

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** September 19, 2023

<b>Department</b>	WATER AND WASTEWATER UTILITY	<b>Amount</b>	\$ AS NEEDED
<b>Division</b>	WATER	<b>Account #</b>	# 54029090 # 54029088
<b>Subject:</b> RESOLUTION 2023-XX APPROVING A SOLE SOURCE AGREEMENT WITH EMPIRE PIPE & SUPPLY, INC., FOR THE PURCHASE OF WATER METERS			
<b>Presenter:</b> Peter Roussell, Utility Deputy Director			
<b>Attachments:</b> <ol style="list-style-type: none"> <li>1. Resolution</li> <li>2. Intent to Award</li> </ol>			
<b>Background:</b>  <b>Council Priority:</b> <b>D. Sustainable Environment &amp; Infrastructure</b>  Empire Pipe & Supply, Inc., is the only authorized waterworks utility distributor for Master Meter in the state of Florida. This includes Master Meter’s entire product line including but not limited to all sizes and types of water meters, Automated Meter Reading (AMR) and Advanced Metering Infrastructure (AMI) meter reading system, components, and accessories. The City of Palm Coast standards and specification approved materials list for water meters include Master Meter product line Octave and Sonata. The purchase of these water meters will be for new installs and the replacement of deteriorating water meters.  The City cannot lose sight of the procurement lead time when monitoring our operational procedures. Awareness of lead time and having a long delay on receiving water meters when needed is vital to the success of ensuring an ongoing operational flow of installing new meters, retiring old meters, and replacing damaged meters. The Master Meter line, Octave and Sonata can integrate and facilitate communications with the existing software that supports the Advanced Metering Infrastructure.  City staff advertised SS-UT-23-61 for the purchase of water meters in accordance with the City’s Purchasing Policy. The notice of intent to sole source is attached.  City staff recommends City Council approve a Sole Source Agreement with Empire Pipe & Supply Inc., for the purchase of water meters.  City staff will make purchases on an as needed basis using budgeted funds appropriated by City Council. For Fiscal Year 2024, the budget includes available funding in the Utility Capital Projects budget for the purchase of water meters.			

**SOURCE OF FUNDS WORKSHEET FY 2024**

<b>UTILCAPPRJ-DISTRIBUTION SYSTEM 54029090 063000 84005</b>	<b>\$1,415,000.00</b>
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$650,000.00</u>
<b>Balance</b>	<b>\$765,000.00</b>

**SOURCE OF FUNDS WORKSHEET FY 2024**

<b>UTILCAPPRJ-WELLFIELD AND WELLS 54029088 063000 81019</b>	<b>\$3,550,000.00</b>
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$68,314.30</u>
<b>Balance</b>	<b>\$3,481,685.70</b>

**Recommended Action:**

**ADOPT RESOLUTION 2023-XX APPROVING A SOLE SOURCE AGREEMENT WITH  
EMPIRE PIPE & SUPPLY, INC., FOR THE PURCHASE OF WATER METERS**