

## Town of Windsor

### Memorandum

August 14, 2018

**TO:** The Honorable Mayor and Town Council

**FROM:** Michael Stallings, Town Manager

**SUBJECT:** Replacement Meter Reading Equipment

As you know, our maintenance staff is tasked with reading water meters each month. The meters that we are currently using allow our staff to read the meter by touching a probe to the top of the meter box. This then transmits the meter reading into a handheld device. Once all the meters have been read, that handheld device is then hooked up to a computer in the office and the meter readings are downloaded into Terry's computer.

The handheld devices that we are currently using, as well as the software that runs them, are outdated and are no longer being supported by their manufacturer. This, along with the fact that we are experiencing problems with our current equipment, has caused us to look for replacement meter reading equipment.

Our maintenance supervisor evaluated equipment from a variety of manufacturers before selecting new equipment from the same company that manufactured our existing equipment, Itron. This will include a new handheld device as well as a new probe and the software required to run them.

Attached you will find the quotes for the handheld device, software, and the probe. The quote also includes installation, setup, and training on the software and devices. The total cost for the equipment and setup is \$21,763. As this expense was not contemplated when the 2018-19 operating budget was developed, we must appropriate funds to cover this purchase.

I am recommending that Council approve the enclosed resolution to appropriate \$21,763 from the unappropriated portion of the Water Funds' Fund Balance to cover this needed purchase.

#### **Recommended Motion**

Move that Council adopt the resolution entitled:

A Resolution Appropriating The Sum Of  
\$21,763 From The Unappropriated Fund Balance  
Of The Water Fund To The 2018-19 Water Fund  
Operating Budget

**Resolution**

A Resolution Appropriating The Sum Of  
\$21,763 From The Unappropriated Fund Balance  
Of The Water Fund To The 2018-19 Water Fund  
Operating Budget

**WHEREAS**, the Town of Windsor needs to replace its current meter reading equipment and software, and;

**WHEREAS**, the cost of this purchase is \$21,763, and;

**WHEREAS**, the Town Council must appropriate these funds from the Water Funds' Fund Balance.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the Town of Windsor, Virginia as follows:

Section 1. That the sum of \$21,763 from the Unappropriated Fund Balance of the Water Fund, be, and the same hereby is, appropriated to the Equipment line item within the Water Fund 2018-19 operating budget:

Section 2. The Manager is authorized and directed to do all things necessary to ensure that the new meter reading equipment is acquired and installed.

Section 3. This resolution shall be effective on and after its adoption.

Adopted: August 14, 2018

TESTE:

\_\_\_\_\_  
Town Clerk



Electric / Gas / Water  
Information collection, analysis and application

2111 N. Moller Rd.  
Liberty Lake, WA 99019  
fax: 866-787-6910  
[www.itron.com](http://www.itron.com)

**Pricing Summary for  
Town of Windsor**

BMR# 15144-18 Ver4 Aug  
August 2, 2018

Item	Part Number	Description	Qty	Unit Price	Extended Price	Notes
<b>Hardware</b>						
1	OEM-1069-040	PANASONIC 7" TOUGH PAD FZ-M1, USE FOR FDM WORK ORDERS, GPS, BARCODE, 3YR PANASONIC WARRANTY	1	\$3,210.00	\$3,210.00	
2	OEM-1069-060	OEM PANASONIC DESK CRADLE FOR FZ-M1, USB AND ETHERNET, SPARE BATTERY CHARGER	1	\$460.00	\$460.00	
<b>Hardware Total</b>					<b>\$3,670.00</b>	
<b>Itron Subscription Services</b>						
3	One Time Fee	One Time - Initial Set-up Fee			\$250.00	
4	Annual Subscription	Itron Mobile Walk-By Only Subscription Up to 2,500 Endpoints			\$240.00	(1)
<b>Itron Subscription Services Total</b>					<b>\$490.00</b>	
<b>Professional Services</b>						
5	Services	FCS Software Client Services Delivery - Onsite			\$11,445.00	(2)
6	Expenses	Travel and Expenses			\$1,700.00	
<b>Professional Services Total</b>					<b>\$13,145.00</b>	
<b>Total</b>					<b>\$17,305.00</b>	

**Notes and Assumptions**

- (1) Itron Mobile
  - Itron Mobile is offered as an annual subscription with a minimum one-year term.
  - FCS v4.0 is fully tested and operational prior to Itron Mobile Application services.
- (2) Professional Services pricing is an estimate and is based on assumptions that have not been confirmed. In order to create a formal Scope of Work and a more accurate professional services bid, a detailed discussion of actual project requirements will be necessary. Travel and expenses have been included in this estimate and will be billed at actual.  
On-site FCS Services includes: Remote Kickoff/system requirements, Remote FCS installation on single system, On-site configuration for Water Wand Probing, parameters/settings and system testing, On-site FCS 'Life of a Route' desktop and data collection training, Remote Support during Test Phase, Remote Go Live support and Transition to Support. Fixed Fee Services. Standard business hours 8AM to 5PM, Monday through Friday. No weekend services.  
Note: FCS v3.0 if using FC200. FCS v4.0 if using FC300.  
Billable Travel Time (to be Invoiced as actual) include roundtrip air and ground. The total represents the highest amount to be charged for billable travel. Itron will make every effort to assign a "same coast" resource, but assignment is based on availability.
- (3) Pricing is based on existing agreements or Itron's standard terms and conditions: Equipment Purchase Agreement, Maintenance and Support Services Agreement, Master Sales Agreement, Private Cloud Services Agreement, Professional Services Agreement, and Software License Agreement.
- (4) Freight and taxes are not included. Prices are in US dollars. Prices are valid for 90 days.

Northrop Grumman - Utility Systems  
 9112 Spectrum Center Blvd.  
 San Diego, CA 92123

Phone # (858) 514-0400  
 Fax # (858) 560-1474

Date	Quote #
6/18/2018	2018-7768

Name / Address
Town of Windsor P.O. Box 307 Windsor, VA 23487 Attn: Accounts Payable

Customer Phone	Customer Fax
757.510.4660	757.242.9039

Account #	Terms	Rep
111648.5185	Net 30	MT

Item	Description	Qty	Cost	Total
VP-54 (Tele. Ext.)	VersaProbe with Bluetooth, Internal BCM with Mini USB Charger Adapter, Telescoping Extension (22" to 42")  **S/N:  Data Memory Enabled: ----- Off Display Timeout: ----- 15 sec AutoSense Enabled: ----- On Post-Transmit Display Enabled: -- Off Communication Option Code:---- (I) Itron Protocols:----- P1, P3, P4, P5, P7  Default Bluetooth Communications = Serial Mode  Badger/Metron P5 Autosense = Off	1	4,658.00	4,658.00
VP-GUIDE	VersaProbe User's Guide	1	0.00	0.00
Trade-In Allowance (VP Ty...	Trade-In Allowance. VersaProbe S/N: VP14AI1410	1	-200.00	-200.00

This quote is valid for 90 days and is subject to the attached Northrop Grumman AMR Maintenance Agreement and General Conditions of Sale documents unless otherwise stated. No other Terms and Conditions apply to this proposal.  Shipments for service and repair require RMA numbers which are available from our Support Desk at 858-514-0400. Equipment returns are generally not accepted, but if authorized, will be subject to a 20% restocking fee.***	<b>Subtotal</b>	\$4,458.00
	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total (USD)</b>	\$4,458.00