



Department of Purchasing & Contract Compliance

Cecil Moore, Director

Fulton County, GA

October 6, 2011

Re: #12RFP80410YC-AP, Utility Bills Audit and Rate Optimization Solution.

Dear Proposers:

Attached is one (1) copy of Addendum 1 hereby made a part of the above referenced Invitation to Bid.

Except as provided herein, all terms and conditions in the Invitation to Bid referenced above remain unchanged and in full force and effect.

Sincerely,

A handwritten signature in black ink that reads "Al Micah Phillips". The signature is written in a cursive, flowing style.

Al Micah Phillips
Assistant Purchasing Agent

Addendum No. 1
Page Two

This Addendum forms a part of the contract documents and **modifies** the original Bid documents as noted below:

The following information is a requirement for Bidders:

1. This Addendum provides corrected Section 7- *Location of Firm*

Local Preference is given to businesses that have a business location within the geographic boundaries of Fulton County. The term business location means that the business has a staffed, fixed, physical place of business located within Fulton County and has had the same for at least one (1) year prior to the date of the business' submission of its proposal or bid, as applicable and has had held a valid business license from Fulton County or a city located within Fulton County for the business at a fixed, physical, place of business, for at least one (1) year prior to the date of the business' submission of its proposal or bid as applicable.

In order to receive the Local Preference points of ten (10) points the Proposer must meet one (1) of the following criteria, provide supporting documentation as required and certify under oath that it is eligible to receive the local preference points by signing and submitting Form H, Local Preference Affidavit located in Section 5 of this RFP

The Proposer must indicate which one (1) of the following criteria they will utilize in order to receive local preference:

1. Business having a business location within the geographic boundaries of Fulton County.

The following supporting documentation must be provided:

- Copy of occupational tax certificate (business license) from Fulton County or a city located within Fulton County, or;
- Copy of a lease or rental agreement, or;
- Proof of ownership interest in a location within the geographical boundaries of Fulton County.

1. Businesses where at least fifty-one percent (51%) of the owners of the business are residents of Fulton County but the business is located outside of Fulton County.

The following supporting documentation must be provided:

- Provide the residential address of the business owner(s).

Businesses where at least fifty-one percent (51%) of the employees of the business are residents of Fulton County but the business is located outside of Fulton County.

The following supporting documentation must be provided:

- Provide a list of all employees name and address.

Failure to provide the required supporting documentation with your proposal submittal shall result in your firm receiving a “0” (zero) for Local Preference. In the event the affidavit or other declaration under oath is determined to be false, such business shall be deemed “non-responsive” and shall not be considered for award of the applicable contract.

2. Section 3 – Project Team Qualifications/ Qualifications of Key Personnel [Required]

1. Provide resumes for each of the key personnel proposed for this project with specific emphasis on the Project Manager.
2. All proposed key personnel must have at least a minimum of three (3) years work experience in the State of Georgia appraisal contract work.
3. The Project Manager must have a minimum of five (5) years experience in utility analysis work.
4. Each resume should be limited to no more than three (3) pages per person and be organized according to the following:
 - Name and Title
 - Professional Background
 - Current and Past Relevant Work Experience
 - Include two (2) references for each key personnel member on similar projects.

2. Response to Questions received on 12RFP80410YC-AP, Utility Bills Audit and Rate Optimization Solution.

1. How many utility accounts are there for electric, natural gas, and for water/sewer? The following answers are our best estimates based on the information in our current Utility Management System: Electric - 515, Natural Gas - 500, Water/Sewer -1500

2. Are all electric accounts under Alabama Power or are there any other electric utilities? The majority of our electrical accounts are with Georgia Power but there are other providers based on the regulated boundaries. Is it safe to assume that all electric meter data can be provided in "CSV" format? The majority of the electrical account information for our major providers is available in CSV format however some of the smaller providers only give us the information in an invoice.

3. Who are the different natural gas utilities and how many accounts for each utility? Gas South is our current natural gas provider, we have approximately 500 accounts county-wide. Please note that this service was recently sent out to bid so our provider may or may not change. Which utilities can provide you natural gas meter billing data in "CSV" format? Gas South currently provides the monthly bill and consumption information in a spreadsheet that can be used in a CSV format.

4. Who are the different water and sewer utility providers and how many accounts for each utility? These numbers are approximates based on the information in our current Utility Management System and may be subject to change.

| <u>Water/Sewer Vendor</u> | <u># of Accounts</u> |
|---------------------------|----------------------|
| City of Atlanta Water | 864 |
| City of College Park | 16 |
| City Of East Point | 8 |
| City of Hapeville | 15 |
| City of Palmetto | 3 |
| City of Roswell | 6 |
| Fairburn Utilities | 18 |

Fulton County 67
Finance
Gwinnett County
Water Public 1
Utility

Which utilities can provide you water meter billing data in "CSV" format? None

5. How many electric accounts have interval data available? Unknown, successful responder will be required to retrieve information directly from vendors on behalf of Fulton County.

6. For making past and current utility bills readily available? Do you want to have each account readily available to look up data that was imported or manually entered into the "utility bill management system" or do you want it in scanned electronic format (example: Adobe PDF)? Both options are preferred.

7. Can you define how many months of past historical data will be required to be entered? We may require up to 36 months of data to be updated and maintained January 2009 thru contract execution is desired. How many accounts will we have access to the data via "CSV" format versus having hard copies that have to be entered manually? Johnson Controls recommends 24 months. Unknown, successful responder will be required to retrieve information directly from vendors on behalf of Fulton County.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the Bid due date and time **October 12, 2011 at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2011.

Legal Name of Bidder

Signature of Authorized Representative

Title