

# Council Business Meeting

January 19, 2021

<b>Agenda Item</b>	Sole Source Procurement of Electric Meters	
<b>From</b>	Tom McBartlett	Electric Director
<b>Contact</b>	thomas.mcbartlett@ashland.or.us	

## **SUMMARY**

The City of Ashland Electric Department procures and replaces various sizes of electric meters on an as needed basis and utilizes a specific electric meter and associated software manufacturer. Procurement procedures require the use of a “contract-specific sole source procurement” which includes a requirement for formal Council approval for this exemption from competitive bidding.

Council approval of this request will allow the Electric Department to procure Itron electric meters and Itron meter reading software and equipment directly from General Pacific for a term of five (5) years, which will expire on January 19, 2026. Itron electric meters are the City’s standard electric meter for their reliability, durability and accuracy resulting in lower maintenance costs and less need for replacement.

## **POLICIES, PLANS & GOALS SUPPORTED**

Section 2.A. Prioritize essential services

a. Electric Service

## **PREVIOUS COUNCIL ACTION**

Council approved the purchase of Itron electric meters, software, and equipment on July 21, 2015 for a term of five years, which expired July 31, 2020.

## **BACKGROUND AND ADDITIONAL INFORMATION**

The Itron electric meters, Itron meter reading software, and equipment are only available from General Pacific, the authorized and sole distributor for Itron products in the Pacific Northwest.

The City’s Electric Department is requesting to continue using the Itron electric meters, the City standard meter for a number of years now. Therefore, this request is seeking an exemption from competitive bidding for the direct purchase of Itron electric meters.

Additional technical information regarding this request can be found in the attached written findings for sole source procurement, labeled as “Form #6”.

## **FISCAL IMPACTS**

The estimated cost of this procurement is \$30,000 annually. This expense is included in the Electric Department Budget for infrastructure

## **STAFF RECOMMENDATION**

Staff recommends that the “Contract-specific Sole Source Procurement” be approved.

## **ACTIONS, OPTIONS & POTENTIAL MOTIONS**

1) I move to approve a Contract-specific Special Procurement process consistent with both state law and local ordinance for the purchase of Itron electric meters and Itron meter reading software and equipment through General Pacific.

2) I move to amend this Contract-specific Special Procurement to .....

**REFERENCES & ATTACHMENTS**

Attachment 1: Form #6, Sole-Source Procurement, Request for Approval and Written Findings

Attachment 2: Itron letter provided by General Pacific

Attachment 3: Quote provided by General Pacific

**SOLE-SOURCE DETERMINATION AND WRITTEN FINDINGS****GOODS AND SERVICES**  
**Greater than \$100,000**

**To:** Tom McBartlett, Electric Director

**From:** John Paulick, Electric warehouse and purchasing

**Date:** 1/19/2021

**Re:** **Sole Source Determination and Written Findings for Goods and Services**

In accordance with AMC 2.50.090(F), the Department Head shall determine in writing that there is only one provider of a product or service of the quality and type required available.

**Estimated total value of contract:** Approximately \$30,000. +/- Per fiscal year.

**Project name:** Purchase of Itron electric meters and meter reading equipment and software.

**Description of goods and services:**

This Contract-specific Sole Source Procurement is being requested to purchase Itron electric meters (currently, City standard electric meter) and Itron meter reading software and equipment directly from General Pacific for term of five years. January 19, 2021 to January 19, 2026.

**Background:**

Council approved the purchase of Itron electric meters with Itron radio reads on July 21, 2015 for a term of five years, which expired July 31, 2020.

The Electric Department continues to utilize Itron meter reading equipment and software which requires a compatible meter with the existing readable Itron meter reading software and equipment.

This procurement is for the purchase of Itron meters and meter reading equipment (the City's standard), which is a sole source because any additional equipment and/or software purchases must be compatible with the existing Itron software and meter reading equipment.

## **Market Research Overall finding:**

General Pacific Inc. is Itron's sole authorized distributor for the Pacific Northwest for electricity meters and reading software and equipment. (Sole source letter attached)

*[In accordance with ORS 279B.075, these are the examples of findings that should be addressed. Select at least one of the findings and prepare the determination as it specifically relates to the goods or services being procured. More than one finding can be addressed. The findings are as follows.]*

**Pursuant to ORS 279B.075 (2)(a): Provide findings supporting your determination that the efficient utilization of existing goods requires the acquisition of compatible goods or services from only one source.**

Itron meters and meter reading equipment/software matches equipment currently used within the City electrical distribution infrastructure.

**Pursuant to ORS 279B.075 (2)(b): Provide findings supporting your determination that the goods or services required for the exchange of software or data with other public or private agencies are available from only one source. N/A**

**Pursuant to ORS 279B.075 (2)(c): Provide findings supporting your determination that the goods or services are for use in a pilot or an experimental project. N/A**

**Pursuant to ORS 279B.075 (2)(d): Any other findings that support the conclusion that the goods or services are available from only one source.**

It is in the City's best interest to continue using Itron electric meters because the meters have been consistently reliable and durable in all applications resulting in low maintenance costs and fewer change-outs.

The continued use of Itron meters and equipment will support the investments already made in the City's metering infrastructure.

**PUBLIC NOTICE:**

Pursuant to OAR 137-047-0275 (2), a Contracting Agency shall give public notice of the Contract Review Authority’s determination that the Goods and Services or class of Goods and Services are available from only one source in a manner similar to the public notice of Competitive Sealed Bids under ORS 279B.055(4) and OAR 137-047-0300. The public notice shall describe the Goods or Services to be acquired by a Sole Source Procurement. The Contracting Agency shall give such public notice at least seven days before Award of the Contract.

After the Sole Source Procurement has been approved by the City Council, the following public notice will be posted on the City’s website to allow for the seven (7) day protest period.

**Date Public Notice first appeared on** [www.ashland.or.us](http://www.ashland.or.us) – January 20, 2021 *[If approved January 19, 2021]*

**PUBLIC NOTICE**  
**Approval of a Sole Source Procurement**

**First date of publication:** January 20, 2021 [If approved January 19, 2021]

A request for approval of a Sole Source procurement was presented to and approved by the City Council, acting as the Local Contract Review Board, on January 19, 2021.

It has been determined based on written findings that the following Goods and Services are available from only one source.

This Sole Source Procurement will allow the City’s Electric Department to continue purchasing Itron electric meters with Itron radio reads directly from General Pacific. General Pacific is the “authorized and sole distributor” for Itron Meters and Itron metering software and products in Oregon. Itron electric meters have been consistently reliable and durable in all applications resulting in low maintenance costs and fewer change-outs. And, the Itron meter reading equipment is required for compatibility with the existing system.

The contract terms, conditions and specifications may be reviewed upon request by contacting **Tom McBartlett, [thomas.mcbartlett@ashland.or.us](mailto:thomas.mcbartlett@ashland.or.us)**

An affected person may protest the determination that the goods and services are available from only one source in accordance with OAR 137-047-0710. A written protest shall be delivered to the following address: City of Ashland, Electric Department, 90 N. Mountain Ave. Ashland, OR. 97520, Tom McBartlett, [thomas.mcbartlett@ashland.or.us](mailto:thomas.mcbartlett@ashland.or.us). The seven (7) day protest period will expire at 5:00pm on January 27, 2021.

This public notice is being published on the City’s Internet World Wide Web site at least seven days prior to the award of a public contract resulting from this request for approval of a Sole Source procurement.



December 21, 2020

City of Ashland OR  
John Paulick

To Whom It May Concern:

This letter is intended to clarify Itron sales representation for electricity metering products in our Pacific Northwest region.

General Pacific (GP) has a long-standing history partnering with Itron to serve the public power market.

GP is our authorized and sole electricity meter stocking distributor for Oregon and the City of Ashland. This includes our complete line of electricity meters and reading software and equipment.

If additional information is required please do not hesitate to reach out to me, as needed

Sincerely,

A handwritten signature in blue ink, appearing to be "RR" followed by a long horizontal stroke.

Rob Rickard  
Portfolio Account Manager  
[rob.rickard@itron.com](mailto:rob.rickard@itron.com)  
(509) 990-9216



**General Pacific, Inc.**

*Quote*

Date: 12/28/2020

To: City of Ashland  
Attn: John Paulick  
90 N Mountain Ave  
Ashland, Or 97520-2014  
541.488.5354

Expiration Date: 12/31/2021

Qty	Item #	Description	Unit Price	UOM
1	ITR F620502	C1SR, FM2S, CL200	\$57.00	ea
1	ITR H130547	C1SR, FM2S, CL320	\$152.23	ea
1	ITR H130522	C1SR, FM1S, CL100	\$152.23	ea
1	ITR F620503	CN1SR, FM12S, CL200	\$146.36	ea
1	ITR F620507	C1SDR3, FM4S, CL20	\$358.00	ea
1	ITR G980840	C1SDR3, FM3S, CL20 240v	\$243.64	ea
1	ITR F620508	C1SDR3, FM2S, CL320	\$243.64	ea
1	ITR F620501	C1SDR3, FM2S, CL200	\$208.36	ea
1	ITR F620505	CP1SDR3, FM14/16S, ML1, CL200	\$351.85	ea
1	ITR F620509	CP1SDR3, FM9/36S, ML1, CL20	\$351.85	ea
1	ITR F620511	CN1S, FM12S, CL200	\$107.14	ea
1	ITR F620513	C1S, FM2S, CL320	\$67.93	ea
1	ITR F620510	C1S, FM2S, CL200	\$33.57	ea
1	ITR F620512	C1SD, FM2S, CL200	\$189.00	ea
1	ITR G980854	C1SD, FM2S, CL320	\$200.00	ea

**Thank you for your business!**

22414 NE Townsend Way, Fairview, OR 97024 503.907.2900 meter.orders@generalpacific.com