

Request for Bids FY 2009/10 Meter Reading Services

Introduction

The purpose of this Request for Bids is to seek bids from qualified firms (Contractor) to provide water meter reading services to the Carmichael Water District (District).

Background

Meter reading services within the District are currently contracted. Of the **7,923** meters currently in service **6,200** are billed on a metered rate with the remaining **1,723** read for consumptive data until they are transitioned to the metered rate.

All current routes contain **touch-read meters** from various meter manufacturers. Each year the District will add approximately 900 additional meters to the meter reading cycles over the course of the year. New meters are installed on a monthly basis and will continue to be installed until all service connections are metered. The District currently has a retail customer base of approximately **11,665** accounts. The service area is located within the Carmichael area.

Scope of Work (Summary)

The Contractor shall provide the following contracted services:

The Contractor shall provide meter-reading services to the District. Services shall include all personnel, training, supervision, uniforms, materials, tools, equipment, software and supplies necessary to accomplish the accurate and timely reads of the District's water meters. Said work shall be accomplished in accordance with the Scope of Work outlined below:

1. Tasks

Meter Reads:

Meter reading services will be conducted (monthly if routes are split in half or bimonthly for all readings) in a timely and professional manor. The reads must be completed by a pre-determined schedule in order to maintain an accurate billing schedule for District customers. Reads that can not be accomplished through the touch pad shall be read manually.

2. General Conditions

A. Data Transfers: The District will provide the contractor with the required meter read data on a pre determined schedule. All file transfers shall be seamless and accurate. Data from the contractor must be compatible with the District's billing software.

B. Work Hours: All effort shall be made to perform meter reading on weekdays only, holidays excluded, between the hours of 8:00 a.m. and 4:00 p.m.

C. Report Deficiencies: Meter readers shall note and report to the District any service deficiencies (leaks, broken lids, broken wires, inaccessibility, etc.) seen while taking reads.

D. Wages: Prevailing wages shall be paid to workers on this project in accordance with the provisions of Article 2 of the California State Labor Code.

E. Accuracy of Reads: The Contractor shall provide the District with read data from each route, each time it is read, that is a minimum of 99% accurate. Where individual reads are suspected of being inaccurate, the District will reread those accounts. Should the amount of inaccurate reads exceed the 1% allowed, the Contractor shall reimburse the District for the cost of rereading the number of accounts that are in excess of the 1% stipulated, at a rate of twice the "per-unit/read" bid cost for the initial reading.

Bid Requirements

1. Bid Submission and Content

A. Bid Due Date: Qualification information must be received no later than 12:00 p.m. Wednesday April 15, 2009 in the Carmichael Water District Office, 7837 Fair Oaks Blvd., Carmichael, CA 95608.

B. Submission:

1. Submit five (5) copies of the proposal
2. Submit a cover or transmittal letter not to exceed (1) page executed by an authorized signatory of your firm to include:
 - A brief statement of understanding of the scope of contract services to be performed
 - Telephone numbers (business, fax, etc.)
 - Contact(s)
 - The name or names of the person(s) authorized to represent the Contractor with title, address and phone number
3. Profile of Proposing Firm: provide the following background information:
 - Staffing size of firm
 - List of current clients including contact names and phone numbers for references
 - Insurance information

- Location of office
 - Statement of capability to perform work
4. Compensation and Terms: Bid must include a schedule of rates and charges to cover all charges related to services to be performed cost projected out over 4 years. The schedule should detail all proposed costs including a "per-unit/read" cost.

No fax submittals will be accepted and late submittals will not be considered.

All material submitted to the District as part of the qualification package will be retained by the District. The District reserves the right to (1) reject any and all submittals; (2) request clarification of any submitted information; (3) waive any informalities in any submittals; (4) cancel all or any portion of the selection proceedings at any time and/or; (5) award or not award the bid.