DEPARTMENT OF
PUBLIC
WORKS

# MEMORANDUM

**Date:** February 28, 2025

**To:** Utilities Committee

**From:** Laura Jungwirth, Director of Public Works

Nate Loper, Deputy Director of Public Works

**Subject:** **Award Water Meter Test Bench Upgrade to Core & Main in the amount of $97,079 with a 10% contingency of $9,708 for a project total not to exceed $106,787**

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The Department of Public Works recommends award of the water meter test bench upgrade project to Core & Main in an amount not to exceed $106,787, which is under the budgeted amount of $140,000.

Staff requested quotes from three different companies, and all responded with favorable bids. Core & Main provided the low quote, while meeting the specifications and terms of this project.

The current water meter test bench was installed in the late 1990's and is a completely manual system. Staff utilizes manual valves to adjust the flow rate for tests, a sight glass to gauge the flow rate, and another sight glass on the tank to know when to manually shut the water off. There is sufficient opportunity for human error with this system, and it does not consider for variances such as differing heights of employees (resulting in reading the glass differently, which impacts test results). In addition, parts for this test bench are no longer available from the manufacturer.

Accurately testing meters is critical within a water utility. Over-registration could charge customers for water they never received while under-registration denies the utility of its due revenue. Variations in the accuracy of meters in a water system may yield inequitable charges to the water users or potential loss of revenue for the utility. In addition, meters that do not test within PSC standards cannot be placed back into service and necessitate replacement with a new meter.

The proposed upgraded meter test bench is an Automated Measuring System (AMS). The AMS provides the ability to start/stop tests with computer-automated valves at predetermined water levels. This system also utilizes automated scaled tanks that weigh the water to ensure extremely accurate measurements that cannot be achieved with optical, mechanical, or volumetric measuring devices. Also, a great deal of the existing test bench components are compatible with the new AMS and will remain in place, providing a significant cost savings to the utility.