

**A SUBSTITUTE RESOLUTION BY**

**CITY UTILITIES COMMITTEE**

**A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO AN APPROPRIATE CONTRACTUAL AGREEMENT WITH TERASEN UTILITY SERVICES FOR FC-7676-04, WATER METER READING SERVICES, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT IN AN AMOUNT OF SEVENTY-NINE (79) CENTS PER METER FOR THE FIRST YEAR AND EIGHTY-ONE (81) CENTS PER METER FOR THE SECOND YEAR, NOT TO EXCEED ONE MILLION FOUR HUNDRED TWENTY TWO THOUSAND DOLLARS (\$1,422,000). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER: 2J01 524001 Q66001.**

**WHEREAS**, the City of Atlanta (the "City") did advertise for FC-7676-04, Water Meter Reading Services on behalf of the Department of Watershed Management; and

**WHEREAS**, the Commissioner of the Department of Watershed Management and the Chief Procurement Officer have recommended that the Agreement for FC-7676-04, Water Meter Reading Services be awarded to Terasen Utility Services for a period of two (2) years with 4 (four), one (1) year renewal options.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA**, that the Mayor be and is hereby authorized to enter into an agreement with Terasen Utility Services, for FC-7676-04, Water Meter Reading Services.

**BE IT FURTHER RESOLVED**, that the Chief Procurement Officer be and is hereby directed to prepare an appropriate agreement for execution by the Mayor to be approved by the City Attorney as to form.

**BE IT FURTHER RESOLVED**, that this agreement shall not become binding on the City, and the City shall incur no liability upon same until such contract has been executed by the Mayor and delivered to the contracting party.

**BE IT FINALLY RESOLVED**, that all services for said contracted work shall be charged to and paid from fund account and center number: 2J01 524001 Q66001.

A true copy,

*Shonda Daughin Johnson*  
Municipal Clerk

ADOPTED by the Council  
APPROVED by the Mayor

April 19, 2004  
April 27, 2004

RCS# 5615  
4/19/04  
6:00 PM

Atlanta City Council

Regular Session

04-R-0605

AGRMNT W/TERASEN UTILITY SER FC-7676-04  
WATER METER READING SERVICES \$1,422,000  
ADOPT ON SUB

YEAS: 14  
NAYS: 0  
ABSTENTIONS: 0  
NOT VOTING: 2  
EXCUSED: 0  
ABSENT 0

Y Smith	Y Archibong	Y Moore	Y Mitchell
Y Starnes	Y Fauver	Y Martin	Y Norwood
Y Young	Y Shook	NV Maddox	Y Willis
Y Winslow	Y Muller	Y Boazman	NV Woolard

04-R-0605



CITY OF ATLANTA  
DEPT. OF PROCUREMENT

2004 MAR 24 PM 3: 15

# CITY OF ATLANTA

SHIRLEY FRANKLIN  
MAYOR

OFFICE OF CONTRACT COMPLIANCE  
55 TRINITY AVENUE SW, SUITE 1700  
ATLANTA, GEORGIA 30303  
OFFICE (404) 330-6010  
FAX (404) 658-7359

## MEMORANDUM

TO: Adam L. Smith, Chief Procurement Officer  
Department of Procurement

FROM: Hubert Owens   
Office of Contract Compliance

DATE: March 24, 2004

RE: **Recommendation for FC 7676-04, Water Meter Reading Services (RFP)**

The Office of Contract Compliance has evaluated the two (2) proposals for minority and female business enterprise participation. Both proponents are eligible under Section 2-1449(a)(2)(C) and have been deemed responsive by the Office of Contract Compliance. For your information, the proponents have committed to utilizing AABEs, FBEs and HBEs as indicated below:

<u>Johnson Controls, Inc.</u>	<u>(15 pts.)</u>	
Baranco Pontiac	AABE	7%
Miracle Enterprises, Inc.	FBE	7%
HR Management Solutions	FBE	3%
<u>The Prad Group</u>	AABE	18%
<b>Participation Total</b>		<b>35%</b>

<u>Terasen Utility Services</u>	<u>(15 pts.)</u>	
Express Personnel Services	FBE	19%
ASAP Career Apparel, LLC	FBE	.23%
Burt Arapahoe Ford	HBE	9%
<u>Mega Promotionals, Inc.</u>	FBE	.23%
<b>Participation Total</b>		<b>28.46%</b>

If you have questions, please contact me at (404) 330-6010 or Bruce T. Bell at (404) 330-6009.

CC: File  
Djuanna Herron, DOP



SHIRLEY FRANKLIN  
MAYOR

# CITY OF ATLANTA

55 TRINITY AVENUE SW, SUITE 5400, SOUTH BLDG.  
ATLANTA, GEORGIA 30335-0310  
OFFICE 404-330-6081  
FAX 404-658-7194

DEPARTMENT OF  
WATERSHED MANAGEMENT  
JACK E. RAVAN  
Commissioner

March 26, 2004

## MEMORANDUM

TO: Adam Smith, Chief Procurement Officer  
Department of Procurement

FROM: Jack Ravan, Commissioner   
Department of Watershed Management

RE: FC-7676-04, Water Meter Reading Services  
Final Recommendation – Terasen Utility Services

The Department of Watershed Management (DWM) has reviewed proposals submitted to the City on Friday, March 19, 2004 in response to the Request for Proposals (RFP) for FC-7676-04, Water Meter Reading Services.

Following contract negotiations for FC – 7676 – 04 on Friday, March 26, 2004, the Department of Watershed Management recommends that the City contract with Terasen Utility Services.

Requisition (#Q6604000) is attached. Funds are available in 2J01 524001 Q66001.

C: Cathy Martin, Keith Brooks, Sheila Pierce, Chris New, Sylvia Glover, Sharon Owen







## LEGISLATIVE SUMMARY

TO: CITY UTILITIES COMMITTEE

### CAPTION

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO AN APPROPRIATE CONTRACTUAL AGREEMENT WITH TERASEN UTILITY SERVICES FOR FC-7676-04, WATER METER READING SERVICES, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT IN AN AMOUNT OF SEVENTY-NINE (79) CENTS PER METER FOR THE FIRST YEAR AND EIGHTY-ONE (81) CENTS PER METER FOR THE SECOND YEAR, NOT TO EXCEED ONE MILLION FOUR HUNDRED TWENTY TWO THOUSAND DOLLARS (\$1,422,000). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER: 2J01 524001 Q66001.

**Council Meeting Date:** April 19, 2004

**Legislation Title:** FC-7676-04, Water Meter Reading Services

**Requesting Dept.:** Department of Watershed Management

**Contract Type:** Professional Services

**Source Selection:** Sealed Proposals

**Proposals Due:** March 19, 2004

**Estimated Value:** Based on unit price and number of meter read.

**Background:** To provide water meter reading and associated services. Currently, the meter reading activities are performed in-house by City employees. The City has the need to expand its meter reading capabilities and desires to obtain the services of an outside organization to supplement its existing staff. Initially the City intends to enlist the services of said outside service provider to read meters in approximately one half of its service area. The current meters are manual read meters, but, may be replaced over time with electronic read meters.

**Fund Account Center:** 2J01 524001 Q66001

**Prepared By:** Djuana Herron, Contracting Officer

**Contact Number:** (404) 330-6816

**CONDITION FOR APPROVAL FORM  
(TO ACCOMPANY LEGISLATION)**

COMMITTEE: CCC

DATE: 3/30/04

ORDINANCE # \_\_\_\_\_ RESOLUTION # 04-R.0605

REQUESTED BY: Council member Willis

DIRECTED TO: \_\_\_\_\_

**NATURE OF CONDITION FOR APPROVAL:**

RECEIVING A WHITE PAPER ANALYSIS  
ON THE PROS & CONS OF OUTSOURCING  
VS. IN HOUSE

**WHEN IS THIS INFORMATION DUE, AND TO WHOM?**

AS SOON AS POSSIBLE

**WILL THIS RESULT IN AN AMENDMENT TO THE LEGISLATION?**

YES ( ) NO

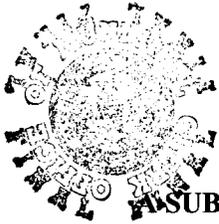
**WILL THIS RESULT IN A SUBSTITUTE TO THE LEGISLATION?**

YES ( ) NO

**HAS THIS INFORMATION BEEN RECEIVED? YES  NO ( )**

DATE OF RECEIPT: 4/19/04

*W*



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RESOLUTION BY

04- -0605

CITY UTILITIES COMMITTEE

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**Fund Account Center:** \_\_\_\_\_

**Prepared By:** Djuana Herron, Contracting Officer

**Contact Number:** (404) 330-6816

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Chief Procurement Officer's Signature:

*Adam L. Smith*  
Adam L. Smith

Originating Department: Department of Watershed Management

Contact Person: Djuana Herron (x 6816)

Committee(s) of Purview: City Utilities Committee

Council Deadline: March 18, 2004

Committee Meeting Dates: March 30-31, 2004

Full Council Date: April 19, 2004

**CAPTION**

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**BACKGROUND**

THE SCOPE OF WORK FOR THIS PROJECT IS TO PROVIDE WATER METER READING AND ASSOCIATED SERVICES. CURRENTLY, THE METER READING ACTIVITIES ARE PERFORMED IN-HOUSE BY CITY EMPLOYEES. THE CITY HAS THE NEED TO EXPAND ITS METER READING CAPABILITIES AND DESIRES TO OBTAIN THE SERVICES OF AN OUTSIDE ORGANIZATION TO SUPPLEMENT ITS EXISTING STAFF. INITIALLY THE CITY INTENDS TO ENLIST THE SERVICES OF SAID OUTSIDE SERVICE PROVIDER TO READ METERS IN APPROXIMATELY ONE HALF OF ITS SERVICE AREA. THE CURRENT METERS ARE MANUAL READ METERS, BUT, MAY BE REPLACED OVER TIME WITH ELECTRONIC READ METERS.

**FINANCIAL IMPACT (if any) \_\_\_\_\_**

***Mayor's Staff Only***

Received by Mayor's Office: 3.18.04 (date) GP (initials) 3.18.04 (date) Reviewed by: \_\_\_\_\_

Submitted to Council: \_\_\_\_\_ (date)

Action by Committee: \_\_\_\_\_ Approved \_\_\_\_\_ Adversed \_\_\_\_\_ Held \_\_\_\_\_ Amended \_\_\_\_\_ Substitute \_\_\_\_\_ Referred \_\_\_\_\_ Other \_\_\_\_\_

(Do **04** write Above **0605** Line)

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CITY UTILITIES COMMITTEE

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ENTER INTO AN APPROPRIATE  
CONTRACTUAL AGREEMENT  
WITH \_\_\_\_\_  
FOR FC-7676-04, WATER METER  
READING SERVICES, ON  
BEHALF OF THE DEPARTMENT OF  
WATERSHED MANAGEMENT IN AN  
AMOUNT NOT TO EXCEED \_\_\_\_\_  
ALL CONTRACTED  
WORK SHALL BE CHARGED TO  
AND PAID FROM FUND ACCOUNT  
AND CENTER NUMBER: \_\_\_\_\_

**ADOPTED BY**

APR 19 2004

**COUNCIL**

- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1st ADOPT 2nd READ & REFER
- PERSONAL PAPER REFER

Date Referred

Referred To:

Date Referred

Referred To:

Date Referred

Referred To:

First Reading

Committee \_\_\_\_\_  
Date \_\_\_\_\_  
Chair \_\_\_\_\_  
Referred To \_\_\_\_\_

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Refer To

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Refer To

- FINAL COUNCIL ACTION**
- 2nd
  - 1st & 2nd
  - 3rd
  - Consent
  - V Vote
  - RC Vote

**CERTIFIED**

**CERTIFIED**  
APR 19 2004

COUNCIL PRESIDENT

**CERTIFIED**  
APR 19 2004

MUNICIPAL CLERK

MAYOR'S ACTION

**APPROVED**  
APR 27 2004

MAYOR