WEST DES MOINES WATER WORKS
BOARD OF TRUSTEES MEETING COMMUNICATION

DATE: November 16, 2026

ITEM:

7. Recommendations from Staff
   a. Resolution – Rejecting All Bids for Water Service Connections Brass Goods and Service Saddles and Approve Ordering of New Bids

FINANCIAL IMPACT:

A portion of the brass goods will be used for water main replacement projects, which are paid for by Capital Outlay Equipment Inventory Funds. All other brass goods are stock merchandise charged out to contractors, plumbers, or individual homeowners. The exact financial impact is indeterminate.

SUMMARY:

Each fall, WDMWW issues bids for distribution brass and saddle components. Specifications were initially issued on September 30th but were revised and reissued on October 1st due to a bid form correction and change made in the specifications. Bids were received and opened on October 28th. Three issues were observed with three of the different bidders:

1) One bidder used the original (incorrect) bid form that identified the wrong product specifications.
2) One bidder did not use a bid form but still identified the correct products with unit prices.
3) One bidder had math errors in the totalized line items on the bid form.

The math error is not an uncommon occurrence and could be resolved utilizing the listed unit prices. Historically the total of the unit prices has determined the low bid. The other two issues may raise questions of bid non-responsiveness, so staff feel it's best to reject the received bids. There is still time this calendar year to re-bid these components. A legal review of the bid results has confirmed that WDMWW has the authority to reject all bids received and fix a new date for receiving bids.

BACKGROUND:

West Des Moines Water Works has the practice of bidding brass goods and service saddles on an annual basis. Competitively bidding this equipment allows West Des Moines Water Works to purchase the brass goods and service saddles at the most cost-effective prices. Additionally, it provides direct control over what materials are used on water service connections in main replacement and new plat construction projects. Bids are to be awarded based upon the sum of the unit prices.

RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:

To Adopt a Resolution Rejecting All Bids for Water Service Connections Brass Goods and Service Saddles and Approve Ordering of New Bids.

Prepared by: Mark Hanasz

Approved for Content by: Clete Murphy

November 16, 2026

The Board of Trustees of the West Des Moines Water Works, in the City of West Des Moines, Iowa, met in _____ session, in the West Des Moines Water Works offices at 1505 Railroad Avenue, West Des Moines, Iowa 50265, at 4:05 o'clock P.M., on the above date. There were present Vice Chairperson _____, in the chair, and the following named Board Members:

_____

_____

_____

_____

Absent: _____

Vacant: _____

* * * * * * * * *

Board Member _____ introduced the following Resolution entitled "RESOLUTION REJECTING ALL BIDS FOR WATER SERVICE CONNECTIONS BRASS GOODS AND SERVICE SADDLES AND APPROVE ORDERING OF NEW BIDS", and moved its adoption. Board Member _____ seconded the motion to adopt. The roll was called and the vote was:

AYES: _____

_____

NAYS: _____

Whereupon the Vice Chairperson declared the following Resolution duly adopted:

RESOLUTION

RESOLUTION REJECTING ALL BIDS FOR THE WATER SERVICE CONNECTIONS BRASS GOODS AND SERVICE SADDLES AND APPROVE ORDERING OF NEW BIDS.

WHEREAS West Des Moines Water Works ("Utility") has planned for and appropriated annual funds for water service connections brass goods and saddles, which, in general, consists of the procurement of certain equipment necessary for making water main and distribution connections; and

WHEREAS a round of competitive sealed bids was voluntarily obtained in the manner prescribed by Chapter 26 of the Code of Iowa; and

WHEREAS Iowa Code Section 26.2(3)(b)(5) provides an exception for certain city utility projects from the requirements applicable to public improvements, and following such requirements is optional for projects that are not public improvements; and

WHEREAS contracts relating to public utilities or extensions or improvements thereof, as described in Iowa Code sections 384.80 through 384.94, may be awarded by the city as it deems to be in the best interests of the city; and

WHEREAS the Board of Trustees of West Des Moines Water Works, has determined that it would be in the best interest of the Utility to reject all bids received during the first bidding and order a rebidding; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the West Des Moines Water Works of the City of West Des Moines, Iowa, that all of the bids received in the first bid of water

service connections brass goods and service saddles should be and now hereby are rejected.

BE IT FURTHER RESOLVED that the Secretary of the Board of Trustees is hereby directed to advertise for bids for the procurement of the necessary equipment. The Secretary of the Board of Trustees will receive sealed bids for the various work items before 10:00 A.M. on December 1, 2026.

BE IT FURTHER RESOLVED that opening and reading the bids will be performed at the Utility's Office after 10:00 A.M. on December 1, 2026, unless otherwise specified. The bids will be referred to the Board of Trustees for action upon said bids at a future meeting to be held at the Utility's Office, 1505 Railroad Avenue, West Des Moines, Iowa.

BE IT FURTHER RESOLVED that the Board of Trustees shall receive and file the bids and award a contract at the Utility Office, 1505 Railroad Avenue, West Des Moines, Iowa, on December 14, 2026 at 4:05 P.M.

PASSED, APPROVED, AND ADOPTED by the Board of Trustees of the West Des Moines Water Works on the 16th day of November, 2026.

_____
Jody E. Smith
Vice Chairperson of the Board of Trustees

ATTEST:

_____
Christina Murphy
Secretary of the Board of Trustees

BOARD SECRETARY'S CERTIFICATE

STATE OF IOWA	)
	) SS
COUNTY OF POLK	)

I, the undersigned Secretary of the Board of Trustees of the West Des Moines Water Works, in the City of West Des Moines, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the Board of Trustees showing proceedings of the Board, and the same is a true and complete copy of the action taken by the Board with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board (a copy of the face sheet of such agenda being attached hereto) pursuant to the local rules of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required such law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no Board vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Board hereto affixed this 16th day of November, 2026.

_____

Secretary of the Board of Trustees of
West Des Moines Water Works