



INVITATION FOR BID

City of Suffolk
IFB #16032-CN
October 21, 2015
Purchasing Division
442 West Washington Street, Room 1086
Suffolk, VA 23434
Phone: (757) 514-7522 Fax: (757) 514-7524
<http://www.suffolkva.us/purchasing>

ADDENDUM NO. 1

Meter Reading Services

The City's Request for Proposal Number 16032-CN is hereby amended/clarified to include the following information:

Section 5.0, Subsection A, Paragraph 2 (Page 5)

There was a typographical error in the second sentence. Routes will be read daily for approximately 18 work days (not 19 work days as stated in the second sentence).

Section 5.0, Subsection B, Paragraph 1 (Page 5)

Delete the last sentence in this paragraph beginning with "The penalty shall be....."
Substitute the following sentence: "The penalty shall be ten dollars (\$10.00) per back read and an additional ten dollars (\$10.00) for each day the back read is not completed."

Section 5.0, Subsection C (Page 5)

Delete this paragraph, and substitute with the following: "In the event that the City determines that the Contractor's meter reading was in error, the Contractor shall be assessed a penalty of ten dollars (\$10.00) and shall not be paid for the initial meter reading."

Section 5.0, Subsection D (Page 5)

Delete this paragraph, and substitute with the following: "The Contract shall be paid monthly for the number of meters read, based on the meter type and contract rates, less any back read and miss-read penalties."

Section 8.0, Subsection G (Page 13)

Add the following pricing information to your proposal:

A "price per meter" shall be included with the pricing portion of your proposal indicating the costs associated with the following monthly quantities for each meter reading type:

- Manual Read Meters 10,070 reads per month
- Touch Read Meters 15,071 reads per month
- Radio Read Meters 475 reads per month

Due date for the receipt of proposals shall remain at 3:00 p.m. November 16, 2015.

If you have any questions regarding this Addendum, please contact Cindy Norfleet, Senior Buyer, at cnorfleeti@suffolkva.us It is the Offeror's responsibility to ensure they have read all addendums and incorporated them in their proposal.


Cindy Norfleet, CPPB, Senior Buyer