

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: February 12, 2015**

SUBJECT: Purchase of a Line Tapping Machine

SUBMITTING DEPARTMENT: Utilities Department

PREPARED FOR: Neil Wadsworth, Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: None

SUMMARY BACKGROUND: The Utilities Department has budgeted \$38,000 for purchase of a new Line Tapping Machine and Accessories for use by the Town’s Utilities Contract Operator (CH2MHill – OMI). OMI is responsible for tapping lines when water service is requested by customers. OMI’s existing tapping machine is over twenty (20) years old and has reached the end of service life. The majority of taps are known as “Hot Taps” which means that the work is conducted on a mainline that is in use / under pressure in order to prevent interruption of service to others.

Figure 1 illustrates a line tapping machine. Figure 2 shows a water main that has been tapped by staff, isolated via a gate valve, and awaiting a service branch from valve to customer. Figure 3 provides a schematic view of a tapping machine mounted to a mainline.

An invitation for bids was advertised for two consecutive Sundays starting January 4, 2015, and two (2) submissions were received per Table 1 below:

Table 1

Rank	Bidder	Lump Sum Bid
Low	HD Supply Facilities Maintenance dba: USA Bluebook. Model 1300 Hydra-Stop	\$30,645.53
2 nd	ADS LLC, Hydra-Stop. Model 1300 Hydra-Stop	\$37,411.00

Upon review and staff confirmation of the lowest bid received, it is recommended that award of purchase be made to HD Supply Facilities Maintenance dba: USA Bluebook in the amount of \$30,645.53.

This purchase includes tapping machine, accessories, onsite training for staff, state taxes, local taxes, instruction manual, service manual, warranty, and delivery to the Town of Prescott Valley. Funding for this equipment shall be drawn from monies currently allocated for this purchase per the 2014/2015 Fiscal Year budget.

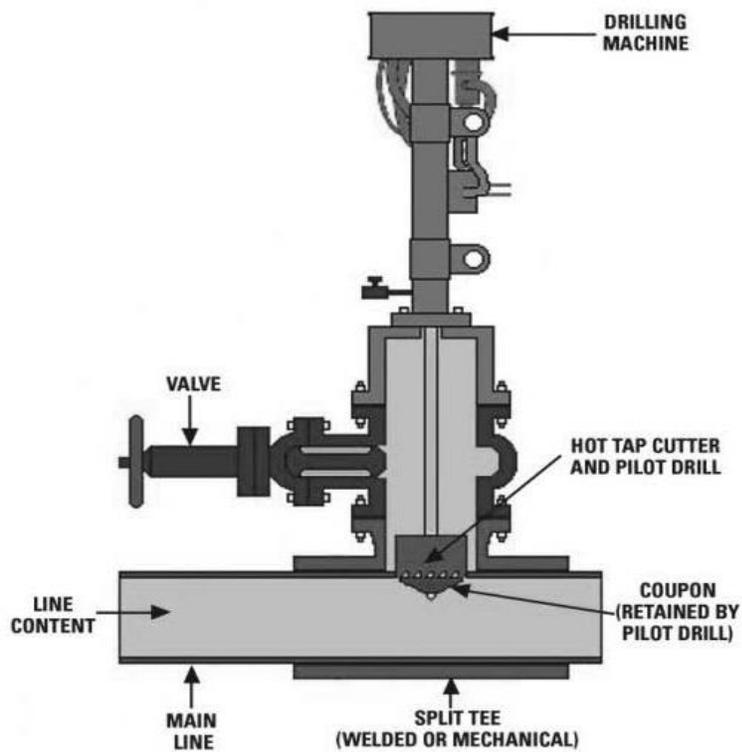
Figure 1
Line Tapping Machine



Figure 2
Tapped Mainline Awaiting Installation of Service Branch



Figure 3
Tapping Machine Mounted to Mainline



OPTION ANALYSIS: The Council may vote to:

- 1.) Approve this purchase, **OR**
- 2.) Not approve this purchase, **AND/OR**
- 3.) Direct staff to pursue other options / solicit other bids for this equipment

ACTION OPTION: Motion to approve the purchase of Model 1300 Hydra-Stop Line Tapping Machine and Associated Accessories from HD Supply Facilities Maintenance dba: USA Bluebook in the amount of \$30,645.53, **OR** Motion not to approve this purchase. **VOTE**

RECOMMENDATION: Town staff recommends purchase of Model 1300 Hydra-Stop Line Tapping Machine and Associated Accessories from HD Supply Facilities Maintenance dba: USA Bluebook in the amount of \$30,645.53.

FISCAL ANALYSIS: The current status of the budget for this purchase is outlined in Table 2:

Table 2

Enterprise Water

Waterline Tapping Tool			
HTE Code(s): 511-7020-700-7410		Finance Proj. # TBD	
FISCAL YR 2014/2015	Approved Budget:	\$38,000.00	FISCAL YR 2014/2015
	Expended & Encumbered:	\$0.00	
	Lump Sum Bid Price	-\$30,645.53 < (this action)	
	Balance:	<u>\$7,354.47</u>	

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____

