (EA) Service Price-----	\$5,000.00
1 (EA) Freight-----	\$500.00
Total-----	\$30,000.00

NOTE: No cleaning of the pits is included in this estimate but it would be required to be completed prior to work starting. Work to be completed on a Saturday.

**Terms:**

**Delivery: Approx. 1 Week ARO**

**Scale Down time: Approx 1 day**

**Freight: Included**

**Quote is Valid through 06-01-24**

**Payment Terms:**

- **Deposit: 30% down with order, \$9,000.00**
- **Balance of Equipment due upon shipment,**
- **Balance of labor due upon completion,**
- **Sales Tax: No sales tax is included in pricing. Any applicable sales taxes will be added**
- **The only requirement to keep the 10-year guarantee in force is that Cross must provide the bi-annual calibration of the truck scale.**

Thank you again for this opportunity and I look forward to working with you throughout the successful completion of this and many other equipment projects.

Sincerely,

**Ryan Taylor**  
**405-850-0189**  
**ryan.taylor@crossco.com**

**Quote Accepted:**

**Date:** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_



Mr. Dianna Cade  
City of Norman Transfer Station  
3901 S. Chautauqua  
Norman OK 73072

03-15-24

RE: Outbound Truck Scale Conversion

Dianna,

After inspecting your scale we believe the most efficient method of bringing the scales up to date is to provide a quote for the conversion of the scales to the PDX system. The VKR211 system is NTEP approved for this scale and **comes with a 10 year no questions asked guarantee.** This guarantee covers all parts, labor, travel time and mileage for any non-abuse related failure for a period of 10-years.

This quote would include the following scope of work:

- Removal of the obsolete weighing system
- Conversion of hardware mounted to the scale to accept new load cells
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This quote would include the following Parts:

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1 (EA) Service Price-----\$5,000.00

1 (EA) Freight-----\$500.00

Total-----\$30,000.00

NOTE: No cleaning of the pits is included in this estimate but it would be required to be completed prior to work starting. Work to be completed on a Saturday.

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**Scale Down time: Approx 1 day**

**Freight: Included**

**Quote is Valid through 06-01-24**

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- **Deposit: 30% down with order, \$9,000.00**
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**Ryan Taylor**  
**405-850-0189**  
**ryan.taylor@crossco.com**

**Quote Accepted:**

**Date:** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_