City Council Agenda Item Request
Submit to Clerk's Office
No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office:** 10/20/2025

2. **Primary contact person and Department requesting agenda item:** Pamela Irvin, Water Resources Director

3. **Requested Council meeting date:** 11/18/2025

4. **Subject:** Sole Source Purchase with Kamstrup Water Metering, LLC

5. **Action Requested:** Adoption of a resolution authorizing the sole source purchase with Kamstrup Metering, LLC as a sole source provider of large customer meters in Connection with the Advanced Metering Infrastructure Project.

6. **Note if time sensitive, and why:** To support the meter installation project

7. **Potential fiscal impact(s) - if known by staff at time of request:** Pricing is based on the Producer Price Index at the time of purchase.

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).**
   - Staff performed outreach through solicitation processes which include posting on the State's Interactive Purchasing System and requiring prime contractors to perform outreach to subcontractors in accordance with applicable purchasing policies. The solicitation was conducted as an IT-Exception Request for Proposals (RFP).
   - RFP Responses were received from six (6) respondents, and scored by an evaluation committee following the City's standard evaluation procedures.
   - Kamstrup Water Metering, LLC received the highest evaluation score among all RFP respondents, and is the preferred responsive provider.

9. **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:** None

10. **Identify key issues:**
    - A request for proposals (RFP-298) was issued on July 7, 2021. Aclara was selected as the preferred responsive provider for the Advanced Metering Infrastructure (AMI) Project.
    - The AMI project included retro-fitting existing large meters, rather than replacement of those large meters.
    - New large meters will need to be installed by the City in the future, either for replacing existing large meters as they fail, or to accommodate new customers and system growth.
    - It is necessary to standardize the large customer meter manufacturer and type, to ensure compatibility with the AMI system and operational efficiency.
    - A sole source for large customer meters provides standardization of equipment that accommodates the installation needs for system upkeep and system growth.
    - Pricing will be calculated at the time of purchase based on the Producer Price Index.
    - Sole source arrangement will be applicable for the life of the AMI system.