VILLAGE OF TINLEY PARK

SERVICE CONTRACT

This contract is by and between the Village of Tinley Park, an Illinois home-rule municipal corporation (the “Village”), and United Meters, Inc. (the “Contractor”), for the project or work described in Exhibit A, attached hereto and made a part hereof.

1. In consideration of the compensation stated in paragraph 2, the Contractor shall provide all the services described in the Scope of Services attached hereto as Exhibit “A” and incorporated herein by reference. The express terms of this Contract shall take precedence and control over any term or provision of the Scope of Services (Exhibit A) that in any way conflicts with, differs from, or attempts to alter the terms of this Contract.

2. Except in the event of a duly authorized change order approved by the Village as provided in this Contract, and in consideration of the Contractor’s final completion of all work in conformity with this Contract, the Village shall pay Contractor in accordance with the Payment Schedule set forth in Exhibit A in the amount of the unit prices specified in Appendix A-1. No payment shall be made by the Village until the Contractor has submitted to the Village (i) a Contractor’s Affidavit listing all subcontractors and material suppliers utilized on the project and (ii) final waivers of lien from the Contractor, all subcontractors and all material suppliers.

3. No changes shall be made, nor will invoices for changes, alterations, modifications, deviations, or extra work or services be recognized or paid except upon the prior written order from authorized personnel of the Village. The Contractor shall not execute change orders on behalf of the Village or otherwise alter the financial scope of the Project.

4. Written change orders may be approved by the Village Manager or his designee provided that the change order does not increase the amount set forth in paragraph 2 of this Contract to more than $10,000.00. Changes in excess of this amount must be approved by the Village Board prior to commencement of the services or work. Any request by the Contractor for an increase in the Scope of Services and an increase in the amount listed in paragraph 2 of this Contract shall be made and approved by the Village prior to the Contractor providing such services or the right to payment for such additional services shall be waived.

5. **Time is of the essence on this Contract.** The Contractor shall complete all work under this Contract by the dates set forth below: Within 24 months, after Notice to Proceed has been communicated to United Meters, Inc.

6. No “Notice to Proceed” may be given nor any work commenced until this Contract is fully executed and all exhibits and other attachments are completely filled out and attached hereto.

7. It is understood and agreed by the parties that the Contractor is an independent contractor retained for the above-mentioned purpose. The Village shall not control the manner nor the means of the Contractor’s performance, but shall be entitled to a work product as described herein. The term "subcontractor" shall mean and include only those hired by and having a direct contract with Contractor for performance of work on the Project. The Village shall have no responsibility to any subcontractor employed by a Contractor for performance of work on the Project, and all subcontractors and material suppliers shall look exclusively to the Contractor for any payments due. The Village will not be responsible for reporting or paying employment taxes or other similar levies that may be required by the United States Internal Revenue Service or other State or Federal agencies. Every subcontractor shall be bound by the terms and provisions of this Contract as far as applicable to their work. The Contractor shall be fully responsible to the Village for the acts and omissions of its subcontractors, and shall ensure that any subcontractors perform in accordance with the requirements of this Contract. Nothing contained herein shall create any contractual or employment relations between any
subcontractor and the Village. The Contractor is solely responsible for the safety procedures, programs and methods of its employees and agents and shall hold the Village harmless for any and all damages resulting from violations thereof. The Contractor shall comply with all applicable federal, State and local safety laws and regulations.

8. It is further agreed that the Contractor shall indemnify, hold harmless, and defend the Village, its officers, agents, and employees from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorneys’ fees, for injury to or death of any person or for damage to any property arising out of or in connection with the work done by the Contractor under this Contract. Such indemnity shall apply regardless of whether the claims, losses, damages, causes of action, suits, or liability arise in whole or in part from the negligence of the Village, any other party indemnified hereunder, the Contractor, or any third party.

9. The Contractor assumes full responsibility for the work to be performed hereunder and hereby releases, relinquishes, and discharges the Village, its officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to or death of any person and any loss of or damage to any property that is caused by, alleged to be caused by, arising out of, or in connection with the Contractor’s work to be performed hereunder. This release shall apply regardless of whether said claims, demands, and causes of action are covered in whole or in part by insurance and regardless of whether such injury, death, loss, or damage was caused in whole or in part by the negligence of the Village, any other party released hereunder, the Contractor, or any third party. The Contractor shall maintain insurance coverage in an amount and from a carrier suitable to the Village, and the Village shall be named as an additional insured where required. Certificates of Insurance are attached hereto as Exhibit B.

10. The Village is exempt from payment of state and local sales and use of taxes on labor and materials incorporated into the project. If necessary, it is the Contractor’s responsibility to obtain a sales tax permit, resale certificate, and exemption certificate that shall enable the Contractor to buy any materials to be incorporated into the project and then resell the aforementioned materials to the Village without paying the tax on the materials at the time of purchase. In no event will the Village be liable for or pay any sales or use taxes incurred by the Contractor in performing the services under this contract.

11. The Contractor shall comply with all applicable federal, state, and local statutes, regulations, ordinances, and other laws, including but not limited to the Immigration Reform and Control Act (IRCA). The Contractor may not knowingly obtain the labor or services of an unauthorized alien. The Contractor, not the Village, must verify eligibility for employment as required by IRCA.

12. At any time, the Village may terminate this Contract for convenience, upon written notice to the Contractor. The Contractor shall cease work immediately upon receipt of such notice. The Contractor shall be compensated for services performed and accepted by the Village up to the date of termination.

13. No waiver or deferral by either party of any term or condition of this Contract shall be deemed or construed to be a waiver or deferral of any other term or condition or subsequent waiver or deferral of the same term or condition.

14. This Contract may only be amended by written instrument approved and executed by the parties.

15. This Contract and the rights and obligations contained herein may not be assigned by the Contractor without the prior written approval of Village.
16. The parties hereby state that they have read and understand the terms of this Contract and hereby agree to the conditions contained herein.

17. This Contract has been made under and shall be governed by the laws of the State of Illinois. The parties agree that performance and all matters related thereto shall be in Cook County, Illinois.

18. Contractor, its employees, associates or subcontractors shall perform all the work hereunder. Contractor agrees that all of its associates, employees, or subcontractors who work on this Project shall be fully qualified and competent to do the work described hereunder. Contractor shall undertake the work and complete it in a timely manner.

19. If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court of competent jurisdiction finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it may become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

20. This Contract represents the entire and integrated agreement between the Village and Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral.

21. This Contract will be effective when signed by the last party whose signing makes the Contract fully executed.

22. This contract calls for the construction of a “public work,” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. (“the Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current “prevailing rate of wages” (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at http://labor.illinois.gov/. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department’s web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties.

23. The Contractor agrees to comply with the Illinois Substance Abuse Prevention on Public Works Projects Act.
CERTIFICATIONS BY CONTRACTOR

Eligibility to Contract

The undersigned hereby certifies that the Contractor is not barred from bidding on or entering into this contractor as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

[Signature]
Name of Contractor (please print)

[Signature]
Submitted by (signature)

[Name]
President

Title

Certificate of Compliance with Illinois Human Rights Act

The undersigned hereby certifies that the Contractor is in compliance with Title 7 of the 1964 Civil Rights Act as amended and the Illinois Human Rights Act as amended.

[Signature]
Name of Contractor (please print)

[Signature]
Submitted by (signature)

[Name]
President

Title

Certificate of Compliance with Illinois Drug-Free Workplace Act

The undersigned, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of the work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

[Signature]
Name of Contractor (please print)

[Signature]
Submitted by (signature)

[Name]
President

Title
Certificate Regarding Sexual Harassment Policy

The undersigned does hereby certify pursuant to section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

United Meters, Inc.
Name of Contractor (please print)

[Signature]
Submitted by (signature)

President
Title

Certificate of Compliance with Substance Abuse Prevention on Public Works Projects Act

The undersigned hereby certifies that:

A. There is in place a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act (P.A. 95-0635), and has provided a written copy thereof to the Village of Tinley Park.

B. There is in place a collective bargaining agreement which deals with the subject matter of the Substance Abuse Prevention on Public Works Projects Act (P.A. 95-0635)

(Cross out either A or B depending upon which certification is correct)

United Meters, Inc.
Name of Contractor (please print)

[Signature]
Submitted by (signature)

President
Title
[NAME OF CONTRACTOR]

BY: [Signature]
Printed Name: Douglas Punke
Title: President

6/21/16
Date

VILLAGE OF TINLEY PARK

BY: [Signature]
David Seaman, Mayor
(required if Contract is $10,000 or more)

6/7/16
Date

ATTEST:

[Signature]
Patrick Rea, Village Clerk
(required if Contract is $10,000 or more)

6/7/16
Date

VILLAGE OF TINLEY PARK

BY: [Signature]
David Niemeyer, Village Manager

6/7/16
Date
Village of Tinley Park, IL

Tinley Park Automatic Meter Reading (AMR) Installation

Project Scope and Specifications

1 - PROJECT LOCATION
The location of the project shall be within the corporate Limits of the Village of Tinley Park, Cook and Will County, Illinois. Some adjacent Village water customer locations outside the Village limits may also be included.

2 - INTRODUCTION / SCOPE OF WORK SUMMARY

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Replacement / installation of approximately 15,000 water meters</td>
</tr>
<tr>
<td>2</td>
<td>Installation of approximately 15,000 radio devices.</td>
</tr>
</tbody>
</table>

Refer to Schedule of Prices for additional work item quantities.

This contract shall provide services to the Village of Tinley Park, IL to assist the Water & Sewer Division of the Department of Public Works with the installation of water meters and/or meter reading equipment.

The work included under this contract consists of installing new water meters along with radio transceivers. The water meters and radios will be installed at specified water customer locations throughout the Village of Tinley Park, IL.

3 - PROJECT SCHEDULE
This project shall begin immediately upon issuance of the Notice to Proceed. Specific schedule milestones include the following:
<table>
<thead>
<tr>
<th>NO.</th>
<th>Task Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Commencement of project planning and scheduling.</td>
<td>Immediately upon Notice of Award.</td>
</tr>
<tr>
<td>2</td>
<td>Submission of completed background check application forms for all field personnel.</td>
<td>Five (5) business days from Notice of Award</td>
</tr>
<tr>
<td>3</td>
<td>Mailing of first cycle of letters to customers.</td>
<td>Five (5) business days from Contract Execution</td>
</tr>
<tr>
<td>4</td>
<td>Commencement of field work.</td>
<td>Ten (10) business days from Contract Execution</td>
</tr>
<tr>
<td>5</td>
<td>Substantial completion of field work for each assigned group of Cycle-Routes (95% of assigned locations).</td>
<td>45 calendar days from issuance of each Cycle-Route list</td>
</tr>
<tr>
<td>6</td>
<td>Substantial project completion (95% of all assigned locations).</td>
<td>Eighteen (18) months from Contract Execution.</td>
</tr>
</tbody>
</table>

Contractor ID badges are normally issued by the Village 5 to 7 business days after receipt of completed background forms from the Contractor. If the Village experiences delays beyond scheduled commencement of field work, additional time will be granted to the Contractor.

Upon Notice of Award, it is critical for the Contractor to respond to any requests for additional information related to the Contract execution within 10 business days. This includes (but is not limited to) insurance certificates, surety bonds, etc.

Various areas of the Village will be assigned in groups according to Cycle-Routes, which shall be completed within **45 calendar days** of assignment. **Approximately 1,000 locations will be assigned each month.** This may be increased during the early part of the contract to help ensure that the final schedule is met. With each assigned group, the Village will provide a list of “No Work” days for each Cycle-Route. **There will be a 3-day period (normal Village work days) each month when no field work will be permitted in that Cycle-Route due to billing operations.** However, the “No Work” days will be staggered for various Cycle-Routes to ensure that the Contractor will always Cycle-Routes available for work.

The prices shall remain in effect through May 31, 2018, or the conclusion of the schedule in the preceding Section 3 of these Specifications, whichever is later. The Contract shall terminate when the estimated quantity has been complete, including change orders. The contract may be kept open for a longer term through agreement of both parties; however there shall be no adjustment of unit prices for items beyond the control of the contractor.
4 - CUSTOMER NOTIFICATION AND SCHEDULING PROCEDURES
The installation Contractor is responsible for all customer notifications and scheduling appointments to complete the installation in accordance with the Contract schedule and specifications. The list of locations, as selected by the Village will be provided to the contractor in a format compatible with Microsoft Excel (normally .csv format). Addresses will be e-mailed to the Contractor in groups (by Cycle-Route) each month within a timeframe that allows the Contractor to maintain the project schedule. The Village will also provide the Contractor with envelopes, Village letterhead paper, and a MS Word form letter template, to generate notices to customers stating that an independent contractor will make contact to service the water meter.

Each notice shall be addressed, enveloped, and transported to Village Hall ready for mailing. The Village's postage machine may be utilized for applying U.S. mail standard first-class postage. If the Contractor elects to apply postage and mail in a different manner / location, that cost will not be reimbursed by the Village.

Upon receipt of each group of addresses, the Contractor shall perform a mail merge in MS Word with the Village-supplied template to create a form letter and envelope addressed to each customer on the list.

During each day when field work is scheduled, the Contractor shall knock on doors in the targeted work area to set additional appointments. It is important that the Contractor employees wear Village-issued ID badges when entering each residence or business. Door knocking may be done at any time after the first cycle of letters has been mailed and delivered to that cycle-route. If the resident does not answer the door, the Contractor shall leave a door hanger to provide relevant information on how to schedule an appointment to get their meter changed. The Contractor should plan on performing sufficient evening and weekend work for the convenience of some customers. For non-responsive customers, the Contractor shall mail a second letter within two (2) weeks of the first letter. The third letter shall be mailed within two (2) weeks of the second letter. If the customer of record is a tenant on a property, the first letter shall be mailed to the customer / tenant. The second and third / final letters shall be mailed to both the tenant and the property owner of record (if the account holder is not the owner).

The Village will not assist with contacting unresponsive until all steps are complete:
- Three (3) letters.
- A minimum of three (3) door knocks, with at least one (1) during evening / weekends. Tags with the Contractor's phone number need to be attached to the door with each visit. A copy of the letter (Village letterhead) should also be made available to the customer at that time.

The Contractor must allow for rescheduling for customer convenience and for any needed Village repairs to the b-box and / or curb stop that are required to allow the meter change-out and interior valve shut-off valve replacement to be completed.

All work under this Section shall be incidental to other pay items on the Schedule of Prices.
5 - CALL CENTER
The installation contractor shall establish an 800-toll free phone number or local number that Village residents can call to schedule appointments. The line shall be staffed a minimum of 40 hours per week and shall have voicemail available at all times that is capable of handling the expected call volume. The cost associated with establishing the on call center shall be incidental to the contract.

All work under this Section shall be incidental to other pay items on the Schedule of Prices.

6 - MATERIALS AND EQUIPMENT
The Contractor shall furnish the following materials (incidental to other pay items):
- Gel caps (3M UY-2).
- Ground wires.
- 3-conductor, color-coded, 22GA wire for meter-radio connection (rated for outdoor use where necessary).
- Anchors (where necessary).
- Radio / touchpad retainer rings (where necessary to ensure firm direct contact of radio to touchpad).
- All other items required for installation not provided by the Village per above list.

The Contractor shall provide all equipment necessary to complete the work, including but not limited to the following items:
- Handheld Windows Mobile 6.1 computers to run radio device programming software. Bluetooth, internal GPS, barcode scanner to be installed with software, latest addition.
- Equipment for programming of radio devices.
- All plumbing and hand tools required to perform the work.
- Office computers with Microsoft Word and Excel, high-speed internet connection, and capability of utilizing the Village’s VPN connection software.
- Electronic metal detector (for locating b-boxes).

Sufficient numbers of the above equipment / devices must be available to the Contractor to maintain the Contract schedule, taking into account the numbers of crews, training, and normal expected equipment downtime.

All equipment shall be provided by the Contractor. No additional compensation will be provided to the Contractor for any equipment or software setup / installation / configuration. No additional payment shall be made based on equipment purchased by the Contractor. This equipment shall remain the property of the Contractor.

The Contractor shall be responsible to load all software as specified by Village. The Contractor shall coordinate with Village for software configuration and any necessary training regarding meter equipment). This shall be incidental to the other pay items.

All work under this Section shall be incidental to other pay items on the Schedule of Prices.

7 - OVERVIEW OF INSTALLATION PROCEDURE
This section is intended as an overview of the field installation process. More detailed information is contained in following sections of these Specifications.

1. Confirm appointment / schedule with customer.
2. Verify current reading from exterior touchpad.
3. Verify water shutoff. If interior shutoff valve is not operational, turn off the water at the exterior b-box (curb stop). If the curb stop cannot be keyed, contact the Village to schedule blow-out / reset of b-box. The Village may be called for assistance in locating the b-box as well. Inform the customer that the appointment will need to be rescheduled and explain the option for replacement of the customer's interior shutoff valve at the return appointment. Remind the customer of future turn-off fees (currently $25.00) required in the future due to a non-working interior shutoff valve.
4. Install new meter. If the existing meter is working and is the same brand that is being changed out to, replacement is not required.
5. Verify reading from exterior touchpad. Replace touchpad if needed.
6. Install radio device on exterior wall over existing/compatible outside touch pad/reading device. **Ensure firm contact between radio device and outside reading device.** Retainer ring may need to be replaced.
7. Rewire if existing wiring is found to be defective.
8. Clean up the work area and restore the premises to the condition in which it was prior to the installation of the new meter.
9. Complete programming of radio device. Note signal strength on work order form.
10. Record all meter/radio information on service order form for later entry into the Village's asset/billing/reading database. A portion of the radio device barcode sticker shall be removed at the perforation and attached to the paper work order form.
11. Have customer sign the form to confirm end reading of meter that was removed, beginning reading of the meter that was installed, and to confirm that the work area was cleaned up/restored the premises to the condition in which it was prior to the installation of the new meter.
12. Complete and submit service orders (electronically) by the end of the following business day.
13. Old meters shall be returned to the Village's Public Works Garage on a daily or weekly basis.

**8 - RESPONSIBILITY FOR SAFE STORAGE**
The Contractor shall pick up water meters and radio devices, from the suppliers warehouse. The Contractor shall be responsible for the safe storage of material furnished by or to him, and accepted by him and intended for the work, until it has been incorporated in the completed project. Removed meters shall be tagged with the service address and transported to the Village's Public Works Garage until confirmation/acceptance of final and new meter reads (~ 90 days).

*All work under this Section shall be incidental to other pay items on the Schedule of Prices.*

**9 - REPLACEMENT OF DAMAGED MATERIAL**
The Contractor, at his own expense, shall replace any material furnished by Meter manufacturer that becomes damaged after acceptance by the Contractor.
All work under this Section shall be incidental to other pay items on the Schedule of Prices.

10 - RETURN OF UNDAMAGED OR DEFECTIVE MATERIAL
The Contractor shall return all undamaged or defective material furnished by the Meter manufacturer, to the storeroom designated by the Village. Defective materials shall be identified as such and exchanged at the contractor’s expense. The Meter manufacturer shall exchange any defective materials provided to the contractor upon verification of such defect.

All work under this Section shall be incidental to other pay items on the Schedule of Prices.

11 - PRE-APPROVED WORKERS
Plumbers, licensed by the State of Illinois, shall supervise all work. Apprentices may be utilized when properly supervised in accordance with State regulations. All workers shall be paid the applicable prevailing wage. A copy of each plumber’s state license shall be provided to the Village prior to commencing work. Certified payroll shall be provided on a monthly basis.

All contractors shall supply a list of any and all persons entering the premises where any work is to be done. All persons on the list shall submit to a background investigation by our local law enforcement agency. Any persons not approved through this process shall not enter any premise for any installation or work to be performed. The Village shall have the right to reject any employee of the Contractor who does not complete this background investigation to its satisfaction and to prohibit any such person from performing work under this Contract.

Workers thoroughly experienced in such work shall perform installation of water meters and appurtenances. All piping and cable work shall be properly supported and aligned and shall present a neat and workmanlike appearance. All piping shall be cut square, with burrs removed and, if necessary, reamed after cutting. Piping and cable shall be run in straight lines parallel to building walls and floors. The completed work will be inspected by the Village. The contractor will be required to replace any work considered to be of poor workmanship. Installer(s) performing substandard work will be prohibited from performing work on this contract. The Village shall have the right to reject and prohibit any installer who is the subject of a legitimate complaint, as determined by the Village.

All work under this Section shall be incidental to other pay items on the Schedule of Prices.

12 - INSTALLATION WORKMANSHIP
The Village of Tinley Park, IL Department of Public Works, Water & Sewer will specify, in advance to the Contractor, the areas of the Village in which water meters will be replaced. The location list shall be provided to the contractor and AMR installation shall be completed in 45 days from the date assigned.
The contractor shall inspect each meter setting and seal the meter if necessary. Each meter shall be installed horizontally, two (2) to four (4) feet above the floor with the dial pointing up. Any deviations from this or signs of tampering shall be documented and reported to the Village’s Point of Contact. Additional work will be authorized pending condition of existing meter and corrective actions required to return the meter setting to acceptable standards.

The radio device shall be installed on the outside of the residence or business concerned. The radio device shall be visually and physically accessible, and located approximately where the current touchpad is located. Any unused penetrations through the exterior building skin shall be sealed in a workmanlike manner to prevent moisture from entering the wall cavity.

*All work under this Section 12 shall be incidental to other pay items on the Schedule of Prices.*

**13 - METER AND VALVES**

The size of the meter to be installed shall be pre-determined by the Village of Tinley Park, IL or by the meter size selection presented herein. The old meter shall be clearly labeled with the customer address and the date of exchange. The old meter shall be returned to and stored at the Village’s Public Works Garage for analytical purposes, or, in the likelihood that it may be needed to settle any customer disputes.

Only copper or brass piping materials shall be used to rework service lines. Full port ball valves of the same diameter of the entrance line shall be used. Some existing service lines may consist of Lead tubing or Galvanized piping. The contractor shall transition to copper piping materials before and after the meter setting, prior to connecting to existing plumbing. Any potential corrosion between dissimilar metals shall be away from the actual meter connections and main shut off valve.

The Contractor shall:

1. Determine if the existing valve is operable and located close to the water service entrance point. If the existing valve is not operable, the Contractor shall notify the Village as soon as possible for authorization for extra work necessary to shut off the water.
2. Attach jumper cable outside length of pipe to be cut.
3. Clean existing pipe at the cut location using steel wool or medium/course emery cloth.
4. Cut out proper length of pipe (cuts shall be square). If existing valve is operable, include existing valve in cut section of pipe and install on street side of proposed meter. If existing valve is not operable, replacement shall be provided and installed on the street side of proposed meter.
5. Remove burrs and ream ends if necessary.
7. Attach valve or valves to meter setter body and insert assembly into space between pipes.
8. Slip pack joint assemblies along pipes and screw them tightly onto the body, making metal-to-metal joints.
9. Tighten pack joint nuts and lock pack joints onto pipes with setscrews and clamps.
10. Flush out the pipes to wash out pipe scale and chips.
11. Insert meter into setter and tighten nuts.
12. Remove the jumper cable. Seal meter and attach remote device wire leads.

**Basis of Payment:**
The work covered under this item shall be paid as **METER EXCHANGE** of the size specified. Additional compensation will be allowed to **RE-PLUMB METER COUPLINGS** at the specified unit price at locations where the existing meter setting needs to be repaired or upgraded to allow the meter replacement, for all sizes of meters.

**14 - REMOTE RADIO TRANSMITTER CABLE FROM METER TO RADIO TRANSMITTER**
THE CONTRACTOR SHALL:
Replace to a 3-conductor, color-coded, 22GA wire for meter-radio connection wire to go from the meter to the outside touchpad/radio transmitter in accordance with the manufacturer's specifications.

**Basis of Payment:**
This work shall be paid for at the contract unit price for **Radio Transmitter Cable Installation from Meter to Radio Transmitter**, which shall included the installation of a three strand wire from the water meter to the radio transmitter. Compensation will be allowed to replace inoperable/broken wire at existing meter installation at the contract unit price for, for the length specified in the Schedule of Prices.

**15 - SERVICE CALL**
This work shall require the contractor to provide a meter technician to the Meter Division to service water meters at random locations for appointments established by the Water & Sewer Division. A technician shall be made available within two hours of notice provided by the Village. It is anticipated that at least 12 hours notice would be provided on a normal basis where this provision will be used. The work performed on this Service Call would coincide with the work described in these specifications. An average service call takes one hour for a one-man crew with a total of 8 service calls per day.

**Basis of Payment:**
Each Service Call will be paid at the contract unit price for **SERVICE CALL** in addition to payment for any other work items performed in order to upgrade the meter and install the Automatic Meter Reading system.

**17 - REPROGRAM METER RADIO**
This work shall consist of recalibration of existing meter registers for compatibility with the Village’s new billing and analysis system.

Basis of Payment:
This work shall be paid for at the contract unit price for **REPROGRAM METER RADIO**.

18 - **REPLACE INTERIOR SHUTOFF VALVE**
This work shall consist of the labor and materials to replace the interior water shutoff valve (ball type).

Basis of Payment:
Compensation by the Village will be for labor only and materials. This work shall be paid for at the contract unit price for **REPLACE INTERIOR SHUTOFF VALVE**

19 - **Install Jumper**
This work shall consist of the labor and materials to replace ground strap/wire to maintain a continuous ground from the house. If the Contractor determines that the ground is in need of replacement, or is not there, the Contractor shall install a Grounding Jumper Cable on Water Line with #6 Solid Copper Wire w/ Clamps.

20 - **TESTING**
The Contractor shall:
   a. After installation is complete, open all valves and check for leaks. Correct leaks as necessary.
   b. Run water through the meter and check to make sure meter operates.
   c. Check the radio device operation with test equipment and confirm proper operation by verifying reading on register. Program the Village of Tinley Park, IL’s unique utility code and verify proper operation.

*Testing shall be incidental to other pay items.*

21 - **DAILY / MONTHLY METER INSTALLATION RECORD SHEET**
The Contractor shall complete a daily meter installation record sheet for each installation noting the address, date installed, meter serial number and meter reading pertaining to the old meter and for the new meter, its location, radio device location, electronic register identification number, port assignment, materials of the service line before and after the meter, materials used in the installation and the name of the installer performing the work.

The Contractor shall summarize the daily meter record sheet for each month and submit to the Village in a MS Excel format within two (2) business days of the conclusion of each month.

22 - **PAYMENTS AND COMPLETION**
   A. **Progress Payments**
The Contractor shall track all work completed and invoice the Village monthly in accordance with the Contract Schedule of Prices. All work shall be billed per unit costs based on this Schedule unless prior written approval of extra work is approved by the Village, per a written change order. The items billed shall be listed for each address on the Daily / Monthly Meter Record Sheets. The material and labor unit price can be invoiced only after installation and acceptance by the Village of Tinley Park, IL. The Village will process for payment all progress payment invoices within thirty (30) days of submittal. Payment checks are generally on the Friday following the second Village Council meeting of each month. To ensure timely payment, the Contractor shall submit the invoice within two (2) business days of the end of each month.

B. Payments Withheld

The Village of Tinley Park, IL may decline payment or, because of subsequently discovered evidence or observations, we may nullify the whole or any part of any payment, to such extent as may be necessary in our opinion to protect the Village of Tinley Park, IL from Loss.

24 – REFERENCES
The prospective Bidder shall submit a list of five similar projects of meter installations within the Chicagoland Metropolitan Area. Relevant information to be included in the submittal shall be: Municipality where work was performed, Contact Person, Time when work was done, and number of meters changed/replaced.

25 – CUSTOMER COMPLAINTS
The Village, in the event of a customer calling and communicating a concern/complaint, will communicate to the Contractor the concern/complaint, and the Contractor will be required to take the appropriate remedial action. The Contractor shall inform the Village what remedial actions were taken, so follow up can be performed by the Village.

26 – WARRANTY
There shall be a one year warranty on the labor component of the meter install, starting at the end of the appointment; the standard warranty of any materials installed will be in force for those materials/devices.
Appendix A-Schedule of Unit Prices

Proposing Firm: United Meters, Inc.
The goal of this project is to provide installation of various size water meters and radio transceivers for an Advanced Metering Infrastructure system (AMI) for the Buyer that fully meet the product specifications contained within this document. Responding firms who meet all criteria outlined herein are invited to present a proposal addressing the following scope of work:

One meter and one radio will be installed at one address, however, one of the line items calls for two meters to be installed with one radio; the two meters and one radio referenced deals in residences where there is one meter for the household consumption, as well as one for an irrigation/outside system.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description*</th>
<th>Quantity*</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>L-2</td>
<td>5/8” One Meter &amp; One Radio</td>
<td>As Needed</td>
<td>$110.00</td>
<td>$</td>
</tr>
<tr>
<td>L-3</td>
<td>5/8” Two Meters &amp; One Radio</td>
<td>As Needed</td>
<td>$120.00</td>
<td>$</td>
</tr>
<tr>
<td>L-4</td>
<td>1”</td>
<td>As Needed</td>
<td>$130.00</td>
<td>$</td>
</tr>
<tr>
<td>L-5</td>
<td>1 1/2”</td>
<td>As Needed</td>
<td>$265.00</td>
<td>$</td>
</tr>
<tr>
<td>L-6</td>
<td>2”</td>
<td>As Needed</td>
<td>$270.00</td>
<td>$</td>
</tr>
<tr>
<td>L-7</td>
<td>3”</td>
<td>As Needed</td>
<td>$495.00</td>
<td>$</td>
</tr>
<tr>
<td>L-8</td>
<td>4”</td>
<td>As Needed</td>
<td>$675.00</td>
<td>$</td>
</tr>
<tr>
<td>L-9</td>
<td>6”</td>
<td>As Needed</td>
<td>$1150.00</td>
<td>$</td>
</tr>
<tr>
<td>L-10</td>
<td>Installation/Program Radio</td>
<td>As Needed</td>
<td>$80.00</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description*</th>
<th>Quantity*</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Shut-Off Valve Replacement</td>
<td>As Needed</td>
<td>$160.00</td>
<td>$</td>
</tr>
<tr>
<td>Ground Strap Replacement</td>
<td>As Needed</td>
<td>$35.00</td>
<td>$</td>
</tr>
<tr>
<td>Meter Wire Rewire</td>
<td>As Needed</td>
<td>$45.00</td>
<td>$</td>
</tr>
<tr>
<td>Meter Couplings</td>
<td>As Needed</td>
<td>$150.00</td>
<td>$</td>
</tr>
<tr>
<td>Service Call</td>
<td>As Needed</td>
<td>$135.00</td>
<td>$</td>
</tr>
</tbody>
</table>

*Quantity is an estimation provided by the Village; the final project pricing shall be determined by actual meter numbers at the price per item as listed.
**CERTIFICATE OF LIABILITY INSURANCE**

**DATE (MM/DD/YYYY):** 6/21/2016

**PRODUCER**
Assurance Agency, Ltd.
One Century Centre
1750 E. Golf Road
Schaumburg IL 60173

**INSURED**
United Meters, Inc.
798 Core Road
Morris IL 60450

**CONTACT**
Jennifer Tuazon
PHONE: (847) 463-7274
FAX: (847) 440-9127
EMAIL: address@assuranceagency.com

**INSURER(S) AFFORDING COVERAGE**
- **INSURER A:** Westfield Insurance Company
  - NAIC #: 24112
- **INSURER B:** Technology Ins. Co.
  - NAIC #: 42375

**CERTIFICATE NUMBER:** 113264864

**REVISION NUMBER:**

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**COVERAGES**

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**GENERAL LIABILITY**
- COMMERCIAL GENERAL LIABILITY
  - CLAIMS-MADE
  - OCCUR

**AUTOMOBILE LIABILITY**
- ANY AUTO
  - ALL OWNED AUTOS
  - HIRED AUTOS

**UMBRELLA LIABILITY**
- EXCESS LIABILITY

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**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY**
- ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?
  - Mandatory in NtH

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES**

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**CERTIFICATE HOLDER**
Village of Tinley Park
16250 S. Oak Park Avenue
Tinley Park, IL 60477

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**

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