

Method of Reading: The proposal from Coris Utilities Inc. included two options:

Option #1: All meters are read at the same time. Based on these readings, the City issues an invoice to all metered customers in January, May and September. This option distributes workflow over the year, using the same core staffing levels for:

- Metered utility billings (January, May & September);
- Flat rate utility billings (March), and
- Property taxation (June).

Option #2: All meters are read continuously over a four-month cycle. Based on these readings, the City would issue an invoice for each property owner three times a year, but actual billings would occur every month. This option allows both the meter reading contractor and the City to spread out the workflow for the metering process only over a continuous twelve-month period.

The City currently uses the process as described in Option #1. The proposal from Neptune Technology Group was solely based on Option #2. Staff will need to conduct a workflow analysis on the feasibility of adopting the method described under Option #2. This analysis will be conducted in 2007.

All of the proposals were based on a cost-per-meter read. Based on the estimated number of meters currently installed, and the number of meters proposed to be added over the next three years, the contract cost for Coris Utilities Inc is 24% less than Neptune Technology Group. In addition, Coris Utilities Inc. offers two workflow options for the City to consider. The method proposed by Neptune Technology Group requires a feasibility analysis by staff that will be conducted in 2007. Coris Utilities Inc. has worked well with the City during the previous five-year contract term and has built a good working relationship with staff. Based on the results of the evaluation, the Team selected Corix Utilities Inc. (formerly Terasen Utility Services Inc.).

CONCLUSION

The current water meter-reading contract with Terasen Utility Services Inc. will expire on December 31st 2006. There are currently approximately 35,000 meters throughout the City. It is expected that an additional 13,000 meters will be added over the next three years.

Based on the proposals that have been received, the Evaluation Team recommends that Corix Utilities Inc. (formerly Terasen Utility Services Inc.), be awarded the contract for a three-year period. The actual cost will depend upon the number of meters read, however it is anticipated that the total cost will be less than \$940,000, including GST.

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