Purchasing Division
204 N. 5th Street | P.O. Box 490630 | Leesburg, FL 34749-0630
Ofc (352) 728-9880 | Fax (352) 326-6618 | e-mail purch@leesburgflorida.gov

**** NOTICE OF INTENT TO AWARD ****

Date:	**October 30, 2013**
Bid No. & Title:	**130611 – Utility Meter Reading Services Street**
Buyer:	**Mike Thornton, Purchasing Manager**
Commission Meeting:	**November 18, 2013 at 5:00 PM**

This is notice I will be recommending the following award for the Utility Meter Reading Services to our City Commission at their Regular meeting on November 18, 2013 at 5:00 PM. A comprehensive final bid tabulation for the referenced solicitation is attached.

Recommended Vendor: **S.W.I. Software Installed, Inc.**
5008 W. Linebaugh Ave, Suite #14, Tampa, FL 33624

All bids submitted have been reviewed for responsiveness and responsibility and S.W.I. Software Installed, Inc. has been deemed the lowest responsive and responsible bidder for the full 3-year term of an agreement. The City must complete past performance checks for the vendor. Barring any unfavorable responses the City will move forward with the stated recommendation.

Evaluation Method

All bid responses were reviewed for completeness of the submission. That review is summarized in the attached Final Bid Tabulation.

Bid document paragraph ST-16 – Method of Award allows the City to modify quantities if, " . . . *such adjustment will more accurately represent the actual work to be performed under a resulting contract.*"

In order to determine a more accurate contract price, the City created a meter report that listed each service location and what meter(s) are at the location. Staff then substituted the unit cost bid prices submitted by the S.W.I. Software Installed, Inc., US Water Services, and Ivy H. Smith. Applying each vendor's unit costs resulted in an accurate monthly cost for meter reads and the additional cost for the annual visual read of meters with ERT's. Monthly visual read of gas meters was removed from years 2 & 3 as the gas department will complete adding ERT's to all their meters no later than September 30, 2014.

Electric meters were not officially considered as the bid document stated the basis of award would not consider Additional Contract Items. Staff did run a scenario that did include electric meters and the ranking was not affected. The projected 3-year contract amounts are as follows:

	METER READING ANNUAL TOTALS			
	FY2014	**FY2015**	**FY2016**	**3 Year Total**
S.W.I. Software Installed	$196,013.25	$156,411.00	$156,411.00	$508,835.25
US Water Services	$185,800.68	$169,959.78	$169,959.78	$525,720.24
Ivy H Smith	$218,025.10	$177,064.48	$177,064.48	$572,154.06

The Excel reports used to calculate these amounts are available on the City's FTP Server at the following URL:

ftp://ftp.leesburgflorida.gov/Bids-Purchasing/130611%20-20Utility%20Meter%20Reading%20Services/

Three-year contract amounts were not calculated for the other three vendors as a review of the unit price amounts show the calculation would not result in a lower 3-year cost.

Should you have any questions regarding this notice please contact me at (352)728-9880. The City appreciates the time and effort of all parties responding to this solicitation.

Respectfully,

Mike Thornton

Mike Thornton, Purchasing Manager

attachments

City of Leesburg, Florida
Purchasing Division

FINAL BID TABULATION OF UNIT COSTS
130611 - Utility Meter Reading Services

October 15, 2013
2:00 PM

		VENDOR NAME	SWI SOFTWARE INSTALLED INC.		US WATER SERVICES		SEVERN TRENT SERVICES		OLAMETER		IVY H SMITH	
Item No.	Read/Meter Type	Meter Qty	Per Read Cost	Extended Cost Monthly	Per Read Cost	Extended Cost Monthly	Per Read Cost	Extended Cost Monthly	Per Read Cost	Extended Cost Monthly	Per Read Cost	Extended Cost Monthly
1	Water Meter Only (Includes Irrigation and Reuse)	12,000	$ 0.75	$ 9,000.00	$ 0.87	$ 10,440.00	$ 0.8261	$ 9,913.20	$ 1.2660	$ 15,192.00	$ 0.83	$ 9,960.00
2	Gas Meter - ADDER TO ITEM 1	5,000	$ 0.75	$ 3,750.00	$ 0.30	$ 1,500.00	$ 0.8261	$ 4,130.50	$ 0.5350	$ 2,675.00	$ 0.75	$ 3,750.00
3	Water Meter - ADDER TO ITEM 1 (can be Irrigation, Reuse or additional Water Meter)	5,000	$ 0.75	$ 3,750.00	$ 0.22	$ 1,100.00	$ 0.8261	$ 4,130.50	$ 0.6310	$ 3,155.00	$ 0.75	$ 3,750.00
3	Gas Meter Only - No ADDER(s)	400	$ 0.75	$ 300.00	$ 0.87	$ 348.00	$ 0.8261	$ 330.44	$ 1.5530	$ 621.20	$ 0.83	$ 332.00
	TOTAL COST - BASE BID ITEMS		$	16,800.00	$	13,388.00	$	18,504.64	$	21,643.20	$	17,792.00
4	Electric Meter Only (read one per year only)	5,000	$ 0.75	$ 3,750.00	$ 0.87	$ 4,350.00	$ 0.8261	$ 4,130.50	$ 1.0940	$ 5,470.00	$ 0.93	$ 4,650.00
5	Electric Mter - ADDER TO ITEM 1	18,000	$ 0.75	$ 13,500.00	$ 0.30	$ 5,400.00	$ 0.8261	$ 14,869.80	$ 0.5350	$ 9,630.00	NO BID	

VENDOR RESPONSIVENESS REVIEW					
Vendor is Deemed Responsive	**YES**	**YES**	**YES**	**YES**	**YES**
Calendar Days to Mobilize	60	30	45	45	22
Vendor Information Sheet	YES	YES	YES	YES	YES
Bidders Certification	YES	YES	YES	YES	YES
Excpetions Taken	None	NONE	YES	YES	NONE
Addendums Acknowledged	None Issued	None Issued	None Issued	None Issued	None Issued
Local Vendor Preference	NO	NO	Tier II - 2%	NO	Tier II - 2%
Signatures	YES	YES	YES	YES	YES
Schedule of Bid Items	YES	YES	YES	YES	YES
Statement of Experience Part 1	YES	YES	YES	YES	YES
Statement of Experience Part 2	YES	YES	YES	YES	YES
Equipment Listing	YES	YES	YES	YES	YES
FEIN No.:	59-3755663	20-0008821	62-1168252	38-2611717	22-3882755
State of Florida Registration	Active	Active	Active	Active	Active
State of Florida Document No.	P01000103309	P03000047833	P05815	F13000002855	M03000000266

This Final Bid Tabulation has been reviewed and approved by:

Mike Thornton

Mike Thornton, Purchasing Manager

	METER READING ANNUAL TOTALS			
	FY2014	**FY2015**	**FY2016**	**3 Year Total**
S.W.I. Software Installed	$196,013.25	$156,411.00	$156,411.00	$508,835.25
US Water Services	$185,800.68	$169,959.78	$169,959.78	$525,720.24
Ivy H Smith	$218,025.10	$177,064.48	$177,064.48	$572,154.06

Summary of annual amounts from the following detail sheets.

S.W.I. SOFTWARE INSTALLED - FISCAL YEAR 2013/2014													
	Oct	Nov	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	FY2014 Totals	ERT Reads
WA	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 134,747.25	$ 2,368.50
GA	$ 4,400.25	$ 4,400.25	$ 4,400.25	$ 4,400.25	$ 4,400.25	$ 4,400.25	$ 4,400.25	$ 4,400.25	$ 4,400.25	$ 4,400.25	$ 4,400.25	$ 48,402.75	$ 4,215.00
IR	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 1,328.25	$ 2.25
RW	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 4,430.25	$ 519.00
	$ 17,173.50	$ 17,173.50	$ 17,173.50	$ 17,173.50	$ 17,173.50	$ 17,173.50	$ 17,173.50	$ 17,173.50	$ 17,173.50	$ 17,173.50	$ 17,173.50	**$ 188,908.50**	
												ERT Total	$ 7,104.75
												Annual Total	**$ 196,013.25**

S.W.I. SOFTWARE INSTALLED - FISCAL YEAR 2014/2015													
	Oct	Nov	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	FY2015 Totals	ERT Reads*
WA	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 134,747.25	$ 2,368.50
GA	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,015.50
IR	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 1,328.25	$ 2.25
RW	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 4,430.25	$ 519.00
	$ 12,773.25	$ 12,773.25	$ 12,773.25	$ 12,773.25	$ 12,773.25	$ 12,773.25	$ 12,773.25	$ 12,773.25	$ 12,773.25	$ 12,773.25	$ 12,773.25	**$ 140,505.75**	
												ERT Total	$ 15,905.25
												Annual Total	**$ 156,411.00**

S.W.I. SOFTWARE INSTALLED - FISCAL YEAR 2015/2016													
	Oct	Nov	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	FY2015 Totals	ERT Reads*
WA	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 12,249.75	$ 134,747.25	$ 2,368.50
GA	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,015.50
IR	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 120.75	$ 1,328.25	$ 2.25
RW	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 402.75	$ 4,430.25	$ 519.00
	$ 12,773.25	$ 12,773.25	$ 12,773.25	$ 12,773.25	$ 12,773.25	$ 12,773.25	$ 12,773.25	$ 12,773.25	$ 12,773.25	$ 12,773.25	$ 12,773.25	**$ 140,505.75**	
												ERT Total	$ 15,905.25
												Annual Total	**$ 156,411.00**

Meters w/ ERT's	
WA	$ 14,618.25
GA	$ 8,615.25
IR	$ 123.00
RW	$ 921.75
EL	$ 17,325.75

* GA(Gas) Value includes all AMR meters annual visual read.

US Water Services - Fiscal Year 2013/2014													
	Oct	Nov	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	FY2014 Totals	ERT Reads
WA	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 156,306.81	$ 3,588.18
GA	$ 1,760.10	$ 1,760.10	$ 1,760.10	$ 1,760.10	$ 1,760.10	$ 1,760.10	$ 1,760.10	$ 1,760.10	$ 1,760.10	$ 1,760.10	$ 1,760.10	$ 19,361.10	$ 3,930.66
IR	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 699.49	$ -
RW	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 1,914.44	$ -
	$ 16,207.44	$ 16,207.44	$ 16,207.44	$ 16,207.44	$ 16,207.44	$ 16,207.44	$ 16,207.44	$ 16,207.44	$ 16,207.44	$ 16,207.44	$ 16,207.44	**$ 178,281.84**	
												ERT Total	$ 7,518.84
												Annual Total	**$ 185,800.68**

US Water Services - Fiscal Year 2014/2015													
	Oct	Nov	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	FY2015 Totals	ERT Reads*
WA	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 156,306.81	$ 3,588.18
GA	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,450.86
IR	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 699.49	$ -
RW	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 1,914.44	$ -
	$ 14,447.34	$ 14,447.34	$ 14,447.34	$ 14,447.34	$ 14,447.34	$ 14,447.34	$ 14,447.34	$ 14,447.34	$ 14,447.34	$ 14,447.34	$ 14,447.34	**$ 158,920.74**	
												ERT Total	$ 11,039.04
												Annual Total	**$ 169,959.78**

US Water Services - Fiscal Year 2015/2016													
	Oct	Nov	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	FY2015 Totals	ERT Reads*
WA	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 14,209.71	$ 156,306.81	$ 3,588.18
GA	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,450.86
IR	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 63.59	$ 699.49	$ -
RW	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 174.04	$ 1,914.44	$ -
	$ 14,447.34	$ 14,447.34	$ 14,447.34	$ 14,447.34	$ 14,447.34	$ 14,447.34	$ 14,447.34	$ 14,447.34	$ 14,447.34	$ 14,447.34	$ 14,447.34	**$ 158,920.74**	
												ERT Total	$ 11,039.04
												Annual Total	**$ 169,959.78**

ERT Reads	
WA	$ 17,797.89
GA	$ 5,690.76
IR	$ 60.13
RW	$ 257.62
EL	$ 14,175.45

* GA(Gas) Value includes all AMR meters annual visual read.

Ivy H Smith - Fiscal Year 2013/2014													
	Oct	Nov	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	FY2014 Totals	ERT Reads
WA	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$149,120.29	$ 5,178.61
GA	$4,551.18	$4,551.18	$4,551.18	$4,551.18	$4,551.18	$4,551.18	$4,551.18	$4,551.18	$4,551.18	$4,551.18	$4,551.18	$50,062.98	$ 6,929.82
IR	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$1,369.61	$ 38.49
RW	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$4,505.93	$ 819.37
	$18,641.71	$18,641.71	$18,641.71	$18,641.71	$18,641.71	$18,641.71	$18,641.71	$18,641.71	$18,641.71	$18,641.71	$18,641.71	**$205,058.81**	
												ERT Total	$ 12,966.29
												Annual Total	**$ 218,025.10**

Ivy H Smith - Fiscal Year 2014/2015													
	Oct	Nov	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	FY2014 Totals	ERT Reads*
WA	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$149,120.29	$ 5,178.61
GA	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$ 16,032.18
IR	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$1,369.61	$ 38.49
RW	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$4,505.93	$ 819.37
	$14,090.53	$14,090.53	$14,090.53	$14,090.53	$14,090.53	$14,090.53	$14,090.53	$14,090.53	$14,090.53	$14,090.53	$14,090.53	**$154,995.83**	
												ERT Total	$ 22,068.65
												Annual Total	**$ 177,064.48**

Ivy H Smith - Fiscal Year 2015/2016													
	Oct	Nov	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	FY2014 Totals	ERT Reads*
WA	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$13,556.39	$149,120.29	$ 5,178.61
GA	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$ 16,032.18
IR	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$124.51	$1,369.61	$ 38.49
RW	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$409.63	$4,505.93	$ 819.37
	$14,090.53	$14,090.53	$14,090.53	$14,090.53	$14,090.53	$14,090.53	$14,090.53	$14,090.53	$14,090.53	$14,090.53	$14,090.53	**$154,995.83**	
												ERT Total	$ 22,068.65
												Annual Total	**$ 177,064.48**

ERT Reads	
WA	$ 18,735.00
GA	$ 11,481.00
IR	$ 163.00
RW	$ 1,229.00
EL	$ 22,927.00

* GA(Gas) Value includes all AMR meters annual visual read.