



**AMI Water Meter Replacement Project  
(AMI WMRP)  
City of Commerce, Georgia  
June 2024**

## TABLE OF CONTENTS

Invitation to RFP.....	3
Offeror Pricing Response .....	6
Statement of Qualifications.....	7
Execution of Proposal.....	9
Addendum Acknowledgement.....	11
Insurance Requirements.....	12
Contractor Affidavit.....	13
Vendor Master.....	14
W9.....	15
RFP Required Documents Checklist.....	16
Contract Agreement.....	17
Performance Bond.....	20
Payment Bond.....	23
Summary of Work.....	25
Project Materials and Standard.....	30
Payment Section.....	32

**City of Commerce**

**AMI Water Meter Replacement Project**

**SEPARATE SEALED PROPOSAL** City of Commerce, Georgia is seeking qualified and experienced Offerors to perform the work for the **AMI Water Meter Replacement Project**. City of Commerce is requesting individual sealed proposals be submitted to the Owner, until 3:00 p.m., local time, on July 19, 2024.

**COPIES OF the** Contract Documents may be obtained after **June 19, 2024** at the City of Commerce City Hall office located at 27 Sycamore Street, Commerce, GA 30529 (706) 335-3164.

**PROJECT BACKGROUND** The City of Commerce is desiring to replace its aged water meters. The Utility embarked on replacing water meters in 2023 and has completed installation of approximately 500 of the 4,500 existing water meters to date. The City of Commerce is now seeking to implement a water meter replacement project Phase 1.

**THE PROJECT** The project will consist of the replacing existing 5/8" x 3/4" and 1" Water Meters with electronic registers and installation and activation of Sensus AMI transmitters for sending the water meters readings to the existing Sensus AMI Network. The offeror should include as part of this proposal furnishing the appropriate water meter and transmitter activation equipment required to install and activate the AMI transmitters and reprogram any Sensus water meters to 1 gallon. Equipment shall utilize windows, android and/or IOS devices equipped with LTE GPS and appropriate Sensus Command Link 2 device. The offeror shall include the installation and/or replacement of all water meter assembly materials i.e. meter boxes, lids, washers, backflow device and other appurtenances so as to satisfy the desired installation standard. All boxes, lids, backflows, water meters and transmitters to be furnished by Owner.

**AWARD METHOD** The Proposal shall be evaluated as described in **PROPOSAL AWARD AND CONTRACTOR SELECTION** using the following criteria:

- Overall Experience 25
- Approach to project 25
- Pricing 25
- Key Personnel 15
- Responsiveness to RFP 10

If a contract is awarded, it will be awarded to the most responsive and responsible offeror whose offer conforms to the RFP and will be the most advantageous to the Owner as set forth in the evaluation criteria.

**THE WORK** will be awarded in one Contract and will include the replacement and/or reprogramming of Water Meters: approximately 1,500 - 3/4" and 24 - 1" water meters and 1,524 transmitters

**COURIER DELIVERY & POSTAL SERVICE DELIVERY**

City of Commerce  
27 Sycamore Street  
Commerce, Georgia 30529

**CLARIFICATIONS:** Any explanation desired by an offeror regarding the meaning or interpretation of this Request for Proposal (RFP) shall be requested in writing and with sufficient time allowed, but not less than ten (10) working days prior to the date and time specified for the receipt of offers, for a reply to reach offerors before the submission of their offers. All inquiries shall be directed to Christy Case. Any information given to a prospective offeror concerning this RFP shall be furnished to all known prospective offerors as an amendment to this RFP, if such information is necessary to offerors in submitting offers on this RFP, or if the lack of such information would be prejudicial to uninformed offerors. Oral explanations or instructions given prior to award are not binding.

Christy Case, Finance Director: [ccase@commercega.gov](mailto:ccase@commercega.gov)

**LAST DATE FOR QUESTIONS: July 8, 2024 @ 4:30pm EST**

**ACKNOWLEDGEMENT OF AMENDMENTS:** Receipt of any amendment to this RFP shall be acknowledged on the Response Form and submitted with the proposal.

**THE OWNER** reserves the right to reject any or all proposals, to waive informalities and to readvertise.

#### **OVERALL EXPERIENCE**

Overall experience on related projects & demonstrated results will be based on contents as provided within the 'STATEMENT OF OFFEROR'S QUALIFICATIONS' (attached herein). The Statement of Offeror's Qualifications shall be completed and submitted with additional information that will serve to establish the credentials of the offeror and the level of experience in water meter and service line replacement. Procedures, examples of and references of other similar projects, experience of Project Manager, Installation Field Manager and staff assigned to the project will all be evaluated. Experience that only involves changing out the water meter along with activation under AMI System will be evaluated and other components of the water meter assembly and service line will not qualify the Offeror for this project.

#### **APPROACH TO PROJECT**

The Owner will evaluate the written response to the proposed approach to the project as provided by the Offeror. Specifically, as it pertains to normal work hours, number of water meter replacements to be changed per day, number of crews, number of workers per crew. Explain the process for Data Collection. Contractor should furnish the approach to the work as proposed herein. The approach to the project should include the services to be provided by the Offeror based on the contractor's capacity and ability to perform all aspects of project administration, construction installation and data management, customer service and responsiveness and all other aspects of AMI water meter replacement as detailed and explained in the Contract Documents. Contractor should provide examples of data management and water meter change out software. Capacity to perform work within the schedule and budget will be evaluated.

#### **PRICING**

The selection criterion is pricing. The proposal shall include a unit prices that make up a lump sum total that represents the best cost for the work and services to be provided. All mobilization, set-up, etc. costs

shall be included in the unit costs. All work is to be performed in accordance with City of Commerce, Georgia, local, state and federal standards.

**KEY PERSONAL**

Key personnel and their qualifications and any licenses will be evaluated as part of the criteria. Offeror should provide resume(s), description and/or details of key personnel that will be used during this project.

**RESPONSIVENESS TO RFP**

Responsiveness will include the degree to which the proposal includes sufficient information and details to evaluate the responsiveness to RFP and the clarity of the proposal which clearly and concisely follows the Request for Proposal. Answers should be complete, must include and correspond to the questions.

**PROJECT SPECIFICATIONS**

Transmitter:

The transmitter is installed into the water meter lid 1 3/4" diameter hole and connects to the water meter electronic sensor. The transmitter is equipped with a plug and play clip style connection; no manual wiring is required. The transmitter is activated using the handheld device and command link. Each transmitter is activated after the water meter and transmitter have been properly installed.

Water Meters:

The 5/8" x 3/4" and 1" water meters are all made by the same manufacturer. The meters are made using brass body positive displacement manufacturing with an Electronic Register. The meter reading is displayed in a 9-digit LCD display with a flow indicator. The Owner will be using water meters registering down to 1 gallon. The direction of flow arrows are indicated on the exterior of the meter face and body. When activated and a reading is obtained electronically the reading is 100% what is read visually from the meter display.

Electronic Data Files:

This project will require all field installations of water meters and transmitters to be transferred to two formats to the Owner both in an electronic format to be used for importing into Utility Billing BS&A environment and secondly for daily project management of completed work. Approved formats are comma delimited file and excel. Daily reports will be required listing installation of water meters, transmitters and additional project items excel format.

END OF SECTION

**City of Commerce, Georgia**  
**AMI Water Meter Replacement Project**  
**OFFEROR PRICING RESPONSE FORM**

<b>City of Commerce AMI Water Meter Replacement</b>
---

#	Labor for installing SmartPoints and new AMI Meters	Qty	Unit	Price EACH	Total
1	3/4" Water Meter Replacement and 520M Installation	1500	Each	\$ -	\$ -
2	1" Meter Replacement and 520M Installation	24	Each	\$ -	\$ -
3	3/4" & 1" Reprogram exist. Meter to 1 gallon and 520M installation	400	Each	\$ -	\$ -
4	Return Skip Data	20	Each	\$ -	\$ -
5	Hard Surface Removal	25	Each	\$ -	\$ -
6	Replace Water Meter Box Residential	75	Each	\$ -	\$ -
7	Replace Water Meter Lid	75	Each	\$ -	\$ -
8	Lead and Copper Survey Inventory	1500	Each	\$ -	\$ -
9	Install Back Flow device	1500	Each	\$ -	\$ -

<b>TOTAL:</b>	<b>\$ -</b>
---------------	-------------

**Price in Words:**

---



---

**Contractor Company Name:**

---

**Contractor Contact Person:**

---

## City of Commerce AMI Water Meter Replacement Project

All information to be provided by the Contractor shall be answered and the data given shall be clear and comprehensive. This statement shall be notarized. If necessary, responses may be answered on separate attached sheets.

Submission of a response authorizes the Owner to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the Owner. Any proprietary information that the Contractor does not want disclosed to the public shall be so identified on each page in which it is found. The Owner, solely for the purpose of qualifying and contract negotiations, will use data or information so identified.

1. Bidder Information:
  - a. Name of Bidder
  - b. Permanent main office address: (no PO box)
  - c. When organized:
  - d. If a Corporation, where incorporated:
  - e. How many years have you been engaged in the contracting business under your present firm or trade name?
  
2. List the current Contracts on hand that are Water Meter Replacement contracts/projects. (schedule these, showing amount of each contract and the appropriate anticipated dates of completion):
  
3. Have you ever failed to complete any work awarded to you. If yes, where and why?
  
4. Have you ever defaulted on a contract? If yes, where and why?
  
5. To meet the requirements for this contract your Company shall have successfully completed a minimum of 5 projects in the last 5 years where the primary scope of work was the replacement of ¾" to 1" water meters under an AMI Network. Please provide a detailed response for each of the 5 projects as it meets the following:
  - a. 2 of the 5 projects must have included at least a minimum of 1,500 – ¾" water meters per project activated under an AMI System.
  - b. The 3 remaining projects must have included a minimum of 500 – ¾" water meters per project.
  - c. At least 2 of the projects must have included the water meter ¾" and 1" replacement under a Sensus AMI Network with a 520m FlexNet Transmitter.
  - d. In each project the Contractor must have been primarily responsible for inventorying the project meters, transmitters, and removed meters on a weekly basis.
  - e. In each project the paperwork, data collection, daily electronic meter data change out ID's, geo coding transaction files, installer field notes and ancillary replacement materials must have been compiled in a Daily Work electronic format and furnished to the Owner on a daily basis. This Daily Work electronic file must have been comprehensive in including all the days work as needed to use in computation of monthly Pay Request. In addition, a second file must have been provided on a

**City of Commerce, Georgia**  
**AMI Water Meter Replacement Project**  
**STATEMENT OF OFFEROR'S QUALIFICATIONS**

---

weekly basis, to the Owner, in the required CIS Billing software format to be used for automated mass meter change out processing.

- f. In all of the 5 projects the data errors encountered must have not exceeded 5% of the total electronic data provided back to the Utility.
  - g. List the field and office personal and their duties that were utilized to perform each of the 5 projects on a weekly basis.
  - h. List the Electronic devices used for field programing of water meters, data collection and geo coding.
  - i. List how Customer complaints and leaks were managed by your company during the projects above.
6. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City of Commerce in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

BIDDER:

By: \_\_\_\_\_

Title: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being duly sworn deposes and says that  
he or she is \_\_\_\_\_ of \_\_\_\_\_

and that the answers to the foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_  
(Date)

END OF SECTION





**EXECUTION OF PROPOSAL**

DATE: \_\_\_\_\_

The potential vendor certifies the following by placing an "X" in all blank spaces:

- \_\_\_ That this proposal was signed by an authorized representative of the firm.
- \_\_\_ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- \_\_\_ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- \_\_\_ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Proposal**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (60) days from the date of the opening, to furnish the services/products for the prices quoted within the time frame required. The undersigned offers and agrees to furnish any or all of the items upon which prices are quoted at the price set opposite each item, in the quantities described, delivered to the point(s) specified, in accordance with the terms and conditions set forth herein. The laws of the State of Georgia shall prevail concerning all purchases and services under this contract.

I certify that I have read and understand the terms and conditions herein except as stated below. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this RFP, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quotation for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the quotation and certify that I am authorized to sign this quotation for the Contractor.

\_\_\_\_\_  
Business Contact Representative

\_\_\_\_\_  
Operational Contact Representative

Vendor's Name

Federal ID #

---

Address

---

Phone

Fax

---

Email

---

Authorized Signature

Date

---

Typed Name & Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

Notary Public



**ADDENDA ACKNOWLEDGEMENT**

---

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_

Addendum No \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

\_\_\_\_\_  
Authorized Representative  
(Signature)

\_\_\_\_\_  
(Date)

***Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.***

**1.01 INSURANCE**

- A. Selected vendor will be required to provide proof of liability and workman's compensation insurance before work can begin on this City's project. Workman's Compensation Insurance should be as required by the State of Georgia. General Liability should cover \$1,000,000 per incident. The vendor, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions specified by the City. In the event the vendor is a government entity or a self-insured organization, different insurance requirements may apply.
  
- B. The vendor shall procure and maintain for the life of the Contract/Agreement Worker's Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Worker's Compensation and Employer's Liability Insurance. A thirty (30) day notice of cancellation is required and must be provided to the City of Commerce via Certified Mail.

END OF SECTION

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

\_\_\_\_\_   
\_ E-Verify Number

\_\_\_\_\_   
Date of Authorization

\_\_\_\_\_   
\_ Name of Contractor

\_\_\_\_\_   
Name of Project

\_\_\_\_\_   
\_ Name of Public Employer

**I hereby declare under penalty of perjury that the foregoing is true and correct.**

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_   
Signature of Authorized Officer or Agent

\_\_\_\_\_   
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME   
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_   
NOTARY PUBLIC   
My Commission Expires: \_\_\_\_\_



VENDOR REGISTRATION FORM

COMPANY CONTACT

<b>COMPANY NAME</b>		<b>MAILING ADDRESS</b>	
<b>TELEPHONE</b>			
<b>FAX</b>			
<b>EMAIL</b>		<b>WEBSITE</b>	
<b>POINT OF CONTACT NAME &amp; TITLE</b>		<b>CONTACT EMAIL</b>	
<b>CONTACT PHONE 1</b>		<b>CONTACT PHONE 2</b>	

COMPANY OVERVIEW

<b>GENERAL DETAILS OF SERVICES / GOODS</b>			
<b>DATE COMPANY ESTABLISHED</b>		<b>GROSS ANNUAL SALES</b>	
<b>GEOGRAPHIC SERVICE AREA</b>		<b>LEGAL STRUCTURE</b>	
<b>BUSINESS TYPE</b>		<b>YEARS PREVIOUSLY REGISTERED</b>	
<b>INSURED?</b>		<b>BONDED?</b>	
<b>LICENSED?</b>		<b>LICENSE NUMBER</b>	
<b>ADDITIONAL INFO</b>			

BANKING INFORMATION

<b>BANK NAME</b>		<b>BANK ADDRESS</b>	
<b>BENEFICIARY NAME</b>			
<b>ACCOUNT NUMBER</b>			

CERTIFICATION

I hereby affirm that all information supplied is true and accurate to the best of my knowledge and belief, and I understand that this information will be considered material in the evaluation of quotations, bids, and proposals. Notice must be given of any change in status impacting the information provided within ten (10) days of said change.

<b>PRINTED / TYPED NAME</b>		<b>TITLE</b>	
<b>SIGNATURE</b>		<b>DATE</b>	

# Request for Taxpayer Identification Number and Certification

**Give Form to the requester. Do not send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type.</b> See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                 <input type="checkbox"/> C Corporation                 <input type="checkbox"/> S Corporation                 <input type="checkbox"/> Partnership                 <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____  <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____         </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p> <hr/>	<p>Requester's name and address (optional)</p> <hr/>

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> </tr> </table>													<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> </tr> </table>											
<b>or</b>																								
<b>Employer identification number</b>																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> </tr> </table>													<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> </tr> </table>											

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**1.01            CONTRACTOR RFP DOCUMENTS CHECK LIST**

- A. OFFEROR PRICING RESPONSE FORM
- B. STATEMENT OF QUALIFICATIONS
- C. INSURANCE CERTIFICATE
- D. ADDENDUM ACKNOWLEDGEMENT (if any)
- E. EXECUTION OF PROPOSAL
- F. CONTRACTOR AFFADAVIT

END OF SECTION



This Contract Agreement made and entered into the \_\_\_\_\_, 2024 between the CITY OF COMMERCE, GEORGIA, a municipal corporation located in the County of Jackson of the State of Georgia, (hereinafter referred to as Owner) and \_\_\_\_\_ (hereinafter referred to as Contractor).

WITNESSETH:

That the Contractor, for the consideration hereinafter fully set out, hereby agrees with the Owner as follows:

That the Contractor will furnish all products, tools, construction equipment, skill and labor of every description necessary to carry out and to complete in a good, firm, substantial workmanlike manner the construction of the project known as:

**AMI WATER METER REPLACEMENT PROJECT**

**City of Commerce, Georgia**

and will complete work in strict conformity with the Summary of Work and City of Commerce standards, together with the contents of the Request for Proposal documents.

The successful Contractor shall enter into a written contract binding all the terms, conditions and provisions of the proposal. The contract will be drawn for a period of one (1) year, renewable in four (4) one year increments thereafter, for a total of five (5) years subject to the mutual agreement of both parties. The contract period in Fiscal Year 2025 being the first year of these terms, therefore four (4) renewable years remain.

The Owner reserves the option to discontinue this contract if service is not satisfactory or continue for a period of time beyond that stated in this Contract provided the level of service is satisfactory and related cost remain reasonably constant and competitive.

That the Contractor shall commence the Work to be performed under this Contract Agreement on a date to be specified in a written Notice to Proceed and shall fully complete all work hereunder within Ninety (90) consecutive calendar days, which includes the inclement weather days. Time is of the essence and is an essential element of this Contract, and the Contractor shall pay to the Owner, not as a penalty, but as liquidated damages, the sum of Two Hundred and Fifty Dollars (\$250.00) for each calendar day that there is default of completing the Work within the time limit named herein. If the Contractor abandons the Contract before commencement of the Work or defaults in completion of all the Work after commencement thereof, the Contractor shall be liable for such liquidated damages. These fixed liquidated damages are not established as a penalty but are calculated and agreed upon in advance by the Owner and the Contractor due to the uncertainty and impossibility of making a determination as to the actual and consequential damages incurred by the Owner and the general public of the City of Commerce, Jackson County, Georgia as a result of the failure on the part of the Contractor to complete the Work on time. Such liquidated damages referred to herein are intended to be and are cumulative and shall be in addition to every other remedy now or hereafter enforceable at law, in equity, by statute, or under the Contract.

The Owner hereby agrees to pay to the Contractor for the faithful performance of this Contract Agreement, subject to additions and deductions as provided in the Specifications and Proposal, in lawful money of the United States of America, the sum:

\_\_\_\_\_ (\$ \_\_\_\_\_ )

which sum shall also pay for loss or damage arising out of the nature of the Work aforesaid, or from the action of the elements, or from unforeseen obstructions or difficulties encountered in the prosecution of the Work, and for all expenses incurred by, or in consequence of the Work, its suspension or discontinuance and for well and faithfully completing the Work and the whole thereof, as herein provided, and for replacing defective work or products for periods of time after completion as specified under various warranty and guarantee sections of this Contract Documents.

The Owner shall make monthly partial payments to the Contractor in accordance with the provisions of the Contract Documents. Final payment on account of this Contract Agreement shall be made within thirty (30) days after the completion by the Contractor of all work covered by this Contract Agreement and the acceptance of such work by the Owner, in accordance with the provisions of the Contract Documents.

It is further mutually agreed between the parties hereto that if, at any time after the execution of this Contract Agreement and the surety bonds hereto attached for its faithful performance, the Owner shall deem the surety or sureties upon such bond to be unsatisfactory, or if, for any reason, such bond ceases to be adequate to cover the performance of the Work, the Contractor shall, at no additional expense to Owner, within five days after the receipt of notice from the Owner to do so, furnish an additional bond or bonds in such form and amount, and with such surety or sureties as shall be satisfactory to the Owner. In such event, no further payment to the Contractor shall be deemed to be due under this Contract Agreement until such new or additional security for the faithful performance of the Work shall be furnished in manner and form satisfactory to the Owner.

**IN WITNESS WHEREOF**, the parties hereto have executed this Contract Agreement under their respective seals on the day and date first above written in three counterparts each of which shall, without proof or accounting for the other counterparts, be deemed an original Contract.

CONTINUED ON NEXT PAGE

**OWNER:** CITY OF COMMERCE, GEORGIA

By: \_\_\_\_\_.

Name: Clark Hill III, Mayor

**WITNESS:** CITY OF COMMERCE CLERK

By: \_\_\_\_\_.

Name: Sandra Haggard

**CONTRACTOR:**

By: \_\_\_\_\_.

Name: \_\_\_\_\_.

Title: \_\_\_\_\_.

Notary Public: \_\_\_\_\_.

My Commission Expires: \_\_\_\_\_.

Notary Seal:

END OF SECTION

**KNOW ALL MEN BY THESE PRESENTS THAT** \_\_\_\_\_  
\_\_\_\_\_ (as CONTRACTOR, hereinafter referred to  
as the “Principal”), and \_\_\_\_\_ (as SURETY  
COMPANY), hereinafter referred to as the “CONTRACTOR’S SURETY”), are held and  
firmly bound unto the City of Commerce (as OWNER, hereinafter referred to as “City of  
Commerce”), for the use and benefit of any “Claimant” as hereinafter defined in the sum of  
\_\_\_\_\_ Dollars (\$\_\_\_\_\_ )  
lawful money of the United States of America, for the payment of which the Principal and  
the Contractor’s Surety bind themselves, their heirs, executors, administrators, successors  
and assigns, jointly and severally, firmly by these presents.

**WHEREAS**, the Principal has entered, or is about to enter, into a certain written agreement  
with City of Commerce, dated \_\_\_\_\_, which is incorporated herein  
by reference in its entirety (hereinafter referred to as the “CONTRACT”), for the  
construction of a project known as Water Meter Replacement (hereinafter referred to as  
“the PROJECT”).

**NOW THEREFORE**, the conditions of this obligation are as follows:

1. That if the Principal shall fully and completely perform each and all of the  
terms, provisions and requirements of the Contract, including and during the  
period of any warranties or guarantees required thereunder, and all  
modifications, amendments, changes, deletions, additions, and alterations  
thereto that may hereafter be made; and if the Principal and the Contractor’s  
Surety shall indemnify and hold harmless City of Commerce from any and all  
losses, liability and damages, claims, judgments, liens, costs and fees of  
every description, including but not limited to, any damages for delay, which  
City of Commerce may incur, sustain or suffer by reason of the failure or  
default on the part of the Principal in the performance of any and all of the

- terms, provisions and requirements of the Contract, including all modifications, amendments, changes, deletions, additions, and alterations thereto and any warranties or guarantees required thereunder, then this obligation shall be void; otherwise to remain in full force and effect;
2. In the event of a failure of performance of the Contract by the Principal, which shall include, but not be limited to, any breach of default of the Contract;
    - a. The Contractor's Surety shall commence performance of its obligations and undertakings under this Bond no later than thirty (30) days after written notice from City of Commerce to the Contractor's Surety;
    - b. The means, method or procedure by which the Contractor's Surety undertakes to perform its obligations under this Bond shall be subject to the advance written approval of the City of Commerce.

The Contractor's Surety hereby waives notice of any and all modifications, omissions, additions, changes and advance payments or deferred payments in or about the Contract and agrees that the obligations undertaken by this Bond shall not be impaired in any manner by reason of any such modifications, omissions, additions, changes, and advance payments or deferred payments. The Parties further expressly agree that any action on this Bond may be brought within the time allowed by Georgia law for suit on contracts under seal.

**City of Commerce, Georgia  
AMI Water Meter Replacement Project  
PERFORMANCE BOND**

---

**IN WITNESS WHEREOF**, the principal and Contractor's Surety have hereunto affixed their corporate seals and caused this obligation to be signed by their duly authorized officers or attorneys-in-fact, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**(Name of Principal)**

**(Name of Contractor's Surety)**

By: \_\_\_\_\_

By: \_\_\_\_\_.

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

Name Printed: \_\_\_\_\_.

Title: \_\_\_\_\_

Title: \_\_\_\_\_.

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_.

Name: \_\_\_\_\_

Name: \_\_\_\_\_.

Date: \_\_\_\_\_

Date: \_\_\_\_\_.

[Corporate Seal]

[Corporate Seal]

(ATTACH SURETY'S POWER OF ATTORNEY)

END OF SECTION

**City of Commerce, Georgia  
AMI Water Meter Replacement Project  
PAYMENT BOND**

---

**KNOW ALL MEN BY THESE PRESENTS THAT** \_\_\_\_\_  
\_\_\_\_\_ (as CONTRACTOR, hereinafter referred to as the “Principal”), and \_\_\_\_\_ (as SURETY COMPANY, hereinafter referred to as the “CONTRACTOR’S SURETY”), are held and firmly bound unto the City of Commerce (as OWNER, hereinafter referred to as “City of Commerce”), for the use and benefit of any “Claimant” as hereinafter defined in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), lawful money of the United States of America, for the payment of which the Principal and the Contractor’s Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS**, the Principal has entered, or is about to enter, into a certain written agreement with City of Commerce, dated \_\_\_\_\_, which is incorporated herein by reference in its entirety (hereinafter referred to as the “CONTRACT”), for the construction of a project known as Water Meter Replacement Project, (hereinafter referred to as “the PROJECT”).

**NOW THEREFORE**, the condition of this obligation is such, that if the Principal shall promptly make payment to any Claimant, as hereinafter defined, for all labor, services and materials used or reasonably required for use in the performance of the Contract, then this obligation shall be void; otherwise, to remain in full force and effect.

A “Claimant” shall be defined herein as any subcontractor, person, party, partnership, corporation or other entity furnishing labor, services or materials used or reasonably required for use in the performance of the Contract, without regard to whether such labor, services or materials were sold, leased or rented, and without regard to whether such Claimant is or is not in privity of the Contract with the Principal or any subcontractor performing work on the Project.

**City of Commerce, Georgia  
AMI Water Meter Replacement Project  
PAYMENT BOND**

---

In the event of any claim made by the Claimant against City of Commerce, or the filing of a Lien against the property of City of Commerce affected by the Contract, the Contractor's Surety shall either settle or resolve the Claim and shall remove any such Lien by bond or otherwise as provided in the Contract.

The Parties further expressly agree that any action on this Bond may be brought within the time allowed by Georgia law for suit on contracts under seal.

**IN WITNESS WHEREOF**, the Principal and Contractor's Surety have hereunto affixed their corporate seals and caused this obligation to be signed by their duly authorized officers or on, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**(Name of Principal)**

**(Name of Contractor's Surety)**

By: \_\_\_\_\_

By: \_\_\_\_\_.

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

Name Printed: \_\_\_\_\_.

Title: \_\_\_\_\_

Title: \_\_\_\_\_.

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_.

Name: \_\_\_\_\_

Name: \_\_\_\_\_.

Date: \_\_\_\_\_

Date: \_\_\_\_\_.

[Corporate Seal]

[Corporate Seal]

(ATTACH SURETY'S POWER OF ATTORNEY)

END OF SECTION



**PART 1      GENERAL INFORMATION**

**1.01          SCOPE**

- A.      The work to be performed under this Contract shall consist of furnishing all labor, tools, equipment, and miscellaneous plastic pipe fittings (for Customer side tie-ins) to perform all Work required to construct complete in place and ready to operate.
  
- B.      The project consists of the following major elements: Performing all labor necessary for the replacement and/or upgrading of approximately 1,524 water meters, and appurtenances for sizes ¾" to 1": including all necessary and required erosion and sedimentation control. The Owner will furnish all water meters, washers, boxes, lids, backflows and transmitters.
  
- C.      Contractor provides all locates, equipment, and miscellaneous material such as gravel, sod, seed, fertilizer, mulch, hay, etc. to complete the work in accordance with the plans and contract documents.
  
- D.      **STANDARDS.** Contractor shall install meter assembly per City of Commerce and Manufacturer standard specifications. Work will be inspected by representative of the Owner and any below standard work inspected will not be accepted and shall be removed and replaced at Contractor's expense. Standards to include but not limited to: Meter box replacement, Meter box lid replacement, removal of all debris from meter box, fittings, and piping.
  
- E.      **DATA MANAGEMENT OF WORK FLOW:** Contractor shall utilize electronic data management system to transfer water meter and transmitter changes and installs to the Owner. Contractor will be assigned meter books consisting of the services as noted in the project. The General Contractor shall furnish all activation equipment. The equipment set shall consist of: Windows, Android, and/or IOS devices, Command LinkII, 3096 TouchReader and FeildLogic Communicator. The Contractor will be given a comma delimited project file containing all service location data. Standard work flow work order procedures shall be defined by the Owner and the Contractor MUST follow the work flow procedure. Each location will have an assigned work flow procedure, any changed to the work order or work flow MUST be approved by Owner.
  - a. Contractor MUST collect and return change-out data daily for the previous day's activities to the Owner in two electronic formats: #1- Custom-format Export file (to be specified by Owner) for direct import into CIS Billing; and, #2- Work Order Report in either \*.csv or \*.xlsx format, as preferred with field installation notes as pertains to water service location i.e. helping location notes, helpful installation notes, if found existing meter leaking, if service was found to be at other location that original Owner file indicated.

**City of Commerce, Georgia**  
**AMI Water Meter Replacement Project**  
**SUMMARY OF WORK**

---

- b. Daily electronic Work Order Report MUST include additional installed items along with meter change out data. For example file must noted if box was replaced, meter box replaced, new backflow or other Contractor or Owner furnished materials were installed. This file shall be comprehensive and accumulate totals used in producing monthly pay request.

**F. TYPES OF WORK TO BE PERFORMED: All work to be performed to City standards.**

1. **WATER METER REPLACEMENT:** Contractor shall replace existing water meters  $\frac{3}{4}$ " to 1" with new meter and install 520M AMI Transmitter.
2. **REPROGRAM METER:** Contractor shall reprogram existing water meters from 100 gallon to 1 gallon registration and install 520M AMI Transmitter.
3. **RETURN SKIP DATA:** Where Contractor is unable to perform meter replacement the Contractor shall return water meter serial number, register ID, reading, meter size, meter manufacturer, photo of meter set and reason for unable to perform meter replacement.
4. **HARD SURFACE REMOVAL:** Where an existing water meter is located in concrete/asphalt and in order to perform the meter replacement the removal of the concrete/asphalt is required the Contractor shall cut and remove of the hard surface material.
5. **METER BOX REPLACEMENT:** Contractor shall replace existing damaged meter box completely which includes existing or new lid if damaged beyond use.
6. **METER BOX LID ONLY REPLACEMENT:** Contractor shall replace any broken or damaged meter box lids. Lids to be provided by Owner.
7. **LEAD AND COPPPER SURVEY INVENTORY:** Contractor shall record inlet and outlet pipe material at water meter service.
8. **INSTALL BACKFLOW:** Contractor shall install backflow device where no backflow devices is found and/or where existing backflow device found during water meter replacement is damaged or unusable to complete the work.

**F. ADMINISTRATIVE ELEMENTS.** The Contractor shall assign a responsible representative and an alternate representative, as approved by the Owner, to coordinate with City project management staff. Any changes in responsible representative must be approved, in advance, by the City. The City will have the right to reject proposed changes in personnel and may consider changes in responsible personnel a breach of contract.

**G. HARD SURFACE REMOVAL.** Concrete/Asphalt Removal – The Contractor shall cut and remove any hard surface as required to successfully perform the water meter replacement. The Contractor will transport and dispose of hard surface debris to a designated location by the Owner. The Contractor shall upon replacement of water meter, backfill excavated area and install a minimum of 2 inches of gravel within the top of the cut section. Gravel provided by the Owner. The Owner will be responsible for replacing the hard surface and until such time will maintain the cut

section.

**H. LAWNS AND LANDSCAPE.** Contractor must return yards to original grade and condition “as good as or better than before conditions” and in accordance with City specifications. This will require the use of sod where sod exists. Contractor shall make every effort to limit the amount of disturbance in lawn areas and make necessary provision to return lawn area in as good or better condition than before disturbance. Landscape beds shall be returned to as good or better condition. Contractor is required to replant flowers, plants, and/or shrubs removed to perform work. Contractor is required to contact property Owner prior to disturbance to allow property Owner to remove said landscape, if so desired, prior to any work being performed.

**I. PAPER WORK.** The Contractor shall complete the meter service forms, when required, in addition to using the mobile work order system. ALL meter installations shall be documented with mobile work order system. Any meter installation completed not utilizing the mobile work order system will be deemed a breach of contract.

**J. PUBLIC NOTIFICATION**

1. Contractor will attempt to notify residential Customer prior to water interruption.
2. The Owner will provide door hangers. The Contractor will leave a door hanger at each resident / business where work is performed.
3. Contractor will be required to coordinate water interruption with Commercial Customers.
4. The Contractor must have trucks identifying that they are working for the Owner and the Contractors name and contact phone number. Workers must wear a uniform and documentation identifying they are working for the City and the project number / identification number etc with picture.

**K. INVENTORYING OWNER FURNISHED MATERIALS.** The Contractor will be responsible for maintaining a running count on inventory as furnished by the Owner which will include: water meters, meter boxes, backflows, and transmitters to be installed by the Contractor on this project. The Contractor shall provide weekly inventory totals of Owner furnished, stored materials as well as inventory count on all sizes of pulled meters.

**L. FLUSHING of SERVICE LINES.** When water meter is replacement that may require the service line to be flushed, the Contractor shall flush service lines as needed to remove any foreign debris prior to connecting to water meter and customer service line.

**M. REPAIRS AND LEAKS.** The Contractor shall respond to leaks and repairs resulting from water meter replacement work in a timely fashion. Leaks and repairs that

**City of Commerce, Georgia**  
**AMI Water Meter Replacement Project**  
**SUMMARY OF WORK**

---

require immediate attention shall be addressed by the Contractor the same working day. The Contractor shall maintain a log of repairs / leaks performed and submit to Owner on a weekly basis. Log should note repairs made, meter reading at time of repair and any other pertinent information.

- N. CUSTOMER COMPLAINTS AND CLAIMS.** The Contractor shall be available to receive customer complaints and claims regarding damages to water customer's property occurring during water meter replacements and work to resolve said complaint and/or claim to the best of their ability. In and effort to prevent complaints and claims the Contractor shall take appropriate measures necessary to document any and all site features, landscaping, etc. prior to performing work. If such features are to be removed, damaged, and/or modified as a result of the replacement work, Contractor shall contact property Owner prior to performing any work.
- O. SUBCONTRACTING.** The Contractor may utilize the services of specialty Subcontractors on those parts of the Work that, under normal contracting practices, are performed by specialty Subcontractor. It is understood that at least 75% of the work to be performed shall be performed by the successful Contractor. Any subcontractor used must adhere to the same terms and conditions as the successful Contractor. The Offeror is representing to the City that the Offeror has all appropriate licenses, certifications, and registrations to perform the work hereunder.
- P. WARRANTY.** Contractor shall fully warrant all work and Contractor supplied materials provided by the Contractor against poor and inferior quality or workmanship for a period of not less than 12 months from the Owner's final acceptance of work. Contractor shall repair and/or replace any inoperable materials or equipment in a timely manner during warranty period.
- Q. EXISTING METERS and INOPERABLE DEVICES.** All meters / material removed during the project is property of the City. All material shall be returned to City on a weekly basis. Removed meters are to be placed in empty Sensus meter packaging and returned to the Client.
- R. EXISTING METER BOXES AND LIDS.** The Contractor may reuse existing meter boxes and lids granted these materials meet the City standard for the appropriate size meter installation and are in good working condition having no cracks, breaks, or damages. The Contractor will be required to drill appropriate size circular holes in existing cast iron and plastic lids to receive radio read transmitter. Owner will inspect all reused boxes and lids prior to installation to make final determination of reusability.
- S. LEAD COPPER SURVEY.** The Contractor shall determine and record pipe material as part of the water meter replacement project. The pipe material on the Owner side of the inlet side of the water service shall be determined and recorded. The pipe material on the Customer side of the outlet water service shall be determined and recorded. Pipe materials such as poly, copper, galvanized, lead, etc... will be

encountered. The collected inlet and outlet material shall be entered into the daily water meter changeout data. The Contractor shall clean off the inlet and outlet pipe at each inlet and outlet side within the meter box and scratch the pipe to determine the existing pipe material. "Other" shall not be an approved pipe material. The Contractor will perform this survey on water replacement locations as well as locations that were originally assigned as water meter replacements but changed to skips or no work performed.

T. **BACK FLOW DEVICE.** As part of the water meter replacement work the Contractor shall install a back flow device where there is no back flow device encountered on 5/8", 3/4" and 1" water services. The Owner will furnish the back flow device.

## **1.02 PROJECT SCHEDULE AND DURATION**

The project duration shall be established as 90 days (Ninety Days) upon the issuance of the Notice to Proceed. Upon issuance of the Notice to Proceed the Contractor will perform 50 water meter replacements and provide meter change out data to Owner for review and approval and importing into Utility Billing system. This will be referred to as the slow start. Once the slow start meter change outs have been approved by Owner the Contractor can resume water meter change outs. The Owner will have 7 business days to review, evaluate and approve the slow start data from the Contractor. Should the slow start data received from the Contractor not be approved by the Owner the Contractor will be given a different list of 25 water meter replacements. This second slow start process will require Owner approval before the Contractor can commence with full project water meter change out delivers and work.

## **1.03 PROJECT LOCATION**

The project location is each individual water meter site and all equipment and materials to be furnished will be installed at each location as required to complete the work.

## **1.04 QUANTITIES**

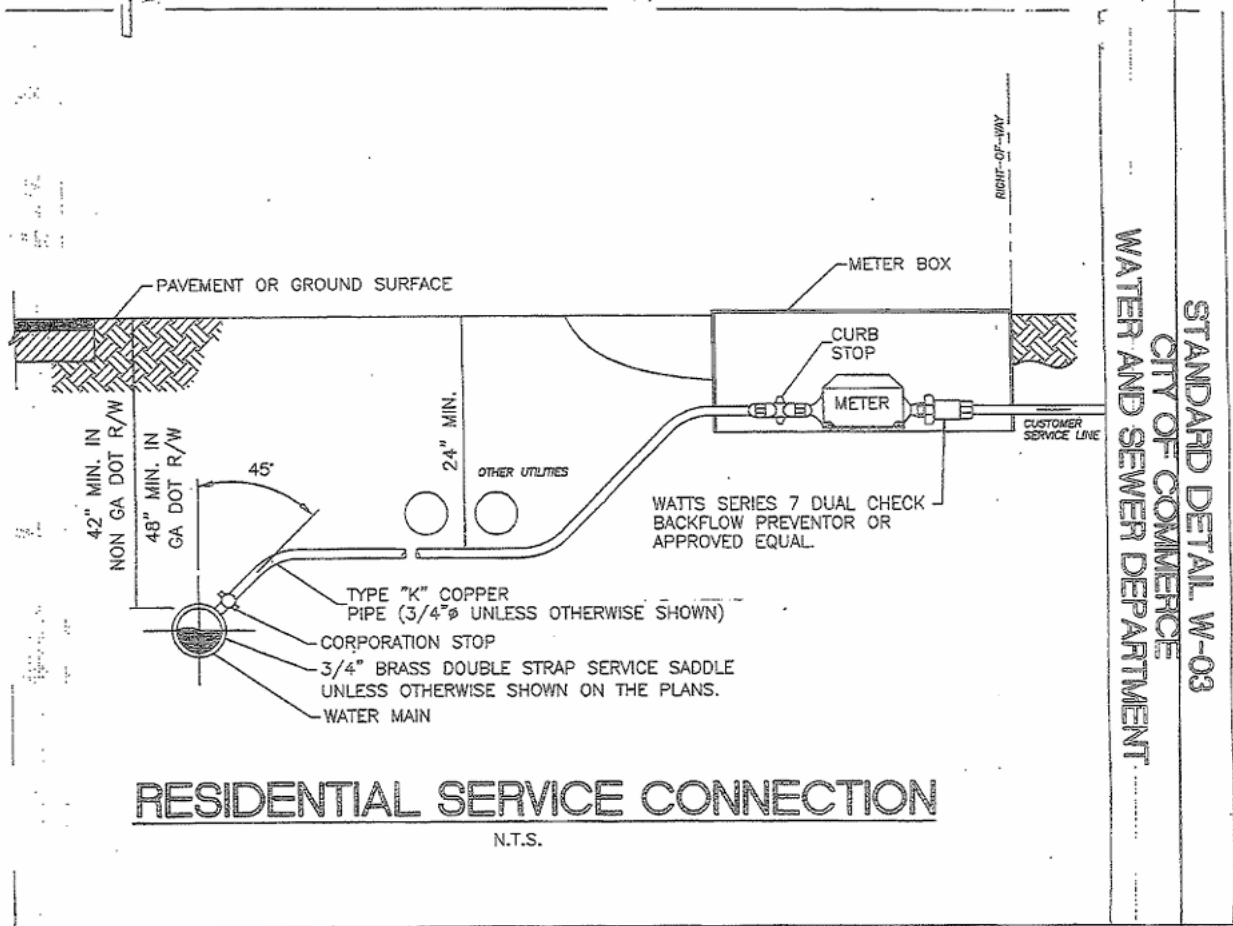
The Owner reserves the right to alter the quantities of work to be performed or to extend or shorten the improvements at any time when and, as found necessary, and the Contractor shall perform the work as altered, increased or decreased. Payment for such increased or decreased quantity will be made in accordance with the Instructions to Bidders. No allowance will be made for any change in anticipated profits nor shall such changes be considered as waiving or invalidating any conditions or provisions of the Contract and Bond.

END OF SECTION

**1.01 GENERAL INFORMATION**

- A. The Owner will furnish the ¾" to 1" water meters. The water meters will be available to the Contractor at a designated location. The water meters will be accessible during normal business hours 7am to 5pm Monday through Friday.
- B. The Owner will also furnish new water meter boxes, new cast iron and plastic meter box lids, washers, miscellaneous brass fittings/nipples/dressers. Contractor shall furnish any required miscellaneous plastic fittings. Plastic fittings are required in water meter replacements to complete tie in back to Customer side water service.
- C. The Owner will furnish backflow devices for water service locations that are found by the Contractor to not be equipped with a backflow device. The backflow device will be a 1X3/4 WATTS 0072208 CHECK VALVE MTRXMIPT 51 /4
- D. Contractor shall return all removed water meters back to Owner to a designated location as specified by Owner.
- E. Contractor shall dispose of any construction debris per local regulations in a designated location as approved by Owner.
- F. Gravel as required by water meter replacement shall be provided by Owner.
- G. Excess excavation and/or earth removed from existing meter boxes shall be disposed of and/or dumped in a location as designated by the Owner.
- H. No additional payments will be made for returning removed water meters, disposal of project debris, earth and/or miscellaneous items.

**City of Commerce, Georgia  
AMI Water Meter Replacement Project  
PROJECT MATERIALS AND STANDARDS**



END OF SECTION

**1.01 GENERAL INFORMATION**

- A. Measurement of an item of work will be by the unit indicated in the Proposal Response Form.
- B. The Proposal Response Form lists each item of the Project for which payment will be made. Unless otherwise stated in individual sections of the Specifications or in the Proposal, no separate payment will be made for any item of work, materials, parts, equipment, supplies or related items required to perform and complete the work. The costs for all such items required shall be included in the price proposed for item of which it is a part. No payment will be made for any items other than those listed in the Proposal.
- C. Required items of work and incidentals necessary for the satisfactory completion of the work which are not specifically listed in the Proposal, and which are not specified in this Section to be measured or to be included in one of the items listed in the Proposal, shall be considered as incidental to the work. All costs thereof, including Contractor's overhead costs and profit, shall be considered as included in the lump sum or unit prices proposed for the various Proposal items. The Contractor shall prepare the Proposal accordingly.
- D. Work includes furnishing all labor, equipment, tools and materials, which are not furnished by the Owner and performing all operations required to complete the work satisfactorily, in place, as specified and as indicated on the Drawings.
- E. Final payment quantities shall be determined from the final audit of all data and water meter change outs as performed by the Contractor and approved by the Owner. The precision of final payment quantities shall match the precision shown for all accumulative water meter change out data provided during the project.
- F. Payment will include all necessary and incidental related work not specified to be included in any other item of work listed in the Proposal.
- G. Payment will be made by extending unit prices multiplied by quantities provided and then summing the extended prices to reflect actual work. Such price and payment shall constitute full compensation to the Contractor for furnishing all labor, equipment, tools and materials not furnished by the Owner and for performing all operations required to provide to the Owner the entire Project, complete in place, as specified and as indicated on the Drawings.



**1.02 MOBILIZATION**

- A. No separate payment shall be made for mobilization. The cost for all related preparation work, as well as transporting the necessary equipment and materials to the appropriate staging area for each site shall be included in the unit price proposed for that item.

**1.03 TRAFFIC CONTROL**

- A. No separate payment shall be made for traffic control. The cost of all necessary personnel, flags, barricades, pilot vehicles, signs, etc. as required to establish proper work zones and to protect the public, workers, and equipment shall be included in the unit price proposed for the item to which it pertains.

**1.04 CLEARING AND GRUBBING**

- A. No separate payment shall be made for clearing and grubbing.
- B. The cost of all equipment, operators, materials, etc. to remove all vegetative materials as needed to complete the work and/or specified by the Owner, shall be included in the unit price proposed for the item to which it pertains.
- C. No separate payment shall be made for disposal. The cost of disposing of waste, hauling, trucks, etc. shall be included in the unit price for the item to which it pertains.

**1.05 EARTHWORK**

**A. EARTH EXCAVATION**

- 1. No separate payment shall be made for all earthwork. All costs shall be included in the unit price proposed for the item to which it pertains and shall include all equipment, operators, materials, etc. to perform the work.
- 2. No separate payment will be made for providing sheeting, bracing and timbering.
- 3. Additional Material: No separate payment will be made for additional earth or fill materials imported to the project site. No separate payment will be made for removing excess materials from the project site.

- B. **ROCK EXCAVATION.** There will be no separate payment for Rock excavation.

- C. **DEWATERING.** No separate payment will be made for cost of equipment, labor and materials required for dewatering required to accomplish the work.

- D. **BACKFILLING.** No separate payment will be made for backfilling or excavation,

hauling and placement of borrow material. The cost of all such work and all cost incidentals thereto shall be included in the price proposed for the item to which the work pertains.

**1.06 HARD SURFACE REPLACEMENT**

- A. The Contractor is responsible for removal of hard surfaces sidewalks, driveways, and/or streets. Contractor shall use concrete saws and/or equipment made for cutting and removal of hard surfaces. The Owner will be responsible for replacing the hard surface areas.
- B. Payment for HARD SURFACE REMOVAL will be defined as a location where concrete sidewalk or concrete driveway or asphalt street must be removed for the successful water meter replacement work to be performed. Payment for this item includes contractor remove the cut sections, transporting and disposing of them at an Owner designated location.

**1.07 EROSION AND SEDIMENT CONTROL**

- A. No separate payment shall be made for temporary and/or permanent erosion and sedimentation controls.
- B. **GRASSING**
  - 1. There will be no separate payment for grassing.
  - 2. No additional payment shall be made where the Contractor must reseed due to: inadequate watering and maintenance; loss of seeds caused by site erosion, e.g., wind and rain; inadequate germination of the seeds; inadequate coverage/density; providing permanent species at the appropriate season after temporary grassing has been performed.
  - 3. Temporary Grassing: No additional payment will be made for providing a temporary species of grass where the seasonal limitations do not allow for the proper germination of a permanent species of grass. Any additional cost anticipated for sowing a temporary species shall be included in the price proposed for the item to which it pertains.
  - 4. Grassing shall be done on a daily basis in conjunction with construction operations.
  - 5. No payment will be made for sod. Contractor shall replace sod in areas where sod has been removed to perform work. Sod removal and replacement necessary to accomplish the work shall be included in the unit price proposed for the item to which it pertains.

**1.09 WATER METERS AND SERVICES**

**A. EXISTING UTILITIES AND OBSTRUCTIONS**

No separate payment will be made for any delay or extra cost encountered by the Contractor due to searching for, protection, avoidance or relocation of existing utilities, mains or services shown or not shown on the Drawings.

**B. CONSTRUCTION ALONG HIGHWAYS, STREETS AND ROADWAYS**

No separate payment shall be made for traffic control or maintaining highways, streets, roadways and driveways.

**C. WATER METER REPLACEMENT**

1. Payment for WATER METER REPLACEMENT shall include all work and miscellaneous plastic fittings and materials required to tie back to Customer Side as associated with the replacement of an existing water meter. Owner will furnish water meter, transmitter, brass fittings and washers. This pay item will include the Contractor's labor in locating the existing meter and removing the existing meter and any additional work needed to accomplish the meter replacement.
2. Meter replacements shall include excavating debris, earth and other necessary materials from the existing meter box in order to replace the water meter with a new water meter. In addition, the replacement shall include installation of new water meter washers, pipe, fittings, PRV's, valves as required to complete the work. The removed water meter will be returned to the Owner.

**D. RETURN SKIP DATA**

1. Payment for RETURN SKIP DATA shall be defined as a location where the water meter replacement work is unable to be performed i.e. water meter was not the appropriate size meter and/or larger than 1", or no curb stop was to be found, or water meter location was skipped as directed by Owner.
2. The Contractor shall return the existing meter size, meter ID, meter make, photo of meter, latitude and longitude, and any comments valuable to document the existing location of the water meter and the meter set.

**E. REPLACE WATER METER BOX**

1. Payment for REPLACE WATER METER BOX shall be defined where the existing box is damaged, too small, or does not meet the project standard. Payment shall include providing all materials and labor necessary to remove meter box and replace the meter box with Owner furnished box.

2. Water Meter Boxes to be replaced that are found to be in hard surfaces will be removed by Contractor. Contractor performs hard surface cut and removal.

**F. REPLACE WATER METER LID**

1. Payment for REPLACE WATER METER LID shall be defined where existing meter lid is damaged, broken or does not fit the existing water meter box. Owner will furnish new lids.

**G. LEAD AND COPPER SURVEY INVENTORY**

1. Payment for LEAD AND COPPER SURVEY INVENTORY shall be defined as determining and recording the inlet and outlet pipe material within the meter box. Payment will be made for those water services where the contractor successfully inventories the pipe material. The Contractor will not be paid for any LEAD AND COPPER SURVEY INVENTORY water service location where the pipe material information is not returned to the Owner.

**H. BACKFLOW DEVICE**

1. Payment for BACKFLOW DEVICE shall be where there is no backflow device present and/or the current backflow device is unusable. The Contractor shall install an OWNER furnished backflow device. Any additional plumbing, labor, water meter set modifications to install the new backflow device shall be included in payment for bid item Backflow Device.

END OF SECTION