



CITY OF SUFFOLK

P.O. BOX 1858, SUFFOLK, VA, 23439-1858, T: (757) 514-7520; FAX (757) 514-7524

ADDENDUM NO. 1

City of Suffolk
IFB #16031-JS
November 6, 2015

Purchasing Division
442 Market Street, Room 1086
Suffolk, VA 23434-5237
Phone: (757) 514-7520 / Fax: (757) 514-7524
<http://www.suffolkva.us/purchasing>

The Invitation for Bids (IFB) for 16031-JS Water Meter Replacement Project for the Department of Public Utilities (DPU) has been amended as follows:

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DELETE

The successful Contractor shall be bonded, insured, and possess a Class A License. Additionally, the Contractor shall not be allowed to subcontract more than ten percent (10%) by dollar volume of the specified Work. All subcontractors that perform Work under this Contract must also possess a Class A License.

REPLACE WITH

The successful Contractor shall be bonded, insured, and possess the appropriate Contractor's License ("A", "B" or "C") based on the first year contract price. Additionally, the Contractor shall not be allowed to subcontract more than ten percent (10%) by dollar volume of the specified Work. All subcontractors that perform Work under this Contract must also possess the appropriate Contractor's License based on the first year contract price.

The following questions and answers are hereby incorporated in the IFB:

Q1: What happens if the meter box is damaged?

A1: The contractor will be responsible for alerting the Department of Public Utilities (DPU). The contractor should still change out the meter. If the meter box is so damaged as to prevent change out, the DPU will replace the box and the contractor will change the meter with the next scheduled series of change outs.

Q2: Should the contractor be prepared to drill out lids?

A2: Yes.

- Q3: Will the bid form be amended to include an additional line for the cost of drilling out lids?
- A3: No. The cost of drilling out lids is to be included in your bid.
- Q4: Will the City allow change out after hours?
- A4: The City will allow after hours change outs on a limited basis with prior approval. But the City will not pay additional costs (i.e. overtime) for after-hours change outs.
- Q5: Will the City send out letters or other notification to customers regarding the change outs?
- A5: No.
- Q6: What is the City's role if a customer states they are having plumbing problems after the change out? Will the City pay for plumbing repairs?
- A6: This will be handled on a case by case basis.
- Q7: Will there be any modifications required to do the change outs?
- A7: It is anticipated that most of the change outs will not require any modifications.
- Q8: Is there a living wage/prevaling wage requirement?
- A9: No.
- Q10: Will there be a performance bond requirement for this project?
- A10: No.
- Q11: It states that part of the contractor's responsibility is to modify existing water meter lids. How many lids to you anticipate needing to be modified?
- A11: The contractor should plan on modifying 100% of the lids.
- Q12: What is the material of the lids? Cast iron? Plastic?
- A12: Most of the lids are cast iron, about 15% are plastic.
- Q13: What is the existing meter brand?
- A13: Sensus
- Q14: What meter brand will the Contractor be installing?
- A14: Sensus
- Q15: Is the Contractor to assume all meters are located in pits?
- A15: The meters are located in meter boxes
- Q16: What is the procedure for inoperable or broken valves?
- A16: The Contractor would notify the City that they were not able to operate the cut-off valve. The City would determine if it could operate the valve and if so, the location would be

returned to the contractor for a meter replacement. If the valve was not operable, it would be removed from the Contractor's list of work locations.

Q17: What is the primary service line make-up?

A17: Copper

Q18: For data integration purposes, what is the current billing system?

A18: All data provided to the contractor and received from them will be in Excel.

Q19: Who is responsible for providing handhelds to program the meters?

A19: The handheld is to activate, not program the MXU. DPU will provide the handhelds.

Q20: Under Scope of Work, the contractor would be released to work in 3 routes and have 10 days to complete. Will other routes be released daily so that work flow is continuous throughout the month? My concern is about having crews on site for short periods of time and running out of work, having to re-mobilize.

A20: It is expected that three routes will be released to the contractor each work/reading day.

Q21: What procedure does the City require for the contractor to contact the customer (especially residential) before starting the work?

A21: For the residential meters, knocking of the door, prior to work is all that is required. The City will work with the contractor to establish the change schedule for the limited number of commercial meters.

Q22: The warehouse person is available 7 - 3:30, not to mention possible days off for vacation/illness. Will the material check-out, check-in be limited to his availability?

A22: No, the storeroom is open daily (all City work days) from 7-3:30. All check in/out is expected to occur during those times.

Contract Officer:


Jay Smigielski, Purchasing Agent.

Receipt of Addendum shall be acknowledged on the BID FORM. Failure to acknowledge addendum will be justification for deeming the proposal non-responsive.

All other specifications, provisions, terms and conditions are unchanged.

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at jsmigielski@suffolkva.us