

Agenda Item: Consider award of ultrasonic flow meter supplier contract

Objective: Provide a summary of the ultrasonic flow meter request for proposal process for the purpose of selecting a preferred ultrasonic flow meter supplier for the next three years.

Background: The District has 14 ultrasonic flow meters which provide critical flow measurement for chemical feed and billing purposes. These meters are reaching the end of their service life. Staff desires to replace all ultrasonic flow meters over the next three (3) calendar years (four fiscal years). For ease of maintenance, including technical support and spare parts, staff desires to standardize on a manufacturer and supplier for this replacement schedule.

Procurement is in line with Policy and Procedures Chapter 6, Section 6-702(2) which states *“Except as otherwise instructed by the Board, requests for proposals are allowed for procurement of goods and services related to Process Control/Supervisory Control and Data Acquisition (PC/S) system instrumentation.”*

On November 27, 2018, the District advertised for proposals via SciQuest. Proposals were due December 12; four were received, representing three manufacturers.

Supplier	Manufacturer
Flow Meter Services	Cameron
Waterford Systems	Accusonic
Accurate Measurement	Rittmeyer
Rittmeyer AG	Rittmeyer

Proposals were considered on December 18 by a four-member selection committee in accordance with the following advertised weighted criteria:

- Supplier Experience (Industry and District-related), (25%)
- Product Support and Ease of Use, (20%)
- Cost, (15%)
- Ability to Meet Specifications, (20%)
- Availability (lead time), and (10%)
- References. (10%)

Flow Meter Services (Cameron) is the preferred ultrasonic flow meter provider.

Committee Activity: This item has not been discussed with the Engineering Committee.

Recommendation: Staff recommends award of a three-year contract (1/1/19 to 1/1/22) with Flow Meter Services.