

## MEMORANDUM

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Purchasing #20-011  
February 13, 2020

To: Gregory P. Harrison, City Manager

Through: Steve W. Stewart, General Services Director

From: Jeff English, Purchasing Agent

Subject: Approval to Piggyback the City of Sanford, Florida Contract 18/19-44 “Water Meter Testing Calibration and Repairs”

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It is recommended that as-needed Purchase Orders be issued to the awarded vendor of the City of Sanford, Florida Contract 18/19-44: RWRS East, LLC. In accordance with the City Code of Ordinances, the concurrence of the City Manager is requested for this purchase. The following paragraphs outline the details of the procurement.

The Utilities Department has submitted a memo request for purchases not to exceed \$150,000.00/year for as-needed water meter testing and repair services, from RWRS East, LLC, the vendor awarded City of Sanford, Florida Contract 18/19-44. The contract provides discount pricing for parts, materials, and labor for the as-needed testing, calibration, and repair of water meters.

The City of Sanford, Florida initiated Bid 18/19-44 for “Water Meter Testing Calibration and Repairs.” The resulting Sanford, Florida contract is valid through July 22, 2020, with renewals as specified in the contract. The City Code of Ordinances allows us to make a piggyback purchase of this type. The estimated \$150,000.00/year in as-needed water meter testing, calibration, and repairs will be purchased from budget accounts 420-7583-533.65-11, 420-3355-533.64-65, and 412-3355-533.64-65.

Attached is a memo from the Utilities Department, and the applicable pages from the City of Sanford, Florida Contract 18/19-44.