

City Council Meeting Agenda Item Data Sheet

Meeting Date: February 6, 2023

Topic:

Approve a professional services agreement with Inframark, LLC for meter reading services, for a not-to-exceed amount of \$70,000 (RFP 2022-06R), authorize the expenditure of funds therefor, and authorize the City Manager to execute the agreement. This amount is included in the FY 2022-2023 budget.

Background:

The proposed professional services agreement with Inframark, LLC includes a scope of work to complete manual reads for our water meters that have experienced a failure. Staff has requested to contract these services to a third-party which will allow for our staff to focus on maintaining our infrastructure.

Inframark, LLC was selected through the Request for Proposals process (RFP 2022-06R). Two firms submitted sealed proposals and Inframark, LLC was selected as offering the best quality of service to the City based on the proposed scope of work. The selection and discussions were held in accordance with the City's adopted Procurement Policy and Manual and state procurement law.

Funds contracted meter reading services were allocated in the Fiscal Year 2022-2023 budget.

Origination: Project Management

Recommendation:

Staff recommends awarding a Professional Services Agreement to Inframark, LLC for meter reading services for a total contract amount not-to-exceed \$70,000.

Party(ies) responsible for placing this item on agenda: Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: ☒ No: ☐ If yes, specify Account Number: #600-612-6304

If no, funds will be transferred from account # _____ To account # _____

Signed Meagan Mageo

Staff Member

Date _____

Approved by

City Manager

Date _____