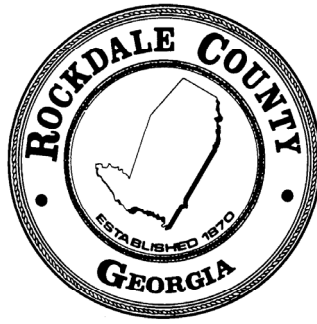


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DEPARTMENT OF FINANCE

SUE SANDERS, INTERIM CFO

TELEPHONE: 770-278-7555

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**Addendum No. 1
RFP No. 25-06
FIELD & BILLING VERIFICATION SERVICES FOR
ROCKDALE WATER RESOURCES
May 19, 2025**

RFP #25-06 is hereby amended as follows:

1. Below are questions received and corresponding answers:

A. Question: How many water meters are expected to be verified in total?

Answer: 30,375 meters

B. Question: Is the verification a one-time project, or will meters need ongoing verification (weekly, monthly, etc.)?

Answer: One-Time project

C. Question: What is the exact contract term or expected project duration?

Answer: 18 months

D. Question: Will the contractor have direct access to the billing system database, or will data be provided?

Answer: Data will be provided.

E. Question: What format and detail level are expected in the weekly progress reports and final report?

Answer: Weekly Progress Report (Fridays)

Each Friday, submit a concise summary covering the following:

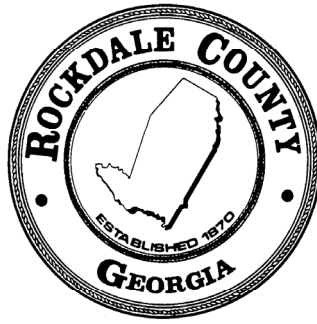
- Overview of weekly activities
- Completed tasks with relevant details (discrepancies with meters not listed in the system, incorrect meter information, or malfunctioning meters. Inspect and verify the condition of meters and equipment)
- Record meter number, model, and type
- Challenges encountered and the solutions implemented
- In-progress tasks and their status
- 2 Photos: the physical meter and the meter's surrounding area
- Upcoming priorities and tasks for the following week
- Highlight key wins, progress, and roadblocks

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The final report should present a high-level overview, using bullet points and key data to highlight essential insights.

F. Question: Are there any restrictions or special permission needed for field visits?

Answer: No

G. Question: What is the expected process or authority for correcting identified billing discrepancies?

Answer: The discrepancy report will be provided by the vendor, and our billing department will handle any necessary corrections.

H. Question: Are there specific insurance or permit requirements beyond those stated?

Answer: None from RWR

I. Question: Could you clarify how the weighting of evaluation criteria (staffing, experience, approach, cost) will be applied?

Answer: The percentages are located on page 5 of the RFP.

J. Question: Will the county provide official badges, IDs, or authorization letters for contractor personnel to present when accessing customers' properties during field verification?

Answer: The county will issue official badges. A headshot of each contractor must be submitted **BEFORE** the commencement of the assignment.

All other conditions remain in full force and effect.

2. If a proposal has been submitted and anything in this Addendum causes the contractor to change the item offered or to increase or decrease the proposal price, the new price and/or changes will be inserted below:

3. All contractors under this Request for Proposal are kindly requested to acknowledge receipt of this Addendum on the Proposal Form, page 12 of this RFP.

Tina Malone

Tina Malone, CPPB CPPO
Purchasing & Procurement Manager
Department of Finance, Purchasing Division