

ADVERTISEMENT FOR REQUEST FOR PROPOSAL  
COBB COUNTY PURCHASING DEPARTMENT

**BID OPENING DATE: MAY 27, 2010**

Sealed proposals from qualified contractors will be receive before 12:00 NOON, May 27, 2010, in the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008 for furnishing all labor. Materials, equipment, appliances, etc. pursuant to the plans, specifications, condition and addenda for:

**SEALED BID # 10 -5489**  
REQUEST FOR PROPOSAL  
METER READING SERVICES  
COBB COUNTY WATER DEPARTMENT

**PRE-PROPOSAL MEETING: MAY 11, 2010 @ 10:00 A.M. (EST)**  
**COBB COUNTY PURCHASING DEPARTMENT**  
**1772 COUNTY SERVICES PARKWAY**  
**MARIETTA, GEORGIA 30008**

**No bids will be accepted after the 12:00 noon deadline.**

Proposals are opened at 2:00 p.m. at Cobb County Purchasing Department, 1772 County Services Parkway, 2nd Floor, Bid/Meeting Room, Marietta, GA 30008.

Performance Bond and Labor and Material Payment Bond, or other security instruments as allowed by law each in the amount equal to 100% of the contract sum will be required of the successful bidder. Bonds must be written by a surety company licensed to do business in the State of Georgia, have a "Best's" rating of "A" or better, appear on the current U.S. Treasury Department list of sureties that are acceptable on bonds for the federal government (circular 570), and have recommended bonds limits equal to or in excess of those required for this project; otherwise acceptable to the owner.

No proposal may be withdrawn for a period of ninety (90) days after date of bid opening, unless otherwise specified in the bid documents. Cobb County will consider the competency and responsibility of bidders in making the award. Cobb County reserves the right to reject any and all proposals, to waive informalities and technicalities, to reject portions of the proposals, and to award contracts in a manner consistent with the County and the laws governing the State of Georgia.

This solicitation and any addenda are available for download in PDF format on the Cobb County purchasing website. [www.purchasing.cobbcountyga.gov](http://www.purchasing.cobbcountyga.gov)

To request a copy of the proposal documents, **FAX** the following information to the Purchasing Department @ 770-528-1154 or **e-mail** requests to [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org):

Company name, contact name, company address, phone number and fax number.

Please reference the proposal number and the title of the proposal in the request

Advertise: APRIL 30, 2010  
MAY 7, 14, 21, 2010



SUBMIT BID/PROPOSAL TO:  
COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GA 30008-4012

BID/PROJECT NUMBER: 10-5489  
REQUEST FOR PROPOSAL  
METER READING SERVICES  
COBB COUNTY WATER SYSTEM

**DELIVERY DEADLINE: MAY 27, 2010 BEFORE 12:00 (NOON) EST  
(NO BIDS/PROPOSALS WILL BE ACCEPTED AFTER THIS DEADLINE).**

OPENING DATE: MAY 27, 2010 @ 2:00 P.M. IN THE PURCHASING DEPARTMENT BID ROOM.

BUSINESS NAME AND ADDRESS INFORMATION:

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

NAME AND OFFICIAL TITLE OF OFFICER GUARANTEEING THIS QUOTATION:

(PLEASE PRINT/TYPE)      NAME      TITLE

SIGNATURE OF OFFICER ABOVE: \_\_\_\_\_  
(SIGNATURE)

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

BIDDER WILL INDICATE TIME PAYMENT DISCOUNT: \_\_\_\_\_

BIDDER SHALL INDICATE MAXIMUM DELIVERY DATE: \_\_\_\_\_

BIDS RECEIVED AFTER THE DATE AND TIME INDICATED WILL NOT BE CONSIDERED. COBB COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, TO WAIVE INFORMALITIES, TO REJECT PORTIONS OF THE BID, TO WAIVE TECHNICALITIES AND TO AWARD CONTRACTS IN A MANNER CONSISTENT WITH THE COUNTY AND THE LAWS GOVERNING THE STATE OF GEORGIA.

THE ENCLOSED (OR ATTACHED) BID IS IN RESPONSE TO INVITATION NUMBER 10-5489; IS A FIRM OFFER, AS DEFINED BY SECTION O.C.G.A. (S) 11-2-205 OF THE CODE OF GEORGIA (GEORGIA LAWS 1962 PAGES 156-178), BY THE UNDERSIGNED BIDDER. THIS OFFER SHALL REMAIN OPEN FOR ACCEPTANCE FOR A PERIOD OF 90 CALENDAR DAYS FROM THE BID OPENING DATE, AS SET FORTH IN THIS INVITATION TO BID UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS.

**NOTICE TO BIDDERS - - BID QUOTES MUST INCLUDE INSIDE DELIVERY CHARGES**

ADVERTISE DATES: APRIL 30, 2010

MAY 7, 14, 21, 2010

## BIDDING INSTRUCTIONS – TERMS AND CONDITIONS

### 1. PREPARATION OF BID:

- (A) Bidders are expected to examine the drawings, specifications, schedules, and all instructions. Failure to do so will be at the bidder's risk.
- (B) Each bidder shall furnish the information required by the bid form. The bidder shall sign and print or type his/her name where designated. The person signing the bid must initial erasures or other changes.
- (C) Unit price for each quotation shall be shown and such price shall include packing unless otherwise specified, along with a total and grand total where applicable. In case of discrepancy between a unit price and extended price, the unit price will be presumed correct.
- (D) Where not otherwise specified, bidders must definitely state DATE OF DELIVERY.

### 2. EXPLANATION TO BIDDERS:

Any explanation desired by a bidder regarding the meaning or interpretation of Invitation to Bids, Request for Proposals or Qualifications, drawings, specifications, etc., must be in writing. All questions must be received within seven (7) business days prior to the bid opening date for a response to be generated by the County to all bidders in the form of an addendum. If any statement in the bidding documents, specifications, etc., appears ambiguous to the bidder, the bidder is specifically instructed to make a written request to the Purchasing Department, unless otherwise outlined in the specifications. Any information given to a prospective bidder concerning an Invitation for Bid will be furnished to all prospective bidders, as an addendum to the invitation, if such information is necessary to bidders in submitting bids on the invitation or if the lack of such information would be prejudicial to uninformed bidders. Receipt of the addendum by a bidder must be acknowledged on the bid or by letter received before the date and time specified for the bid opening. **ORAL EXPLANATION OR INSTRUCTIONS GIVEN BEFORE THE AWARD OF THE CONTRACT WILL NOT BE BINDING.**

### 3. SUBMISSION OF BIDS: FACSIMILE BIDS WILL NOT BE CONSIDERED.

- (A) Any Bid Package and modifications thereof shall be enclosed in a sealed envelope, addressed to the office specified in the Invitation to Bid, with the name and address of the bidder, the date and hour of bid opening, and name of bid. A bid reply label will be included in most bid packages stating the above referenced information. Any bid package NOT having bid information on outside of package could be opened as regular mail, and bid could be disqualified.
- (B) Samples of items, when required, must be submitted within the time specified, unless otherwise specified by the County, and at no expense to the County
- (C) An item offered must at least meet specifications called for and must be of quality which will adequately service the purpose and use for which it was intended.
- (D) Full identification of each item bid upon, including brand name, make, model, and catalog number, must be furnished according to the bid specifications if requested to identify exactly what the bidder is proposing. Supporting literature may be furnished to further substantiate the proposal.
- (E) The bidder represents that the article(s) to be furnished under this Invitation to Bid is (are) new and that the quality has not deteriorated so as to impair its usefulness.
- (F) Bids cannot be withdrawn or corrected after the bid opening (except reductions or changes by the successful bidder which would be beneficial or advantageous to the County). The County as deemed necessary may reject changes.
- (G) Cobb County is exempt from Federal Excise Tax and Georgia Sales Tax.
- (H) Cobb County does not accept conditional bids.

### 4. DEFAULT:

The Award as a result of bids received under this invitation may be in part based on the delivery factor. Accordingly, should delivery fail to be performed within the time specified by the bidder, the bid may then be declared in default of the contract. In such event, the County may then proceed to purchase in the open market the items from another source.

### 5. F.O.B. POINT:

Unless otherwise stated in the Invitation to Bid and any resulting contract, all articles will be F.O.B. Destination. This means delivered, unloaded, and placed in the designated place.

### 6. AWARD OF CONTRACT:

The Contract will be awarded to the responsible bidder whose bid will be the most advantageous to the County, price, and other factors considered. The County will make the determination. The County reserves the right at any time to reject any and all bids, to waive informalities and technicalities, to award portions of the bid, and to award contracts consistent with the County and the laws governing the State of Georgia. Normal payment terms are net thirty (30) days after receipt of invoice by the Finance Department.



**COBB COUNTY**  
PURCHASING DEPARTMENT  
1772 County Services Parkway  
Marietta, Georgia 30008-4012  
(770) 528-8400/FAX (770) 528-1154  
www.cobbcounty.org

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## **IMPORTANT NOTICE – PLEASE READ CAREFULLY!!**

All vendors are required to submit the ORIGINAL AND AT LEAST one (1) duplicated copy of any bid submitted to Cobb County. Please refer to your bid specifications to determine if more than one (1) copy is required. Non-submission of a duplicate copy may disqualify your bid/proposal.

A “**SEALED BID LABEL**” has been enclosed to affix to your bid. This label ***MUST*** be affixed to the outside of the envelope or package, **even if it is a “NO BID” response**. Failure to attach the label may result in your bid being opened in error or not being routed to the proper location for consideration. No bid will be accepted after the date and time specified. **IT IS THE VENDOR’S RESPONSIBILITY TO ENSURE THAT EACH BID HAS BEEN RECEIVED IN A TIMELY MANNER.**

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### **BIDS MUST BE RECEIVED BEFORE 12:00 (NOON) ON BID OPENING DAY**

Bids must be received at the Cobb County Purchasing Department. **Any bids received later than 12:00 (noon) will not be accepted.** The County accepts no responsibility for delays in the mail. Bids are to be mailed or hand delivered to:

COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GA 30008-4012

*Bids will be opened at 2:00 P.M. in the Cobb County Purchasing Department, 1772 County Services Parkway, 2<sup>nd</sup> Floor, Conference/Bid Room, Marietta, GA 30008.*

Thank you in advance for your cooperation.

## SEALED BID LABEL

### **SEALED BID ENCLOSED**

DELIVER TO:  
COBB COUNTY PURCHASING  
1772 County Services Parkway  
Marietta, GA 30008-4012

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**SEALED BID # 10-5489 DATE: May 27, 2010**

**BIDS MUST BE RECEIVED BEFORE 12:00 NOON**

**DESCRIPTION: Request for proposal  
Meter Reading Services**

**PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE**



*Cobb County...Expect the Best!*

**REQUEST FOR PROPOSAL**

**SEALED BID # 10 – 5489  
METER READING SERVICES  
COBB COUNTY WATER SYSTEM**

**BID OPENING DATE: MAY 27, 2010**

**PRE-PROPOSAL CONFERENCE: MAY 11, 2010 @ 10:00 A M. (E.S.T.)**  
COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GEORGIA 30008

BIDS ARE RECEIVED IN THE  
COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GEORGIA 30008  
**BEFORE 12:00 (NOON) BY THE BID OPENING DATE**

BIDS WILL BE OPENED IN THE COBB COUNTY PURCHASING DEPARTMENT  
**BID/MEETING ROOM AT 2:00 P.M.**

**VENDORS ARE REQUIRED TO SUBMIT THE ORIGINAL AND 6 COPIES OF BID**  
(UNLESS OTHERWISE SPECIFIED IN BID SPECIFICATIONS)

**N.I.G.P. COMMODITY CODE: 96858**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL \_\_\_\_\_

**NOTE: The Cobb County Purchasing Department will not be responsible for the accuracy or completeness of the content of any Cobb County Invitation to Bid or Request for Proposal or subsequent addenda thereto received from a source other than the Cobb County Purchasing Department.**



*Cobb County...Expect the Best!*

**"STATEMENT OF NO BID"**

COBB COUNTY PURCHASING DEPARTMENT  
1772 COUNTY SERVICES PARKWAY  
MARIETTA, GA 30008

TO ALL PROSPECTIVE BIDDERS:

Because of the many requests to be placed on our vendors' list, we are continuously updating the list. While we want to include all bona fide vendors, we do not want to mail bids to those vendors who may no longer be interested in participating in our bidding process.

If you do not choose to respond to the attached Invitation to Bid/Request for Proposal, please fill out the form below indicating whether or not you want to be retained on our current vendor list.

Vendors who do not respond in any way (by either submitting a bid or by returning this form) over a period of one year may be removed from the current vendor list.

**Vendors who do not wish to bid often return the entire bid package, sometimes at considerable postage expense. Returning the entire bid package is not necessary. Simply return this form.**

Thank you for your cooperation.  
Cobb County Purchasing Department

**"STATEMENT OF NO BID"  
SEALED BID NUMBER 10-5489  
REQUEST FOR PROPOSAL  
METER READING SERVICES**

If you do not wish to respond to the attached Invitation to Bid/Request for Proposal, please complete this form and mail/fax to: **Cobb County Purchasing Department, Attention: Sealed Bid Department, 1772 County Services Parkway, Marietta, GA. Fax # 770-528-1154**

I do not wish to submit a bid/proposal on this solicitation.

**I wish to be retained on the vendor list for this commodity or service: Yes \_\_\_\_\_ No \_\_\_\_\_**

Please PRINT the following:

\_\_\_\_\_  
Company

\_\_\_\_\_  
Representative

You are invited to list reasons for your decision not to bid: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# **REQUEST FOR PROPOSAL**

## **Cobb County Water System Meter Reading Services**

**SEALED BID NUMBER: 10-5489**



*Cobb County... Expect the Best!*

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## **PART 1 – GENERAL**

### ***1.1 Description***

- A. The Cobb County Water System (CCWS) is seeking to rebid its current meter reading services contract. CCWS is soliciting proposals from qualified Proposers for meter reading services. The selected proposer will provide complete meter reading services to support water service meter routes. The CCWS has approximately 175,000 water meters, which are read monthly.

Bids are due to the Cobb County Purchasing Department located at 1772 County Services Parkway, Marietta, GA 30008 before **12:00 noon on May 27, 2010**. Late bids will not be accepted.

- B. This Request for Proposal (RFP) sets forth the requirements for the requested services and solicits a detailed, comprehensive response from Proposers to meet or exceed the requirements further described later in this RFP.
- C. The Proposer submitting the response to this RFP must accept full responsibility as the prime contractor and disclose all subcontractors/subproposers that Proposer will be relying on to assist in fulfilling its responsibilities under this project. If Proposers choose to partner in order to offer a complete solution, the partners must explain their partnering business relationship and experience on similar projects.

### ***1.2 General Instructions for Proposers, Terms and Conditions***

#### **A. Preparation of Proposals**

Each Proposer shall examine the specifications, schedule, and all instructions. Failure to do so will be at the Proposer's risk.

Each Proposer shall furnish all information required by the proposal form or document. Each Proposer shall sign the proposal and print or type his or her name on the schedule. The person signing the proposal must initial erasures or other changes. An agent authorized to bind the company must sign proposals.

Requests for Proposals issued by Cobb County are advertised on the Cobb County Internet site ([www.purchasing.cobbcounty.ga.gov](http://www.purchasing.cobbcounty.ga.gov)) and every Friday in the Cobb County legal organ, the Marietta Daily Journal.

#### **B. Delivery**

Each Proposer should state time of proposed delivery of goods or services. Words such as "immediate", "as soon as possible", etc. shall not be used. The known earliest date or the minimum number of calendar days required after receipt of order (delivery A.R.O.) shall be stated (if calendar days are used, include Saturday, Sunday and holidays in the number).

#### **C. Submission of Proposals**

Proposals shall be enclosed in sealed envelopes, addressed to the Cobb County Purchasing Department with the name of the proposer, the date and hour of opening and the invitation to bid number on the face of the envelope. Proposals must be received in the Purchasing Department no later than the date and time (determined by the date/time stamp in the department) set forth in the Request for Proposal (RFP). It is the sole responsibility of the proposer to ensure that his or her proposal reaches the Purchasing Department. Telegraphic/faxed proposals will not be considered.

Any addenda should be enclosed in the sealed envelopes as well. The proposals will be publicly opened and read at the time and place set forth in the RFP.

Samples of items, when required, must be submitted within the time specified and, unless otherwise specified by the County, at no expense to the County. Unless otherwise specified, samples will be returned at the proposer's request and expense if items are not destroyed by testing. Items offered must meet required specifications and must be of a quality, which will adequately serve the use and purpose for which intended.

Full identification of each item bid upon, including brand name, model, catalog number, etc. must be furnished to identify exactly what the proposer is offering. The proposer must certify that items to be furnished are new and that the quality has not deteriorated so as to impair its usefulness.

If no items are bid on, the "Statement of No Bid" must be returned, with the envelope plainly marked "No Bid" including the bid number. Where more than one item is listed, any items not bid upon must be indicated "No Bid".

Unsigned proposals will not be considered except in cases where proposal is enclosed with other documents, which have been signed. The County will determine this.

Cobb County is exempt from federal excise tax and Georgia sales tax with regards to goods and services purchased directly by Cobb County. Suppliers and contractors are responsible for federal excise tax and sales tax, including any taxes for materials incorporated in county construction projects. Suppliers and contractors should contact the State of Georgia Sales Tax Division for additional information. Tax Exemption Certificates will be furnished upon request.

Information submitted by a proposer in the bidding process shall be subject to disclosure after the public opening in accordance with the Georgia Open Records Act. Each page of proprietary information must be identified. Entire proposal may not be deemed proprietary.

**D. Withdraw Proposal Due to Error**

The proposer shall give notice in writing of his claim of right to withdraw his proposal without penalty due to an error within two (2) business days (48 hours) after the conclusion of the bid opening. Proposals may be withdrawn from consideration if the price was substantially lower than the other proposals due solely to a mistake therein, provided the proposal was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the proposal, which unintentional arithmetic or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the proposal sought to be withdrawn. The proposer's original work papers shall be the sole acceptable evidence of error and mistake if he elects to withdraw his proposal. If a proposal is withdrawn under the authority of this provision, the lowest remaining responsive proposal shall be deemed to be low bid. Proposal withdrawal is not automatically granted and will be allowed solely at the discretion of Cobb County.

No proposer who is permitted to withdraw a proposal shall, for compensation, supply any material or labor or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.

No proposer who is permitted to withdraw a proposal shall, for compensation, supply any material or labor or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.

Supplier has up to forty-eight (48) hours to notify the Cobb County Purchasing Department of an obvious clerical error made in calculation of proposal in order to withdraw a proposal after proposal opening. Withdrawal of proposal for this reason must be done in writing within the forty-eight (48)

hour period. Suppliers who fail to request the withdrawal of proposal by the required forty-eight (48) hours shall automatically forfeit bid bond. Proposal may not be withdrawn otherwise. Proposal withdrawal is not automatically granted and will be allowed solely at the discretion of Cobb County.

**E. Patent Indemnity**

The Proposer guarantees to hold the County, its agents, officers or employees harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the Proposer is not the patentee, assignee or licensee.

**F. Payment & Performance Bonds**

1. Performance/Payment Bond

Within ten (10) days after notice of an award, Proposers are required to have a valid Performance/Payment Bond in force covering the work to be performed up to the time of total acceptance by Cobb County. The bond shall be in the amount of one hundred (100) percent of the contract amount, guaranteeing to Cobb County the completion and performance of the work covered in such a contract, as well as full payment of all suppliers, agents, laborers or subcontractors employed in the performance of the project. Such bond will be in a form and with a surety acceptable to Cobb County and will provide for the protection of all persons supplying labor and materials used for the performance of the work. A contract will not be issued until an acceptable Performance/Payment Bond has been received. The Proposer agrees to keep such bond or a replacement thereof, in force at all times during the course of the performance for this project, including any change orders.

2. Qualification of Surety

A surety company of recognized and acceptable standing, authorized to do business in the State of Georgia and having a resident agent in Cobb County or adjacent area shall execute the Performance Bond. The Surety Company will hold a current certificate of authority as acceptable surety on Federal Bonds, in accordance with U.S. Department of Treasury Circular 570, Current Revision.

3. Contract Assignment

A successful Proposer(s) may not assign any part of a resultant contractual agreement (except contract payments) without the prior written authorization of Cobb County.

**G. Insurance**

Consultant shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with performance of the Work hereunder by the Consultant, his agents, representatives, employees, or consultants.

1. Minimum Limits of Insurance

a. General Liability: \$1,000,000 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury and property damage for premises/operations, products/completed operations, and contractual liability.

Professional Liability: \$1,000,000 each claim/annual aggregate including “errors and omissions” liability.

b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage, including all owned, hired, and non owned when applicable.

c. Workers’ Compensation and Employers Liability: Workers’ Compensation limits as required by the Labor code of the State of Georgia and Employers Liability.

2. Deductibles and Self-Insured Retention

Any deductibles or self-insurance retentions must be declared to and approved by the Owner. At the option of the Owner, either: The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Owner, its officers officials, and employees; or the Consultant shall procure a bond guaranteeing payment of losses related to investigations, claim administration and defense expenses.

3. Other Insurance Provisions

General Liability and Automobile Coverages: The Owner and its officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Consultant.

The consultant is responsible for insuring its own property and equipment.

Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against the Owner and its officers, officials, and employees.

All Coverages: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Owner, Cobb County, Georgia, in care of the CCWS, 660 South Cobb Drive, Marietta, GA 30060.

4. Acceptability

Insurance is to be placed with insurers with a Best's rating of no less than A:VIII, or otherwise acceptable to the Owner.

5. Verification of Coverage

Consultant shall furnish the Owner with certificates of insurance and with original endorsements effecting coverage required by this clause. These certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Owner before any work commences. The Owner reserves the right to require complete, certified copies of all required insurance policies at any time.

6. Consultants

Consultant shall include all consultants and professionals as insured under its insurance or shall ensure that all consultants and professionals have met the insurance requirements of this agreement. Owner may request evidence of all consultants and professional's insurance.

**H. County Furnished Property**

The County will furnish no material, labor or facilities unless so provided in the RFP.

**I. Award**

Award will be made to the lowest responsive and responsible proposer. Conditional proposals are not be acceptable. The quality of articles to be supplied, their conformity with the specifications, their suitability to the requirements of the County, and the delivery terms will be taken into consideration in making the award. The County may make such investigations as it deems necessary to determine the ability of the proposer to perform, and the proposer shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any proposal if the evidence submitted by, or investigation of such proposer fails to satisfy the County that such proposer is properly qualified to carry out the obligations of the contract. The County reserves the right to reject or accept any or all proposals and to waive technicalities, informalities, and minor irregularities in proposals received.

The County reserves the right to purchase the goods or services described herein from other sources. The Proposer does not have the exclusive right to fill all of the County's requirements for the goods

or services awarded nor will the County be obligated to purchase the estimated annual quantity or any quantity contained in the proposal document.

The County reserves the right to make an award as deemed in its best interest, which may include awarding a proposal to a single proposer or multiple proposers; or to award the whole proposal, only part of the proposal, or none of the proposal to single or multiple proposers, based on its sole discretion of its best interest. In case of tie bid, the award will be made as follows:

1. The bid will be awarded to the in-county vendor.
2. The bid will be awarded to the in-state vendor.
3. The bid will be awarded to the vendor with the lesser total dollar volume.

The County reserves the right to award by line item to more than one vendor. The County reserves the right to negotiate a lower price than the bid award price on any line item with the successful vendor, should the quantity required significantly exceed those on the RFP. If the County is unable to negotiate an acceptable price, it reserves the right to rebid the item(s) involved. If after the award of the bid there is a decrease in the price of a product from the manufacturer, or a rebate, the successful proposer will pass that price decrease and/or rebate onto the County.

Time payment discounts will be considered in arriving at net prices and in award of bids. Offers of discount for payment within ten (10) days following the end of the month are preferred.

**J. Rejection of Proposals**

Failure to observe any of the instructions or conditions in this request for proposal shall constitute grounds for rejection of proposal.

**K. Contract**

Each proposal is received with the understanding that the acceptance in writing by the County of the offer to furnish any or all of the commodities or services described therein shall constitute a contract between the Proposer and the County which shall bind the Proposer on his part to furnish and deliver the articles quoted at the prices stated in accordance with the conditions of said accepted proposal. The County, on its part, may order from such contractor, except for cause beyond reasonable control, and to pay for, at the agreed prices, all articles specified and delivered.

The Price and all unit prices shown shall be deemed to include all costs of Contractor's performance of the Work as set forth in the Proposal Documents, including, but not limited to, the costs of labor, supervision, travel, services, materials, equipment, tools, scaffolds, hoisting, transportation, storage, insurance and taxes.

Upon receipt of a proposal containing a Cobb County "Standard Contract" as part of the requirements, it is understood that the Proposer has reviewed the documents with the understanding that Cobb County requires that all agreements between the parties must be entered into via these documents. If any exceptions are taken to any part, each exception must be stated in detail and submitted as part of the proposal document. If no exceptions are stated, it is assumed that the Proposer fully agrees to the "Standard Contract" in its entirety. The County reserves the right to make changes to the "Standard Contract".

When the contractor has performed in accordance with the provisions of this agreement, Cobb County shall pay the contractor within a reasonable time any payment requested based upon work completed or service provided pursuant to the contract, the sum so requested, less the retainage stated in this agreement, if any. The County's normal payment terms are net thirty (30) days after receipt of invoice.

**L. Non-Collusion**

By submission of a proposal, the Proposer certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the Proposer prior to opening, directly or indirectly, to any other Proposer or to any competitor
3. No attempt has been made, or will be made, by the Proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Collusion and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

**M. Conflict Of Interest, Etc.**

By submission of a proposal, the Proposer certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this RFP, and
2. That no employee of the County, nor any member thereof, not any public agency or official affected by this RFP, has any pecuniary interest in the business of the proposing firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this RFP.

The proposing firm also warrants that he and his sub-consultant(s) have not employed or retained any company or person other than a bona fide employee working solely for the proposing firm or sub-consultant(s) to solicit or secure a contract agreement with Cobb County, as related to this RFP, and that he and his sub-consultant(s) have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the proposing firm or his sub-consultant(s) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of this Agreement.

For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

The successful proposing firm shall require each of its sub-consultant(s) to sign a statement certifying to and agreeing to comply with the terms of the subsections above.

**N. Default**

The contract may be cancelled or annulled by the Purchasing Director in whole or in part by written notice of default to the contractor upon non-performance or violation of any contract term. An award may be made to the next highest rated responsive and responsible Proposer, or articles specified may be purchased on the open market similar to those terminated or the County may issue a new Request for Proposal. In any event, the defaulting contractor (or his surety) shall be liable to the County for costs to the County in excess of the defaulted contract prices; provided, however, that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the contractor to deliver materials or services within the time stipulated on its proposal, unless extended in writing by the Purchasing Director, shall constitute contract default.

**O. Disputes**

Except as otherwise provided in the contract documents, any dispute concerning a question of fact arising under the contract which is not disposed of shall be decided after a hearing by the Purchasing Director who shall reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the contractor. The decision of the Purchasing Director shall be final and binding, however, the contractor shall have the right to appeal said decision to a court of competent jurisdiction.

**P. Substitutions**

Proposers offering and quoting on substitutions or who are deviating from the attached specifications shall list such deviations on a separate sheet to be submitted with their proposal. The absence of such a substitution list shall indicate that the Proposer has taken no exception to the specifications contained therein.

**Q. Ineligible Proposers**

The County may choose not to accept the proposal of one who is in default on the payment of taxes, licenses or other monies owed to the County. Failure to respond three (3) consecutive times for any given commodity may result in removal from the list under that commodity.

In compliance with the Americans With Disabilities Act (ADA), Cobb County provides reasonable accommodations to permit a qualified applicant with a disability to enjoy the privileges of employment equal to those employees without disabilities. Disabled individuals must satisfy job requirements for education background, employment experience, and must be able to perform those tasks that are essential to the job with or without reasonable accommodations.

**R. General Information**

Sealed proposals, with original signatures, will be accepted by the County Purchasing Department at the time, place, and date specified. One (1) original and six (6) copies of the proposal must be submitted, complete with a cover letter signed by an official within the organization who has authority to sign a contract.

These proposals must be in accordance with the purposes, conditions, and instructions provided in this RFP.

The Cobb County Board of Commissioners assumes no responsibility for proposals received after the submission time, whether due to mail delays or any other reason.

All work performed by the successful Proposer shall be performed in compliance with the Americans with Disabilities Act.

**S. Request Additional Information**

Inquiries that must be answered in regards to the Proposal procedures or technical matters must be submitted in writing via U.S. Mail, facsimile or email to:

Cobb County Purchasing Department  
1772 County Services Parkway  
Marietta, Georgia 30008-4021  
Fax: (770) 528-1154  
Email: [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org)

All inquiries must be in writing.

Copies of all inquiries and responses shall be shared with all known recipients of the RFP by addendum. All inquiries must be received by **5 pm on Tuesday, May 18, 2010**. Cobb County will not orally or telephonically address any question or clarification regarding specifications or

procedures. Cobb County is not bound by any oral representations, clarifications, or changes made to the written specification by County employees, unless such clarification or change is provided to the Proposer in written addendum form from Cobb County.

Addenda will be mailed or faxed to all that are known by the issuing office to have received a complete set of proposal documents. Copies of Addenda will be made available for inspection whenever proposal documents are on file for that purpose. No Addenda will be issued later than three days prior to the date for receipt of proposals except an Addendum withdrawing the request for proposals or one, which includes postponement of the date for receipt of proposals. Each Proposer shall ascertain prior to submitting a proposal that the Proposer has received all Addenda issued, and the Proposer shall acknowledge the receipt in the proposal.

**T. Firm Prices**

Prices quoted by proposal shall be firm and best prices. Prices quoted must be valid for a minimum of one hundred twenty (120) days from the date of bid opening to contract signing.

**U. Proposal/Presentation Costs**

The cost for developing a proposal will be borne by the Proposer. Cobb County is not liable for any costs incurred by the Proposer in preparation and/or presentation of proposals in response to this RFP or for travel and other costs related to this RFP.

**V. Alterations of Documents**

Alterations of County documents are strictly prohibited and will result in automatic disqualification of the firm's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the firm may make notes to those areas, but may not materially alter any document language.

**W. Termination for Convenience**

The County, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the County shall be liable only for goods or services delivered or accepted. The County Notice of Termination may provide the contractor thirty (30) days prior notice before it becomes effective. However, at the County's sole option a termination of convenience may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole.

**X. Inter-governmental Agreement**

Other cities and Authorities located in Cobb County will be allowed to purchase identical items at the same price and upon the same terms and conditions, pursuant to the Intergovernmental Cooperative Purchasing Agreements entered into between the BOC and Cobb County Governmental entities listed under the Intergovernmental Cooperative Purchasing Program. These entities include the Cobb County Board of Education and Cities of Acworth, Austell, Kennesaw, Smyrna, Marietta, and Powder Springs and the Cobb County-Marietta Water Authority and the Cobb-Marietta Coliseum and Exhibit Hall Authority.

**Y. Indemnification/Hold Harmless**

By submission of a proposal, the selected responding firm agrees to the fullest extent permitted by law to indemnify Cobb County and protect, defend, indemnify and hold harmless Cobb County, its officers, officials, employees and volunteers from and against all claims, actions, liabilities, losses (including economic losses), or costs arising out of any actual or alleged a) bodily injury, sickness, disease, or death; or injury to or destruction of tangible property including the loss of use resulting there from; or any other damage or loss arising out of or resulting claims resulting in whole or part from any actual or alleged act or omission of the responding firm, sub-consultant, anyone directly or

indirectly employed by any firm or sub-consultant; or anyone for whose acts any of them may be liable in the performance of work; b) violation of any law, statute, ordinance, governmental administrative order, rule, regulation, or infringements of patent rights or other intellectual property rights by the responding firm in the performance of work; or c) liens, claims or actions made by the responding firm or other party performing the work, as approved by Cobb County. The indemnification obligations herein shall not be limited by any limitation on the amount, type of damages, compensation, or benefits payable by or for the responding firm or its sub-consultant(s), as approved by the County, under workers' compensation acts, disability benefit acts, other employee benefit acts, or any statutory bar or insurance.

**Z. Multi-Year Contract Provisions**

The successful Proposer will be required to enter into a contract containing the provisions as required by Georgia law pertaining to multi-year contracts. The following is a sample of the provision and will be adjusted as to the term or as to the length of the contract.

This contract shall terminate absolutely and without further obligation on the part of Cobb County at the close of the calendar year in which it was executed, and at the close of each succeeding calendar year for which it may be renewed as provided in O.C.G.A. Section 36-60-13. The contract shall automatically renew for each of the remaining calendar years provided for in the contract, unless positive action is taken by Cobb County to terminate such contract, and the nature of such action shall be written notice provided to the consulting firm within sixty (60) days before the end of the initial year of the contract or each succeeding remaining calendar year.

This contract shall terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of Cobb County under this contract.

**AA. Americans with Disabilities Act**

Cobb County requires all contractors to comply with applicable sections of the Americans With Disabilities Act (ADA) as an equal opportunity employer. In compliance with the Americans With Disabilities Act (ADA), Cobb County provides reasonable accommodations to permit a qualified applicant with a disability to enjoy the privileges of employment equal to those employees without disabilities. Disabled individuals must satisfy job requirements for education background, employment experience, and must be able to perform those tasks that are essential to the job with or without reasonable accommodations.

**AB. Disadvantaged Business Enterprises (DBE):**

The following provisions should be carefully read to determine applicability to your business.

Cobb County Government encourages the participation of all businesses in offering their services and/or products. The Cobb County Government has the goal to fairly and competitively procure the best product at the most reasonable cost.

A Disadvantaged Business Enterprise (DBE) is generally defined as a Female, Black American, Hispanic American and any other minority owned business. The Federal Government has long had program in place to ensure participation of DBE vendors and suppliers. The State of Georgia has established a similar program whereby DBE firms are defined, certified and made known. This effort is managed by the Georgia Department of Transportation (GDOT). More information can be obtained from GDOT web site:

<http://www.dot.state.ga.us/eeo-div/index.shtml>

The Cobb County Government addresses DBE business participation (frequency and dollar value) in the following ways:

1. Cobb County wishes to identify all DBE participation; both at the contractor and sub-contractor levels in the following ways.
  - a. DBE businesses are requested to identify such status at the time they register as a vendor.
  - b. DBE businesses are requested to identify themselves at the time they propose to do business. Please complete **EXHIBIT B** if applicable and return with bid submittal.
  - c. All businesses will receive with each Purchase Order an instruction sheet for use of the furnished *Cobb County Government DBE Participation Report*, **EXHIBIT C**. Businesses are requested to complete this report and submit it with each invoice for the time period billed.
2. Cobb County has established a Disadvantaged Business Enterprise Plan in accordance with the regulations of the U.S. Department of Transportation (U. S. Department of Transportation (USDOT), 49 CFR Part 26.) The Cobb County Department of Transportation is the lead agency for implementing the USDOT DBE Program for the County.

*The Plan applies only to projects which are clearly indicated by the County*

**AC. Compliance with Georgia Security and Immigration Compliance Act**

Effective: 04/26/10 (Replaces all prior versions)

**BACKGROUND**

Pursuant to the “Georgia Security and Immigration Compliance Act,” Cobb County cannot enter into a contract for the physical performance of services unless the contractor registers and participates in the federal work authorization program to verify information of all new employees. Neither may any contractor or subcontractor enter a contract with the county in connection with the physical performance of services unless the contractor or subcontractor registers and participates in the federal work authorization program to verify information of all new employees. O.C.G.A. § 13-10-91.

Definitions:

Affidavit – a written statement made or taken under oath before an officer of the court or a notary public or other person who duly has been authorized so to act.

Affiant – the person who makes and subscribes to a statement made under oath (affidavit).

Additionally, before a bid for any such service is considered, the bid must include a signed, notarized affidavit from the contractor attesting to the following: (1) the affiant has registered with and is authorized to use the federal work authorization program; (2) the user ID number and date of authorization for the affiant; and (3) the affiant is using and will continue to use the federal work authorization program throughout the contract period. O.C.G.A. § 13-10-91 (b)(1).

Based upon the County’s experience, additional compliance certification shall be required of all contractors and their subcontractors at the time work is commenced under any contract for the physical performance of services.

**PROCEDURE**

1. Bid Documents: Bid documents should contain information regarding the contract language requirement below.
2. Responsive Bid Documents: Responsive bid documents must include a signed, notarized affidavit from the contractor in the form attached. If the affidavit is not submitted **at the time of the bid**, the applicant will be **disqualified**.

***This affidavit must be signed, notarized and submitted with any bid requiring the performance of physical services. If the affidavit is not submitted at the time of the bid, bid will be determined non-responsive and will be disqualified.***

3. Contract Language: Affirmative language shall be contained in contracts for the performance of services to cover all statutory and County requirements; such language shall require:
  - (a) Affidavits in the form attached be executed from a contractor (and any subcontractors, regardless of tier) showing compliance with the requirements of O.C.G.A. § 13-10-91 at the time a contract for the performance of physical services is executed. Such affidavits should be attached to the contract and/or subcontracts.

- (b) That the contractor will be responsible for securing affidavits, and submitting them to the County, for any subcontractors (or sub-subcontractors) employed or retained for work under the contract.
- (c) That the contractor will comply with the requirements for submitting Compliance Certification (as discussed below);
- (d) That failure to comply with any of the requirements and procedures of the County (i.e., failure to supply required affidavits or compliance certification documents; failure to utilize federal work authorization procedures; failure to permit or facilitate audits or reviews of records by County officials upon request; and/or failure to continue to meet any of the foregoing obligations during the life of the contract) shall constitute a material breach of the contract and shall constitute a material breach of the contract and shall entitle the County to dismiss any general contractor, subcontractor, or sub/subcontractor (irrespective of tier) for failing to fully comply with these requirements.
- (e) That upon notice of a material breach of these provisions, the contractor shall be entitled to cure the breach within ten (10) days and provide evidence of such cure. Should the breach not be cured, the County should be entitled to all available remedies, including termination of the contract and damages.

- 4. Compliance Certification: Prior to commencing work under any contract for the physical performance of services, the contractor shall complete the “EMPLOYER IMMIGRATION COMPLIANCE CERTIFICATION” form attached hereto and submit the same to the County.

After commencing work under any contract the physical performance of services, the contractor shall update the “EMPLOYER IMMIGRATION COMPLIANCE CERTIFICATION” form attached hereto whenever there is a change in personnel and every six (6) months during the term of the contract.

Prior to allowing any other subcontractor to perform work under the contract, the contractor shall obtain a completed “EMPLOYER IMMIGRATION COMPLIANCE CERTIFICATION” from each subcontractor and submit the same to the County.

***FORM ATTACHMENTS:***

- 1. CONTRACTOR AFFIDAVIT & AGREEMENT
- 2. SUBCONTRACTOR AFFIDAVIT & AGREEMENT
- 3. EMPLOYER IMMIGRATION COMPLIANCE CERTIFICATION

Effective: 04/26/10 (Replaces all prior versions)

## CONTRACTOR AFFIDAVIT & AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is contracting with Cobb County, Georgia, has registered with, is authorized to use, and is participating in a federal work authorization program\* (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA)). The undersigned contractor further attests that it will continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that should it employ or contract with any subcontractor(s) or should its subcontractor(s) employ other subcontractor(s) for the physical performance of services pursuant to the contract with Cobb County, Georgia, the contractor or subcontractor will:

- (1) Secure from any subcontractor(s) and/or their subcontractor(s) verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. (EXHIBIT A);
- (2) Provide the subcontractor(s) with legal notice that Cobb County, Georgia, reserves the right to dismiss any contractor or subcontractor for failing to provide the affidavit and/or for failure to comply with the requirements referenced in the affidavit; and
- (3) Maintain records of such compliance and provide a copy of each such verification to Cobb County, Georgia, at the time the subcontractor(s) is retained to perform such services or upon any request from Cobb County, Georgia.

\_\_\_\_\_  
EEV/Basic Pilot Program User ID Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
[Contractor Name]

\_\_\_\_\_  
Contractor Business Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

SWORN AND SUBSCRIBED  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public Commission Expires: \_\_\_\_\_

*\*The applicable federal work authorization program as of the effective date of the statute is the EEV/Basic Pilot program operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).*

**This affidavit must be signed, notarized and submitted with any bid requiring the performance of physical services. If the affidavit is not submitted at the time of the bid, bid will be determined non-responsive and will be disqualified.**

Effective: 04/26/10 (Replaces all prior versions)

**EXHIBIT A**

**SUBCONTRACTOR AFFIDAVIT & AGREEMENT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Cobb County, Georgia, has registered with, is authorized to use, and is participating in a federal work authorization program\* (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA)). The undersigned contractor further attests that it will continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that should it employ or contract with any subcontractor(s) or should its subcontractor(s) employ other subcontractor(s) for the physical performance of services pursuant to the contract with Cobb County, Georgia, the undersigned subcontractor will:

- (1) Secure from any subcontractor(s) and/or their subcontractor(s) verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. (EXHIBIT A);
- (2) Provide the subcontractor(s) with legal notice that Cobb County, Georgia, reserves the right to dismiss any contractor or subcontractor for failing to provide the affidavit and/or for failure to comply with the requirements referenced in the affidavit; and
- (3) Maintain records of such compliance and provide a copy of each such verification to Cobb County, Georgia, at the time the subcontractor(s) is retained to perform such services or upon any request from Cobb County, Georgia.

\_\_\_\_\_  
EEV/Basic Pilot Program User ID Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
[Subcontractor Name]

\_\_\_\_\_  
Subcontractor Business Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

SWORN AND SUBSCRIBED  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 201\_

\_\_\_\_\_  
Notary Public Commission Expires: \_\_\_\_\_

*\*The applicable federal work authorization program as of the effective date of the statute is the EEV/Basic Pilot program operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).*

Effective: 04/26/10 (Replaces all prior versions)

**EMPLOYER IMMIGRATION COMPLIANCE CERTIFICATION**  
*(To be completed by Contractors and all Subcontractors prior to contract initiation,  
every 6 months after commencement of work, and at any time that  
there is a change in personnel assigned to the project.)*

I certify to the Cobb County Board of Commissioners that the following employees will be assigned to:

|                                   |  |  |
|-----------------------------------|--|--|
| <i>(Project Name/Description)</i> |  |  |
|                                   |  |  |
|                                   |  |  |
|                                   |  |  |
|                                   |  |  |

I further certify to Cobb County, Georgia the following:

- The E-Verify program was used to verify the employment eligibility of each of the above-listed employees;
- We have not received a Final Nonconfirmation response from E-Verify for any of the employees listed.
- If we receive a Final Nonconfirmation response from E-Verify for any of the employees listed above, we will immediately terminate that employee's involvement with the project.
- I have confirmed that we have an I-9 on file for every employee listed above and that to the best of my knowledge all the I-9's are accurate.
- To the best of my knowledge and belief, all of the employees on the above list are legally authorized to work in the United States.
- If any other employee is assigned to this Cobb County project, a certification will be provided for said employee prior to the employee commencing work on the project.

To the best of my knowledge and belief, the above certification is true, accurate and complete.

**Sworn to by:**

**Contractor Name & Address:**

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_

SWORN AND SUBSCRIBED  
BEFORE ME ON THIS THE  
\_\_\_ DAY OF \_\_\_\_\_, 201\_

Notary Public  
Commission Expires: \_\_\_\_\_

Effective: 04/26/10 (Replaces all prior versions)

**EXHIBIT B**

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) IDENTIFICATION FORM**

A Disadvantaged Business Enterprise (DBE) is generally defined as a Female, Black American, Hispanic American and any other minority owned business. If your firm is classified as a Disadvantaged Business Enterprise (DBE), please complete this form and submit with bid response or send to:

Cobb County Purchasing Department  
Attn: Mr. Rick Brun, Purchasing Director  
1772 County Services Parkway  
Marietta, GA 30008  
Fax: 770-528-1154  
Email: [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org)

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

MBE Certification Number: \_\_\_\_\_

Name of Organization Certification \_\_\_\_\_

**This information is acquired for informational purposes only and will have no bearing on the award unless otherwise stated**

**Instructions for Completing Exhibit C**  
**Disadvantaged Business Enterprise (DBE)**  
**Participation Report**

All Cobb County Government contractors or vendors are requested to complete a report descriptive of any DBE subcontractor involvement in work for which the government is making payment. If otherwise specified in an RFP/ITB or contract, additional reporting forms may be required as well.

The objective of this request is to assist in the identification of Disadvantaged Business Enterprise (DBE) business participation with the Cobb County Government and to quantify that participation.

The Cobb County Government does not administer a DBE Certification Program. The principle certification agency for the State of Georgia is the Georgia Department of Transportation. As a Contractor/Vendor you are not responsible for verification of any DBE Certification information of your subcontractor.

**\*\*\* Instructions \*\*\***

1. Contractor/Vendor is furnished the one-page *DBE Participation Report* form with each Cobb County Government-issued Purchase Order.
2. Contractor/Vendor completes this form for each billing period and attaches it to the invoice to then be sent to the Cobb County Government.
3. Upon receipt of a Contractor/Vendor invoice, County staff should simply separate the completed DBE form and transmit to:

Cobb County Purchasing Department,  
Attn.: DBE Report

A Disadvantaged Business Enterprise (DBE) is a firm that is under the control of someone in an ownership position (at least 51%) that:

1. Has membership in one or more of the following groups: Female, Black American, Hispanic American, Native American, Subcontinent Asian American and Asian-Pacific America. There may be other groups that may be eligible to be certified as DBE;
2. Is a U.S. citizen or lawfully admitted permanent resident of the U.S.;
3. Has a personal net worth which does not exceed \$750,000; and,
4. The business meets the Small Business Administration's size standard for a small business and does not exceed \$17.42 million in gross annual receipts;
5. The business is organized as a for-profit business.
6. The business may also be DBE eligible as a certified U.S. Small Business Administration 8(a) program.

**EXHIBIT C**  
**Cobb County Government Disadvantaged**  
**Business Enterprise Participation Report**

→ PLEASE keep this blank form to make copies for actual use as needed. Also, please print or type in the form. ←

Submitted by: \_\_\_\_\_ Period Invoiced: \_\_\_\_\_  
**Name of Prime Contractor/Vendor** **From/To:**  
 Cobb County Project Name: \_\_\_\_\_ Bid or P.O. Number: \_\_\_\_\_  
 Cobb County Department or Agency receiving service or product: \_\_\_\_\_  
 Description of Purchased Service/Product: \_\_\_\_\_  
 Full Contracted Amount: \$ \_\_\_\_\_ Payment amount requested at this time: \$ \_\_\_\_\_

1. Are YOU, the Prime Contractor or Vendor a DBE business? YES \_\_\_\_\_ NO \_\_\_\_\_
2. Please provide the following information for each subcontractor participating during this reporting period:

| Subcontractor Business Name | Type Service or Product Supplied | Subcontractor Business/Contact Tel. Number | Actual Dollar Value of Subcontractor Participation this Reporting Period |
|-----------------------------|----------------------------------|--|--|
|                             |                                  |  | \$   |
|                             |                                  |  | \$   |
|                             |                                  |  | \$   |
|                             |                                  |  | \$   |
|                             |                                  |  | \$   |
|                             |                                  |  | \$   |
|                             |                                  |  | \$   |
|                             |                                  |  |  |

Submitted by: \_\_\_\_\_  
 Printed Name  
 Title or position: \_\_\_\_\_  
 Date Completed: \_\_\_\_\_

Signature of Authorized Representative

**County Departments: Please send this completed form to the Cobb County Purchasing Department, ATTN: DBE Report**

### ***1.3 Special Terms and Conditions***

Should these Special Terms and Conditions be in conflict with any General Terms and Conditions, the Special Terms and Conditions will control.

Each proposal will consist of a narrative proposal and a cost proposal. It is also anticipated that a contract for the described services will be entered into with the firm that, in the opinion of Cobb County, offers the most favorable combination of qualifications, approach, and pricing. Procurement will be in accordance with the Policy for the Procurement of Professional Services revised by the Board of Commissioners on December 13, 2005, for Selection Process 2 (Competitive Proposals). This process involves the concurrent review and evaluation of the technical and pricing proposals. The selection committee considers the pricing information merely as one of the selection criteria and not the final determinant. The County may request additional information and/or may conduct interviews of responding firms.

Cobb County reserves the right to waive any informality or to reject any or all proposals, to evaluate proposals, and to accept any proposal which, in its opinion, may be for the best interest of the County.

#### **A. Pre-Bid Conference**

There will be a Pre-Bid Conference for all interested parties:

**Date:** Tuesday, May 11, 2010  
**Time:** 10:00 am  
**Location:** Cobb County Purchasing Department  
1772 County Services Parkway  
Marietta, Georgia 30008-4012

Although attendance at this meeting is not mandatory, Proposers are strongly urged to attend, as it is expected that many relevant questions will be asked and answered during this conference. Proposers may submit written inquiries or request clarifications verbally at the Pre-Bid Conference.

#### **B. Proprietary Information**

Any information contained in a proposal that is considered proprietary by the Proposer shall be clearly marked as such. Information not marked as proprietary will be considered public information generally available. The entire document may not be designated as proprietary.

During the evaluation of proposals, Cobb County may, at its discretion and at no cost to Cobb County, invite any Proposer to appear for questioning or provide written responses during proposal evaluation for the purpose of clarifying statements in the proposal.

It is recognized that several firms may wish to combine their resources in responding to this RFP. However, one firm shall be identified as the prime Proposer and shall be responsible for the entire contract. Proposals by such combinations are acceptable, provided that each proposal is a complete proposal (as defined within this RFP) and contains all required information.

Modifications to or withdrawals of proposals that have been submitted may take place without hindrance at any time up to the deadline for proposal submission. After this time, no modifications to or withdrawals of proposals may be made for any reason.

**C. Proposal Duration**

Proposals submitted in response to this RFP shall be valid for a period of one hundred twenty (120) days from proposal submission deadline until contract signing, and shall be so marked.

**D. Added Value**

Vendors may include anything unique in their proposed solution which adds value to the products/services provided to Cobb County Government. The cost of this added value must be clearly explained and justified in the proposal.

**E. Award of Contract**

It is anticipated that a contract will be awarded to the successful Proposer. However, no work is to begin, nor is the County liable for any costs whatsoever, until the contract has been duly signed and certified by the appropriate parties.

The successful Proposer will enter into a contract with the County in a form agreeable to Cobb County.

**F. Prime Respondent Responsibility**

It is recognized that several firms may wish to combine their resources in responding to this RFP. However, one firm shall be identified as the prime respondent and shall be responsible for the entire contract. Proposals by such combinations are acceptable, provided that each proposal is a complete proposal (as defined within this RFP) and contains all required information.

**G. Right to Reject Any or All Proposals**

Each proposal must comply with all requirements for a regular proposal as directed or required by this RFP.

Notice is hereby given to all companies bidding that if their proposal is defective or irregular, the proposal may be rejected immediately. Cobb County reserves the right to reject any or all proposals or to waive any specific technicalities or informalities in order to accept any proposal deemed to be in the best interest of Cobb County. Cobb County also reserves the right to accept any portion of any proposal and to enter into a contract with one or more Proposers. The successful proposer will be required to enter into a contract agreeable to the County, and in the event a negotiated contract cannot be completed, then the County may withdraw from the negotiations and enter into negotiations with another qualified proposer. Cobb County also reserves the right to accept any portion of any proposal and enter into a contract with one or more Proposers.

**H. Contract Period**

The initial period of a contract awarded as a result of proposals submitted under this RFP shall extend from the date of award for a period of 36 full months.

## **I. Pricing**

Prices shall remain firm for the duration of the initial Contract period. Reasonable price changes based on market conditions and price/cost analysis may be made after the initial Contract period. The Contractor shall supply documentation satisfactory to Cobb County, such as: documented changes to Producers Price Indexes; Consumer Price Indexes; or a manufacturer's published notification of price change(s).

Cobb County will evaluate this information to determine if revising the pricing is considered fair and reasonable to the satisfaction of Cobb County. Requests for any such change must be received in writing by the Cobb County Purchasing Department thirty (30) days prior to the expiration of the original contract term. The County may cancel the contract if the price increase request is not approved.

All price reductions at the manufacturers' or distributors' level shall be reflected in a reduction of the contract price(s) to Cobb County retroactive to the effective date of the price reduction(s).

## **J. Option to Extend the Term of Contract**

Contract is renewable, at the option of Cobb County Government, and upon written agreement by the vendor. However, the total duration of this contract, including the exercise of any options, shall not exceed five (5) years (3 year and two (2) one (1) year options).

## **PART 2 – BUSINESS OBJECTIVES**

### **2.1 *Scope of Work***

DESCRIPTION OF WORK: The Cobb County Water System (CCWS) is soliciting proposals from qualified Proposers for meter reading services. The selected proposer will provide complete meter reading services to support water service meter routes. The CCWS has approximately 175,000 water meters, which are read monthly.

### **2.2 *Performance Specification***

#### **A. *Meter Read Volume***

There are approximately 8,500 meters per cycle, as assigned by CCWS. Proposers should aim to complete one (1) cycle per day.

The number of accounts per cycle may be adjusted by CCWS upon thirty (30) days written notice given by CCWS. The Proposer may request adjustment of cycles by written notice to the CCWS representative. However, final determination of any adjustment will be made by CCWS. Based on conservative growth estimates, an average of 1,000 new meters may be added to the system each year.

Approximately ninety-five percent (95%) of the meters in the system are designated as residential. Of all the meters it is estimated that the ratio of walking routes to driving routes is 50/50. The remainders are large commercial and multi-family accounts, approximately 976, which are sized 6" to 10", all being contained in pits. See Appendix A for detailed route information. This Appendix is provided for informational purposes only and is subject to change.

It is assumed that CCWS has one meter per account. Therefore, only one read charge per account will be allowed regardless of register count.

CCWS currently uses the Itron MVRs meter reading management system software. The hand-held in use is the Itron FC 200.

For control purposes it is preferred that no meter reader is allowed to read a route more than six times in succession in any twelve month period. Since the previous readings may or may not be provided to facilitate the reading process, this control is necessary to prevent “curbing” (fraudulent reading). CCWS may request the Proposer’s meter reader schedule to document compliance with this.

#### **B. *Normal Hours of Work:***

CCWS Field Operations normal business hours are 7 a.m. to 5 p.m., Monday through Friday. Completed cycles and equipment must be returned the same day by 4:30pm (unless mutually agreed by CCWS and Proposer to change the time) Monday through Friday. Exceptions to the above hours (including holidays, Saturdays and Sundays) must have prior written approval by CCWS.

The following holidays will be observed by CCWS, unless otherwise notified. It will be at the discretion of the Proposer to observe the following holidays as determined suitable during the performance of the contract.

New Years Day  
Martin Luther King Jr. Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve or Day after Christmas (Dependent on County schedule)  
Christmas Day

**C. Quality**

1. Accuracy

Meter reads must be accurate, with an error level of no greater than 1 error per 1,000 reads. On a monthly basis, a penalty of \$5.00 will be assessed for each reading error in excess of 1 per 1,000 reads. Errors are defined as misreads found by CCWS prior to billing or customer requested rechecks which, after investigation, reading error is confirmed. Skips and misreads will be the responsibility of the Proposer.

Example

|                |                                       |
|----------------|---------------------------------------|
| 175,000        | meter reads a month                   |
| 200            | read errors during month              |
| <u>-175</u>    | allowable error rate (1 per 1,000)    |
| 25             | errors (penalty to be assessed)       |
| <u>\$ 5.00</u> | penalty per read                      |
| \$ 125.00      | penalty to be subtracted from invoice |

2. Startup:

Key areas addressed prior to beginning the contract start up will include, but not be limited to the following: maintaining the current level of services, both in terms of quality and quantity; and handling the transitional phase so that there will be no disruption of billing services.

The Proposer shall be given no more than sixty (60) calendar days after the County issues a notice to proceed to be fully operational and familiar with all cycles and County operating procedures, except for special requests that are mutually agreed to between the Proposer and the County. The current contract for meter reading services expires on September 30, 2010. The successful Proposer will be required to work with CCWS staff to coordinate the workflow during the transition phase to insure that there is not an interruption in services.

New Services: Proposer shall be given no more than thirty (30) calendar days to familiarize itself with new services added during the contract period.

**D. Schedule:**

1. Cycles

There shall be a meter reading schedule provided by CCWS consisting of approximately 21 read days per month. See Appendix B for a sample schedule calendar. Proposer shall comply with this schedule in order to maintain the County's billing cycle. Cobb County operates on a daily billing cycle consisting of one cycle per day each business day.

The Proposer must read and complete each cycle within two (2) business days. Cycles which contain routes that exceed 750 reads will be given time extensions if deemed necessary. CCWS may extend the two day deadline if weather conditions create an unsafe working environment. Exceptions will be given for CCWS equipment failure.

The two day window to complete the cycle begins as shown on the schedule calendar. For example, handhelds are assigned to meter readers on Monday to complete cycle 1. Cycle 1 must be completed by close of business on the following day, Tuesday.

2. Days of Service (DOS):

Days of service is defined as read date to read date. This is a critical factor for our customers and our billing system. DOS should never be less than 27 days or more than 34 days. By complying with the two day completion of a cycle, this goal should be easily attainable.

3. Read Days:

There are approximately 21 read days per month, with approximately 252 annually. The number of read days per month may vary.

4. Completed cycles:

Time is of the essence in relation to the work to be performed. All meter reads are to be completed by the day scheduled.

CCWS will maintain documentation on the start date of a cycle based on the schedule for the cycle. Unless otherwise agreed upon by CCWS, the cycle must be completed by the day scheduled.

The Proposer may work ahead on any portion of a cycle, however, all meter reads must be completed by the day scheduled.

Penalties for Not Meeting Scheduled Completion Dates:

For 1<sup>st</sup> Business Day outside the 2 day window, there will be a \$100 penalty.

For 2<sup>nd</sup> Business Day outside the 2 day window, there will be a \$200 penalty.

For 3<sup>rd</sup> Business Day outside the 2 day window, there will be a \$300 penalty.

For any subsequent Business Days after 3 that are outside the 2 day window, there will be a \$300 penalty. The penalty is assessed against the cycle being incomplete, not upon each route being incomplete. See Appendix D for an example of how penalties will be assessed.

5. Incomplete Routes:

When the Proposer receives the handheld after the day's work is completed, the number of reads must be verified by email by the Proposer's Route Supervisor as accurate prior to forwarding to CCWS with the next day's assignments. The Proposer must accurately document by email incomplete routes so the next day assignments will be based on finishing incomplete routes so the cycle will be completed by the scheduled completion date.

If CCWS unloads the Handheld and finds the verification is inaccurate, a \$25 penalty will be assessed. It is imperative that cycles be completed by the scheduled completion date.

6. Inclement Weather:

Inclement weather may cause the reading schedule to be adjusted by CCWS. Any changes in the schedule will be provided the Proposer once finalized. However, the next month's billing cycle will begin on schedule unless mutually agreed upon by CCWS and the Proposer. The Proposer may be required to work weekends to regain lost time. The 2 day allowance will not apply if the billing cycle becomes compressed due to inclement weather.

**E. Field Information and Requirements**

1. Meter Reading Exceptions Service Orders:

The Proposer may be required to work service orders based on meter misreads and skips resulting from, but not limited to, bad readings resulting from the meter reading upload exceptions. The Proposer will be responsible for the cost of the misreads and skips. Consideration will be given if the meter is physically hard to read (condensation, scratched, etc.). However, the reader is responsible for notifying the CCWS in writing or by service order of those meters which cannot be read accurately due to physical condition of the meter.

2. Misread and Skip Read Penalties:

Misread, Skip or any other service order given to Proposer will be completed within two (2) business days. The day the Proposer receives the work will be considered the first of the two days. For any service order that is not completed in the time given, CCWS may elect to complete the work and apply a fee of \$ 5.00 per item to be applied toward next invoice.

Individual accounts within a cycle, full cycle, or partial cycle that are returned to CCWS as no read will be reviewed on a daily basis. If upon further investigation it is determined that a reading could have been obtained, or should have been obtained under contract provisions, a penalty of \$5.00 per account may be assessed. Credit considerations will be given to accounts that are consistently proven to be no read which are the responsibility of CCWS.

3. Codes:

Appropriate and accurate use of meter reader entered codes is critical to the County's utility billing operation, and is a required part of the meter reading function. CCWS utilizes SKIP and Trouble codes to track and complete work.

Meter conditions: All meter box or meter conditions which pose an impediment to readers or citizens must be entered in the hand-held processors by readers when observed. This shall include codes to create work orders to correct broken or obscured meter glass, box to high/low, broken lid, can't find meter, etc. and any of special interest must be entered, such as illegal hookups (straight pipes).

See Appendix C for a list of the codes.

4. Meter and Meter Box:

Cobb County recognizes that it is unacceptable for meter box covers to be left open or not closed. It is the Proposer's responsibility to ensure that the lid is secure after reading. If CCWS investigates and finds that the Proposer's employee failed to properly secure the meter lid, this will be considered a serious violation of the contract. CCWS anticipates the Proposer initiating the proper disciplinary action towards their employee.

Neither the Proposer nor his employee shall use any metallic or abrasive instrument to clean the water meter. If the contracted employee is determined by CCWS that the Proposer is liable, then the contractor will be liable for the cost for replacement of the meter.

5. Meeting Requirements:

CCWS Staff will schedule quarterly meetings with the Proposer to discuss performance, schedules, and issues. CCWS anticipates attendance by the Proposer's Operations Manager (or equivalent position) for future decisions and operational changes.

**F. Non Performance:**

It is the intent of CCWS to provide direction and support to enable the Proposer to successfully meet the provisions of the contract.

Any provisions of the contract not being met will be considered non-performance. CCWS will provide written notice of a ninety (90) day probation period to address any areas of non-performance. Patterns of poor performance including cycles or service orders not completed in a timely manner, field complaints due to Proposer's staff, or reading errors due to negligence will be documented and submitted to the Proposer for a resolution strategy.

Proposer shall submit concerns with CCWS operations that adversely affect the provisions of the contract in writing to Brian Jett, Field Operations Manager. CCWS shall respond in writing to the concerns described within five (5) business days.

If non performance issues can not be resolved using these procedures, the actions described in Section 1.2 N. will be initiated.

**G. Supplemental Services:**

CCWS will continue to perform each of the services below, however if work conditions require the use of supplemental services, the pricing requested would be used to supplemental CCWS employee only until conditions return to normal.

There is no guarantee of the need for these services, nor estimated numbers. If required, CCWS will provide adequate notice for Proposer to stage the proper staffing.

Cut off for non payment Service Orders:

CCWS may request supplemental labor for completing delinquent service orders. Proposer will be responsible for obtaining a meter reading for customers that are to be disconnected for non-payment and will turn service off and will reconnect once payment has been made. This will include Proposer using their truck, persons and all needed materials to perform the job.

Final Service Orders:

CCWS may request supplemental labor for completing Final service orders. Proposer will be responsible for obtaining a meter reading for customers that are to be disconnected and will turn service off. This will include Proposer using their truck, persons and all needed materials to perform the job.

Gain Service Orders:

CCWS may request supplemental labor for completing Gain service orders. Proposer will be responsible for obtaining a meter reading for customers that are to be connected and will turn service on. This will include Proposer using their truck, persons and all needed materials to perform the job.

**2.3 Proposer Responsibilities**

The Proposer will provide a staff of employees, including supervisory personnel, as proposed in its staffing plan for the efficient operation of the services hereunder. Proposer represents that all its employees, agents, and suppliers who perform services under this contract shall be qualified and competent to perform such services. All persons employed by the Proposer in connection with such operation will be on the Proposer's payroll and will be deemed employees of the Proposer's for all purposes including taxes and insurance. The Proposer's employees will comply with all rules promulgated by County for the safe and orderly conduct of the activities carried out within the County. The Proposer's employees, agents and suppliers will have reasonable access to such parts of County Facilities as necessary to enable the Proposer to carry out its responsibilities hereunder, consistent with the security requirements provided for in the proposal.

As a condition of the contract, the Proposer covenants that the Proposer will take all necessary actions to ensure that in connection with any work under this contract the Proposer, its associates, subcontractors and sub-consultants, will not discriminate in the treatment or employment of any individual or groups of individuals on the grounds of race, color, religion, national origin, age, sex, or physical handicap unrelated to job performance, either directly, indirectly, or through contractual or other arrangements. The Proposer shall keep and safeguard all records relating to this contract or work performed hereunder for a minimum period of three (3) years from final contract completion with full access allowed to authorized representatives of the County upon requests for purposes of evaluating compliance with this and other provisions of the contract.

If County objects to the continued use of any of Proposer's employees it will so notify the Proposer in writing, stating the reason for its objection. The Proposer will immediately remove such employee from activities related to this contract or any other County related activities.

**A. Training:**

Proposer must demonstrate that trained, responsible people will be used for this contract. Employee training should include classroom and field work with a qualified teacher.

CCWS will provide initial orientation and an overview of CCWS service district for Proposer selected personnel prior to start of contract. CCWS will arrange the schedule for the orientation and training. This session will include instruction on the proper operation of the hand held reading device by CCWS.

**B. Supervision:**

Proposer is an independent Proposer and will provide full time supervision of all personnel. Responsibilities include but are not limited to arranging for work assignments and follow-up monitoring of meter readers in the field, scheduling, monitoring reader activity from reports and follow-up and resolution of customer complaints within two (2) days of receiving complaint. Problems encountered in the field which could result in schedule delays must be coordinated through the Contract Administrator.

The Proposer will be responsible for providing a supervisor list or cell phone or pager number for contact purposes.

**C. Employee Identification:**

Personnel assigned will be required to wear Proposer provided uniform and picture identification badge. The badge shall have a photograph of the Proposer's employee. The design of the uniform is subject to approval of the CCWS.

Cleaning of the uniforms will be the responsibility of the Proposer. Proposer's employees must maintain a neat and clean appearance while providing meter-reading services. Appropriate personnel safety equipment is required. The Proposer will furnish identification badges.

Identification badges are needed in the field at all times.

When an employee is terminated the identification badge must be returned to the Proposer immediately.

**D. Driver's License:**

Proposer is responsible for checking the contract employee for proof of valid Georgia driver's license every six (6) months if they are required to drive.

**E. Criminal History Check:**

Proposer must perform a Criminal History Check (CHC) for each employee. At CCWS's discretion, these records may be forwarded to the Contract Administrator.

**F. Substance Abuse:**

Proposer must ensure that Proposer's employees will not consume alcohol during working hours and will not work while under the influence of alcohol, a controlled substance or a dangerous drug. A random drug testing policy is recommended.

**G. Customer Relations:**

The Proposer is responsible for ensuring that its employees conduct themselves in a courteous and professional manner when dealing with all customers of the CCWS. The Proposer shall ensure that CCWS customers and their property shall be treated with respect at all times.

**H. Transportation:**

Proposer will be responsible for all transportation needs necessary to complete the work. All vehicles must be maintained to provide a clean and mechanically sound image. Safety equipment, such as placards (Caution - Frequent Stops), four-way flashers, and lighted flashing beacons must be provided for each vehicle used for reading purposes.

The Proposer shall provide late model vehicles for the employees to use in executing this contract. The vehicles shall be late model compact vehicles that are uniform in color. CCWS encourages the use of walking routes where possible and practical.

All vehicle mileage charges shall be incorporated into the per meter read cost as proposed.

**I. Materials and Supplies:**

Proposer must furnish materials and supplies necessary to complete the work including, but not limited to: meter key, pliers, vault key, reading tube and hand pump.

**J. Vehicle Identification:**

Proposer must furnish vehicle identification (approved by CCWS) clearly indicating its use in meter reading for the CCWS. Signs to be provided by the Proposer.

**K. Hand-held Device Maintenance:**

The CCWS will provide routine maintenance and repair of hand-held devices through its selected vendor. The Proposer will be held financially liable for any damage or loss to the equipment due to negligence or abuse by its employees. The Proposer shall pay for any lost or damaged CCWS equipment; or CCWS, at its option, shall deduct for repairs or replacement of CCWS equipment from the sums otherwise due to the Proposer.

The Proposer is prohibited from tampering, altering or adjusting the hand-held reading device and associated equipment.

If a hand-held reading device fails while in use by the Proposer, the Proposer is expected to return the device to CCWS as soon as the failure is encountered so that an attempt can be made to retrieve data. If data is lost, Proposer will be responsible for obtaining those lost readings. CCWS will compensate Proposer for actual cost for the retrieval of readings. Failure to return handheld equipment by the scheduled time may result in a \$ 25.00 charge back.

**L. Contract Termination:**

Upon completion of services under this contract, the Proposer must return all hand-held reading devices, battery packs and associated equipment to the CCWS by 5:00 p.m. (unless mutually agreed by the CCWS and Proposer to change the time) on the day of contract termination.

Upon termination of this contract, the Proposer agrees to return to CCWS all such information in its possession or control and the provisions of this paragraph shall survive termination of this agreement and remain in full force and effect.

**M. Independent Contractor and Taxes:**

No federal, state, or local income tax or payroll tax of any kind will be withheld or paid by the CCWS on behalf of the Proposer or on behalf of the employees of Proposer. Proposer shall not be treated as an employee with respect to the services performed under this contract for federal, state or local tax purposes. Proposer expressly represents that it is an independent contractor.

Proposer covenants and agrees that he or she is an independent Proposer, and not an office, agent, servant or employee of the CCWS; that Proposer shall have exclusive control of and exclusive right to control the details of the work performed under hereunder, and all persons performing same. Proposer shall be liable for the acts and omissions of its officers, agents, employees, contractors, subcontractors and consultants. The doctrine of respondent superior shall not apply as between CCWS and Proposer, its officers, agents, employees, contractors, subcontractors and consultants, and nothing herein shall be construed as creating a partnership or joint enterprise between CCWS and Proposer.

**N. Equal Employment Opportunity:**

Proposer shall not discriminate against any employee or applicant for employment because of race, age, color, religion, sex, ancestry, national origin, or place of birth. Proposer shall act to ensure that applicants are employed and treated without regard to their race, age, color, religion, sex, ancestry, national origin or place of birth. This action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship.

The Proposer will offer whatever compensation/benefits package it deems necessary to attract reliable, quality employees.

**O. Proposer Office Facility:**

CCWS is not responsible for acquiring any office facilities for Proposer.

**P. OSHA Standards:**

The Proposer and Proposer's employees shall comply with all OSHA safety standards as a minimum for confined space entry, particularly as it related to large meter vaults.

**Q. Information Disclosure:**

The Proposer and Proposer's employees shall not, without the prior written consent of CCWS, disclose to any other person any information regarding customers of CCWS acquired by the Proposer in the course of providing the Services or deal with or make use any such information except in the course of and for the purpose of providing the Services.

## **PART 3 - Proposal Content and Format**

### **3.1 Proposal Format**

To assist in the evaluation of proposals resulting from the RFP, it is requested that each proposal be written in a concise and forthright manner and that unnecessary marketing statements and materials be avoided. The proposals must consist of the following sections listed in the table below.

| <b>Section</b> | <b>Section Name</b>                       | <b>Section Description</b>  |
|----------------|---|---|
| 1.             | Executive Summary                         | This section should contain a summary of the proposal for review by senior management. The required statement found in section 3.2 should be included in the Executive Summary.   |
| 2.             | Brief Company Overview                    | This section should contain a brief overview of the proposing company and include the listed information. Please include same information for companies you may be partnering with: <ul style="list-style-type: none"><li>•Company name</li><li>•Address</li><li>•Telephone number</li><li>•Fax number</li><li>•Web site</li><li>•Year company was established</li><li>•Number of employees</li></ul> |
| 3.             | Financial Statements                      | This section should contain a copy of the three most recent financial statements for the proposing company.   |
| 4.             | Experience, Qualifications and References | This section should contain responses to section 3.5 of the RFP and describe the Proposer's experience with providing complete solutions.   |
| 5.             | Cost Section                              | This section should contain a completed Cost Proposal for the services as described in this RFP. Cost proposal is in Appendix E   |

### **3.2 Proposal Contents**

The Proposal shall include the following statement:

“This proposal represents all costs to cover and include all labor and supervision, materials, equipment, machinery, apparatus, tools, services, transportation, and all other facilities, licenses, permits, taxes, fees, charges, excises, services, expenses and incidentals of any description whatsoever necessary to perform and complete in a professional manner and to the complete

satisfaction and approval of Cobb County Government, free from all liens or claims of laborers, material, suppliers, or subcontractors and in conformity in all respects with all applicable federal, state, county or municipal laws, ordinances, rules or regulations, all working things contemplated by the RFP in contract.” It shall be clearly understood that, although the cost of the system is important, the overriding cost consideration will be the total anticipated cost of installing, operating, and supporting the system over its lifetime, including ultimate replacement considerations.

Prices quoted by proposal shall be firm and best prices. Prices for expansions/upgrades of each/all components of the proposal shall be included and guaranteed as “not to exceed” pricing for three years from contract signing.

### **3.3 *Cover Letter/Executive Summary***

Proposers shall provide a cover letter or letter of transmittal to briefly summarize the company’s interest and relevant qualifications for the project. This letter shall not exceed two (2) pages, and shall be signed by an agent of the proposing firm who is authorized to sign a contract.

### **3.4 *Financial Statements***

Proposers shall provide financial statements from the three most recent years. Proposers and subcontractors must provide information about any active or recent (within the last five years) litigation or arbitration claims related to projects similar in scope to this RFP. If any, list the parties to the dispute, the forum of the dispute, the date a final decision was reached and the outcome of the litigation or arbitration. Should the Proposer have settled any disputes, which resulted in a non-disclosure agreement, the Proposer must inform CCWS that it has done so.

### **3.5 *Experience, Qualifications and References***

#### **A. *Corporate Experience and Availability***

The Proposer should describe their specific meter reading service experience, including number of years and the resources dedicated to these services. The proposal should also describe the Proposer’s current work load and its ability to provide CCWS’ the required services.

#### **B. *Staffing and Organization***

The selected Proposer shall provide the services of qualified, experienced staff members to this project sufficient to perform the duties as described in this document. List any subcontractors that will be employed on this project. Identify the division of responsibility between the firm’s staff members.

Resumes for all project personnel, including any subcontractor personnel, shall be included and show at a minimum the following:

1. Name, specialty, title and project assignment
2. Description of relevant experience with firm (and previous employers), to include project names and scope, role on project and other pertinent information. All project/experience descriptions must include dates.

3. Office location where employed.
4. A synopsis of experience, training or other qualities which reflect the individual's related experience and contribution to the project.
5. Time spent on-site versus off-site and percent of time allocated to project.
6. Prior client references including current, verified telephone numbers or email addresses.

The main point of contact for daily operations, such as route coordination, should be clearly identified and emphasis made on their experience and availability.

### **C. References**

Submit a summary of five (5) meter reading provided services, at least three of which are ongoing, to illustrate the specialized expertise, demonstrated experience, applicable qualifications and available resources of the organization. Preferably these summaries shall be services provided to a Utility. Each summary shall include at minimum the following information:

1. Client name, location, description of service, dates of service and status.
2. Services provided.
3. Population Base.
4. Proposer's project manager.
5. Key project team members (with emphasis on the participation of team members proposed for this project).
6. Name and current telephone number and email address of client contact person.

Additional client references can be provided. Also included should be the location, dates of service, Proposer's project manager and the name, current telephone number and email address of a client contact person.

### **D. Cost Section**

Submit pricing for each item listed on Bid Schedule.

## **PART 4 - Proposal Evaluation**

The Evaluation process will address current requirements and consider possible future operation and maintenance needs. Both objective and subjective rationale will be involved in the decision process.

### **4.1. Evaluation Responsibility**

A selection committee will coordinate the review of all proposals and will submit a recommendation to the County Manager and Board of Commissioners.

#### **4.2. Presentations**

During the evaluation process, the members of the selection committee may require that proposing firms conduct a presentation. If required, these presentations will be scheduled in advance and limited in time. Location of the presentations will be pre-arranged.

#### **4.3. Evaluation Criteria**

The County will use a specific set of criteria for the qualitative evaluation of competitive proposals. The structure of the evaluation will be to assign points to each response in a number of categories. A non-response to a specific category will result in no points being awarded for that category. Final rankings will be based on a combination of price and qualitative factors.

The specific qualitative categories will include:

1. Financial Stability
2. Performance, Experience and Qualification of the firm on projects of similar nature, magnitude and complexity
3. Services management and support capabilities and availability to successfully provide services and perform the work on schedule
4. Cost of services

All proposal requirements must be met, or capable of being met by the proposing firm or the proposal will be disqualified as non-responsive. It is extremely important that project schedules are met. Only those firms or teams with the necessary resources and a commitment to complete all project work on schedule should submit a Proposal.

All complete proposals will be evaluated according to the guidelines set forth in this RFP. The lowest priced proposal will not necessarily be the one selected, as cost is only one of the factors that will be considered. The evaluation team will complete their assessments of the merit of each proposal by the criteria listed above (not in weighted order).

#### **4.4 Cost Proposal Instructions**

- A. Appendix E contains a cost proposal form to be completed as-is by the Proposer. Proposers are requested to submit an all-inclusive fixed price.
- B. Proposers will also be asked to separate and detail any optional or third-party professional services included in their proposal.

# APPENDIX A

## METER READING SERVICES



04/27/10

|                   | <u>METERS</u> | <u>DESCRIPTION OF ROUTE</u> | <u>Route From</u> |
|-------------------|---------------|-----------------------------|-------------------|
| CYCLE 1: ROUTE 1: | 340           | RES.                        | 20-1              |
| ROUTE 2:          | 415           | RES.                        | 20-3              |
| ROUTE 3:          | 333           | RES.                        | 20-4              |
| ROUTE 4:          | 530           | RES.                        | 20-6              |
| ROUTE 5:          | 618           | RES.                        | 20-13             |
| ROUTE 6:          | 412           | RES.                        | 20-14             |
| ROUTE 7:          | 429           | RES./COM.                   | 20-15             |
| ROUTE 8:          | 409           | RES./COM.                   | 21-2              |
| ROUTE 9:          | 445           | RES./COM.                   | 21-4              |
| ROUTE 10:         | 466           | RES./COM.                   | 21-6              |
| ROUTE 11:         | 303           | RES./COM.                   | 21-7              |
| ROUTE 12:         | 359           | RES.                        | 21-8              |
| ROUTE 13:         | 434           | RES./COM.                   | 21-9              |
| ROUTE 14:         | 421           | RES./COM.                   | 21-10             |
| ROUTE 15:         | 387           | RES./COM.                   | 21-11             |
| ROUTE 16:         | 422           | RES./COM.                   | 21-02             |
| ROUTE 17:         | 305           | RES.                        | 21-13             |
| ROUTE 18:         | 553           | RES.                        | 21-14             |
| ROUTE 19:         | 468           | RES./COM.                   | 21-12             |
| ROUTE 20:         |               |                             |                   |
| ROUTE 21:         |               |                             |                   |
| ROUTE 22:         |               |                             |                   |
| ROUTE 23:         |               |                             |                   |
| ROUTE 24:         |               |                             |                   |
| ROUTE 25:         | 75            | COM.                        |                   |
|                   | <u>8,124</u>  |                             |                   |
| CYCLE 2: ROUTE 1: | 471           | RES.                        | 1-1               |
| ROUTE 2:          | 413           | RES./COM.                   | 1-2               |
| ROUTE 3:          | 361           | RES.                        | 1-3               |
| ROUTE 4:          | 517           | RES.                        | 1-4               |
| ROUTE 5:          | 489           | RES.                        | 1-5               |
| ROUTE 6:          | 360           | RES.                        | 1-7               |
| ROUTE 7:          | 345           | RES.                        | 1-8               |
| ROUTE 8:          | 445           | RES.                        | 1-9               |
| ROUTE 9:          | 564           | RES.                        | 1-10              |
| ROUTE 10:         | 407           | RES.                        | 1-11              |
| ROUTE 11:         | 461           | RES./COM.                   | 1-12              |
| ROUTE 12:         | 389           | RES.                        | 1-13              |
| ROUTE 13:         | 414           | RES./COM.                   | 1-14              |
| ROUTE 14:         | 360           | RES./COM.                   | 21-1              |
| ROUTE 15:         | 375           | RES./COM.                   | 21-3              |
| ROUTE 16:         | 378           | RES./COM.                   | 21-5              |
| ROUTE 17:         | 467           | RES./COM.                   | 21-15             |
| ROUTE 18:         | 579           | RES./COM.                   | 1-2               |
| ROUTE 19:         |               |                             |                   |
| ROUTE 20:         |               |                             |                   |
| ROUTE 21:         |               |                             |                   |
| ROUTE 22:         |               |                             |                   |
| ROUTE 23:         |               |                             |                   |
| ROUTE 24:         |               |                             |                   |
| ROUTE 25:         | 86            | COM.                        |                   |
|                   | <u>7,881</u>  |                             |                   |



### METER READING SERVICES

04/27/10

|           | <u>METERS</u> | <u>DESCRIPTION OF ROUTE</u> | <u>Route From</u> |
|-----------|---------------|-----------------------------|-------------------|
| CYCLE 3:  |               |                             |                   |
| ROUTE 1:  | 344           | RES.                        | 2-1               |
| ROUTE 2:  | 446           | RES.                        |                   |
| ROUTE 3:  | 654           | RES./COM.                   | 2-3               |
| ROUTE 4:  | 390           | RES.                        | 2-4               |
| ROUTE 5:  | 488           | RES.                        | 2-5               |
| ROUTE 6:  | 421           | RES./COM.                   | 2-6               |
| ROUTE 7:  | 575           | RES./COM.                   | 2-7               |
| ROUTE 8:  | 605           | RES.                        | 2-8               |
| ROUTE 9:  | 432           | RES.                        | 2-9               |
| ROUTE 10: | 391           | RES.                        | 2-10              |
| ROUTE 11: | 377           | RES.                        | 2-11              |
| ROUTE 12: | 424           | RES.                        | 2-12              |
| ROUTE 13: | 499           | RES.                        | 2-13              |
| ROUTE 14: | 515           | RES./COM.                   | 2-14              |
| ROUTE 15: | 359           | RES.                        | 2-2               |
| ROUTE 16: | 436           | RES.                        | 2-16              |
| ROUTE 17: | 559           | RES.                        | 1-6               |
| ROUTE 18: |               |                             |                   |
| ROUTE 19: |               |                             |                   |
| ROUTE 20: |               |                             |                   |
| ROUTE 21: |               |                             |                   |
| ROUTE 22: |               |                             |                   |
| ROUTE 23: |               |                             |                   |
| ROUTE 24: |               |                             |                   |
| ROUTE 25: | <u>106</u>    | COM.                        |                   |
|           | 8,021         |                             |                   |
| CYCLE 4:  |               |                             |                   |
| ROUTE 1:  | 467           | RES.                        |                   |
| ROUTE 2:  | 420           | RES./COM.                   | 3-1               |
| ROUTE 3:  | 309           | RES./COM.                   | 3-3               |
| ROUTE 4:  | 527           | RES.                        |                   |
| ROUTE 5:  | 427           | RES.                        | 3-5               |
| ROUTE 6:  | 356           | RES.                        |                   |
| ROUTE 7:  | 482           | RES.                        | 3-7               |
| ROUTE 8:  | 340           | RES.                        | 3-8               |
| ROUTE 9:  | 479           | RES./COM.                   | 3-9               |
| ROUTE 10: | 467           | RES.                        | 3-10              |
| ROUTE 11: | 473           | RES.                        | 3-11              |
| ROUTE 12: | 492           | RES.                        | 3-12              |
| ROUTE 13: | 664           | RES.                        |                   |
| ROUTE 14: | 382           | RES.                        |                   |
| ROUTE 15: | 424           | RES.                        | 3-4               |
| ROUTE 16: | 164           | RES.                        | 3-16              |
| ROUTE 17: | 355           | RES.                        | 3-6               |
| ROUTE 18: | 417           | RES.                        | 3-14              |
| ROUTE 19: |               |                             |                   |
| ROUTE 20: |               |                             |                   |
| ROUTE 21: |               |                             |                   |
| ROUTE 22: |               |                             |                   |
| ROUTE 23: |               |                             |                   |
| ROUTE 24: |               |                             |                   |
| ROUTE 25: | <u>105</u>    | COM.                        |                   |
|           | 7,750         |                             |                   |



## METER READING SERVICES

04/27/10

|                   | <u>METERS</u> | <u>DESCRIPTION OF ROUTE</u> | <u>Route From</u> |
|-------------------|---------------|-----------------------------|-------------------|
| CYCLE 5: ROUTE 1: | 521           | RES.                        |                   |
| ROUTE 2:          | 372           | RES.                        |                   |
| ROUTE 3:          | 370           | RES.                        |                   |
| ROUTE 4:          | 322           | RES.                        |                   |
| ROUTE 5:          | 378           | RES.                        |                   |
| ROUTE 6:          | 322           | RES.                        |                   |
| ROUTE 7:          | 397           | RES.                        |                   |
| ROUTE 8:          | 395           | RES.                        |                   |
| ROUTE 9:          | 340           | RES.                        |                   |
| ROUTE 10:         | 370           | RES.                        |                   |
| ROUTE 11:         | 599           | RES./COM.                   |                   |
| ROUTE 12:         | 412           | RES.                        |                   |
| ROUTE 13:         | 593           | RES./COM.                   |                   |
| ROUTE 14:         | 474           | RES.                        |                   |
| ROUTE 15:         | 376           | RES.                        | 4-5               |
| ROUTE 16:         | 530           | RES.                        | 3-13              |
| ROUTE 17:         | 407           | RES.                        | 4-9               |
| ROUTE 18:         | 525           | RES./COM.                   | 4-12              |
| ROUTE 19:         |               |                             |                   |
| ROUTE 20:         |               |                             |                   |
| ROUTE 21:         |               |                             |                   |
| ROUTE 22:         |               |                             |                   |
| ROUTE 23:         |               |                             |                   |
| ROUTE 24:         |               |                             |                   |
| ROUTE 25:         | 123           | COM.                        |                   |
|                   | 7,826         |                             |                   |
| <br>              |               |                             |                   |
| CYCLE 6: ROUTE 1: | 454           | RES.                        |                   |
| ROUTE 2:          | 457           | RES./COM.                   |                   |
| ROUTE 3:          | 452           | RES.                        | 4-2               |
| ROUTE 4:          | 359           | RES.                        | 6-4               |
| ROUTE 5:          | 489           | RES.                        | 4-3               |
| ROUTE 6:          | 531           | RES.                        |                   |
| ROUTE 7:          | 344           | RES.                        |                   |
| ROUTE 8:          | 398           | RES.                        |                   |
| ROUTE 9:          | 595           | RES./COM.                   |                   |
| ROUTE 10:         | 418           | RES.                        |                   |
| ROUTE 11:         | 381           | RES.                        |                   |
| ROUTE 12:         | 389           | RES.                        |                   |
| ROUTE 13:         | 431           | RES./COM.                   | 4-7               |
| ROUTE 14:         | 422           | RES./COM.                   |                   |
| ROUTE 15:         | 602           | RES.                        | 4-8               |
| ROUTE 16:         | 356           | RES.                        | 4-10              |
| ROUTE 17:         | 391           | RES.                        | 4-11              |
| ROUTE 18:         |               |                             |                   |
| ROUTE 19:         |               |                             |                   |
| ROUTE 20:         |               |                             |                   |
| ROUTE 21:         |               |                             |                   |
| ROUTE 22:         |               |                             |                   |
| ROUTE 23:         |               |                             |                   |
| ROUTE 24:         |               |                             |                   |
| ROUTE 25:         | 84            | COM.                        |                   |
|                   | 7,553         |                             |                   |



METER READING SERVICES

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|           | <u>METERS</u> | <u>DESCRIPTION OF ROUTE</u> | <u>Route From</u> |
|-----------|---------------|-----------------------------|-------------------|
| CYCLE 7:  |               |                             |                   |
| ROUTE 1:  | 374           | RES.                        |                   |
| ROUTE 2:  | 470           | RES.                        |                   |
| ROUTE 3:  | 355           | RES./COM.                   |                   |
| ROUTE 4:  | 335           | RES.                        |                   |
| ROUTE 5:  | 428           | RES.                        |                   |
| ROUTE 6:  | 413           | RES.                        |                   |
| ROUTE 7:  | 344           | RES.                        |                   |
| ROUTE 8:  | 322           | RES.                        |                   |
| ROUTE 9:  | 260           | RES.                        |                   |
| ROUTE 10: | 377           | RES.                        |                   |
| ROUTE 11: | 553           | RES.                        |                   |
| ROUTE 12: | 340           | RES.                        |                   |
| ROUTE 13: | 502           | RES./COM.                   |                   |
| ROUTE 14: | 388           | RES./COM.                   |                   |
| ROUTE 15: | 413           | RES.                        | 6-03              |
| ROUTE 16: | 446           | RES./COM.                   | 6-05              |
| ROUTE 17: | 365           | RES./COM.                   | 6-13              |
| ROUTE 18: | 490           | RES./COM.                   | 8-07              |
| ROUTE 19: | 388           | RES.                        | 8-09              |
| ROUTE 20: |               |                             |                   |
| ROUTE 21: |               |                             |                   |
| ROUTE 22: |               |                             |                   |
| ROUTE 23: |               |                             |                   |
| ROUTE 24: |               |                             |                   |
| ROUTE 25: | 90            | COM.                        |                   |
|           | <u>7,653</u>  |                             |                   |
| CYCLE 8   |               |                             |                   |
| ROUTE 1:  | 333           | RES.                        |                   |
| ROUTE 2:  | 371           | RES./COM.                   |                   |
| ROUTE 3:  | 369           | RES.                        |                   |
| ROUTE 4:  | 581           | RES./COM.                   |                   |
| ROUTE 5:  | 629           | RES.                        |                   |
| ROUTE 6:  | 419           | RES.                        |                   |
| ROUTE 7:  | 370           | RES.                        | 9-14              |
| ROUTE 8:  | 401           | RES.                        |                   |
| ROUTE 9:  | 400           | RES.                        | 9-11              |
| ROUTE 10: | 423           | RES.                        |                   |
| ROUTE 11: | 420           | RES.                        |                   |
| ROUTE 12: | 632           | RES./COM.                   |                   |
| ROUTE 13: | 488           | RES.                        |                   |
| ROUTE 14: | 395           | RES.                        |                   |
| ROUTE 15: | 519           | RES./COM.                   | 9-02              |
| ROUTE 16: | 404           | RES./COM.                   | 09-07             |
| ROUTE 17: | 475           | RES.                        | 9-04              |
| ROUTE 18: | 286           | COM.                        | 9-05              |
| ROUTE 19: |               |                             |                   |
| ROUTE 20: |               |                             |                   |
| ROUTE 21: |               |                             |                   |
| ROUTE 22: |               |                             |                   |
| ROUTE 23: |               |                             |                   |
| ROUTE 24: |               |                             |                   |
| ROUTE 25: | 116           | COM.                        |                   |
|           | <u>8,031</u>  |                             |                   |



## METER READING SERVICES

04/27/10

|                    | <u>METERS</u> | <u>DESCRIPTION OF ROUTE</u> | <u>Route From</u> |
|--------------------|---------------|-----------------------------|-------------------|
| CYCLE 9: ROUTE 1:  | 432           | RES./COM.                   |                   |
| ROUTE 2:           | 314           | RES.COM.                    | 10-02             |
| ROUTE 3:           | 374           | RES./COM.                   |                   |
| ROUTE 4:           | 539           | RES.COM.                    | 10-04             |
| ROUTE 5:           | 986           | RES.COM.                    | 10-05             |
| ROUTE 6:           | 295           | RES./COM.                   |                   |
| ROUTE 7:           | 296           | RES.COM.                    | 10-06             |
| ROUTE 8:           | 438           | RES./COM.                   |                   |
| ROUTE 9:           | 448           | RES./COM.                   |                   |
| ROUTE 10:          | 428           | RES./COM.                   |                   |
| ROUTE 11:          | 590           | RES.                        | 10-11             |
| ROUTE 12:          | 297           | RES./COM.                   |                   |
| ROUTE 13:          | 530           | RES.COM.                    |                   |
| ROUTE 14:          | 678           | RES.COM.                    | 10-08             |
| ROUTE 15:          | 537           | RES.COM.                    | 10-09             |
| ROUTE 16:          | 312           | RES./COM.                   | 10-03             |
| ROUTE 17:          | 385           | RES./COM.                   | 10-12             |
| ROUTE 18:          | 308           | RES./COM.                   | 9-6               |
| ROUTE 19:          | 280           | RES./COM.                   | 9-10              |
| ROUTE 20:          | 376           | RES./COM.                   | 10-09             |
| ROUTE 21:          | 328           | RES./COM.                   | 9-7               |
| ROUTE 22:          |               |                             |                   |
| ROUTE 23:          |               |                             |                   |
| ROUTE 24:          |               |                             |                   |
| ROUTE 25:          | <u>107</u>    | COM.                        |                   |
|                    | 9,278         |                             |                   |
| <br>               |               |                             |                   |
| CYCLE 10: ROUTE 1: | 479           | RES.                        | 10-19,10-9        |
| ROUTE 2:           | 419           | RES.                        | 15-2              |
| ROUTE 3:           | 670           | RES./COM.                   | 15-3              |
| ROUTE 4:           | 412           | RES.                        | 15-4              |
| ROUTE 5:           | 447           | RES.                        | 15-5              |
| ROUTE 6:           | 606           | RES./COM.                   | 15-6              |
| ROUTE 7:           | 734           | RES.COM.                    |                   |
| ROUTE 8:           | 417           | RES./COM.                   | 15-8              |
| ROUTE 9:           | 504           | RES./COM.                   | 15-9              |
| ROUTE 10:          | 430           | RES.COM.                    |                   |
| ROUTE 11:          | 434           | RES./COM.                   | 15-11             |
| ROUTE 12:          | 364           | RES./COM.                   | 15-12             |
| ROUTE 13:          | 451           | RES./COM.                   |                   |
| ROUTE 14:          | 518           | RES./COM.                   | 15-14             |
| ROUTE 15:          | 349           | RES.                        | 15-15             |
| ROUTE 16:          | 416           | RES.                        | 15-1              |
| ROUTE 17:          | 298           | RES./COM.                   | 15-7              |
| ROUTE 18:          | 424           | RES./COM.                   | 15-10             |
| ROUTE 19:          | 652           | RES./COM.                   | 15-13             |
| ROUTE 20:          | 400           | RES./COM.                   | 15-12             |
| ROUTE 21:          |               |                             |                   |
| ROUTE 22:          |               |                             |                   |
| ROUTE 23:          |               |                             |                   |
| ROUTE 24:          |               |                             |                   |
| ROUTE 25:          | <u>105</u>    | COM.                        |                   |
|                    | 9,529         |                             |                   |



METER READING SERVICES

04/27/10

|                    | <u>METERS</u> | <u>DESCRIPTION OF ROUTE</u> | <u>Route From</u> |
|--------------------|---------------|-----------------------------|-------------------|
| CYCLE 11: ROUTE 1: | 373           | RES.                        |                   |
| ROUTE 2:           | 365           | RES.                        |                   |
| ROUTE 3:           | 412           | RES.                        |                   |
| ROUTE 4:           | 414           | RES./COM.                   | 12-6              |
| ROUTE 5:           | 488           | RES.                        | 12-8              |
| ROUTE 6:           | 281           | RES.                        |                   |
| ROUTE 7:           | 508           | RES./COM.                   |                   |
| ROUTE 8:           | 577           | RES./COM.                   |                   |
| ROUTE 9:           | 580           | RES./COM.                   |                   |
| ROUTE 10:          | 319           | RES.                        | 10-01             |
| ROUTE 11:          | 428           | RES.                        |                   |
| ROUTE 12:          | 411           | RES.                        |                   |
| ROUTE 13:          | 558           | RES./COM.                   |                   |
| ROUTE 14:          | 397           | RES./COM.                   |                   |
| ROUTE 15:          | 463           | RES./COM.                   |                   |
| ROUTE 16:          | 371           | RES./COM.                   | 12-12             |
| ROUTE 17:          | 433           | RES./COM.                   | 12-15             |
| ROUTE 18:          | 360           | RES.                        | 10-14             |
| ROUTE 19:          | 533           | RES.                        | 11-6              |
| ROUTE 20:          |               |                             |                   |
| ROUTE 21:          |               |                             |                   |
| ROUTE 22:          |               |                             |                   |
| ROUTE 23:          |               |                             |                   |
| ROUTE 24:          |               |                             |                   |
| ROUTE 25:          |               |                             |                   |
|                    | <hr/>         |                             |                   |
|                    | 8,271         |                             |                   |
| CYCLE 12: ROUTE 1: | 432           | RES.                        |                   |
| ROUTE 2:           | 368           | RES./COM.                   |                   |
| ROUTE 3:           | 361           | RES./COM.                   |                   |
| ROUTE 4:           | 285           | RES./COM.                   | 13-01             |
| ROUTE 5:           | 363           | RES./COM.                   |                   |
| ROUTE 6:           | 353           | RES./COM.                   | 13-03             |
| ROUTE 7:           | 384           | RES./COM.                   |                   |
| ROUTE 8:           | 385           | RES.                        | 11-10             |
| ROUTE 9:           | 445           | RES./COM.                   |                   |
| ROUTE 10:          | 318           | RES./COM.                   | 13-06             |
| ROUTE 11:          | 299           | RES./COM.                   |                   |
| ROUTE 12:          | 349           | RES./COM.                   | 13-07             |
| ROUTE 13:          | 295           | RES./COM.                   |                   |
| ROUTE 14:          | 235           | RES./COM.                   |                   |
| ROUTE 15:          | 364           | RES./COM.                   | 13-08             |
| ROUTE 16:          | 247           | RES./COM.                   | 13-09             |
| ROUTE 17:          | 277           | RES./COM.                   | 13-10             |
| ROUTE 18:          | 267           | RES./COM.                   | 13-11             |
| ROUTE 19:          | 389           | RES./COM.                   | 13-14             |
| ROUTE 20:          | 307           | RES./COM.                   | 13-15             |
| ROUTE 21:          |               |                             |                   |
| ROUTE 22:          |               |                             |                   |
| ROUTE 23:          |               |                             |                   |
| ROUTE 24:          |               |                             |                   |
| ROUTE 25:          |               |                             |                   |
|                    | <hr/>         |                             |                   |
|                    | 6,723         |                             |                   |



### METER READING SERVICES

04/27/10

|                    | <u>METERS</u> | <u>DESCRIPTION OF ROUTE</u> | <u>Route From</u> |
|--------------------|---------------|-----------------------------|-------------------|
| CYCLE 13: ROUTE 1: | 589           | RES./COM.                   | 12-04             |
| ROUTE 2:           | 494           | RES./COM.                   |                   |
| ROUTE 3:           | 465           | RES.                        | 14-4              |
| ROUTE 4:           | 367           | RES.                        | 14-7              |
| ROUTE 5:           | 479           | RES./COM.                   | 14-9              |
| ROUTE 6:           | 550           | RES./COM.                   | 14-10             |
| ROUTE 7:           | 272           | RES./COM.                   | 14-12             |
| ROUTE 8:           | 523           | RES./COM.                   | 14-13             |
| ROUTE 9:           | 532           | RES.                        | 14-14             |
| ROUTE 10:          | 326           | RES.                        | 14-15             |
| ROUTE 11:          | 350           | RES.                        | 14-16             |
| ROUTE 12:          | 473           | RES./COM.                   |                   |
| ROUTE 13:          | 334           | RES./COM.                   | 14-12             |
| ROUTE 14:          | 356           | RES./COM.                   | 13-10             |
| ROUTE 15:          | 335           | RES./COM.                   | 12-21             |
| ROUTE 16:          | 641           | RES.                        | 12-08             |
| ROUTE 17:          |               |                             |                   |
| ROUTE 18:          |               |                             |                   |
| ROUTE 19:          |               |                             |                   |
| ROUTE 20:          |               |                             |                   |
| ROUTE 21:          |               |                             |                   |
| ROUTE 22:          |               |                             |                   |
| ROUTE 23:          |               |                             |                   |
| ROUTE 24:          |               |                             |                   |
| ROUTE 25:          |               |                             |                   |
|                    | <hr/>         |                             |                   |
|                    | 7,086         |                             |                   |

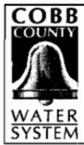
|                    |       |           |       |
|--------------------|-------|-----------|-------|
| CYCLE 14: ROUTE 1: | 350   | RES./COM. |       |
| ROUTE 2:           | 533   | RES./COM. |       |
| ROUTE 3:           | 455   | RES./COM. |       |
| ROUTE 4:           | 555   | RES./COM. | 16-2  |
| ROUTE 5:           | 459   | RES./COM. |       |
| ROUTE 6:           | 455   | RES./COM. |       |
| ROUTE 7:           | 614   | RES./COM. | 16-6  |
| ROUTE 8:           | 602   | RES./COM. |       |
| ROUTE 9:           | 573   | RES.      | 16-7  |
| ROUTE 10:          | 440   | RES./COM. | 16-9  |
| ROUTE 11:          | 394   | RES./COM. |       |
| ROUTE 12:          | 393   | RES.      | 16-11 |
| ROUTE 13:          | 333   | RES./COM. | 14-01 |
| ROUTE 14:          | 511   | RES./COM. | 16-7  |
| ROUTE 15:          | 383   | RES./COM. | 14-7  |
| ROUTE 16:          | 331   | RES./COM. | 16-9  |
| ROUTE 17:          |       |           |       |
| ROUTE 18:          |       |           |       |
| ROUTE 19:          |       |           |       |
| ROUTE 20:          |       |           |       |
| ROUTE 21:          |       |           |       |
| ROUTE 22:          |       |           |       |
| ROUTE 23:          |       |           |       |
| ROUTE 24:          |       |           |       |
| ROUTE 25:          |       |           |       |
|                    | <hr/> |           |       |
|                    | 7,381 |           |       |



## METER READING SERVICES

04/27/10

|                       | <u>METERS</u> | <u>DESCRIPTION OF ROUTE</u> | <u>Route From</u> |
|-----------------------|---------------|-----------------------------|-------------------|
| CYCLE 15: ROUTE 1:    | 520           | RES./COM.                   | 16-1              |
| ROUTE 2:              | 509           | RES./COM.                   | 16-3              |
| ROUTE 3:              | 537           | RES.                        | 16-4              |
| ROUTE 4:              | 421           | RES.                        | 16-5              |
| ROUTE 5:              | 351           | RES./COM.                   | 16-8              |
| ROUTE 6:              | 319           | RES.                        | 16-10             |
| ROUTE 7:              | 750           | RES./COM.                   | 16-12             |
| ROUTE 8:              | 360           | RES./COM.                   | 16-13             |
| ROUTE 9:              | 408           | RES./COM.                   | 16-15             |
| ROUTE 10:             | 547           | RES.                        | 16-16             |
| ROUTE 11:             | 374           | RES.                        | 17-10             |
| ROUTE 12:             | 618           | RES.                        | 16-1              |
| ROUTE 13:             | 484           | RES.                        | 16-13             |
| ROUTE 14:             | 490           | RES.                        | 16-4              |
| ROUTE 15:             | 412           | RES.                        | 17-10             |
| ROUTE 16:             | 320           | RES.                        | 15-13             |
| ROUTE 17:             | 313           | RES.                        | 15-06             |
| ROUTE 18:             | 394           | RES.                        | 15-09             |
| ROUTE 19:             | 372           | RES.                        | 16-12             |
| ROUTE 20:             |               |                             |                   |
| ROUTE 21:             |               |                             |                   |
| ROUTE 22:             |               |                             |                   |
| ROUTE 23:             |               |                             |                   |
| ROUTE 24:             |               |                             |                   |
| ROUTE 25:             |               |                             |                   |
|                       | 8,499         |                             |                   |
| <br>CYCLE 16 ROUTE 1: | <br>480       | <br>RES./COM.               | <br>17-2          |
| ROUTE 2:              | 363           | RES.                        | 17-3              |
| ROUTE 3:              | 413           | RES./COM.                   | 17-5              |
| ROUTE 4:              | 500           | RES.                        | 17-6              |
| ROUTE 5:              | 514           | RES.                        | 17-7              |
| ROUTE 6:              | 446           | RES./COM.                   | 17-8              |
| ROUTE 7:              | 261           | RES./COM.                   | 17-9              |
| ROUTE 8:              | 681           | RES.                        | 17-11             |
| ROUTE 9:              | 466           | RES.                        | 17-12             |
| ROUTE 10:             | 457           | RES./COM.                   | 17-13             |
| ROUTE 11:             | 534           | RES./COM.                   | 17-15             |
| ROUTE 12:             | 423           | RES.                        | 17-01             |
| ROUTE 13:             | 355           | RES./COM.                   | 17-2              |
| ROUTE 14:             | 494           | RES./COM.                   | 17-5              |
| ROUTE 15:             | 374           | RES./COM.                   | 17-8              |
| ROUTE 16:             | 423           | RES./COM.                   | 17-9              |
| ROUTE 17:             | 436           | RES./COM.                   | 16-6              |
| ROUTE 18:             | 503           | RES./COM.                   | 18-01             |
| ROUTE 19:             |               |                             |                   |
| ROUTE 20:             |               |                             |                   |
| ROUTE 21:             |               |                             |                   |
| ROUTE 22:             |               |                             |                   |
| ROUTE 23:             |               |                             |                   |
| ROUTE 24:             |               |                             |                   |
| ROUTE 25:             |               |                             |                   |
|                       | 8,123         |                             |                   |



**METER READING SERVICES**

04/27/10

|          | <u>METERS</u> | <u>DESCRIPTION OF ROUTE</u> | <u>Route From</u> |
|----------|---------------|-----------------------------|-------------------|
| CYCLE 17 | ROUTE 1:      | 384 RES.                    | 17-17             |
|          | ROUTE 2:      | 538 RES.                    | 17-16,18-3        |
|          | ROUTE 3:      | 665 RES./COM.               | 18-3              |
|          | ROUTE 4:      | 488 RES./COM.               |                   |
|          | ROUTE 5:      | 550 RES./COM.               | 18-5              |
|          | ROUTE 6:      | 612 RES.                    | 18-14             |
|          | ROUTE 7:      | 307 RES.                    | 18-18             |
|          | ROUTE 8:      | 361 RES.                    | 18-8              |
|          | ROUTE 9:      | 842 RES./COM.               | 18-13             |
|          | ROUTE 10:     | 486 RES./COM.               | 17-14             |
|          | ROUTE 11:     | 395 RES.                    | 18-12             |
|          | ROUTE 12:     | 583 RES.                    | 18-5              |
|          | ROUTE 13:     | 553 RES.                    | 18-13             |
|          | ROUTE 14:     | 525 RES.                    | 18-14             |
|          | ROUTE 15:     | 438 RES.                    | 18-8              |
|          | ROUTE 16:     | 352 RES./COM.               | 17-4              |
|          | ROUTE 17:     | 403 RES./COM.               | KENN              |
|          | ROUTE 18:     | 423 RES./COM.               | KENN              |
|          | ROUTE 19:     | 393 RES./COM.               | KENN              |
|          | ROUTE 20:     |                             |                   |
|          | ROUTE 21:     |                             |                   |
|          | ROUTE 22:     |                             |                   |
|          | ROUTE 23:     |                             |                   |
|          | ROUTE 24:     |                             |                   |
|          | ROUTE 25:     |                             |                   |
|          | <hr/>         |                             |                   |
|          | 9,298         |                             |                   |
| CYCLE 18 | ROUTE 1:      | 456 RES./COM.               | 19-05             |
|          | ROUTE 2:      | 746 RES./COM.               |                   |
|          | ROUTE 3:      | 371 RES./COM.               | 18-9              |
|          | ROUTE 4:      | 498 RES./COM.               |                   |
|          | ROUTE 5:      | 643 RES./COM.               | 18-15             |
|          | ROUTE 6:      | 435 RES.                    |                   |
|          | ROUTE 7:      | 416 RES./COM.               |                   |
|          | ROUTE 8:      | 393 RES./COM.               | 18-16             |
|          | ROUTE 9:      | 744 RES./COM.               |                   |
|          | ROUTE 10:     | 602 RES.                    |                   |
|          | ROUTE 11:     | 466 RES.                    |                   |
|          | ROUTE 12:     | 462 RES.                    | 18-17             |
|          | ROUTE 13:     | 473 RES.                    | 18-15             |
|          | ROUTE 14:     | 678 RES.                    | 18-11             |
|          | ROUTE 15:     | 368 RES.                    | 18-4              |
|          | ROUTE 16:     | 395 RES.                    | 18-7              |
|          | ROUTE 17:     | 352 RES.                    | 18-8              |
|          | ROUTE 18:     | 453 RES.                    | 18-10             |
|          | ROUTE 19:     | 454 RES.                    | 18-3              |
|          | ROUTE 20:     |                             |                   |
|          | ROUTE 21:     |                             |                   |
|          | ROUTE 22:     |                             |                   |
|          | ROUTE 23:     |                             |                   |
|          | ROUTE 24:     |                             |                   |
|          | ROUTE 25:     |                             |                   |
|          | <hr/>         |                             |                   |
|          | 9,405         |                             |                   |



METER READING SERVICES

04/27/10

|                    | <u>METERS</u> | <u>DESCRIPTION OF ROUTE</u> | <u>Route From</u> |
|--------------------|---------------|-----------------------------|-------------------|
| CYCLE 19: ROUTE 1: | 490           | RES./COM.                   |                   |
| ROUTE 2:           | 504           | RES./COM.                   |                   |
| ROUTE 3:           | 453           | RES./COM.                   |                   |
| ROUTE 4:           | 515           | RES./COM.                   | 19-21             |
| ROUTE 5:           | 424           | RES./COM.                   | 20-4              |
| ROUTE 6:           | 347           | RES./COM.                   |                   |
| ROUTE 7:           | 606           | RES./COM.                   |                   |
| ROUTE 8:           | 382           | RES./COM.                   | 19-21             |
| ROUTE 9:           | 551           | RES./COM.                   |                   |
| ROUTE 10:          | 352           | RES./COM.                   | 19-12             |
| ROUTE 11:          | 377           | RES./COM.                   | 19-13             |
| ROUTE 12:          | 347           | RES./COM.                   | 19-12             |
| ROUTE 13:          | 349           | RES./COM.                   | 19-09             |
| ROUTE 14:          | 543           | RES./COM.                   | 19-02             |
| ROUTE 15:          | 351           | RES./COM.                   | 19-14             |
| ROUTE 16:          | 666           | RES./COM.                   | 19-01             |
| ROUTE 17:          | 396           | RES./COM.                   | 20-14             |
| ROUTE 18:          | 360           | RES./COM.                   | 19-10             |
| ROUTE 19:          | 365           | RES./COM.                   | 19-11             |
| ROUTE 20:          | 462           | RES./COM.                   | 19-12             |
| ROUTE 21:          |               |                             |                   |
| ROUTE 22:          |               |                             |                   |
| ROUTE 23:          |               |                             |                   |
| ROUTE 24:          |               |                             |                   |
| ROUTE 25:          |               |                             |                   |
|                    | <hr/> 8,840   |                             |                   |
| CYCLE 20: ROUTE 1: | 456           | RES.                        | 19-17             |
| ROUTE 2:           | 485           | RES.                        | 19-16             |
| ROUTE 3:           | 363           | RES.                        | 19-18             |
| ROUTE 4:           | 259           | RES./COM.                   | 19-17             |
| ROUTE 5:           | 485           | RES.                        | 19-20             |
| ROUTE 6:           | 433           | RES./COM.                   | 19-8              |
| ROUTE 7:           | 758           | RES./COM.                   | 19-11             |
| ROUTE 8:           | 552           | RES.                        | 19-14             |
| ROUTE 9:           | 501           | RES.                        | 19-19             |
| ROUTE 10:          | 480           | RES.                        | 19-14             |
| ROUTE 11:          | 396           | RES.                        | 19-8              |
| ROUTE 12:          | 444           | RES.                        | 19-11             |
| ROUTE 13:          | 427           | RES.                        | 19-16             |
| ROUTE 14:          | 334           | RES.                        | 19-8              |
| ROUTE 15:          | 421           | RES.                        | 19-11             |
| ROUTE 16:          | 359           | RES.                        | 19-8              |
| ROUTE 17:          | 323           | RES.                        | KENNESAW          |
| ROUTE 18:          | 339           | RES.                        | KENNESAW          |
| ROUTE 19:          | 146           | RES.                        | KENNESAW          |
| ROUTE 20:          | 361           | RES.                        | KENNESAW          |
| ROUTE 21:          | 210           | RES.                        | KENNESAW          |
| ROUTE 22:          |               |                             |                   |
| ROUTE 23:          |               |                             |                   |
| ROUTE 24:          |               |                             |                   |
| ROUTE 25:          |               |                             |                   |
|                    | <hr/> 8,532   |                             |                   |



### METER READING SERVICES

04/27/10

|                    | <u>METERS</u> | <u>DESCRIPTION OF ROUTE</u> | <u>Route From</u> |
|--------------------|---------------|-----------------------------|-------------------|
| CYCLE 21: ROUTE 1: | 350           | RES./COM.                   | 19-5              |
| ROUTE 2:           | 685           | RES./COM.                   | 20-2              |
| ROUTE 3:           | 329           | RES./COM.                   | 19-10             |
| ROUTE 4:           | 252           | RES./COM.                   | 19-15             |
| ROUTE 5:           | 400           | RES./COM.                   | 20-5              |
| ROUTE 6:           | 314           | RES.                        | 20-16             |
| ROUTE 7:           | 401           | RES.                        | 20-7              |
| ROUTE 8:           | 312           | RES./COM.                   | 20-8              |
| ROUTE 9:           | 489           | RES./COM.                   | 20-9              |
| ROUTE 10:          | 374           | RES.                        | 20-10             |
| ROUTE 11:          | 233           | RES.                        | 20-11             |
| ROUTE 12:          | 388           | RES.                        | 20-12             |
| ROUTE 13:          | 282           | RES.                        | 19-10             |
| ROUTE 14:          | 370           | RES.                        | 19-15             |
| ROUTE 15:          | 283           | RES                         | 20-5              |
| ROUTE 16:          | 391           | RES./COM.                   | 20-8              |
| ROUTE 17:          | 327           | RES.                        | KENN              |
| ROUTE 18:          | 467           | RES.                        | KENN              |
| ROUTE 19:          | 484           | RES.                        | KENN              |
| ROUTE 20:          | 517           | RES.                        | KENN              |
| ROUTE 21:          |               |                             |                   |
| ROUTE 22:          |               |                             |                   |
| ROUTE 23:          |               |                             |                   |
| ROUTE 24:          |               |                             |                   |
| ROUTE 25:          |               |                             |                   |
|                    | <hr/>         |                             |                   |
|                    | 7,648         |                             |                   |

Total Meters: 165,823



**Cycle Schedule  
May, 2010**

**APPENDIX B**

|               | Sun           | Mon           | Tue           | Wed           | Thu           | Fri           | Sat           |
|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
|               |               |               |               |               |               |               | <b>1-May</b>  |
| <b>Start</b>  |               |               |               |               |               |               |               |
| <b>Finish</b> |               |               |               |               |               |               |               |
|               | <b>2-May</b>  | <b>3-May</b>  | <b>4-May</b>  | <b>5-May</b>  | <b>6-May</b>  | <b>7-May</b>  | <b>8-May</b>  |
| <b>Start</b>  |               | 1             | 2             | 3             | 4             | 5             |               |
| <b>Finish</b> |               | 21            | 1             | 2             | 3             | 4             |               |
|               | <b>9-May</b>  | <b>10-May</b> | <b>11-May</b> | <b>12-May</b> | <b>13-May</b> | <b>14-May</b> | <b>15-May</b> |
| <b>Start</b>  |               | 6             | 7             | 8             | 9             | 10            |               |
| <b>Finish</b> |               | 5             | 6             | 7             | 8             | 9             |               |
|               | <b>16-May</b> | <b>17-May</b> | <b>18-May</b> | <b>19-May</b> | <b>20-May</b> | <b>21-May</b> | <b>22-May</b> |
| <b>Start</b>  |               | 11            | 12            | 13            | 14            | 15            |               |
| <b>Finish</b> |               | 10            | 11            | 12            | 13            | 14            |               |
|               | <b>23-May</b> | <b>24-May</b> | <b>25-May</b> | <b>26-May</b> | <b>27-May</b> | <b>28-May</b> | <b>29-May</b> |
| <b>Start</b>  |               | 16            | 17            | 18            | 19            | 20            |               |
| <b>Finish</b> |               | 15            | 16            | 17            | 18            | 19            |               |
|               | <b>30-May</b> | <b>31-May</b> | <b>1-Jun</b>  | <b>2-Jun</b>  | <b>3-Jun</b>  | <b>4-Jun</b>  | <b>5-Jun</b>  |
| <b>Start</b>  |               | Holiday       | 21            | 1             | 2             | 3             |               |
| <b>Finish</b> |               | Holiday       | 20            | 21            | 1             | 2             |               |

APPENDIX C-1

04/14/2010 11:05

Trouble Codes

Page 1 of 1

| Code | Description       |
|------|-------------------|
| 03   | METER BOX REPLACE |
| 04   | LID REPLACEMENT   |
| 07   | METER SIDEWAYS    |
| 10   | LEAK METER        |
| 13   | BROKEN GLASS      |
| 16   | METER BACKWARDS   |
| 17   | STRAIGHT LINE     |
| 19   | METER MISSING     |
| 24   | METER FOGGED      |

APPENDIX C-2

04/14/2010 11:06

Skip Codes

Page 1 of 1

| Code | Description       | Priority  |
|------|-------------------|-----------|
| 01   | LOCKED FENCE      | Processed |
| 02   | BAD DOG           | Processed |
| 03   | BEEES             | Processed |
| 04   | METER REMOVED     | Processed |
| 05   | METER BURIED      | Processed |
| 06   | FLOODED METER BOX | Processed |
| 07   | BROKEN GLASS      | Processed |
| 08   | CAR ON METER      | Processed |
| 09   | FOGGED METER      | Processed |
| 10   | CANNOT LOCATE     | Processed |

APPENDIX C-2

04/14/2010 11:05

Trouble Codes

Page 1 of 1

| Code | Description       |
|------|-------------------|
| 03   | METER BOX REPLACE |
| 04   | LID REPLACEMENT   |
| 07   | METER SIDEWAYS    |
| 10   | LEAK METER        |
| 13   | BROKEN GLASS      |
| 16   | METER BACKWARDS   |
| 17   | STRAIGHT LINE     |
| 19   | METER MISSING     |
| 24   | METER FOGGED      |

**APPENDIX D**

**Meter Reading/Penalties**

**Month:** Example

**Year:** Example

| Cycle | Day | Date    | Start   | End     | Target | Actual | \$100 | \$200 | \$300 | Total |
|-------|-----|---------|---------|---------|--------|--------|-------|-------|-------|-------|
| 1     | Mon | 4/5/10  | 4/5/10  | 4/6/10  | 2      | 2      | \$0   | \$0   | \$0   | \$0   |
| 2     | Tue | 4/6/10  | 4/6/10  | 4/7/10  | 2      | 2      | \$0   | \$0   | \$0   | \$0   |
| 3     | Wed | 4/7/10  | 4/7/10  | 4/9/10  | 2      | 3      | \$100 | \$0   | \$0   | \$100 |
| 4     | Thu | 4/8/10  | 4/8/10  | 4/9/10  | 2      | 2      | \$0   | \$0   | \$0   | \$0   |
| 5     | Fri | 4/9/10  | 4/9/10  | 4/12/10 | 2      | 2      | \$0   | \$0   | \$0   | \$0   |
|       | Sat | 4/10/10 |         |         |        |        |       |       |       |       |
|       | Sun | 4/11/10 |         |         |        |        |       |       |       |       |
| 6     | Mon | 4/12/10 | 4/12/10 | 4/14/10 | 2      | 3      | \$100 | \$0   | \$0   | \$100 |
| 7     | Tue | 4/13/10 | 4/13/10 | 4/14/10 | 2      | 2      | \$0   | \$0   | \$0   | \$0   |
| 8     | Wed | 4/14/10 | 4/14/10 | 4/15/10 | 2      | 2      | \$0   | \$0   | \$0   | \$0   |
| 9     | Thu | 4/15/10 | 4/15/10 | 4/19/10 | 3      | 3      | \$0   | \$0   | \$0   | \$0   |
| 10    | Fri | 4/16/10 | 4/16/10 | 4/19/10 | 2      | 2      | \$0   | \$0   | \$0   | \$0   |
|       | Sat | 4/17/10 |         |         |        |        |       |       |       |       |
|       | Sun | 4/18/10 |         |         |        |        |       |       |       |       |
| 11    | Mon | 4/19/10 | 4/19/10 | 4/22/10 | 2      | 4      | \$100 | \$200 | \$0   | \$300 |
| 12    | Tue | 4/20/10 | 4/20/10 | 4/21/10 | 2      | 2      | \$0   | \$0   | \$0   | \$0   |
| 13    | Wed | 4/21/10 | 4/21/10 | 4/22/10 | 2      | 2      | \$0   | \$0   | \$0   | \$0   |
| 14    | Thu | 4/22/10 |         |         |        |        |       |       |       | \$0   |
| 15    | Fri | 4/23/10 |         |         |        |        |       |       |       | \$0   |
|       | Sat | 4/24/10 |         |         |        |        |       |       |       |       |
|       | Sun | 4/25/10 |         |         |        |        |       |       |       |       |
| 16    | Mon | 4/26/10 |         |         |        |        |       |       |       | \$0   |
| 17    | Tue | 4/27/10 |         |         |        |        |       |       |       | \$0   |
| 18    | Wed | 4/28/10 |         |         |        |        |       |       |       | \$0   |
| 19    | Thu | 4/29/10 |         |         |        |        |       |       |       | \$0   |
| 20    | Fri | 4/30/10 |         |         |        |        |       |       |       | \$0   |
|       | Sat |         |         |         |        |        |       |       |       |       |
|       | Sun |         |         |         |        |        |       |       |       |       |
| 21    | Mon | 5/1/10  |         |         |        |        |       |       |       | \$0   |
| Total |     |         |         |         |        |        | \$300 | \$200 | \$0   | \$500 |

Total Penalties Assessed:

Approved By:

Date:

**Appendix E  
Cost Proposal  
Meter Reading Services  
Sealed Bid # 10-5489**

|   | <b>Cost Description</b>               | <b>Qty</b>  | <b>Unit</b> | <b>Unit Price</b> | <b>Total Price</b> |
|---|---------------------------------------|-------------|-------------|-------------------|--------------------|
| 1 | Visual, manual meter reading,<br>Each | 6,300,000 * | Each        | \$                | \$                 |

**Total Bid Price \$** \_\_\_\_\_

**Total Bid Price (in Words)** \_\_\_\_\_

|   | <b>Cost Description</b>  | <b>Qty</b> | <b>Unit</b> | <b>Unit Price</b> | <b>Total Price</b> |
|---|--|------------|-------------|-------------------|--------------------|
|   | <b>Additional Services – as may<br/>be required by County **</b> |            |             |                   |                    |
| 1 | Cutoff Service Order, Each                                       | N/A        | Each        | \$                | N/A                |
| 2 | Gain Service Order, Each   | N/A        | Each        | \$                | N/A                |
| 3 | Final Service Order, Each  | N/A        | Each        | \$                | N/A                |

**\* This is an estimated number for estimating total contract price.**

**\*\*The need for these services can not be guaranteed nor numbers estimated.**