

**TOWN OF SMITHFIELD  
NORTH CAROLINA**



**REQUEST FOR PROPOSALS  
METER READING SERVICES  
FOR TOWN OF SMITHFIELD**

**RFP NO. 19-005**

**Proposals Due Date:**

**July 2, 2020  
11:00 A.M.**



## **METER READING SERVICES FOR TOWN OF SMITHFIELD**

### **SCOPE OF SERVICES**

This Scope of Services will become an integral part of the contract between the Town of Smithfield and the Contractor. The Contractor hereby agrees to provide services and/or materials to the Town pursuant to the provisions set forth below.

- 1.0 **PURPOSE:** The purpose and intent of the Request for Proposals (RFP) is to solicit proposals from qualified firms to provide Meter Reading services. The selected contractor is to perform the work on a daily basis around the utility service area for the Town of Smithfield. This work will include the transportation around Town and the reading of both Water and Electric meters, by the use of Town-provided hand-held devices.
- 2.0 **BACKGROUND:** The Town desires a private contractor to perform these services to maintain an accurate accounting of electric and water usage throughout the Town's service area.
- 3.0 **TOWN DESIGNATED REPRESENTATIVE:**  
Mr. Ted Credle, PE  
Public Utilities Director  
Town of Smithfield  
230 Hospital Road  
Smithfield, NC 27577  
(919) 934-2116 x-1162  
Ted.credle@smithfield-nc.com
- 4.0 **WORK REQUIREMENTS:** The Contractor is to record the water and electric meter readings of each assigned Town of Smithfield customer on a monthly basis. Individual monthly readings will be taken on, or about, the same date each month. The monthly meter-reading schedule will be set and maintained by the Town and adhered to by the Contractor to ensure that all meters are read in a timely manner, consistent with the Town's current billing cycles.

It is expected that the Contractor will maintain a 99% meter reading accuracy each month, excluding unreadable meters; which, must be reported promptly to the Town.

The Town will not compensate the Contractor for any readings found to have been "curb read" by the Contractor.

The Town Service area is within Town limits and travel out of limits is not expected.

As of this RFP, the current amount of meters to be read (monthly) is 9,500.

The Town will provide secure parking and office space for the Contractor. Contractor is expected to provide its own truck, car, or service vehicle to perform the work.

The Town will provide automated hand-held meter reading equipment to be used to gather & store meter readings which automatically will be down-loaded into the Town's billing system. The Contractor will be responsible to train all of their employees to use this equipment. Contractor will replace damaged (outside of normal wear & tear), or lost, Town-provided equipment with the same equipment (or equal), subject to approval by the Town.

- 5.0 **SCHEDULES/TIMELINES:** The initial term of the contract is from August 1, 2020 through June 30, 2021. It is presumed the work will be performed Monday through Friday, 8 hours a day - 8:00 am through 5:00 pm, with a one (1) hour lunch break. The data will be downloaded daily and the hand-held devices will be re-charged overnight. The Contractor will observe Town Holidays, and other closings, and will not work after hours, unless prior permission & coordination is provided by the Town.

Should the Contractor provide satisfactory service, the contract may be renewed annually, for up to three (3) consecutive years. The renewal of the contract term will be determined each year, by May 31.



## PROPOSAL FORM

The Town of Smithfield invites your proposal to provide Meter Reading Services for the Town of Smithfield to be received until 1100 a.m., on July 2, 2020 in the Utilities Department, Town of Smithfield Operations Center, 230 Hospital Road, Smithfield, North Carolina 27577.

In accordance with the attached instructions, terms, conditions, and Scope of Services we submit the following proposal to the Town of Smithfield.

### ITEM NO. 1

This item shall include labor, materials, supervision, equipment, transportation, appliances, and materials to perform all operations required for meter reading services as specified.

Item No.	Description	Units	Estimated Quantity	Unit Rate
1	Meter Reads	per	0 - 9,500	\$_____
2	Meter Reads	per	9,500 & above	\$_____

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

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

Authorized Signature:

Name \_\_\_\_\_

Title \_\_\_\_\_

Firm Name \_\_\_\_\_