



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Don Hudson, Assistant City Manager/Finance Director
Matt Warner, Assistant Finance Director

DATE: April 8, 2024

SUBJECT:

Consideration of **Resolution No. 5764-24**, Awarding a Contract for Water Meter Reading Services.

RECOMMENDATION:

Staff recommends that Council approve the resolution awarding and allowing the City Manager to execute a contract with Metereaders, LLC to perform Water Meter Reading Services in an amount not to exceed \$287,000 over a 39 month contract term.

EXECUTIVE SUMMARY:

This contract will engage a contractor to read water meters across the City. Currently, the City has approximately 7,100 meters and anticipates an additional 400 during the contract term. Metereaders, LLC has been the City's water meter reader for over 40 years and has consistently delivered satisfactory services.

A Request for Proposals was advertised in the Daily Journal of Commerce on February 9, 2024. Four proposals were received before the March 7, 2024 submission deadline. Metereaders, LLC submitted the highest-scoring proposal for the project and quoted a rate of \$0.96 per meter read.

OUTCOMES OF DECISION:

Adopting the resolution and authorizing contract execution would allow this project to proceed. The City does not currently have the staffing capacity to read water meters using City staff.

FINANCIAL IMPLICATIONS:

Funds for this project are available in the Water Operating Fund.

ATTACHMENTS:

- Resolution No. 5764-24