



PURCHASING DEPARTMENT
1772 County Services Parkway
Marietta, Georgia 30008-4012
(770) 528-8400/FAX (770) 528-1154

Rick Brun
DIRECTOR

ADDENDUM No. 1

**Sealed Bid # 10-5489
Request for Proposal
Meter Reading Services**

DATE: May 19, 2010

Page 1 of 12

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

Proposers shall acknowledge receipt of this addendum.

Include this original form inside your proposal package.

This Addendum consists of:

- **Minutes of the May 11, 2010 Pre-Proposal Conference**
- **Modification of the Specifications**
- **Questions submitted in writing**
- **Pre-Proposal Meeting Attendee List**

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008.

Electronic / faxed bid response will not be considered.

I acknowledge that I have received Addendum No. 1

**Sealed Bid # 10-5489
Request for Proposal
Meter Reading Services**

Company Name

Signature

Date Sent to Purchasing

Please Print Name

Please sign, date, and return this form ONLY to:
Cobb County Purchasing Department
Fax #: 770-528-1154
E-Mail: purchasing@cobbcounty.org

Please note: The deadline for questions is: May 18, 2010 by 5:00 pm
Any questions received after this deadline will not be considered.

Addendum 1
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Introduction:

Mark Kohntopp – Purchasing Division Manager

All attendees must sign the sign in sheet.

Bids are due May 27, 2010 at 12:00 noon to Purchasing; no late bids will be accepted.

Bid opening will be in the Purchasing Bid Room, County Services Parkway on May 27 at 2:00 EST p.m., broadcast on TV23 or on streaming video at www.cobbcounty.org

Vendors must submit one (1) original hardcopy and it must be marked as original, six (6) hardcopies

Additional questions shall be submitted in writing before Tuesday, May 18 at 5pm. Submit to purchasing@cobbcounty.org or FAX to 770-528-1154. No questions are to be submitted to the Cobb County Water System.

Minutes and addenda will be sent to all vendors that have asked for the bid. Any questions that we do not answer today, we will get the answer to all vendors as part of an addendum.

If a statement is made in here, or an answer given and you receive a written addendum that gives a different statement or answer, the written addendum is the rule.

Attendees were advised that page 23 of the bid document, (1.3) second paragraph of Terms and Agreements, beginning with “accordance with...final determinant” should be struck through since that wording reserved for professional services such as provided by Attorneys and does not apply to this contract.

Attendees were reminded that Georgia Security and Immigration Act Affidavit must be submitted with bid and if Terms not submitted with bid, that bid would not be evaluated.

Introduction of Cobb County Staff

Brian Jett (Water), Randy Harber (Water), Susan Bray (Water), Kathy Brown (Water)

Open up for Questions

1.

Q: Are financial and reference materials considered proprietary information?

A: No. They are open to the public but contractor can mark certain pages, for example financial information, for privately held companies as proprietary information.

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2.

Q: Is a performance bond required?

A: Yes, in the amount of \$250,000.00.

3.

Q: What are the contract renewal dates?

A: The initial contract is for 3 years, with (2) one year extensions, as mentioned on Page 25, Section J.

4.

Q: What is the start date for this contract?

A: The start date will be October 1, 2010.

5.

Q: Is the new contract different from approximately ten years ago?

A: Yes, and the reason for the early bidding in case a new contractor is selected that may take some time to implement.

6:

Q: Is there an intergovernmental agreement so that rates in one jurisdiction can be used by other jurisdictions?

A: No. Page 12 Section X does not apply to this bid and this statement will be deleted.

7:

Q: How many commercial vaulted routes do you have and do you use touch pads?

A: We have ten days or cycles of the vaulted meters, but CCWS is reading these via radio read.

8:

Q: Is there different pricing for manually reading the large meters?

A: The contractor will not read the large meters. CCWS will read these meters.

9:

Q: Are the large vaulted meters mapped?

A: No.

10:

Q: Can the work (meter reading and supplemental services) be completed in an 8-hour day?

A: Yes. We require the work to be completed same day.

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11:

Q: Is there an adequate number of handhelds?

A: Yes.

12:

Q: Are the service orders electronic or paper?

A: Paper.

13:

Q: Do company owned vehicles have to be used?

A: Yes. The contractor must provide the vehicles. No personal vehicles from employees can be used.

14:

Q: If vaulted meters are flooded, who will correct the flooding?

A: The contractor will be responsible for getting readings from flooded meter pits.

15:

Q: Are vehicles required to be marked?

A: Yes, as mentioned in the bid document page 33, Section J.

16:

Q: Where will the handhelds be housed?

A: The handhelds will be housed at the CCWS Field Operations Building. The contractor is responsible for scheduling the work and CCWS is responsible for loading the work. Handhelds can be picked up weekdays at 7 am and must be returned by 4:30 pm.

17:

Q: Can routes be read ahead of schedule?

A: Yes, but the billing days of service should never be less than 27 or more than 34 days. This is subject to the Owner's discretion.

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18:

Q: How are high, low, and skipped readings worked?

A: Accounts that are kicked out for high consumption are checked by CCWS. If the high reading is a misread, the contractor is charged with a misread. For negative reads and misreads, the contractor can check the prebilled readings before they are billed. The contractor will not be paid for prebilled rechecks. The contractor will be responsible for locating skipped reads.

19:

Q: Are the meter boxes and settings in good shape?

A: Yes, CCWS has excellent infrastructure and is a AAA rated Water System.

20:

Q: Are current deadlines being met?

A: Yes.

21:

Q: What types of tools are required for the job?

A: Please refer to Page 33 of the bid document, Section I.

22:

Q: Are any meters located in back yards?

A: Yes, but less than 1%.

23:

Q: What type of uniforms are required?

A: Please refer to page 32 of the bid document, Section C..

Questions submitted in writing:

24:

Q: You state to expect 175,000 reads a month but Appendix A which has the route detail only shows 165,823. Can you explain the difference and clarify which number we should expect?

A: Expect to read 175,000 reads per month.

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25:

Q: Section 2.3 states “Personnel will be required to wear Proposer provided uniforms and is subject to approval of the CCWS.” Are shorts allowed? Jeans? T-shirts? Do any clothing articles need to be imprinted in any way or is ID badge sufficient? Are safety shoes required? Safety vest? Are hats allowed? In Winter, is company issued outerwear required?

A: Please refer to page 32 of the bid document, Section C.

26:

Q: Is the amount of the performance bond to cover the whole 36 month term of the contract or just the first year of service?

A: The performance bond will cover the whole 36 month term of the contract.

27:

Q: Just to verify. Cobb County will make the Itron FC 200 devices available to the proposer? How many devices are available?

A: Cobb County will make the Itron FC 200 devices available to the Contractor. CCWS owns 27 handhelds, but the available number each day will vary.

28:

Q: How many of the meters are inside homes? Most customers provide home keys to get access?

A: No meters are inside homes.

29:

Q: How many meters are inside vaults?

A: The contractor will not be reading large meters in large vaults. However, the largest pit setting that the contractor will access is a quazite type box with dimensions of 24” X36” X18”.

30:

Q: At the pre-bid meeting our representative took down a note regarding the above subject that the requirement was for a \$250,000.00 U.S performance bond. In the bid documents the requirement on page 7, section F, subpart 1, calls for a Performance/Payment bond in the amount of 100% of the contract amount. Can you clarify this please?

A: The performance bond requirement will be \$250,000.00”.

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31:

Q: (Ref: Pg 26, Section 2.2 “Performance Specifications”, Item A. “Meter Read Volumes”) Please provide the approx. total number and/or percentage of residential metering applications with lots ranging from 100’ to 300’ frontages.

A: This information is unavailable.

32:

Q: (Ref: Pg 26, Section 2.2 “Performance Specifications”, Item A. “Meter Read Volumes”) Is the current meter reading route structure efficient (e.g. “door-to-door” / “premise-to-premise” requirement or other)?

A: The current meter reading route structure is efficient. However, Page 26, Section 2.2A states that “The number of accounts per cycle may be adjusted by CCWS upon thirty (30) days notice given by CCWS. The Proposer may request adjustment of cycles by written notice to the CCWS representative.”

33:

Q: (Ref: Pg 26, Section 2.2 “Performance Specifications”, Item A. “Meter Read Volumes”) Are the “pits” for large commercial and multi-family accounts based on the standard application that simply requires a lid be removed to read said meters or do they require physical entry into the pit to capture the associated reading?

A: The contractor will not enter any pit to get a reading.

34:

Q: (Ref: Pg 26, Section 2.2 “Performance Specifications”, Item A. “Meter Read Volumes”) What are the total number of Itron FC200 units that are provided by CCWS to the contractor for the purposes of this contract (total “active” units and total “spare” unit)?

A: CCWS owns 27 handhelds, but the available number each day will vary.

35:

Q: (Ref: Pg 26, Section 2.2 “Performance Specifications”, Item A. “Meter Read Volumes”) Who is responsible for the associated “day-to-day” operation of the Itron system (ref: daily assignments, handheld uploads/downloads, report generation, etc.)?

A: The handhelds will be housed at the CCWS Field Operations Building. The contractor is responsible for scheduling the work and CCWS is responsible for loading the work. Handhelds can be picked up weekdays at 7 am and must be returned by 4:30 pm.

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36:

Q: (Ref: Pg 26, Section 2.2 “Performance Specifications”, Item A. “Meter Read Volumes”) Is the Itron system hosted at CCWS’s facility for the purposes of daily assignments/work distribution or is the contractor required to have a separate “off-site” office facility for the purposes of this requirement/contract?

A: The contractor will be required to have an off-site office facility.

37:

Q: (General) What are the current total number of contract meter reading personnel that are being utilized to accommodate this service requirement (total full-time and total part-time)?

A: Unknown

38:

Q: (Ref: Appendix A – Meter Reading Services) Are all large commercial and multi-family metering applications (ref: 6” – 10”) being read independent of the “res” and “res/comm.” route structure/sequencing (e.g. Cycles 1-21, Route 25)?

A: The contractor will not be responsible for reading Route 25, in Cycles 1-10.

39:

Q: (Ref: Pg 33, Section H “Transportation”) In an effort to assist in reducing CCWS’s associated departmental costs, as long as they meet the associated bid specifications (e.g. clean and mechanically sound, flashing beacons, proper signage, etc.), is the use of personal vehicles acceptable for the purposes of this contract?

A: No.

40:

Q: (Ref: Pg 28, Section D “Schedule”) Is the current “day-to-day” meter reading schedule reasonably balanced from a meter reading personnel staffing requirement perspective?

A: Yes.

41:

Q: (Ref: Pg 29, Section E “Field Information & Requirements”, Item 2 “Misread & Skip Read Penalties”) Is there any compensation considered or can the Proposer include a rate for both “rereads” that are verified in the field as being correct and/or “skip reads” that are outside of the contractor’s control (e.g. bad dogs, customer refused entry, etc.)? If no, please provide the associated average number of related service requests that are generated on a monthly basis, as based on the current contractor’s statistics.

A: Please refer to the bid document, Page 29, Section E1 and E2. The percentage varies.

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41:

Q: Ref: Appendix C-1 “Itron Codes”) With CCWS’ approval, can the contractor add additional codes to the various available Itron code fields?

A: The consideration for new codes will be reviewed on a case by case basis.

42:

Q: Do we have to enter vaults to read meters, or is there an outside receptacle for reading?

A: The contractor will not enter any pit to get a reading.

43:

Q: Is there a need to use Versiprobe type devices to read remote receptacles on outside of properties or vault? Is that what you call reading tubes?

A: CCWS does not use Versiprobe type devices.

44:

Q: What are the specifications for meter keys in the RFP? Are these also know as curb cock keys?

A: Meter keys are mentioned merely as an example of optional equipment.

45:

Q: The County has requested that the contractor pickup Itron units each morning and return them by 4:30 for data downloading and handheld charging. Does CCWD have sufficient space for contractor staff to park personal/work vehicles on-site? Or does the County request the contractor provide an off-site staging area?

A: One representative from the Contractor’s office will pick up and return the handhelds daily.

46:

Q: Will CCWD provide GIS data such as edge of pavement, street centerlines, property boundaries, structure outlines, utilities, etc. to facilitate higher quality value added services?

A: No, CCWS utilizes a visual location code system to determine the location of each meter.

47:

Q: A great deal of information will have to be coordinated between the successful contractor and CCWD. Can the contractor be granted read-only access to the Itron MVRs meter reading management system?

A: No.

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48:

Q: What are the reporting requirements of the contract and how frequently will they need to be produced?

A: CCWS and the successful contractor will develop a reporting system that works for both parties.

49:

Q: The RFP Advertisement and Section 1.2 (F) refers to requirements for a performance bond for 100% of the contract value. While we understand this is usually typical for construction projects or hardware purchases, this is unusual for a labor-only scope such as meter reading. Therefore we ask consideration of excluding this requirement.

A: A performance bond in the amount of \$250,000.00 will be required for the duration of this contract.

50:

Q: As we currently have the contract are we, if awarded the new contract, required to use the E-Verify system on our existing employees. According to the rules that come along with the system it says “You may not use E-Verify to screen job applicants or “to re-verify employment eligibility.””

A: All bidders must comply with the requirements of the **Georgia Security and Immigration Compliance Act.**

51:

Q: How many field data collection devices/handhelds does the County currently possess?

A: 27

52:

Q: On average, how many service orders are generated after each cycle?

A: That depends on the geographical area and season of the year.

53:

Q: On average, how many service orders are generated each month?

A: Same as Question 52.

54:

Q: Can a copy of the current meter reading agreement be provided?

A: No.

PRE- BID CONFERENCE

REQUEST FOR PROPOSAL
 METER READING SERVICES
 SEALED BID #10-5489
 COBB COUNTY WATER SYSTEM
 MAY 11, 2010

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
David Foster	AMS Utiliserv 328 Desiard St. Monroe, LA 71202	318-807-4289	318-387-5452	Kathryn.Gordon@amsutiliserv.com
Chuck Desjardis	Utility Meter Services	910-367-6582	910-259-9654	cdesjardis@asplandh.com
Allen Jerrom	Severn Trent Services 5975 W. Sunrise Blvd. Jupiter, FL	954-410-8694	954-587-4243	ajerrom@stes.com
Eric Krasner	770 Pickens Industrial Marietta, GA 30062	770-480-8181	770-792-7791	Bermexinc@yahoo.com
Lisa Rawlins	770 Pickens Ind Marietta, GA 30062	678-725-6426	770-792-7791	Bermexdeptdown.com
Ken Saxon	770 PICKENS IND DR MARIETTA, GA 30062	678-725-6427	770-792-7791	KSAXON@BERMEXINC.COM
Bobby Moss	Khafra Operations 230 Peachtree St. Ste 200 Atlanta GA 30303	404-525-2120	404-522-7941	bmoss@khafra.com
MARK KOHNEN	CC			

PRE- BID CONFERENCE

REQUEST FOR PROPOSAL
METER READING SERVICES
SEALED BID #10-5489
COBB COUNTY WATER SYSTEM
MAY 11, 2010

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
Tim Weitz	Contract Collectors Inc 1158 Clanton Rd. Suite 100 Aurora GA 30507	706 868 5187 800 338 5443	706 868 7852	tweitz@contractcollectors.com
Ben Chalkin	TruCheck PO BOX 1515 Somerset KY 40502	800 455 5507		
MARK REEVES	TRU-CHECK, Inc. P.O. Box 1515 Somerset, KY 42502	404-862-0719	888.427.5360	Mark.Reeves@TruCheck.com
Greg Wattleton	KK & P 230 Peachtree St #200 Atlanta GA 30307	404-512-8358		GWattleton@kk&p.com
Kathy Brown	CCWS	770 419 1116 6283		kathleen.brown@cobbcountryga.com
Randy Hamber	CCWS	770 419 6215		
Brian Jett	CCWS	7-419- 6274	7-419 6350	
Susan Bray	C County	770-419- 6285		