"This is only the scope of work for the project. For more information, interested parties should contact Procurement at <u>purchasing@stpgov.org</u> to ensure receipt of a full project package, to be listed as a plan holder and to ensure any addenda to the project package are received."

St. Tammany Parish Government (Parish) through Tammany Utilities (TU) currently provides water and sewer services to customers throughout the unincorporated regions of the Parish. Along the eastern border of the Parish, TU currently has approximately 2,315 water utility meters in service that require monthly manual readings. Map of area, (Attachment "A").

Provider shall provide utility meter reading services for Tammany Utilities East, between the 17th and 23rd of each month. Readings must be submitted to the Parish no later than the 23rd of each month. The Parish will work with the Provider regarding conflicts due to holidays and weekends. The accurate, on-time meter readings will be a contractual obligation and must be met in order to assure a smooth and accurate billing cycle.

Electronic Itron reading files for each route can be provided from manual entry into Itron handheld devises and electronic submittal.

Payment will be based upon the actual number of meters read. Parish will perform re-reads "as-needed" unless missed reads are detected on more than five (5%) percent of any route. If more than five (5%) percent of meters in any route are missed, the Parish will notify the Provider and Provider shall provide personnel to perform re-reads on missed meters.

Additionally, meters may be added or removed from the routes as customer needs change or new electronically read meters are installed. New meters added will be charged at the contracted rate for the current contract term.

The proposal must include all costs for labor, insurance, vehicles, fuel, software, meter reading devices, and training required to perform the services in the proposed pricing (Attachment "A").