

DeKalb County
Department of Purchasing and Contracting
Contract Renewal Request Form

User Department: Watershed

From: Sophia Thomas

ITB No.: 17-100840

Title: Meter Boxes and Lids

Effective Date: December 12, 2017

Expiration Date: December 11, 2018

Contract APPROVED Amount: \$1,397,650.00

Number of Renewals to Date: 0

Amount Released: \$158,852.02

Contractor(s)	Contract No.	Agrees to Extend
Delta Municipal Supply Company, Inc.	1093790	Yes

User Department Recommendation: Renew Bid

Funding for Renewal Term: \$1,397,650.00
 (Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise 3 Digit Fund Code 511
 CIP Line Item No. (if applicable): _____

Award Amount(s):

Vendor 1: Delta Municipal Supply Company/ \$1,397,650.00 Vendor 2: _____
 Name/Amount Name/Amount

Vendor 3: _____ Vendor 4: _____
 Name/Amount Name/Amount

Justification:

The aforementioned contract is set to expire December 11, 2018 and requires a renewal for utilization by the Department of Watershed Management for the period of December 12, 2018 – December 11, 2019 to continue to provide Meter Boxes and Lids. The Meter Box Contract supports one of DeKalb County's main focus for 2018/2019 and that is the resolution of water meter billing which often involves the change out of residential water meters. Meter boxes are often utilized in this process and is required in order to meet the Department's goal of more than 30,000 new meter installations over the term of this contract. See attached: The information below was taken from the Procurement Status Report and shows the size and amount of the Water Meter Upgrade project for the Department of Watershed Management. This project requires the use and support of several commodities contracts, Meter Boxes and Lids is one of them. Each installed meter could also potentially require a meter box. In most cases we estimate a much smaller percentage that will require a new meter box. In this case approximately 25%. Meter boxes range from \$60 - \$90 in cost each. To ask for the original contract approved amount will require justifying why we only spent \$158,852.02 during the contracts first year. The number of meters to be installed fell far short of initial projections based upon the original scope for the project and therefor were not purchased at the original projected rate. The above mentioned contract will directly impact the spend amount in the next term of the Meter Box and Lid contract and will fall significantly short if not properly funded.

OK 9/19/18


 Department Director Signature

10/2/2018
 Date

DeKalb County
Department of Purchasing and Contracting
Contract Renewal Request Form

For Use by Purchasing and Contracting:

Approve

Deny

Additional Comments:

C. Horner

Purchasing and Contracting Signature

10/4/18

Date