



CITY OF POMONA

COUNCIL REPORT

July 20, 2026

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Chris Diggs, Water Resources Director

SUBJECT: AWARD A PURCHASE ORDER TO WESTERLY METER FOR LARGE AND SMALL WATER METER TESTING, CALIBRATION AND REPAIR SERVICES

RECOMMENDATION:

It is recommended that the City Council take the following actions:

- 1) Award a purchase order in the amount of \$140,000 to Westerly Meter for water meter testing, calibration services and repair services for a term of two years, valid through January 1, 2028.
- 2) Authorize the City Manager to approve the purchase order and any extensions thereto, on behalf of the City.

EXECUTIVE SUMMARY:

Water Resources Department staff recommend the approval of a purchase order to Westerly Meter for meter testing, calibration and repair services. The amount will support the annual testing, calibration, and repair of approximately 45 large meters and 100 small water meters, ensuring accurate water measurement and customer billing.

SB1439/GOVERNMENT CODE §84308 APPLICABILITY:

☐ When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Council members are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$500 or more that would require disclosure and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$250 or more made 1) by any person or entity who is identified in the agenda report as the applicant or proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

FISCAL IMPACT:

Funds for Westerly Meter are available in the adopted FY 2026-27 Water Operations Budget, FD571, Water Operations | CC8124, Water Distribution | Meter Testing Maintenance. The estimated annual cost is projected to be \$70,000 and is available in the FY 2026-27 operating budget. . Funding for future years will be included in each respective annual budget submission.

DISCUSSION:

Westerly Meter performs testing, calibration, and repair services in the field for all customer water meters from 5/8 inch through 10 inches and provides all labor, tools, equipment, and materials necessary to complete the work without exception. Throughout the year, Westerly Meter services various water meter types used in the City's water system, including compound, turbine, positive displacement, magnetic, and ultrasonic meters. These services help ensure the continued accuracy and reliability of the City's water meters. Accurate testing, calibration, and repair of water meters allow the City to accurately measure the volume of water flowing from the City's distribution system to City customers. Water meters record water usage in gallons or cubic feet, enabling the City to bill customers accurately based on actual water usage.

In accordance with Section 2-993.1 (4)(a) of the City's Purchasing Ordinance, "a public notice inviting bids" was posted on PlanetBids on Nov 16, 2022, IFB# 2022-1018. There were 292 vendors notified and two bids were received (see Table 1). Staff reviewed the technical requirements and specifications necessary for a bidder to meet the City's water meter testing, calibration, and repair needs. After a thorough review of the submitted bids and in accordance with the established criteria, Westerly Meter was determined to be the lowest responsive and responsible bidder.

Table 1

Vendor	Bid Price
Westerly Meter	\$6,575
Golden Meters Services	\$9,480

The initial purchase order was issued with the expectation that total expenditures would remain below the \$100,000 threshold not requiring City Council approval. However, due to unforeseen service needs, expenditures exceeded that amount. Staff is therefore requesting City Council approval to authorize services for an additional two-year period in the amount of \$140,000.

Prepared by:

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