

Broken Arrow Municipal Authority
Meeting of: 01-19-2016

To: **Chairman and Authority Members**
From: **Department of Utilities**
Title:

**Reject bids received for the supply of meter pits, meter
lids and associated miscellaneous accessories and
authorize staff to rebid with the corrected
specifications**

Background:

The Water Utilities Department prepared bid specifications and worked with the Purchasing Division and sought bids for meter pits, replacement meter pit lids, meter cut off valves and associated miscellaneous supplies for the phase I of the Automated Meter Reading Project.

Bids were mailed out to seven vendors and a mandatory prebid meeting was held on December 22, 2015 to discuss the details of the bid. A representative from OWRB also participated in the meeting to discuss the information required from bidders per the DWSRF loan. Three bidders participated in the prebid meeting. Three bids were opened on January 6, 2016 and the bids were tabulated per attachment.

Purchasing Division staff evaluated the bids and was also contacted by one vendor that the special AMR type meter pit lid for the two sizes of meter boxes (meter pits) and replacement lids was not stipulated in the Bid Proposal. This resulted in some confusion as to the type of lids to be supplied under this bid. Purchasing Division staff discussed the bid concern with Assistant City Attorney and was advised to reject all bids and rebid.

Upon review of the bids received and the bid specifications, it was discovered the bid specifications required all meter pit lids to be reinforced and come with a factory made hole through the lid to adapt the 1 7/8" AMR meter antenna. This meter pit lid requirement was not clearly described in the Bid Proposal.

The Purchasing Division strives to provide the most open, competitive purchasing process for the acquisition of goods with the objective of obtaining maximum possible value while maintaining fair and equitable treatment of vendors.

Cost: **N/A**

Prepared By: **Anthony C. Daniel, Director of Utilities**

Reviewed By: **Finance Department**
 Legal Department
 Assistant City Manager

Approved By: **Michael L. Spurgeon, City Manager**

Attachments: **Bid No. 16.111 tabulation sheet**

Recommendation:

Staff recommends rejecting bids received and rebidding with corrected specifications.