

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
MAY 4, 2010 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Water Meter Testing and Repair Agreement	Resolution Ordinance ✓ Motion Discussion Only	Nan Newlon, P.E. Director of Public Works

SYNOPSIS

A motion has been prepared authorizing an agreement with M.E. Simpson Co., Inc. of Valparaiso, Indiana for water meter testing and repair in the amount of \$22,410.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan and Goals identifies *Top Quality Village Infrastructure and Facilities*.

FISCAL IMPACT

The FY10 Budget includes \$30,150 in the Water Fund for large water meter testing and repair.

RECOMMENDATION

Approval on the May 4, 2010 consent agenda.

BACKGROUND

The purpose of this contract is to provide for routine maintenance of the Village's water metering system with particular emphasis on large multi-family, commercial and industrial customers. More specifically, this work includes testing and repair (if necessary) of 88 large water meters ranging in size from 3" to 10". In Downers Grove, single-family residential customers account for about 90% of the customer base but consume only 56% of the water sold by the Village. The remaining 10% of multi-family, commercial and industrial customers use the other 44% of the water sold, so the accuracy of meters in this market segment is vital.

The large meter testing and repair program provides many benefits including substantially reducing the loss of revenue through incorrect metering, and making immediate recovery of lost revenue by repairing any meters not functioning properly. This program also helps conserve water resources, monitor potential system operation and maintenance problems, promote proper accounting and ensure a sound and reliable water service for the Village's customers.

Staff developed a Request for Proposals (RFP) seeking services from qualified vendors to provide large water meter testing and repair services for 2010. The RFP was published in accordance with established procurement procedures. One proposal, submitted by M.E. Simpson Co., Inc. in the amount of \$22,410, was submitted by the April due date. Other firms such as Water Services Company and HBK Water Meter Services have submitted proposals in prior years, but there is no clear reason for the lack of responses this year. M.E. Simpson Co., Inc. completed the Village's annual large water meter testing program in 2007 and 2008 and staff has had good experience with this firm.

ATTACHMENTS

Contract Form
 Campaign Disclosure Certificate

IV. PROPOSAL/CONTRACT FORM

*****THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Bid Is To Be Considered For Award

PROPOSER:	
M.E. Simpson Co., Inc.	Date: 4/8/2010
Company Name	johnnyv@mesimpson.com
3406 Enterprise Ave.	Email Address
Street Address of Company	John H. Van Arsdel
Valparaiso, IN 46383	Contact Name (Print)
City, State, Zip	(800) 255-1521
(800) 255-1521	24-Hour Telephone
Business Phone	<i>John H. Van Arsdel</i>
(888) 531-2444	Signature of Officer, Partner or Sole Proprietor
Fax	John H. Van Arsdel, Vice President
	Print Name & Title
ATTEST: If a Corporation	
<i>Pamela S. Hood</i>	
Signature of Corporation Secretary	

VILLAGE OF DOWNERS GROVE:

 Authorized Signature

 Title

 Date

ATTEST:

 Signature of Village Clerk

 Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within 90 calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

CAMPAIGN DISCLOSURE CERTIFICATE

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate, attached hereto.

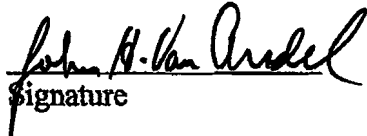
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

Bidder/vendor has not contributed to any elected Village position within the last five (5) years.


Signature

John H. Van Arsdel
Print Name

Bidder/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name

April 7, 2010

Ms. Theresa H. Tarka
Purchasing Assistant
Village of Downers Grove
801 Burlington Avenue
Downers Grove, Illinois 60515

Dear Ms. Tarka,

M.E. Simpson Co., Inc. is pleased to present our response for the request to bid on the Request for Proposal, RFP-0-19-2010/TT, "**Water Meter Testing and Repair**" for the **Village of Downers Grove, Illinois.**

M.E. Simpson Co., Inc. is a **Technical Service Company** performing services designed to aid a utility in improving accountability, increasing revenues, heightening your distribution system performance and optimizing your distribution system data, records and mapping programs. As a part of our services we also manufacture the Polcon® flow and pressure monitoring equipment. Our wastewater services provide improvement to collection systems through flow monitoring, smoke testing, and manhole inspections.

This **Proposal** is being submitted as follows:

- ◆ **Required Documents**
- ◆ **Firm History**
- ◆ **Related Project Experience, References**
- ◆ **Employee Qualifications, Project Staffing**
- ◆ **Project Understanding and Approach**
- ◆ **Scope of Services, Proposed Schedule**
- ◆ **Proposal Fee**
- ◆ **Meter Report Examples**

We thank you for your consideration and this opportunity to acquaint you with our Water Meter Testing and Repair services and offer this proposal. If there are any inquiries regarding this proposal, please do not hesitate to contact us. We look forward to hearing from you soon.

Sincerely yours,

John H. Van Arsdel

John H. Van Arsdel
Vice President
JHV/jph

1	Required Documents
2	Firm History
3	Related Project Experience, References
4	Employee Qualifications, Project Staffing
5	Project Understanding and Approach
6	Scope of Services, Proposed Schedule
7	Proposal Fee
8	Meter Report Examples



REQUEST FOR PROPOSAL

Name of Proposing Company: _____

Project Name: Water Meter Testing and Repair
Proposal No.: RFP-0-19-2010/TT
Proposal Due: April 8, 2010, 2:00 p.m.
Pre-Proposal Conference: None

Required of All Proposers:

Deposit: No
Letter of Capability of Acquiring Performance Bond: No

Required of Awarded Contractor:

Performance Bond/Letter of Credit: No
Certificate of Insurance: Yes

Legal Advertisement Published: March 23, 2010
Date Issued: March 23, 2010
This document consists of 31 pages.

Return original and two duplicate copies of proposal in a sealed envelope marked with the Proposal Number as noted above to:

THERESA H. TARKA
PURCHASING ASSISTANT
VILLAGE OF DOWNERS GROVE
801 BURLINGTON AVENUE
DOWNERS GROVE, IL 60515
PHONE: 630/434-5530
FAX: 630/434-5571
www.downers.us

Village of Downers Grove

The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 5:00 P.M. at the Village Hall, 801 Burlington Avenue, Downers Grove, IL 60515.

SPECIFICATIONS MUST BE MET AT THE TIME THE PROPOSAL IS DUE.

The Village Council reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

The documents constituting component parts of this contract are the following:

- I. REQUEST FOR PROPOSALS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. PROPOSAL/CONTRACT FORM

DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT. Proposers MUST submit an original, and 2 additional paper copies of the total proposal. Upon formal award of the proposal, the successful Proposer will receive a copy of the executed contract.

I. REQUEST FOR PROPOSALS

1. GENERAL

- 1.1 Notice is hereby given that Village of Downers Grove will receive sealed proposals up to **April 8, 2010, 2:00 p.m.**
- 1.2 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.3 Proposal forms shall be sent to the Village of Downers Grove, ATTN: Theresa Tarka, in a sealed envelope marked "SEALED PROPOSAL". The envelope shall be marked with the name of the project, date, and time set for receipt of proposals.
- 1.4 All proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting proposal. Telephone, email and fax proposals will not be accepted.
- 1.5 By submitting this proposal, the proposer certifies under penalty of perjury that they have not acted in collusion with any other proposer or potential Proposer.

2. PREPARATION OF PROPOSAL

- 2.1 It is the responsibility of the proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services.
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to our proposer's of record.
- 2.3 In case of error in the extension of prices in the proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any proposal including any proposer's travel or personal expenses shall be the sole responsibility of the proposer and will not be reimbursed by the Village.
- 2.5 The proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions necessarily involved in the work to be done and materials to be furnished in accordance

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with the requirements of the Contract Documents considered severally and collectively.

3. PRE- PROPOSAL CONFERENCE

3.1 A pre-proposal conference may be offered to provide additional information, inspection or review of current facilities or equipment, and to provide an open forum for questions from proposers. This pre-proposal conference is not mandatory (unless stated "Required" on the cover of this document), but attendance by proposers is strongly advised as this will be the last opportunity to ask questions concerning the proposal.

3.2 For those unable to attend the meeting, questions may be posed in writing to the Village (faxed and emailed questions are acceptable), but must be received by the Village prior to the scheduled time for the pre-proposal conference. Questions received will be considered at the conference. An addendum may be issued as a result of the pre-proposal conference. Such an addendum is subject to the provisions for issuance of an addendum as set forth in the section titled "Addenda".

4. MODIFICATION OR WITHDRAWAL OF PROPOSALS

4.1 A Proposal that is in the possession of the Village may be altered by a letter bearing the signature or name of person authorized for submitting a proposal, provided that it is received prior to the time and date set for the bid opening. Telephone, email or verbal alterations of a proposal will not be accepted.

4.2 A Proposal that is in the possession of the Village may be withdrawn by the proposer, up to the time set for the proposal opening, by a letter bearing the signature or name of person authorized for submitting proposals. Proposals may not be withdrawn after the proposal opening and shall remain valid for a period of ninety (90) days from the date set for the proposal opening, unless otherwise specified.

5. SECURITY FOR PERFORMANCE

5.1 The awarded contractor, within thirteen (13) calendar days after acceptance of the proposer's proposal by the Village, shall furnish security for performance acceptable to the Village when required under the documents. Such security shall be either a satisfactory performance bond (bonding company must be licensed to do business in Illinois) or a letter of credit on the form provided by the Village and available from the Village's Purchasing Manager. Any bond shall include a provision as will guarantee faithful performance of the Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq. **NOTE: As evidence of capability to provide such security for performance, each proposer shall submit with the proposal either a letter executed by its surety company indicating the proposer's performance bonding capability, or a letter from a bank or savings and loan within twenty-five miles of the corporate boundaries of the Village indicating its willingness and intent to provide a letter of credit for the proposer.**

6. DELIVERY

6.1 All proposal prices are to be quoted, delivered F.O.B. Village of Downers Grove, 801

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Burlington, Downers Grove, IL 60515.

7. TAX EXEMPTION

7.1 The Village is exempt from Illinois sales or use tax for direct purchases of materials and supplies. A copy of the Illinois Sales Tax Exemption Form will be issued upon request. Our federal identification will also be provided to selected vendor.

8. RESERVED RIGHTS

8.1 The Village of Downers Grove reserves the exclusive right to waive sections, technicalities, irregularities and informalities and to accept or reject any and all proposals and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of proposal will not be waived.

II. TERMS AND CONDITIONS

9. VILLAGE ORDINANCES

9.1 The successful proposer will strictly comply with all ordinances of the Village of Downers Grove and laws of the State of Illinois.

10. USE OF VILLAGE'S NAME

10.1 The proposer is specifically denied the right of using in any form or medium the name of the Village for public advertising unless express permission is granted by the Village.

11. SPECIAL HANDLING

11.1 Prior to delivery of any product which is caustic, corrosive, flammable or dangerous to handle, the Proposer will provide written directions as to methods of handling such products, as well as the antidote or neutralizing material required for its first aid before delivery. Proposer shall also notify the Village and provide material safety data sheets for all substances used in connection with this contract which are defined as toxic under the Illinois Toxic Substances Disclosure to Employees Act.

12. INDEMNITY AND HOLD HARMLESS AGREEMENT

12.1 To the fullest extent permitted by law, the Proposer shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Proposer, its employees, or its subcontractors, and the Proposer, its employees, or its subcontractors, and the Proposer shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village in any such action, the Proposer shall, at its own expense, satisfy and discharge the same. This Agreement shall not be construed as requiring the Proposer to indemnify the Village for its own negligence. The Proposer shall indemnify, keep and save harmless the Village only where a loss was caused by the negligent, willful or reckless acts or omissions of the Proposer, its employees, or its Subcontractors.

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13. NONDISCRIMINATION

13.1 Proposer shall, as a party to a public contract:

- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- (b) By submission of this proposal, the Proposer certifies that he is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11246 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this proposal.

13.2 It is unlawful to discriminate on the basis of race, color, sex, national origin, ancestry, age, marital status, physical or mental handicap or unfavorable discharge for military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Secs. 2000 et seq., The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 et. seq., and The Americans With Disabilities Act, 42 U.S.C. Secs. 12101 et. seq.

14. SEXUAL HARASSMENT POLICY

14.1 The proposer, as a party to a public contract, shall have a written sexual harassment policy that:

- 14.1.1 Notes the illegality of sexual harassment;
- 14.1.2 Sets forth the State law definition of sexual harassment;
- 14.1.3 Describes sexual harassment utilizing examples;
- 14.1.4 Describes the Proposer's internal complaint process including penalties;
- 14.1.5 Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities; and
- 14.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

15. EQUAL EMPLOYMENT OPPORTUNITY

15.1 In the event of the Proposer's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Proposer may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the Proposer agrees as follows:

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- 15.1.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- 15.1.2 That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 15.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military services.
- 15.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- 15.1.5 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 15.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 15.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such

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subcontractor. In the same manner as with other provisions of this contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivision or municipal corporations.

16. DRUG FREE WORK PLACE

Proposer, as a party to a public contract, certifies and agrees that it will provide a drug free workplace by:

- 16.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 16.2 Establishing a drug free awareness program to inform employee's about: (1) the dangers of drug abuse in the workplace; (2) the Village's or proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.
- 16.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- 16.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction from an employee or otherwise receiving actual notice of such conviction.
- 16.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
- 16.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

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16.7 Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug Free Workplace Act.

17. SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT

17.1 In the event this is a public works project as defined under the Prevailing Wage Act, 820 ILCS 130/2, Proposer agrees to comply with the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 *et seq*, and further agrees that all of its subcontractors shall comply with such Act. As required by the Act, Proposer agrees that it will file with the Village prior to commencing work its written substance abuse prevention program and/or that of its subcontractor(s) which meet or exceed the requirements of the Act.

18. PREVAILING WAGE ACT

18.1 Proposer agrees to comply with the Illinois Prevailing Wage Act, 820 ILCS 130/1 *et seq.*, for all work completed under this contract. Proposer agrees to pay the prevailing wage and require that all of its subcontractors pay prevailing wage to any laborers, workers or mechanics who perform work pursuant to this contract or related subcontract. For applicable rates, go to the State of Illinois – Department of Labor website and use the most current DuPage County rate.

18.2 Proposer and each subcontractor shall keep or cause to be kept an accurate record of names, occupations and actual wages paid to each laborer, workman and mechanic employed by the Proposer in connection with the contract. This record shall be open to inspection at all reasonable hours by any representative of the Village or the Illinois Department of labor and must be preserved for four (4) years following completion of the contract.

18.3 In the event this is a contract for a public works project, as defined in 820 ILCS 130/2, Proposer agrees to post at the job site in an easily accessible place, the prevailing wages for each craft or type of worker or mechanic needed to execute the contract or work to be performed.

18.4 In the event this is a public works project as defined under the Prevailing Wage Act, 820 ILCS 130/2, any and all contractors and subcontractors must submit certified payroll records to the Village on a monthly basis. **WITHOUT THIS PAPERWORK, NO INVOICE SHALL BE PAID BY THE VILLAGE.** Contractors and subcontractors must also submit a statement affirming that the records are true and accurate, that the wages paid to each worker are not less than the prevailing rate, and that the contractor and subcontractor are aware that filing false records is a Class B misdemeanor. The records must include the name, address, telephone number, social security number, job classification, hours of work, hourly rate, and start and end time of work each day for every worker employed on the public work. The Village reserves the right to check the pay stubs of the workers on the job. The Village further cautions that payment for any services rendered pursuant to this contract may be predicated upon receipt of said records.

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18.5 In the event that this is a construction project where Motor Fuel tax monies or state grant monies are used in the construction, maintenance and extension of municipal streets, traffic control signals, street lighting systems, storm sewers, pedestrian subways or overhead crossings, sidewalks and off-street parking facilities, and the like, the Village will require an Apprenticeship and Training Certification, attached after the Proposer's Certification.

18.6 Any bond furnished as security for performance shall include a provision as will guarantee faithful performance of the Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq.

19. **PATRIOT ACT COMPLIANCE**

The Proposer represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Proposer further represents and warrants to the Village that the Proposer and its principals, shareholders, members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

20. **INSURANCE REQUIREMENTS**

20.1 Prior to starting the work, Contractor and any Subcontractors shall procure, maintain and pay for such insurance as will protect against claims for bodily injury of death, or for damage to property, including loss of use, which may arise out of operations by the Contractor or Subcontractor or any Sub-Sub Contractor or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall not be less than the greater of coverages and limits of liability specified below or any coverages and limits of liability specified in the Contract Documents or coverages and limits required by law unless otherwise agreed to by the Village.

Workers Compensation	\$500,000	Statutory
Employers Liability	\$1,000,000	Each Accident
	\$1,000,000	Disease Policy Limit
	\$1,000,000	Disease Each Employee
Comprehensive General Liability	\$2,000,000	Each Occurrence

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	\$2,000,000	Aggregate (Applicable on a Per Project Basis)
Commercial Automobile Liability	\$1,000,000	Each Accident
Professional Errors & Omissions (pursuant to section .9 below)	\$2,000,000 \$2,000,000	Each Claim Annual Aggregate
Umbrella Liability	\$ 5,000,000	

- 20.2 Commercial General Liability Insurance required under this paragraph shall be written on an occurrence form and shall include coverage for Products/Completed Operations, Personal Injury with Employment Exclusion (if any) deleted, Blanket XCU and Blanket Contractual Liability insurance applicable to defense and indemnity obligations and other contractual indemnity assumed under the Contract Documents. The limit must be on a "Per Project Basis"
- 20.3 Comprehensive Automobile Liability Insurance required under this paragraph shall include coverage for all owned, hired and non-owned automobiles.
- 20.4 Workers Compensation coverage shall include a waiver of subrogation against the Village.
- 20.5 Comprehensive General Liability, Employers Liability and Commercial Automobile Liability Insurance may be arranged under single policies for full minimum limits required, or by a combination of underlying policies with the balance provided by Umbrella and/or Excess Liability policies.
- 20.6 Contractor and all Subcontractors shall have their respective Comprehensive General Liability (including products/completed operations coverage), Employers Liability, Commercial Automobile Liability, and Umbrella/Excess Liability policies endorsed to add the "Village of Downers Grove, officers, officials, employees and volunteers" as "additional insureds" with respect to liability arising out of operations performed; claims for bodily injury or death brought against Village by any Contractor or Subcontractor employees, or the employees of Subcontractor's subcontractors of any tier, however caused, related to the performance of operations under the Contract Documents. Such insurance afforded to the Village shall be endorsed to provide that the insurance provided under each policy shall be *Primary and Non-Contributory*.
- 20.7 Contractor and all Subcontractors shall maintain in effect all insurance coverages required by the Contract Documents at their sole expense and with insurance carriers licensed to do business in the State of Illinois and having a current A. M. Best rating of no less than

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A- VIII. In the event that the Contractor or any Subcontractor fails to procure or maintain any insured required by the Contract Documents, the Village may, at its option, purchase such coverage and deduct the cost thereof from any monies due to the Contractor or Subcontractor, or withhold funds in an amount sufficient to protect the Village, or terminate this Agreement pursuant to its terms.

- 20.8** All insurance policies shall contain a provision that coverages and limits afforded hereunder shall not be canceled, materially changed, non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the Village. Renewal certificates shall be provided to the Village not less than five (5) prior to the expiration date of any of the required policies. All Certificates of Insurance shall be in a form acceptable to Village and shall provide satisfactory evidence of compliance with all insurance requirements. The Village shall not be obligated to review such certificates or other evidence of insurance, or to advise Contractor or Subcontractor of any deficiencies in such documents, and receipt thereof shall not relieve the Contractor or Subcontractor from, nor be deemed a waiver the right to enforce the terms of the obligations hereunder. The Village shall have the right to examine any policy required and evidenced on the Certificate of Insurance.
- 20.9** Only in the event that the Work under the Contract Documents includes design, consultation, or any other professional services, Contractor or the Subcontractor shall procure, maintain, and pay for Professional Errors and Omissions insurance with limits of not less than \$2,000,000 per claim and \$2,000,000 annual aggregate. If such insurance is written on a claim made basis, the retrospective date shall be prior to the start of the Work under the Contract Documents. Contractor and all Subcontractors agree to maintain such coverage for three (3) years after final acceptance of the Project by the Village or such longer period as the Contract Documents may require. Renewal policies during this period shall maintain the same retroactive date.
- 20.10** Any deductibles or self-insured retentions shall be the sole responsibility of the Insured. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village, its officers, officials, employees and volunteers; or the Proposer shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- 21. COPYRIGHT/PATENT INFRINGEMENT**
- 21.1** The Proposer agrees to indemnify, defend, and hold harmless the Village against any suit, claim, or proceeding brought against the Village for alleged use of any equipment, systems, or services provided by the Proposer that constitutes a misuse of any proprietary or trade secret information or an infringement of any patent or copyright.
- 22. COMPLIANCE WITH OSHA STANDARDS**
- 22.1** Equipment supplied to the Village must comply with all requirements and standards as specified by the Occupational Safety and Health Act. All guards and protectors as well as appropriate markings will be in place before delivery. Items not meeting any OSHA

Village of Downers Grove

specifications will be refused.

23. CERCLA INDEMNIFICATION

- 23.1 In the event this is a contract that has environment aspects, the Awarded Proposer shall, to the maximum extent permitted by law, indemnify, defend, and hold harmless the Village, its officers, employees, agents, and attorneys from and against any and all liability, including without limitation, costs of response, removal, remediation, investigation, property damage, personal injury, damage to natural resources, health assessments, health settlements, attorneys' fees, and other related transaction costs arising under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, 42 U.S.C.A. Sec. 9601, et seq., as amended, and all other applicable statutes, regulations, ordinances, and under common law for any release or threatened release of the waste material collected by the Awarded Proposer, both before and after its disposal.

24. BUY AMERICA

- 24.1 The Contractor agrees to comply with 49 U.S.C.5323(j), the Federal Transportation Administration's (FTA) Buy America regulations at 49 C.F.R. Part 661, and any amendments thereto, and any implementing guidance issued by the FTA, with respect to this contract, when financed by Federal funds (through a grant agreement or cooperative agreement).

- 1.2 As a condition of responsiveness, the Contractor agrees to submit with its Bid submission, an executed Buy America Certificate, attached hereto.

25. CAMPAIGN DISCLOSURE

- 25.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate, attached hereto.
- 25.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.
- 25.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.
- 25.4 By signing the bid documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

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26. SUBLETTING OF CONTRACT

- 26.1 No contract awarded by the Village shall be assigned or any part sub-contracted without the written consent of the Village Manager. In no case shall such consent relieve the Awarded Proposer from their obligation or change the terms of the contract.

27. TERM OF CONTRACT

- 27.1 This contract may be extended no more than twice for subsequent annual periods (two annual extensions) by mutual agreement of both parties, providing such agreement complies with Village purchasing policies and the availability of funds. However, if this contract is not one that is subject to extension, such information will be available in the detailed specifications or special conditions section, supra.

28. TERMINATION OF CONTRACT

- 28.1 The Village reserves the right to terminate the whole or any part of this contract, upon written notice to the Awarded Proposer, for any reason and/or in the event that sufficient funds to complete the contract are not appropriated by the Village.

- 28.2 The Village further reserves the right to terminate the whole or any part of this contract, upon ten (10) days' written notice to the Awarded Proposer, in the event of default by the Awarded Proposer. Default is defined as failure of the Awarded Proposer to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event that the Awarded Proposer fails to cure the default upon notice, and the Village declares default and termination, the Village may procure, upon such terms and in such manner as the Village may deem appropriate, supplies or services similar to those so terminated. The Awarded Proposer shall be liable for any excess costs for such similar supplies or services unless acceptable evidence is submitted to the Village that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Awarded Proposer. Any such excess costs incurred by the Village may be set-off against any monies due and owing by the Village to the Awarded Proposer.

29. BILLING & PAYMENT PROCEDURES

- 29.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.
- 29.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer requesting payment as soon as

Village of Downers Grove

possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.

29.3 If this contract is for work defined as a "fixed public work" project under the Illinois Prevailing Wage Act, 820 ILCS 130/2, any contractor or subcontractor is required to submit certified payroll records along with the invoice. No invoice shall be paid without said records.

29.4 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 801 Burlington, Downers Grove, IL 60515.

30. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

30.1 The relationship between the Village and the Proposer is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

31. STANDARD OF CARE

31.1. Services performed by Proposer under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinions, and documents or otherwise.

31.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.

31.3 For Professional Service Agreements (i.e. Engineer, Consultant): Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) construction means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contractor(s)' failure to perform its work in accordance with contract documents.

32. GOVERNING LAW

32.1 This Agreement will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of laws provisions. Venue is proper only in the County of DuPage and the Northern District of Illinois.

33. SUCCESSORS AND ASSIGNS

33.1 The terms of this Agreement will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will

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assign this Agreement in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected sub Proposers.

34. WAIVER OF CONTRACT BREACH

34.1 The waiver by one party of any breach of this Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Agreement and will not be construed to be a waiver of any provision except for the particular instance.

35. AMENDMENT

35.1 This Agreement will not be subject to amendment unless made in writing and signed by all parties.

36. CHANGE ORDERS

36.1 The contract price is a "not-to-exceed" cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, any change, addition or price increase must be agreed to in writing by all parties. The appropriate authorizing signature for the Village is the Village Manager.

36.2 Change orders for public works projects which authorize an increase in the contract price that is 50% or more of the original subcontract price or that authorize or necessitate any increase in the price of a subcontract under the contract that is 50% or more of the original subcontract price must be resubmitted for bidding in the same manner by which the original contract was bid. (50 ILCS 525/1)

37. SEVERABILITY OF INVALID PROVISIONS

37.1 If any provisions of this Agreement are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Agreement, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

38. NOTICE

38.1 Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to the Village as follows:

Village Manager
Village of Downers Grove
801 Burlington Ave.
Downers Grove, IL 60515

And to the Proposer as designated in the Contract Form.

39. EMPLOYMENT OF ILLINOIS WORKERS

In the event this is a public works project as defined under the Prevailing Wage Act, 820 ILCS 130/2 Contractor and any of its subcontractors shall comply with the provisions of the Employment of Illinois Workers on Public Works Act. 30 ILCS 570/0.01.

40. COOPERATION WITH FOIA COMPLIANCE

Contractor acknowledges that the Freedom of Information Act may apply to public records in possession of the Contractor or a subcontractor. Contractor and all of its subcontractors shall cooperate with the Village in its efforts to comply with the Freedom of Information Act. 5 ILCS 140/1 et.seq.

III. DETAILED SPECIFICATIONS

WATER METER TESTING AND REPAIR

Intent: The intent of this Request for Proposal (RFP) is to solicit proposals from reputable contractors who are capable of providing specified (3" and above) water meter testing and repair services within the Village of Downers Grove (hereafter Village). This RFP is open to all contractors within a 75 mile radius of the Village's corporate limits.

Introduction: The Village of Downers Grove has a water meter testing program budgeted for the fiscal year 2010. There are no existing bypasses for any of the meters to be tested. With the exception of the 10" meter, all meters are located within occupied facilities. The Contractor shall expect a heavy customer service element to gain access to the buildings to perform the meter testing. The Contractor shall be responsible for scheduling testing appointments and shall compose a letter that the Village can submit to water customers informing them on the procedures and benefits of the testing program.

Scope of Work: The work to be done under these specifications includes furnishing of all labor, material, transportation, tools, and supplies necessary to test meters selected by the Village in the water distribution system. The Contractor shall be required to provide such skilled and trained personnel and equipment necessary to complete the work herein specified. **The Contractor shall have a minimum of two (2) persons per team working on meter testing at all times.**

- Assess all meters listed in the test group. Determine if meter can be tested in place, if not, make recommendations to the Village to correct setting so meter can be tested in place. This may include sketches, drawings, etc., of site turned in to the Village so improvements can be made.
- Schedule the meter test with the water customer during normal working hours. Exceptions to testing times will be made on a case-by-case basis, at no additional compensation to the Contractor, depending on the severity of loss of water service due to the testing procedure.
- Meters will be tested and repaired to bring them within accepted accuracy limits.

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- Certain meters may require removal from the setting to be tested off-site due to current plumbing configurations. Efforts shall be made to keep the service disruption to a minimum.
- If a loss of water service for a short period of time cannot be tolerated by the water customer, recommendations shall be made to the Village to correct the meter setting to include a bypass around the meter so service disruption will not occur during testing.
- The Contractor shall document all meter testing results and repairs. Meters that require extensive repairs or if the meter is obsolete, will be brought to the attention of the Water Division Manager so a potential meter change-out can be analyzed by the Village.
- The Contractor shall report daily to the Water Division Manager and go over the progress of the previous day, as well as cover what meters will be tested the current day.
- It may be necessary to conduct parts of the meter testing program during off-hours such as at night. This may be required in buildings that have a high daily usage but is closed at night. The Contractor shall provide a 24-hour notice of intent to test meters that may require after hours or nighttime work. This is so the Village can plan for the area to be accessed and provide notification to other appropriate Village departments as to the activity that will take place.

The Village anticipates awarding the contract in May 2010.

Operation Standards: All large meter testing operations will be done following the standards outlined below:

- Meter testing will be performed on-site at the meter setting. The meter will be analyzed as to the meter setting to determine if the meter can be tested in place without removal, and without undue inconvenience to the water customer. During the test, proper meter application and sizing shall be done to assure the Village the correct meter is in place and the setting is correct for the application.
- Meters that are found to be stopped, broken or inaccurate shall be repaired by the Contractor and calibrated back to American Water Works Association (AWWA) standards.
- The Contractor shall conduct all test scheduling and two (2) person teams shall be used to perform the work.
- All compound meters shall be tested at six (6) flow rates, concentrating on the change over rate which is the most critical flow rate in a compound water meter.
- All meters shall be tested and repaired, as required, in place and all repair work shall be covered by a 6-month warranty.
- All accidents occurring on the job which damage public or private property, or result in

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injuries to workers or other persons, or damage to utilities shall be promptly reported to the Village's Police Department at 630-434-5600, and to the Public Works Department at 630-434-5460.

Equipment and Testing Methods: The following equipment shall be used for meter testing work during the project. All material listed will be on the job site at all times.

- Test meters with electronic registers, certified accurate by volumetric testing.
- All tools needed to perform testing on-site. (Hand tools, pipe wrenches, etc.)
- Proper lengths of 2 ½" fire hose for conducting the testing on-site.
- All necessary EPA and OSHA safety equipment including, but not limited to, confined space entry tripod, winch, fall protection and gas detector.

Testing shall be done by comparative methods using a certified test meter to test the meter within its normal operating range or by volumetric methods per AWWA M-6 Manual. The comparative test meters shall record total volume and current velocity for each of the 3 to 6 tests conducted. The test meters shall have electronic registers that are automatically reset to zero after each test. These comparative test meter units shall themselves be tested and certified accurate at least once each year.

The Contractor shall provide certificates of accuracy upon demand by the Village for each of the test meters employed.

Deliverables: The Contractor shall provide the following reports, documentation and communications to the Village as part of this contract:

- The Contractor shall meet daily with assigned Village personnel to go over progress for the prior workday and plan current day meters to test.
- Document all meter testing, date of testing, and all data required by the Village to analyze the meter inaccuracies. These will be reported daily to assigned Village personnel.
- Maintain a progression list of the project indicating meters tested and to be tested, contact names, phone numbers, etc.
- Prepare the final report at the completion of the project which will include gathering and entering all field data into a meter database and documenting the accuracy of each meter prior to repair. Meters shall be categorized by size and type. The report shall also include all individual meter reports with the test results and repair comments, total number of meters tested, passed and failed meters, as well as an estimate of the revenue recovered by the testing program and other problems found in the system during the course of the program that need the attention of the Village. **This report shall be made available for submission to the Village within 14 days after completion of the fieldwork.**

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Village Support: In support of this contract, the Village will supply the following items:

- All maps, atlases and records necessary to properly conduct the testing program.
- Customer records such as consumption history, phone numbers for appointments, or any additional information that would make the testing of a meter at a location easier to perform. This information shall be considered confidential by the Contractor and shall not be shared with anyone outside of the Village without the Village's express, written consent.
- The Village will assist as necessary to get customer cooperation for the testing program.
- The Village will also make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful in attempting to locate particularly hard-to-find meters and for general information about the water system. **This person will not need to assist the Contractor on a full time basis.**
- The Village will assist, if needed, to help gain entry into sites that may be difficult to get into due to security issues or other concerns.

Contractor Qualifications: All proposers will be required to demonstrate their qualifications by submitting the following information with their proposal:

- List of at least five (5) water system references where similar work has been done in the past two (2) years, with contact names and phone numbers;
- Meter analysis – explain how the test work is done and at what flow ranges;
- List all assistance and work that is required to be done by Village personnel;
- List your company's guarantee on all work performed;
- Explain how the testing equipment is certified accurate;
- List the conditions under which meters will be repaired and what test(s) will be made following repairs.

Vendor Selection: A technical review committee will evaluate the proposals. Final selection will be based on the evaluation of proposals unless it is deemed necessary by the committee to conduct interviews. The firm determined best qualified to perform this project will be recommended to the Village Council for contract award. The Village of Downers Grove reserves the right to reject any and all proposals for any reason deemed appropriate by the Village.

The Village may conduct negotiations with the top vendor(s) if required to determine the acceptability of the proposal in regards to specifications, terms and conditions and cost; therefore, the proposal(s) submitted should contain the vendor's most favorable terms and conditions as well as cost with detailed specifications as proposed, since the selection and award may be made without discussion.

The Village will select the highest rated, fully qualified and best suited vendor to continue forward the project. Should the first selected vendor be unable to fulfill the terms of the contract,

Village of Downers Grove

the Village reserves the right to enter into a contract with the 2nd selected vendor. If the Village does not find that any vendor meets the needs and requirements, the Village is not obligated to enter into agreement for water meter testing and repair services.

General Notes: Proposers must completely familiarize themselves with the specifications in this document. The contractor shall furnish all equipment and manpower necessary to handle the water meter testing services in a timely and safe manner, at the prices as stated on the *Proposal/Contract Form*.

The contractor will be responsible for any work that is not acceptable to the Village, and will be responsible for the correction of the condition within two (2) working days of notification, at no additional cost to the Village.

Right to Change Scope of Work: Due to budget constraints, the Village reserves the right to add or delete from the contract as required. No adjustments in contract unit prices or additional compensation will be made for alteration in the quantities or services from the contract. The quantities listed are estimates only and may be altered.

Safety: The contractor shall exercise every precaution at all times for the protection of persons and properties. The safety provisions of all applicable laws and ordinances shall be strictly observed. The contractor shall abide by all EPA and OSHA safety standards and regulations. **The Village is not responsible for site safety. The Proposer is solely and exclusively responsible for construction means, methods, technologies and site safety.**

The contractor upon his receipt of instructions from the Contract Administrator, to discontinue such practice shall, immediately discontinue any practice obviously hazardous in the opinion of the Contract Administrator. The contractor at all times during the life of this contract shall observe and abide by all Federal, state and local laws which in any way affect the conduct of the work and with all decrees and orders of courts of competent jurisdiction.

Questions: All questions concerning the proposal shall be submitted in writing at least five working days prior to the proposal due date via fax or email to the attention of Theresa Tarka, (630) 434-5571 or ttarka@downers.us. A written response in the form of an addendum will be issued.

IV. PROPOSAL/CONTRACT FORM (Continued)

WATER METER TESTING AND REPAIR

Contract period: Award Date through December 31, 2010

80% Test Only			
Item	Est. Quantity	Cost Per Meter (Test Only)	Test Only Cost (Number of Meters x Cost per Meter)
3" Compound Style Meters	35	\$ 215.00	\$ 7,525.00
4" Compound Style Meters	27	\$ 215.00	\$ 5,805.00
6" Compound Style Meters	6	\$ 215.00	\$ 1,290.00
10" Compound Style Meters	2	\$ 340.00	\$ 680.00
Sub-Total #1			\$ 15,300.00

20% Test/Repair/Post Test			
Item	Est. Quantity	Cost Per Meter (Test/Repair/Post Test)	Test/Repair/Post Test Cost (Number of Meters x Cost per Meter)
3" Compound Style Meters	9	\$ 395.00	\$ 3,555.00
4" Compound Style Meters	7	\$ 395.00	\$ 2,765.00
6" Compound Style Meters	2	\$ 395.00	\$ 790.00
Sub-Total #2			\$ 7,110.00

TOTAL	
Sub-Total #1 (From Above)	\$ 15,300.00
Sub-Total #2 (From Above)	\$ 7,110.00
TOTAL (Add Sub-Total #1 and #2)	\$ 24,410.00

Hourly Meter Repair Charge – Normal business hours	\$ Included
Hourly Meter Repair Charge – Evening and weekend hours	\$ Included
Hourly Meter Repair Charge – Holiday hours	\$ Included
Percentage of mark-up over wholesale cost for repair parts	20 %

IV. PROPOSAL/CONTRACT FORM

*****THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Bid Is To Be Considered For Award

PROPOSER:	
<u>M.E. Simpson Co., Inc.</u> Company Name	<u>Date: 4/8/2010</u>
<u>3406 Enterprise Ave.</u> Street Address of Company	<u>johnnyv@mesimpson.com</u> Email Address
<u>Valparaiso, IN 46383</u> City, State, Zip	<u>John H. Van Arsdel</u> Contact Name (Print)
<u>(800) 255-1521</u> Business Phone	<u>(800) 255-1521</u> 24-Hour Telephone
<u>(888) 531-2444</u> Fax	<u><i>John H. Van Arsdel</i></u> Signature of Officer, Partner or Sole Proprietor
	<u>John H. Van Arsdel, Vice President</u> Print Name & Title
ATTEST: If a Corporation	
<u><i>Pamela S. Hood</i></u> Signature of Corporation Secretary	

VILLAGE OF DOWNERS GROVE:

Authorized Signature

Title

Date

ATTEST:

Signature of Village Clerk

Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within 90 calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

Village of Downers Grove



VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

BUSINESS (PLEASE PRINT OR TYPE):

NAME: M.E. Simpson Co., Inc.

ADDRESS: 3406 Enterprise Avenue

CITY: Valparaiso

STATE: Indiana

ZIP: 46383

PHONE: (800) 255-1521 FAX: (888) 531-2444

TAX ID #(TIN): 35-1474720

(If you are supplying a social security number, please give your full name)

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

TYPE OF ENTITY (CIRCLE ONE):

- Individual Limited Liability Company -Individual/Sole Proprietor
- Sole Proprietor Limited Liability Company-Partnership
- Partnership Limited Liability Company-Corporation
- Medical Corporation
- Charitable/Nonprofit Government Agency

SIGNATURE: *John H Van Arsdale*

DATE: 4/8/2010

Village of Downers Grove

PROPOSER'S CERTIFICATION (page 1 of 3)

With regard to RFP-0-19-2010/TT, proposer M.E. Simpson Co., Inc. hereby certifies
(Name of Project) (Name of Proposer)

the following:

1. Proposer is not barred from bidding this contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS §12-105(A)(4);
3. Proposer certifies that not less than the prevailing rate of wages as determined by the Village of Downers Grove, DuPage County or the Illinois Department of Labor shall be paid to all laborers, workers and mechanics performing work for the Village of Downers Grove. All bonds shall include a provision as will guarantee the faithful performance of such prevailing wage clause. Proposer agrees to comply with the Illinois Prevailing Wage Act, 820 ILCS 130/1 *et seq.*, for all work completed. Proposer agrees to pay the prevailing wage and require that all of its subcontractors pay prevailing wage to any laborers, workers or mechanics who perform work pursuant to this contract or related subcontract. Proposer and each subcontractor shall keep or cause to be kept an accurate record of names, occupations and actual wages paid to each laborer, workman and mechanic employed by the Proposer in connection with the contract. This record shall be sent to the Village on a monthly basis along with the invoice and shall be open to inspection at all reasonable hours by any representative of the Village or the Illinois Department of Labor and must be preserved for four (4) years following completion of the contract. Proposer certifies that proposer and any subcontractors working on the project are aware that filing false payroll records is a class B misdemeanor and that the monetary penalties for violations are to be paid pursuant to law by the proposer, contractor and subcontractor. The Village shall not be liable for any underpayments. If applicable: Since this is a contract for a fixed public works project, as defined in 820 ILCS 130/2, Contractor agrees to post at the job site in an easily accessible place, the prevailing wages for each craft or type of worker or mechanic needed to execute the contract or work to be performed.
4. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
5. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of

PROPOSER'S CERTIFICATION (page 2 of 3)

Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.

BY: *John H. Van Arsdale*
Proposer's Authorized Agent

3	5	-	1	4	7	4	7	2	0
---	---	---	---	---	---	---	---	---	---

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 7th day of April, 2010.

[Signature]
Notary Public

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Proposer is a corporation organized and existing under the laws of the State of Indiana, which operates under the Legal name of M.E. Simpson Co., Inc., and the full names of its Officers are as follows:

President: Dan E. Hood

Secretary: Pamela Hood

Treasurer: Bernadette Simpson

and it does have a corporate seal. (In the event that this bid is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) Partnership

Signatures and Addresses of All Members of Partnership:

PROPOSER'S CERTIFICATION (page 3 of 3)

The partnership does business under the legal name of: _____
which name is registered with the office of _____ in the state of _____

(c) Sole Proprietor

The Supplier is a Sole Proprietor whose full name is: _____
and if operating under a trade name, said trade name is: _____
which name is registered with the office of _____ in the state of _____

5. Are you willing to comply with the Village's preceding insurance requirements within 13 days of the award of the contract?

Insurer's Name General Insurance

Agent Mark Behrendt

Street Address 4208 Calumet Avenue, Suite 100, P.O. Box 1818

City, State, Zip Code Valparaiso, IN 46384-1818

Telephone Number (219) 464-3511

I/We affirm that the above certifications are true and accurate and that I/we have read and understand them.

Print Name of Company: M.E. Simpson Co., Inc.

Print Name and Title of Authorizing Signature: John H. Van Arsdel, Vice President

Signature: 

Date: 4/7/2010

Apprenticeship and Training Certification

(Does not apply to federal aid projects. Applicable only to maintenance and construction projects that use Motor Fuel Tax funds or state grant monies)

Name of Proposer: M.E. Simpson Co., Inc.

In accordance with the provisions of Section 30-22 (6) of the Illinois Procurement Code, the proposer certifies that it is a participant, either as an individual or as part of a group program, in the approved apprenticeship and training programs applicable to each type of work or craft that the proposer will perform with its own forces. The proposer further certifies for work that will be performed by subcontract that each of its subcontractors submitted for approval either (a) is, at the time of such bid, participating in an approved, applicable apprenticeship and training program; or (b) will, prior to commencement of performance of work pursuant to this contract, begin participation in an approved apprenticeship and training program applicable to the work of the subcontract. The Illinois Department of Labor, at any time before or after award, may require the production of a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors. Applicable apprenticeship and training programs are those that have been approved and registered with the United States Department of Labor. The proposer shall list in the space below, the official name of the program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the proposer is a participant and that will be performed with the proposer's forces. Types of work or craft work that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category that does not have an applicable apprenticeship or training program. The proposer is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. Return this with the bid.

NA

The requirements of this certification and disclosure are a material part of the contract, and the contractor shall require this certification provision to be included in all approved subcontracts. In order to fulfill this requirement, it shall not be necessary that an applicable program sponsor be currently taking or that it will take applications for apprenticeship, training or employment during the performance of the work of this contract.

Print Name and Title of Authorizing Signature: NA

Signature: NA

Date: NA

BUY AMERICA CERTIFICATION

Certification requirement for procurement of steel, iron, or manufactured products when Federal funds (Grant Agreement or Cooperative Agreement) are used.

Instructions:

Bidder to complete the Buy America Certification listed below. Bidder shall certify EITHER COMPLIANCE OR NON-COMPLIANCE (not both). This Certification MUST BE submitted with the Bidder's bid response.

Special Note: Make sure you have signed only one of the above statements – either Compliance OR Non-Compliance (not both).

Certificate of Compliance

The bidder or offeror hereby certifies that it will meet the requirements of 49 U.S.C. 5323(j)(1), as amended, and the applicable regulations in 49 CFR Part 661.

Signature John H. Van Arsdale

Company Name M.E. Simpson Co., Inc.

Title Vice President

Date 4/7/2010

Certificate of Non-Compliance

The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j)(1), as amended, and 49 C.F.R. 661, but it may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 C.F.R. 661.7.

Signature _____

Company Name _____

Title _____

Date _____

AFTER THIS CERTIFICATE HAS BEEN EXECUTED, A BIDDER MAY NOT SEEK A WAIVER.

Note: The U.S/Canadian Free Trade Agreement does not supersede the Buy America requirement.

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00 contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the bidder certifies to the best of its knowledge and belief, that the company and its principals:

- 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency.
- 2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification: and
- 4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

If the bidder is unable to certify to any of the statements in this certification, bidder shall attach an explanation to this certification.

Company Name: M.E. Simpson Co., Inc.

Address: 3406 Enterprise Avenue

City: Valparaiso, IN Zip Code: 46383

Telephone: (800) 255-1521 Fax Number: (888) 531-2444

E-mail Address: johnnyv@mesimpon.com

Authorized Company Signature: *John H. Van Arsdel*

Print Signature Name: John H. Van Arsdel Title of Official: Vice President

Date: 4/7/2010

CAMPAIGN DISCLOSURE CERTIFICATE

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate, attached hereto.

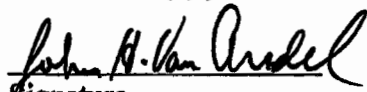
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

Bidder/vendor has not contributed to any elected Village position within the last five (5) years.


Signature

John H. Van Arsdel
Print Name

Bidder/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name

FIRM HISTORY

M.E. SIMPSON CO., INC: A BRIEF HISTORY

In 1979 M.E. Simpson Co., Inc. was formed to provide "**Technical Services**" to Municipal and Private Water Utilities in the Midwest. Our company provides services in the areas of Water Meter Evaluation and Maintenance, Water Distribution System Leak Surveys, Water Distribution System Flow Measuring and Testing, Fire Hydrant Flow Testing and Flushing, Water Distribution System Valve Location and Exercising and Cross Connection Control Programs. Our purpose was to take advantage of a lack of expertise in this field and to fill this void with qualified people using the best equipment. M.E. Simpson Company, Inc. was founded by Marvin E. Simpson who had spent the twenty four years prior to 1979 working within the water works industry for a few major manufacturers of piping, valves, and water meters. The company began operations in Rochester, Indiana and moved the corporate headquarters to Valparaiso, Indiana in 1988. Currently there are over 45 employees at eight offices. The offices are in Valparaiso, IN, Chicago, IL, Phoenix, AZ, Gwinnett Co. GA, Waukegan, IL, Dyer, IN, Indianapolis, IN, Baltimore, MD, and Savage, MN.

M.E. Simpson Co., Inc. developed its Meter Testing program in 1979. The program has evolved based on new meter technologies developed over the last 30 years. In addition to the program, M.E. Simpson Co., Inc has become involved with the AWWA Meter Standards Committee. Since we do not manufacture meters; our interests are concerned with all meter types and brands and the ability of those meters to maintain accuracies over time. We also are involved with the AWWA Water Loss Committee. Our Leak detection Program started in 1983 and we have kept abreast of the newest technologies for leak locating. Our Valve Assessment Program began in 1986. That amounts to over twenty- one years of field experience in providing large scale valve exercising services for water utilities on a regular basis. The field techniques for all our work have been developed and fine tuned so that programs can be custom tailored to individual client needs. We have improved our programs to the point that they are now Asset Management style programs. We have also developed our Polcon Pro-Valve®, Pro-hydrant®, Pro-Smoke® and other databases into internet based programs to be accessible by clients online.

M.E. Simpson Co., Inc. is active in Water Works Organizations such as American Water Works Association, Water Environment Federation, Water Operators Association, Rural Water Association, American Backflow Prevention Association, American Public Works Association as well as local Districts, Branches, and Suburban Groups. Our support of these groups goes beyond Membership to truly taking an active role by allowing employees to fill elected and appointed positions as officers and committee chairpersons. M.E. Simpson Co., Inc. has always taken an active role in education by making presentations at meetings, training seminars, and providing continuing education credits for water operators through the various water groups. We have presented programs on Water Meter Evaluation and Maintenance, Water Distribution System Leak Surveys, Water Distribution System Valve Location, Exercising and Computerized Mapping, and Best Management Practices for distribution system maintenance at state and national AWWA conventions.

FIRM HISTORY

M.E. Simpson Co., Inc. is proud of the work we have performed and the maintenance programs we have developed utilizing the latest technology and meeting the needs of "our customer" the Water Works Industry. We have played an important role in educating utilities about the need for and efficiency of annual maintenance programs; including the development of Polcon Pro-Valve® our computer software program for valve location and exercising records, Pro-Hydrant® a computer software program for fire hydrant flow testing records, and the continuing development and manufacturing of the Polcon® Flow Monitoring Equipment. We have moved beyond the competition in flow / pressure recording, computerization and record management.

FIRM HISTORY

M.E. SIMPSON CO., INC. – AVAILABLE SERVICES

M.E. Simpson Co., Inc. is a **Technical Service Company**. Our services are designed to aid water utilities improve accountability and increase revenues by maximizing distribution system performance and optimizing distribution system data, records, and mapping programs. Our waste water services provide improvement to collection systems through flow monitoring, smoke testing, and manhole inspections.

- ◆ **Water Loss Control Survey/Audit** – using the International Water Association water audit format to track water input/output of a water system.
- ◆ **Large Meter Evaluation and Maintenance** – includes proper meter sizing, selection, testing, repair and post-test when needed for master and commercial meters.
- ◆ **Water Distribution Leak Survey** – designed to pinpoint areas of leaks in the distribution system, document the locations and estimate losses.
- ◆ **Water Distribution System Valve Assessment** – location of all main line valves, exercising, documenting the data, and placing information into our Polcon Pro-Valve[®] Database.
- ◆ **Fire Hydrant Flow Testing & Flushing** – flow testing hydrants for water main carrying capacity indicating correct fire flows.
- ◆ **Water Distribution System Flow Measuring and Testing** – determine “C” factors, 24-hour flow monitoring, pump curves, and district flow measurements.
- ◆ **Unidirectional Water Main Flushing** – operation of main line valves and flushing directionally to remove debris and sediment out of the distribution system.
- ◆ **GPS Locating and CAD Mapping** – creating updated atlases by collecting GPS coordinates, field information, and line locating mains. The collected information is entered into updated CAD base maps.
- ◆ **Sanitary Sewer and Storm Sewer Flow Monitoring** – installation of flow monitoring devices, maintaining and recording bi-weekly flow data to show flow patterns of the collection system.
- ◆ **Smoke Testing** – identification of deficiencies including downspout connections, area drains, service laterals, and leaks in the sewers.
- ◆ **Manhole Inspection and Inventory** – collection of data for manhole structure conditions including line size, flow direction, and depth of invert.
- ◆ **Water Service Connection Inspection and Inventory Program** – inspection of and inventories commercial meter settings and backflow devices into a database.
- ◆ **Polcon[®] Flow and Pressure Monitoring Equipment** – custom manufacturing of flow monitoring and pressure measurements designed for practical field applications.

RELATED PROJECT EXPERIENCE, REFERENCES

RELATED PROJECT EXPERIENCE

M.E. Simpson Co., Inc. has been in business since 1979 and has been providing large meter testing and assessment services since 1979. The company continues to perform services for numerous Utilities across Indiana, Illinois, Michigan, Wisconsin, Ohio, Arizona, California, Georgia, and other regions of the United States. We have listed below; a few project examples with references. Please feel free to call any of these gentlemen and ask them about their project and our services.

Large Meter Testing Projects

City of South Bend, Indiana (1995 - 2010)

M.E. Simpson Co., Inc. performs a Large Meter Testing Program each year for the City of South Bend, Indiana. A number of large meters are tested and evaluated for sizing, application and accuracy. All field data is gathered and entered into a meter database and a report written documenting the accuracy of each meter prior to repair. The meters are categorized by type and size. An individual report of each meter test was made with the test results and repair comments. This was done so that the Utility staff could easily use the information to observe the recovery of lost revenue from the meter. This project is part of an ongoing effort to reduce revenue loss in the water system.

Mr. Dave Tungate
Director of Water Works
209 N. Main Street, Suite 207
City of South Bend, IN 46601
(574) 235-9260

City of Mishawaka, Indiana (1986 - 2010)

M.E. Simpson Co., Inc. performs a Large Meter Testing Program each year for the City of Mishawaka, Indiana. A number of large meters are tested and evaluated for sizing, application and accuracy. All field data is gathered and entered into a meter database and a report written documenting the accuracy of each meter prior to repair. The meters are categorized by type and size. An individual report of each meter test was made with the test results and repair comments. This was done so that the Utility staff could easily use the information to observe the recovery of lost revenue from the meter. This project is part of an ongoing annual effort to reduce revenue loss in the water system.

Mr. Frank Unrah
Water Superintendent
Mishawaka Water Works
126 North Church Street
P.O. Box 363
Mishawaka, IN 46546-0363
(219) 258-1653

RELATED PROJECT EXPERIENCE, REFERENCES

Bloomington City Utilities (1988 - 2010)

M.E. Simpson Co., Inc. performs a Large Meter Testing Program each year for the City of Bloomington, Indiana. A number of large meters are tested and evaluated for sizing, application and accuracy. All field data is gathered and entered into a meter database and a report written documenting the accuracy of each meter prior to repair. The meters are categorized by type and size. An individual report of each meter test was made with the test results and repair comments. This was done so that the Utility staff can easily use the information to observe the recovery of lost revenue from the meter. This project is part of an ongoing annual effort to reduce revenue loss in the water system. This program has been in place since 1987

Mr. Tom Staley
Asst. Director of Utilities
City of Bloomington Utilities
1969 S. Henderson
Bloomington, IN 47401
(812) 349-3650

Aqua Illinois - Kankakee, IL (1999 - 2010)

M.E. Simpson Co., Inc. has performed an ongoing evaluation of the large water meters in Kankakee, IL since 1999. Meters are tested using test meters calibrated to AWWA standards and then a comparison is performed, ensuring all meters are working to AWWA specifications. Any meters which did not pass were replaced or repaired on site by M.E. Simpson Co., Inc. employees.

Sherree Gessner
Customer Service Manager
Kankakee, IL
(800) 851-1305

Village of Westmont, Illinois (1986 - 2009)

M.E. Simpson Co., Inc. performs a Large Meter Testing Program each year for the Village of Westmont, Illinois. A number of large meters are tested and evaluated for sizing, application and accuracy. All field data is gathered and entered into a meter database and a report written documenting the accuracy of each meter prior to repair. The meters are categorized by type and size. An individual report of each meter test was made with the test results and repair comments. This was done so that the Utility staff could easily use the information to observe the recovery of lost revenue from the meter. This project is part of an ongoing effort to reduce revenue loss in the water system.

Mr. Mike Ramsey
Water Division Supervisor
39 E. Burlington
Village of Westmont, IL 60559-1790
(630) 829-4453

RELATED PROJECT EXPERIENCE, REFERENCES

Village of Downers Grove, Illinois (2005 - 2008)

M.E. Simpson Co., Inc. performed a Large Meter Testing Program for the Village of Downers Grove, Illinois. A number of large meters are tested and evaluated for sizing, application and accuracy. All field data is gathered and entered into a meter database and a report written documenting the accuracy of each meter prior to repair. The meters are categorized by type and size. An individual report of each meter test was made with the test results and repair comments. This was done so that the Utility staff could easily use the information to observe the recovery of lost revenue from the meter. This project is part of an ongoing effort to reduce revenue loss in the water system.

Mr. David Bird
Water Manager
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, IL 60515-4074
(630) 434-5460

ADDITIONAL REFERENCES

Below are several references that use our services. Please feel free to call any of these gentlemen and ask them about our services and us.

Mr. Gale Gerber
Water Superintendent
Town of Nappanee, IN
(574) 773-4623
ggerber_46550@yahoo.com

Mr. Greg Ramon
Asst. Water Services Director
City of Phoenix, AZ
(602) 262-6627
greg.ramon@phoenix.gov

Mr. Dan Lueder
Utilities Director
City of Cottonwood, AZ
(928) 634-8033 ex 11
dlueder@ci.cottonwood.az.us

Mr. Scott Ham
Water Superintendent
Silver Creek Water Corp.
Sellersburg, IN
(812) 246-2889

Mr. Jerry Martin
Director of Public Works
City of Palos Heights, IL
(708) 361-1806
jerry@palosheights.org

Mr. John Crooks
Water Superintendent
City of Shakopee, MN
(952) 445-1988
jcrooks@shakopeeutilities.com

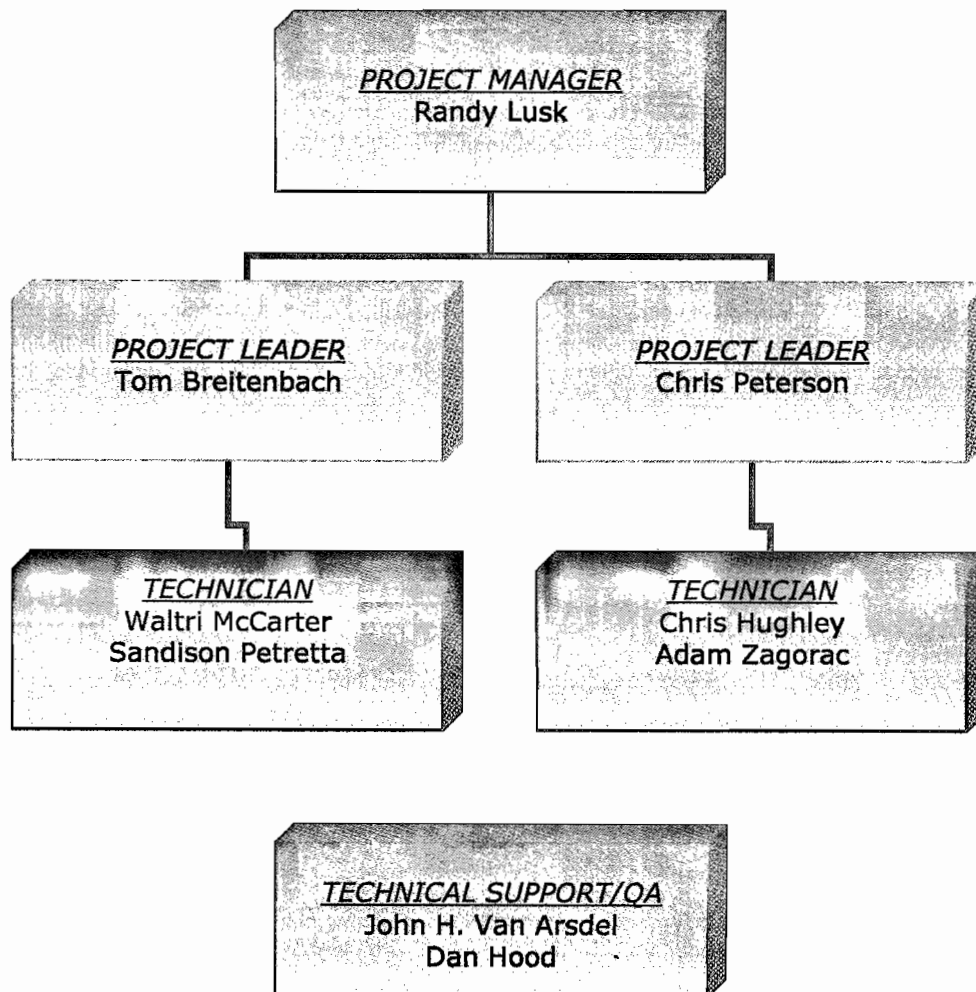
EMPLOYEE QUALIFICATIONS, PROJECT STAFFING

PROJECT STAFFING

The chart below outlines the **Project Team** to be used during the Large Meter Testing for the **Utility**. One of the two Project Managers listed will lead the **Project Team** in the field. **Two-Man Project Teams will be used at all times during the course of the Project for reasons of Safety and Quality Assurance.**

The **Project Manager** shall be on site at project startup, make periodic inspections of the worksite, meet with the Utility periodically to monitor the progress of the program, and will be in communication with the Director of Utilities and the Project Leader throughout the project. He shall be responsible for the overall success of the Large Meter Testing Program.

The **Field Services Manager** will lead the **Project Team** in the field and will be responsible for the day to day operations of the project. Daily contact with the Director of Utilities or appointed Utility personnel shall be maintained and progress of the day to day operations discussed. The Project Leader will be responsible to report any problem areas that need the immediate attention of the Utility during the course of the project. This shall be done to assure direct quality control in the field for the Large Meter Testing Program.



EMPLOYEE QUALIFICATIONS, PROJECT STAFFING

Qualifications of Staff for Large Meter Testing Services

PROJECT MANAGER/SUPERVISOR

Randy Lusk, Regional Manager-Dyer

Randy was the Regional Manager or Project Leader for the following selected Meter projects.

- ◆ (2007, 2009) Village of Countryside – Countryside, IL
- ◆ (2006 - 2010) Village of Westmont – Westmont, IL
- ◆ (2006, 2009) Village of Evergreen Park – Evergreen Park, IL
- ◆ (2008, 2009) Village of Tinley Park – Tinley Park, IL
- ◆ (2009) Village of Ford Heights – Ford Heights, IL
- ◆ (2009) Town of Griffith – Griffith, IN
- ◆ (2009) City of Hammond – Hammond, IN
- ◆ (2009) City of Harvey – Harvey, IL
- ◆ (2009) City of Joliet – Joliet, IL
- ◆ (2009) Village of South Holland – South Holland, IL
- ◆ (2008) Village of Country Club Hills – Country Club Hills, IL
- ◆ (2008) Village of Lombard – Lombard, IL
- ◆ (2007) Village of Orland Park – Orland Park, IL
- ◆ (2007) Village of Bridgeview – Bridgeview, IL
- ◆ (2006) Village of Forest Park – Forest Park, IL
- ◆ (2006) Village of Oak Brook – Oak Brook, IL
- ◆ (2004) Village of Round Lake Water Department – Round Lake, IL
- ◆ (2004) Village of Villa Park Water Department – Villa Park, IL

PROJECT LEADER RECENT LARGE METER TESTING PROJECT EXPERIENCE

Chris Peterson, Project Leader

Chris was the Project Leader for the following selected Meter projects.

- ◆ (2009) Village of Evergreen Park – Evergreen Park, IL
- ◆ (2009) City of Harvey – Harvey, IL
- ◆ (2009) Village of Tinley Park – Tinley Park, IL
- ◆ (2009) City of Cudahy – Cudahy, WI
- ◆ (2009) Village of South Holland – South Holland, IL
- ◆ (2009) Town of Griffith – Griffith, IN
- ◆ (2009) Village of Lombard – Lombard, IL
- ◆ (2009) City of Countryside – Countryside, IL
- ◆ (2009) Village of Evergreen Park – Evergreen Park, IL
- ◆ (2009) City of Joliet – Joliet, IL

EMPLOYEE QUALIFICATIONS, PROJECT STAFFING

Herb Breitenbach, Project Leader

Herb was the Project Leader for the following selected Meter projects.

- ◆ (2009) Johnson Controls - Kansas
- ◆ (2009) Johnson Controls - Ohio
- ◆ (2009) Town of Culver - Culver, IN
- ◆ (2009) Village of Shakopee - Shakopee, MN
- ◆ (2005 - 2009) City of South Bend Water Department - South Bend, IN
- ◆ (2005 - 2009) City of Auburn Water Utility - Auburn, IN
- ◆ (2007 - 2009) City of Valparaiso Water Works - Valparaiso, IN
- ◆ (2005, 2006, 2008) Aqua Illinois, Inc. - Kankakee, IL
- ◆ (2005, 2006, 2008) Town of Nappanee Water Department - Nappanee, IN
- ◆ (2005, 2006) Village of Oak Brook Water Department - Oak Brook, IL
- ◆ (2005, 2006, 2008) Mishawaka Utilities, Water Division - Mishawaka, IN
- ◆ (2008) Village of Harvey - Harvey, IL
- ◆ (2007 - 2008) City of Huntington - Huntington, IN
- ◆ (2008) Johnson Controls - Dubois, PA
- ◆ (2008) Johnson Controls - East Chicago, IL
- ◆ (2008) Johnson Controls - Odessa, TX
- ◆ (2007) Village of Lombard - Lombard, IL
- ◆ (2007) City of Plymouth - Plymouth, IN
- ◆ (2007) City of Evansville - Evansville, IN
- ◆ (2007) Johnson Controls, Inc. - Florida
- ◆ (2007) Village of South Holland - South Holland, IL

TECHNICAL SUPPORT/QUALITY ASSURANCE

Michael D. Simpson, CEO

Dan Hood, President

John H. Van Arsdel, Vice President



Michael D. Simpson
CEO

Experience:

Michael D. Simpson has been with the company since February of 1983. He completed two years at Purdue University where he studied Industrial Technology. Michael began his career with M.E. Simpson Co., Inc. as a meter technician. He implemented the company's leak detection program which has now developed into the company's Water Loss Reduction and Water Distribution Evaluation Programs.

While working for the company, Michael developed many of the techniques used today by M.E. Simpson Co., Inc. personnel when performing water loss reduction programs and water distribution system evaluations. With that experience Michael taught these special techniques to several employees. Along with that experience Michael has completed classes, as well as given lectures on hydraulics that are specifically related to the Polcon® Flow Testing equipment.

As a dedicated member of numerous organizations, he has taught classes on water loss reduction and water distribution system evaluations throughout the United States. Michael has gained invaluable experience as he has been personally responsible for over 100 water loss control and water distribution evaluation programs. Currently, as CEO of M.E. Simpson Company, Inc., Michael oversees the company as a whole and manages all daily functions of all corporate and regional offices, its personnel and financial management.

Professional Certifications:

- ◆ 10/30 Hour OSHA Certified for General Industry
- ◆ American Red Cross First Aid and CPR with AED Certified
- ◆ American Traffic Safety Services Association Flagging Certified
- ◆ American Traffic Safety Services Association Technician

Professional Associations:

- ◆ American Water Works Association (AWWA)
Manufacturers Associate Council
Water Loss Control Committee
- ◆ Illinois Section AWWA
Chair of the Water for People Committee
- ◆ Indiana Section AWWA
Chair-Elect
Awarded the "Kenneth J. Miller Founders Award" for his outstanding volunteerism for Water For People.
Awarded the "Water Wheel Award" by the Indiana Section for his outstanding contributions to the water profession.
- ◆ Arizona, California-Nevada, Michigan, Minnesota, Ohio, Ontario, Texas, Wisconsin Section's of AWWA
- ◆ Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin Rural Water Associations
- ◆ Tri-State Seminar on the River
Treasurer

Experience:

Dan E. Hood has been with the company since October 1985. Dan is a graduate of Purdue University where he earned his Bachelor of Science in Industrial Technology. With his experience in Industrial Technology, Dan has implemented various computer programs which are used by M.E. Simpson Company for its services which are provided to water utilities. These various programs help to improve many aspects of evaluations of water distribution systems such as leak detection, fire hydrant flow testing, and valve exercising.

Along with his formal education at Purdue University, he has attended classes on hydraulics which are specifically related to the Polcon® Flow Testing equipment, completed workshops on hydraulic modeling and has been performing flow testing since 1988. With that experience Dan became instrumental in pioneering the development of our valve location and exercising programs, the development of our Polcon Pro-Valve® software, and has trained all of our personnel in this area. With his knowledge of computers and development of the Polcon Pro-Valve® software, Dan has spent extensive time and training on integrating data gathered into existing GIS systems.

Since the start of his tenure, Dan has gained extensive experience in meter evaluation, maintenance and installation. Dan has also completed numerous classes and lectures related to the operation and maintenance of water meters and taught these techniques to our employees who continue to use the techniques today.

As a dedicated member of numerous organizations he has devoted his time and taught Water Loss Reduction and Water Distribution System Improvement classes for the Indiana Section of the AWWA and the Indiana Department of Environmental Management. As president of M.E. Simpson Co., Inc., Dan is in charge of the Midwest operations. He oversees data collection and processing, and quality control company wide. He also provides technical assistance to all M.E. Simpson Co., Inc. personnel and customer/utility personnel.

Professional Certifications:

- ◆ 10/30 Hour OSHA Certified for General Industry
- ◆ American Red Cross First Aid and CPR with AED Certified
- ◆ American Traffic Safety Services Association Flagging Certified

Professional Associations:

- ◆ Illinois Section AWWA
- ◆ Indiana Section AWWA
Past Chair (2007)
Awarded the "Water Wheel Award" by the Indiana Section for his outstanding contributions to the water profession.
Recipient of the "Kenneth J. Miller – Founders Award" from Water-for-People for outstanding volunteer service.
- ◆ American Water Works Association (AWWA)
Recipient of the "Ambassador Award" from AWWA for membership recruitment.
Meter Madness Committee - Co-Chair
Meter Standards Committee - member
Section Services Committee - member
- ◆ Indiana Rural Water Association
- ◆ Wisconsin Rural Water Association
- ◆ Arizona Water Pollution Control Association (AWPCA)
- ◆ Tri-State Seminar on the River
Serving Currently - Exhibitor Committee Co-Chair
Recipient of the 2006 Outstanding Service Award.

Experience:

John H. Van Arsdel has been with M.E. Simpson Co., Inc. since May 1989. He graduated from Valparaiso University with a B.A. in Geography with an emphasis in Locational Evaluation and Research Design. He has completed water operators classes and seminars on Water Filtration and Distribution, Vulnerability Assessment Class for the Sandia Labs RAM-W method and the RAM-W "modified" for small to medium systems (*currently licensed to use the Sandia Labs RAM-W Method, and licensed to teach the RAM-W "modified" for small to medium water systems*), along with classes related to the operation and maintenance of water meters, system hydraulics specifically related to the Polcon® Flow Testing equipment, and backflow prevention.

John has over 20 years experience directing projects for water utilities concerning water loss prevention and audits, leak detection programs, meter evaluation and maintenance, flow testing using the Polcon® Flow Testing method (C-factors, pump curves, zone flow measurements), mainline valve assessments (location, exercising and mapping programs), and fire hydrant and main capacity flow testing programs. John has been responsible for the analysis, evaluation, and CAD updating of Water Distribution, Sanitary, and Storm Sewer Atlases using GPS locating. He developed the company's Unidirectional Main Flushing Program and Utility Atlas Updating Program. He has presented classes for continuing education credits for water operators for over twelve years to several local and state Water Works Organizations on Water Loss Reduction including Water Audits, Leak Detection, Meter Testing and Flow Testing. At 2007 ACE, he presented a paper on "Best Management Practices for Distribution System Maintenance". At 2009 ACE, he presented a paper on "Unequal sized Meters in Parallel Settings". Since 2003, he has conducted classes on Vulnerability Assessments and Emergency Response Planning for water utilities as well as conducting several VA and ERP projects.

John has maintained an active role in several water works organizations including holding offices on various Boards of Directors. As Vice President of M.E. Simpson Co., Inc., John serves as the main point of contact for client development, business sales and customer relations for the Eastern U.S.

Professional Certifications:

- ◆ 10 Hour and 30 Hour OSHA Certified for General Industry
- ◆ American Red Cross First Aid and CPR with AED Certified
- ◆ American Traffic Safety Services Association Flagging Certified

Professional Associations:

- ◆ American Water Works Association (AWWA)
Water Loss Control Committee, Apparent Water Loss Sub Committee
- ◆ Illinois Section AWWA
2009 Board of Directors, Secretary/Treasurer
2006-2009 Chair, Membership Committee
Education Committee, Water For People Committee
- ◆ Indiana, Michigan, Wisconsin, North Carolina, South Carolina, Georgia, and Florida Sections AWWA
- ◆ Illinois Rural Water Association
- ◆ Wisconsin Rural Water Association
- ◆ North Suburban Water Works Association
1999-2001 Past President, Past Vice President, Past Secretary
- ◆ West Shore Water Producers Association
- ◆ Water Environment Federation

Awards:

- ◆ 2006 and 2008 National AWWA Zenno Gorder Membership Award for recruitment
- ◆ 2006 and 2008 Diamond Pin for National AWWA membership



Randahl E. Lusk
Regional Manager
Dyer, Indiana

Experience:

Randy Lusk has been with the company since November 2000. He previously worked in the retail business. Randy has attended classes and lectures on the operation and maintenance of water meters. Randy has experience in valve location, exercising and mapping, and the use of state of the art leak detection equipment. He is experienced in the operation and maintenance of water meters, fire hydrant and main capacity flow testing, and the operation of our Polcon® Flow Testing equipment.

Professional Certifications:

- ◆ 10 Hour OSHA Certified for General Industry
- ◆ American Red Cross First Aid and CPR with AED Certified
- ◆ American Traffic Safety Services Association Flagging Certified
- ◆ Extensive traffic control training
- ◆ Extensive confined space training

Professional Associations:

- ◆ South Suburban Water Works Association
 - Past President
 - Sergeant of Arms
 - Secretary of the South Suburban Water Works Association
- ◆ Illinois Section AWWA
 - Member of the Tops Ops Committee
 - Member of the Young Professionals
- ◆ Indiana Section AWWA



**Thomas A. Breitenbach
Field Services Manager
Valparaiso, Indiana**

Experience:

Thomas (Herb) Breitenbach has been with the company since July of 2004. He previously worked for the postal service as well as in the commercial industry. Herb has attended numerous classes and lectures related to the operation, maintenance, and installation of water meters, and completed classes in plumbing. Herb has experience in the following: maintenance and installation of water meters; valve location, exercising and mapping; fire hydrant and main capacity flow testing; and the use of state of the art leak detection equipment. He is also experienced in the use of all of our Polcon® Flow Testing equipment.

Professional Certifications:

- ◆ 10 Hour OSHA Certified for General Industry
- ◆ American Red Cross First Aid and CPR with AED Certified
- ◆ American Traffic Safety Services Association Flagging Certified
- ◆ Extensive traffic control training
- ◆ Extensive confined space training

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**Chris Peterson
Project Leader
Dyer, Indiana**

Experience:

Chris Peterson has been with the company since December 2007. Chris has attended numerous classes and lectures on the operation and maintenance of water meters. He has experience in the maintenance and installation of water meters, valve location, exercising and mapping, and the use of state of the art leak detection equipment. Chris is experienced in the operation and maintenance of water meters, fire hydrant and main capacity flow testing, and the operation of our Polcon® Flow Testing equipment.

Professional Certifications:

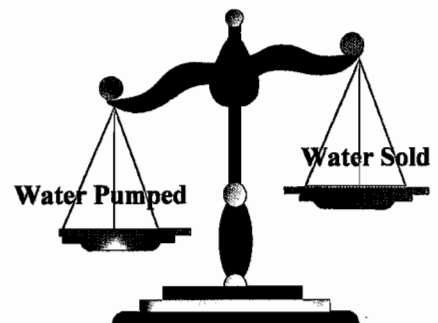
- ◆ 10 Hour OSHA Certified for General Industry
- ◆ American Red Cross First Aid and CPR with AED Certified
- ◆ American Traffic Safety Services Association Flagging Certified
- ◆ Extensive traffic control training
- ◆ Extensive confined space training

PROJECT UNDERSTANDING AND APPROACH

PROJECT UNDERSTANDING AND APPROACH

M.E. Simpson Co., Inc.'s philosophy behind large commercial/industrial water meter testing and repair services as incorporated in this work plan is to provide the Village of Downers Grove the following benefits:

- ◆ Conserve freshwater resources
- ◆ **Substantially reduce** the loss of revenue through improper/incorrect metering
- ◆ Make an immediate recovery of lost revenue by repairing any meters not functioning correctly
- ◆ Help in monitoring potential system operation and maintenance problems by inspecting water meter settings and potential backflow issues
- ◆ Promote proper accounting and financial reporting (GASB 34)
- ◆ Reduce the risk of water shortage and customer hardship (drought management)
- ◆ Ensure a sound and reliable water service for customers of Water Utility



A number of items uniquely qualify M.E. Simpson Co., Inc. in performing this water meter testing and repair program. The Project Team's extensive practical experience in meter testing and repair methodology, membership on the National AWWA Meter Standards Committee, coupled with other extensive Water Loss Assessment Program experience such as Water Audits, Leak Detection, and Master Meter Assessments, will allow for a thorough examination of each meter and meter setting to help reduce the total water loss and revenue loss occurring in large meters. From start up to completion, our firm is committed to furnishing a quality service in a timely manner.

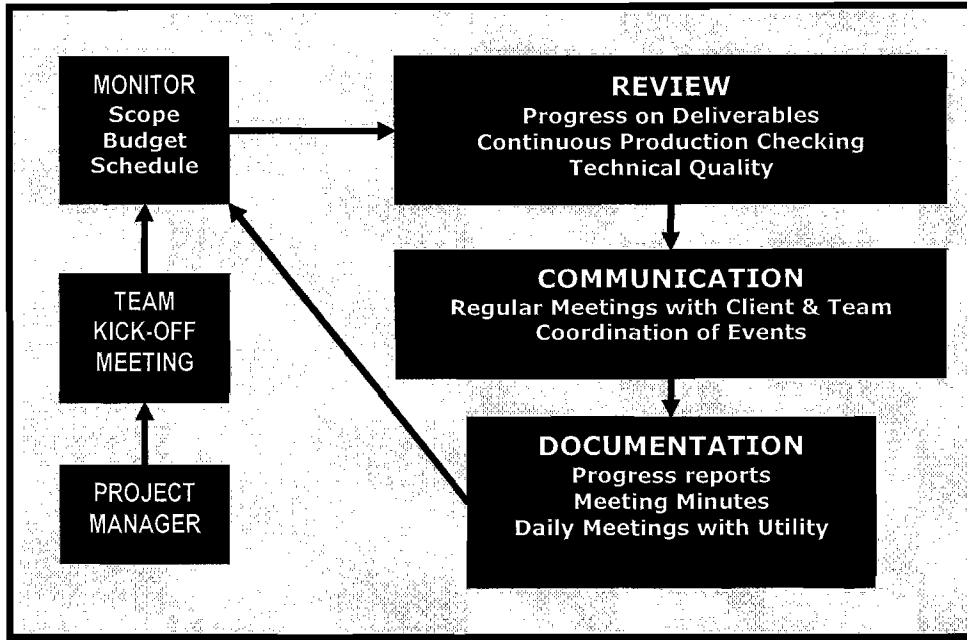
Project Management Approach

M.E. Simpson Co., Inc.'s project management approach is what leads to our proven track record to complete projects on time and within the budget established. Based on our past experience, we have developed a meter testing project approach that will insure the Utility of effective communication throughout this project.

Our project management system establishes - the single project manager - who has the responsibility and authority to act on behalf of M.E. Simpson Co., Inc. This project manager will stay with the project from beginning to the successful completion. The project manager's specific responsibilities include:

- ◆ Coordination of all activities in this project
- ◆ Establishing key decisions and review milestones during this project
- ◆ Preparing an initial project development plan identifying the schedule of work tasks and key personnel to perform the work in the field to meet the milestones and objectives
- ◆ Coordinate communications and meetings with the Utility as needed or required to review technical concepts and alternatives, soliciting staff input and coordinating activities with the project team
- ◆ Prepare periodic reports as needed and meet with the Utility on a regular basis summarizing project scheduling, progress and maintaining the project within the budget stipulated
- ◆ Oversee the execution and development of the project deliverables

PROJECT UNDERSTANDING AND APPROACH



Project management remains an important activity during the course of the project and does not stop with the project manager. Each project team deployed into the field is dedicated to providing the best meter testing and repair that can be attained using our proven methodology of meter testing and repair, tools, field experience and knowledge. Each field team will be made up of two experienced meter testing technicians with a broad level of meter testing experience and repair on several brands and types of meters. The technicians have also been cross trained in other disciplines of water loss control such as master meter testing (large wholesale and production meters), leak detection, and water distribution system field maintenance such as distribution flow testing, valve exercising and locational assessments, and Unidirectional water main flushing. It is this combination of experience and knowledge that has helped shape our approach to water loss assessments in distribution systems because the technicians have the capacity to make on the spot decisions regarding any fine tuning of the meter testing and repair program while in the field. They will maintain constant communication with the Utility and the project manager regarding their daily progress as well as any major issues needing immediate attention and discussion.

M.E. Simpson Co., Inc. believes that the selection of our team to perform this meter testing will provide the Utility with exceptional experience, sound decision making, and a level of service providing the following advantages:

- ◆ A professional meter testing and repair team with a specialized expertise in water loss management
- ◆ An experienced team with the capacity to provide the highest quality work for the Utility
- ◆ A project approach that incorporates interim reporting and continuous input opportunities
- ◆ Innovative proven analysis techniques developed from the completion of several hundred similar projects that sought the same scope and results as this project

PROJECT UNDERSTANDING AND APPROACH

Project Quality Assurance/Quality Control

Quality is of the utmost importance to M.E. Simpson Co., Inc. – not merely because of the Utility's and other client's requirements, but because it is vital to our continued success and viability. Quality management and services bring to all of us the rewards of jobs well done, satisfied Utility staff, and a successful project.

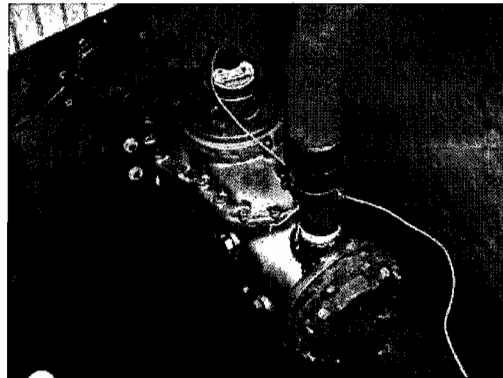
M.E. Simpson Co., Inc.'s QA/QC program is built around several key elements of M.E. Simpson Co., Inc.'s mission and values which consist of:

- ◆ Maintaining a reputation for quality performance
- ◆ Client satisfaction
- ◆ Continuous process improvement
- ◆ Open communication with the field staff and the Utility
- ◆ Team Work

The QA/QC plan for this project is very simple. No work will leave M.E. Simpson Co., Inc. until it has been verified that all the requirements and objectives of the project as well as the requirements of the project QA/QC managers have been met. During the course of the project, the project manager and/or the QA/QC manager will meet with the Utility to ensure that the work product is technically correct, but also meets the needs and expectations of the Utility.

M.E. Simpson Co., Inc.'s professional services are grounded in sound principles that meet the tests of time from past successes of over twenty-five years and hundreds of water loss projects, and will satisfy the quality requirements of the Scope of Service. Each member of the project team will have a thorough understanding of the project objectives. They will apply sound methodology and principles, and are expected to produce quality, accurate and complete documents. The QA/QC procedure has been developed and implemented based on tried and proven methodologies. The prevention of poor quality service is based on four sound principles:

- ◆ Quality management of the project by using experienced personnel committed to excellence.
- ◆ Conformance to requirements by being knowledgeable of all local conditions in the field and keeping abreast of new cutting edge meter testing and repair methods.
- ◆ Prevention of rework and errors by using teamwork in the field, cross checking the procedure every step of the way, and having data entry staff knowledgeable in all aspects of meter testing and repair projects.
- ◆ Quality is built in - not added on. The project management and field staff have shown that a quality service is produced when the project tasks are properly sequenced and carried out to the final termination of the program using the built in system of checks and balances.



PROJECT UNDERSTANDING AND APPROACH

Project Field Approach

M.E. Simpson Co. Inc's large meter testing programs go **beyond** the stated AWWA meter testing specifications. This is due to a thorough understanding of the limitations of meter testing conducted in the field versus testing meters under a "controlled environment" in a laboratory or established meter testing shop using volumetric tanks. We recognize that field conditions are much different than a meter shop and that these conditions must be taken into consideration when testing meters in the field. Also, the AWWA M-6 manual has no set "standards" for **field testing**, only to try to emulate as close as possible the suggested flow rates as stated in the tables on pages 54-55 of the M-6 manual, or to follow each meter manufacturer's suggested flow rates (re: pages 72-77 of the M-6 manual). Therefore, M.E. Simpson Co. Inc. finds it imperative to adhere to a strict method of field testing while taking into consideration the AWWA meter performance standards. This methodology is designed to allow for a systematic diagnosis of the meter's performance based on several flow rates across that specific meter's size and type beyond the AWWA's three tests (minimum, intermediate, and maximum).

The testing will be done by comparative methods using a **certified test meter** to test the water customer's meter within its normal operating range or by volumetric methods per AWWA M-6 Manual. Our comparative test meters are Sensus (formerly Rockwell) that record total volume and current velocity for each of the **4 to 6** tests conducted. The test meters have "**Electronic Registers**" that are automatically reset to zero after each test. These comparative test meter units are themselves "**Tested and Certified Accurate**" at least once each year. Certificates of Accuracy are included as a part of this proposal submission.

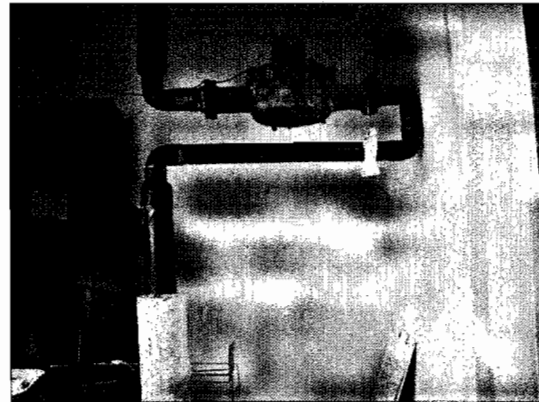
Meter testing will be performed "on site" at the meter setting. The meter will be analyzed as to the meter setting to determine if the meter can be tested in place without removal, and without undue inconvenience to the water customer. The primary purpose for testing large meters in place is to not have to remove a large meter from its setting, thus possibly causing many other problems. Additionally, the meter setting can affect the accuracy of the meter if it is improperly configured. There will need to be an inlet valve, an outlet valve to be able to isolate the meter from use during testing, and a test port of correct size and position to be able to attain enough velocity of flow to test the meter across the range of flow rates for that specific meter. If a by-pass line is available, that will be flushed (by bleed valve if one can be used) prior to using, to insure no water service interruption for a critical customer such as a hospital. During the test, proper meter application and sizing will be done to assure the utility the correct meter is in place and the setting is correct for the application. Accessibility to the meter is a major concern especially in regards to large commercial accounts and the potential for revenue loss.

PROJECT UNDERSTANDING AND APPROACH

- ◆ **Meters that are found to be stopped, broken, or inaccurate will be repaired by M.E. Simpson Co., Inc. and calibrated back to AWWA standards.**
- ◆ **Major parts such as chambers, turbine assemblies, check valves, and registers are extra.**
- ◆ **M.E. Simpson Co. Inc. will work with the Utility and the water customers for all test scheduling and two (2) man teams will be used to perform the work.**
- ◆ **There is no extra charge for off hour or weekend appointments.**
- ◆ **Utility personnel are not required to assist our technicians except where there are issues with gaining entry due to security or other concerns. However, having utility staff familiar with the particular meter setting available would be helpful for water customers accustomed to seeing particular utility personnel.**
- ◆ **All compound meters are tested at six flows rates, concentrating on the change over rate which is the most critical flow rate in a compound water meter. (AWWA states three tests, the change over rate being one of them. *Reference AWWA M6 Manual, 4th edition – Chapter 5.).**
- ◆ **All meters are tested and repaired, as required, in place and all repair workmanship is covered by a twelve-month warranty. Parts that break as a result of debris from a water main break or failure of the meter as a result of the same or other debris caught in the meter will not be covered.**

"M.E. Simpson Co., Inc.'s extensive field experience in meter testing methodology will allow for a thorough examination of the Utility's large meters."

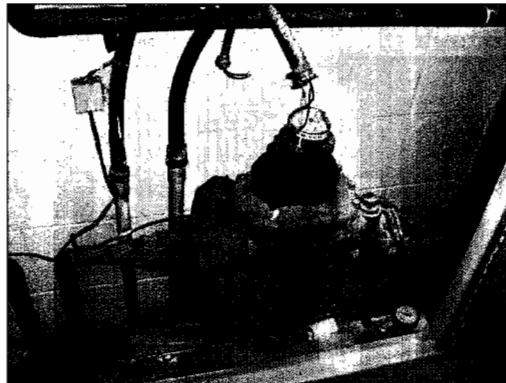
The success of this program can be enhanced by reviewing all available data regarding any previous large meter testing and repair program. The following will need to be gathered; a listing of large metered accounts and past consumption records, meter reading books, field cards, notes, computer copies of the large meter database, and billing data, if available. Additionally, other records such as amounts pumped into the system may need to be reviewed. The field testing of large meters and meter repairs, along with the records reviewed, shall yield updated adjusted consumption records of the Utility's large meters as well as supplying valuable information regarding the general condition of the water meter revenue generating system.



PROJECT UNDERSTANDING AND APPROACH

An organized field approach to this Meter Testing and Repair project will include the following:

- ◆ **Introduce and maintain an interactive role** with the Utility Staff for the Meter Testing Program. Conduct short interviews with staff about particulars of the selected meter locations such as changes in the occupancy of the buildings, age of the meters, meter reading systems, et al. This will allow for a greater understanding of how large meters are functioning, thus allowing priorities to be assigned to particular segments of the work.
- ◆ **Divide areas of the distribution system** into geographic areas where meters are located so they can be tested in an orderly fashion. This would include setting a schedule and maintaining a level of Field Staffing that will insure completion of the meter testing program within the schedule and budget allotted. This may require access to maps of the distribution system to be examined during the course of the planning sessions to formulate a workable plan of action.
- ◆ **Perform meter testing, adjust and repair meters needing calibration, and retest to insure accuracy.** Document all meter testing and repairs in a manner that will allow a prioritized list of obsolete meters or un-testable meters to be replaced or plumbing corrected to allow testing at a future date.
- ◆ **Document** each backflow device immediately downstream of the meter (if one exists) to such an extent as to provide information to assist and confirm backflow ordinance compliance by the commercial water customer.
- ◆ **Provide constant communication** with the Utility staff so problem meters and/or water customers can be addressed in a timely manner.
- ◆ **Provide instruction and council to Utility staff** during the course of the meter testing and repair program so once the program is concluded, the Utility staff will have a complete understanding of all the parameters of conducting large meter testing and repair with the established goal of reducing the total revenue loss due to inaccurate metering in the system.
- ◆ **Provide daily communications with Utility staff** during the course of the project indicating pertinent details regarding the meter testing and repairs conducted each day.
- ◆ **Provide final meter reports** indicating all the pertinent details regarding the meter testing and repair program.
- ◆ **Provide recommendations for future meter testing programs** such as a methodology and frequency for testing meters in the distribution system.

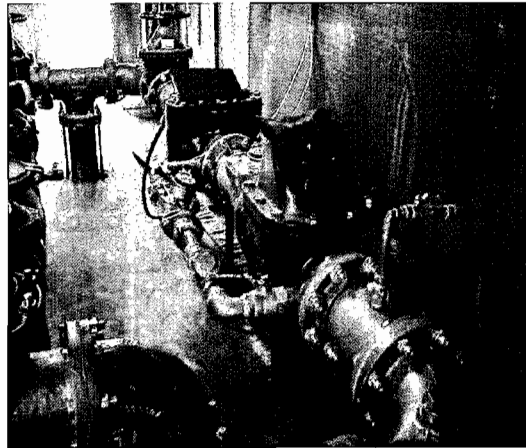
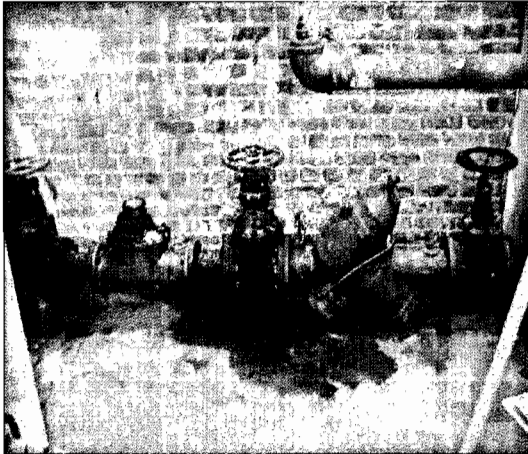


SCOPE OF SERVICE

SCOPE OF SERVICE

The Field Scope of Service is understood to be the following:

M.E. Simpson Co., Inc. will furnish all labor, material, transportation, tools, and equipment necessary to test and repair large meters selected by the Utility. M.E. Simpson Co., Inc. shall be required to provide such skilled and trained personnel and equipment necessary to complete the work herein specified. **There will be a minimum of Two Persons per team working on the meter testing program at all times.**



- ◆ Work in an orderly and safe manner to insure protection of the local residents, Utility employees, and the Field Staff so that no avoidable accidents occur.
- ◆ All Field Staff will have readily observable photo identification badges worn while in the field.
- ◆ Assess all meters listed in the test group. This assessment will include making observations of water usage on site as well as observed meter readings to determine if the meter is the correct type and size for the particular application.
- ◆ Determine if meter can be tested in place, if not, make recommendations to Utility to correct setting so meter can be tested in place. This would include sketches, drawings, etc, of site and turned into the utility so improvements can be made.
- ◆ A meter log shall be maintained indicating all meters to be assessed in the current test group. This log will be reviewed when the Project Team is verifying the meter data supplied by the Utility and corrections will be made to provide updated records to the Utility. This log will be used as part of the periodic meter reports turned into the Utility.
- ◆ Schedule the meter test with the water customer during normal working hours. Exceptions to testing times will be made on a case-by-case basis, depending on severity of loss of water service due to the testing procedure. After hours or weekend testing may be required for severe scheduling conflicts.
- ◆ Meters will be tested across a range of flows in order to determine patterns of mechanical wear at various flow rates. These flow rates used will be a combination of AWWA recommended flow rates (per M-6 manual of the AWWA) and meter manufacturer flow rates.
- ◆ Meters will be tested and repaired to bring them within accepted accuracy limits.

SCOPE OF SERVICE

- ◆ Certain meters may require removal from the setting to be tested "off site" due to current plumbing configurations. Efforts will be made to keep the service disruption to a minimum.
- ◆ If a loss of water service for a short period of time cannot be tolerated by the water customer, recommendations will be made to the Utility to correct the meter setting to include a by-pass around the meter so service disruption will not occur during testing.
- ◆ The equipment used will be that which was described in the "Equipment to be Used" section.
- ◆ The Project Team will document all meter testing results and repairs. Meters that require extensive repairs (not worth time and material) or if the meter is obsolete, will be brought to the attention of the Meter Superintendent so a potential meter change-out can be analyzed by the Utility. The cost basis for making a recommendation for a meter change out will be determined at the kick off meeting and agreed upon between M.E. Simpson Co. Inc. and the Utility.
- ◆ All repairs will be attempted to be performed the same day of testing. After repair, the meter shall be tested to conform to test specifications outlined elsewhere in this Specification.
- ◆ The Project Team will report daily to the assigned Water Department Manager and go over the progress of the previous day, as well as cover what meters will be tested the current day.
- ◆ It may be necessary to conduct parts of the meter-testing program during "off hours" such as at night. This may be required in buildings that have a high daily usage but is closed at night. The Project Team will give 24-hour notice of intent to test meters that may require after hours or nighttime work. This is so the Water Utility can plan for the area to be accessed, give notification to the Police department, as well as other Public Works Divisions as to the activity that will take place.
- ◆ Repair parts used will be NSF 61 certified. (All new meter parts available now currently meet this standard).
- ◆ Care will be exercised in where water will be discharged during testing. Water flowing from the discharge of the test meter will not be allowed to cause interference with private property, pedestrian or roadway traffic, and will have minimum environmental impact.
- ◆ Meters located in confined spaces shall be tested using accepted confined space entry procedures.
- ◆ Any valves that fail or break during operation to isolate the water meter for testing will be repaired or replaced at the expense of the owner. M.E. Simpson Company cannot be held responsible for possible valve failures due to pre-existing conditions during the testing procedure.

SCOPE OF SERVICE

Quality Control for Meter Testing and Repair

The level of quality control for large meter testing is a matter of taking in all the above considerations and applying those considerations to each individual large meter setting as it is being evaluated. As stated earlier, AWWA meter testing specifications have been stated for testing under "controlled" conditions in a meter testing shop. In the field, inlet valves and outlet valves leak through sometimes making meter testing challenging if not sometimes impossible. It is the level of experience of the meter testing technician to be able to differentiate and make the call as to when conditions are such where accurate meter tests can be conducted to allow for a reliable test. When a strict methodology and field procedure is followed, the field conditions can be controlled and mitigated to produce test results that are reliable and accurate.



Water Utility Observations

The M.E. Simpson Co., Inc. Project Team will welcome having staff of the Utility observe field procedures while the Meter Testing Program is in progress. They will be happy to explain and demonstrate the equipment and techniques that are employed by M.E. Simpson Company, Inc. for testing large meters. This may be useful for the staff of the Utility in understanding the parameters of large meter testing to reduce revenue losses for commercial/industrial accounts. Additionally, it will allow another level of quality control so the Utility can directly observe what it has invested in.

**"Effective Communication ...
Accurate Documentation...
Insuring the success for the
Meter Testing Program"**

SCOPE OF SERVICE

FINAL REPORTS, DOCUMENTATIONS and COMMUNICATIONS

M.E. Simpson Co, Inc. will perform the following:

- ◆ Project Team will **meet daily** with assigned Utility personnel to go over areas of survey for prior workday and plan current day and area to survey.
- ◆ The field technicians will be readily available by cellular phone as well as Nextel Direct Connect Radio. This will facilitate communications between the Utility and the field technicians. A **24-hour toll free 800 number** is available for direct contact with M.E. Simpson Co., Inc. for emergencies.
- ◆ **Document all meter testing**, date of testing, and all data required by the utility to analyze the meter inaccuracies. These will be reported daily to appointed Utility Personnel.
- ◆ **The Project Manager will meet** with the Utility as needed for a progress report if so requested.
- ◆ **Maintain a progression list** of the project indicating meters tested and to be tested, contact names, phone numbers, etc.
- ◆ **Prepare meter reports** at the completion of the project which will include all meter testing reports, listing of new parts installed, and possible mechanical deficiencies that need the attention of the Utility. Recommendations for system maintenance will be a part of this report based on field observations made during the testing program. **This final report shall be made available for submission to the Utility within fourteen (14) working days of the completion of the fieldwork.**

SCOPE OF SERVICE

ASSUMPTIONS AND SERVICES PROVIDED BY WATER UTILITY

- ◆ The *Utility* will furnish all maps, atlases, (two copies) and meter records necessary to properly conduct the testing program.
- ◆ The Utility will provide customer records such as consumption history, phone numbers for appointments, or any additional information that would make the testing of a meter at a location easier to perform. This information shall be regarded as CONFIDENTIAL by M.E. Simpson Co., Inc., and will not be shared with anyone outside of the Utility without consent of the Utility.
- ◆ The *Utility* will assist as necessary to get customer cooperation for the testing program. M.E. Simpson Co., Inc. can assist in composing a letter that the Utility can submit to water customers informing them on the procedures and benefits of the testing program.
- ◆ The *Utility* will also make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful in attempting to locate particularly hard-to-find meters and for general information about the water system. *This person will not need to assist the Project Team on a full time basis*, but only on an "as needed" basis.
- ◆ The Utility will assist, if needed, to help gain entry into sites that may be difficult to get into due to security issues or other concerns.

SCOPE OF SERVICE

METERS TO BE TESTED

Approximately 88 (Estimated 70 Test Only, 18 Test/Repair/Post-Test) meters will be tested for the Utility. This will include Displacement, Compound and Turbine style meters ranging in sizes from 3" to 10" meters. Requests to test other meters not listed will be agreed upon by M.E. Simpson Co. Inc. and the Utility prior to any further testing.

Meter Size and Style	Est. Quantity
3" Compound Style Meters	44 (Est. 20% Failure)
4" Compound Style Meters	34 (Est. 20% Failure)
6" Compound Style Meters	8 (Est. 20% Failure)
10" Compound Style Meters	2

SCOPE OF SERVICE



Safety is a major part of any project. M.E. Simpson Co., Inc. always provides a safe work environment for its employees. **Our staff is trained in General Industry OSHA rules, Confined Space Entry & Self-Rescue, First Responder First Aid, CPR, and Traffic Control.**

While in the field on your project, M.E. Simpson Company and its employees will follow all of the necessary safety procedures to protect themselves, your staff and the general public.

M.E. Simpson Co., Inc. uses Two-Man Teams for Safety and Quality Assurance.

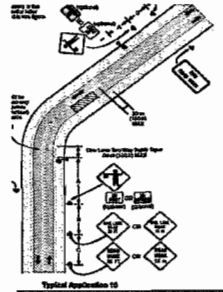
The use of a "one person" meter testing and repair team is dangerous and impractical where large meters may be located in underground vaults. It would be a dangerous precedent to allow a "one-person" team to access these meters, attempt to test and repair, and at the same time try to control traffic flow at that person's location if the vault is located in or near the street.

Therefore M.E. Simpson Co., Inc. adheres to the following:

- ✚ The Project Manager and the Field Manager will be trained in accordance with OSHA Standard 1910 (General Industry) and be in possession of an **OSHA 30 Hour Card.**
- ✚ Any meters located in a "**confined space**" such as pit and vault installations that **require entry** will be treated in accordance with the safety rules regarding **Confined Space Entry, designated by the Utility, The Department of Labor and OSHA.**
 - **All** personnel are **trained and certified** in Confined Space Entry & Self-Rescue.
- ✚ We will follow all safety rules regarding **First Responder First Aid & CPR, designated by the Utility, The Department of Labor and OSHA.**
 - **All** personnel are **trained and certified** in First Responder First Aid & CPR.
- ✚ We will follow all **traffic safety rules, designated by the Utility, The Department of Labor, OSHA, and the Michigan Department of Transportation (per MUTCD).**
 - **All** personnel are **trained and certified**, by the **AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA)** in Traffic Control and Safety.



**ATSSA Certified
Traffic Control Personnel**



**Work Zone Safety Plans
will be used**

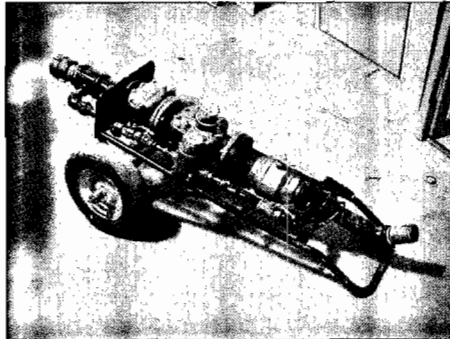
Current documentations of safety training and certifications can be provided upon request for all project personnel for the Utility. These certifications are current and up to date for all project personnel.

SCOPE OF SERVICE

EQUIPMENT TO BE USED

The following equipment will be used for meter testing work during the project. All material listed will be on the job site at all times.

1. Sensus test meters with electronic registers, certified accurate by volumetric testing.
2. All tools needed to perform testing "on site" (hand tools, pipe wrenches, etc.)
3. Proper lengths of 2-1/2' fire hose for conducting the testing "on site"
4. Confined Space Entry tripod, winch, fall protection and Gas detector
5. Meter Test Bench at M.E. Simpson Co. shop for volumetric testing of Meters (as needed per bid requirements for small displacement meters)



PROPOSED SCHEDULE

Bid due: April 8, 2010, 10:00 am

Possible Notice of Award: May, 2010

Notice To Proceed: Within 14 days of notice of award

Provide Insurance requirements: Within 7 calendar days after "Notice of award".

Kick Off Meeting: TBD to meet with Water Utility staff to go over project goals and objectives.

Fieldwork to be completed and documented: Assume one (2 person crew) testing the listed 88 meters 12 - 17 days in the field for completion of field work for the meter testing and repair per "Scope of Work". Approved additional meter testing and repair work outside of the original meter list will be based on per meter fees and may cause a shift in the completion date.

Daily Reporting: The Field staff will meet with assigned Utility staff daily or as needed and determined by the assigned Utility Manager. Large meters or settings needing immediate attention beyond normal repairs will be documented and submitted immediately for the Utility's attention.

Final Meter Reports: The final meter reports will be available 14 work days after field work has been completed for each segment of the program. These reports will have all the meter testing and repair data compiled during the course of the project. Five copies of the reports will be prepared.



PROPOSAL FEE

"PROPOSAL FEE"

M.E. Simpson Co., Inc. is pleased to present our "Proposal Fee" for a Large Meter Testing Program for the Village of Downers Grove, Illinois. The meter testing program will be conducted on approximately **88 large meters (3"-10")** in the Utility's water distribution system. M.E. Simpson Co., Inc. will perform this large meter testing program with one of our **two man teams**, with all necessary equipment, described within this document, furnished by M.E. Simpson Co., Inc. All procedures will be followed as described within this document. All travel, lodging and meals are included in the proposal price.

80% Test Only			
Item	Estimated Quantity	Cost Per Meter (Test Only)	Test Only Costs (Number of Meters x Cost per Meter)
3" Compound Style Meters	35	\$215.00	\$7,525.00
4" Compound Style Meters	27	\$215.00	\$5,805.00
6" Compound Style Meters	6	\$215.00	\$1,290.00
10" Compound Style Meters	2	\$340.00	\$680.00
Sub-Total #1			\$15,300.00
20% Test/Repair/Post-Test			
Item	Estimated Quantity	Cost Per Meter (Test Only)	Test/Repair/Post-Test Costs (Number of Meters x Cost per Meter)
3" Compound Style Meters	9	\$395.00	\$3,555.00
4" Compound Style Meters	7	\$395.00	\$2,765.00
6" Compound Style Meters	2	\$395.00	\$790.00
Sub-Total #2			\$7,110.00
Total			
Sub-Total #1 (From Above)			\$15,300.00
Sub-Total #2 (From Above)			\$7,110.00
TOTAL (Add Sub-Total #1 and #2)			\$24,410.00
Hourly Meter Repair Charge - Normal Business Hours			Included
Hourly Meter Repair Charge - Evening and Weekend Hours			Included
Hourly Meter Repair Charge - Holiday Hours			Included
Percentage of mark-up over wholesale cost for repair parts			20%

We thank you for this opportunity to acquaint you with our Large Meter Testing Program and offer this proposal. Please call us if you wish to discuss our service in more detail.

Sincerely Yours,

John H. Van Arsdel

John H. Van Arsdel
Vice President
JHV/jph

M.E. SIMPSON CO., INC.

Large Meter List - Important Comments

Account Name Order	Account #	Check Box <input checked="" type="checkbox"/> = YES <input type="checkbox"/> = NO			
Autumn Grove Apartments IL, LL 2045 Prentiss Drive	644320450 2"	<input type="checkbox"/> Test Plug	<input type="checkbox"/> Bypass	<input checked="" type="checkbox"/> Inlet Valve	<input checked="" type="checkbox"/> Outlet Valve
Meter location : Boiler room We recommend replacing this meter with a Compound meter which would better suit this application.					
Cameo West 5300 Walnut Avenue	916053000 2"	<input type="checkbox"/> Test Plug	<input type="checkbox"/> Bypass	<input checked="" type="checkbox"/> Inlet Valve	<input checked="" type="checkbox"/> Outlet Valve
Meter location : Meter room on 1st floor of west wing We found and left the meter turned off.					
Dominick's 42 Ogden Avenue	573100421 3"	<input checked="" type="checkbox"/> Test Plug	<input type="checkbox"/> Bypass	<input checked="" type="checkbox"/> Inlet Valve	<input checked="" type="checkbox"/> Outlet Valve
Meter location : Sprinkler room in back of bldg. The meter is not testable because the inlet valve would not shut down					
Finleys Grill room 3131 Finley Road	296631314 4"	<input checked="" type="checkbox"/> Test Plug	<input type="checkbox"/> Bypass	<input checked="" type="checkbox"/> Inlet Valve	<input checked="" type="checkbox"/> Outlet Valve
Meter location : Basement - in corner by fire system The meter is not testable because the inlet valve would not shut down					
Good Samaritan Hospital 3815 Highland Avenue	403138111 6"	<input checked="" type="checkbox"/> Test Plug	<input type="checkbox"/> Bypass	<input checked="" type="checkbox"/> Inlet Valve	<input checked="" type="checkbox"/> Outlet Valve
Meter location : Pump room We were unable to test the meter because the water must remain on at all times, needs bypass.					
Hamilton Part 3131 Woodcreek Drive	990331312 3"	<input checked="" type="checkbox"/> Test Plug	<input type="checkbox"/> Bypass	<input checked="" type="checkbox"/> Inlet Valve	<input type="checkbox"/> Outlet Valve
Meter location : Sprinkler room The meter is not testable, we recommend installing an outlet valve.					
Highland Oaks 1100 31st Street	867711005 3"	<input checked="" type="checkbox"/> Test Plug	<input type="checkbox"/> Bypass	<input checked="" type="checkbox"/> Inlet Valve	<input checked="" type="checkbox"/> Outlet Valve
Meter location : Pump room The meter is not testable because the inlet and outlet valves would not shut down					
Kemco Realty 7303 -7321 Lemont	479673033 3"	<input checked="" type="checkbox"/> Test Plug	<input type="checkbox"/> Bypass	<input checked="" type="checkbox"/> Inlet Valve	<input checked="" type="checkbox"/> Outlet Valve
Meter location : Sprinkler room (7321) The meter is not testable because the inlet and outlet valves would not shut down					
Kensington 6525 Main Street	518765251 3"	<input checked="" type="checkbox"/> Test Plug	<input type="checkbox"/> Bypass	<input checked="" type="checkbox"/> Inlet Valve	<input checked="" type="checkbox"/> Outlet Valve
Meter location : Sprinkler room in parking area The meter is not testable because the inlet valve would not shut down					

M.E. SIMPSON COMPANY, INC. - Technical Services
COMPOUND / TURBINE / DISP. METER TEST REPORT

Client : Downers Grove, IL

Account name Duke Properties Account no. 575514313
 Building Name Executive Tower I Meter no. _____
 Address: 1431 Opus Place Reg ID _____
 Meter location Boiler room AMR ID: _____
 Meter size 3" Brand: Neptune - Tru/Flo T-10 Type: Compound S/N: 70113376
 Test port: Yes Bypass: No Inlet valve Yes Outlet valve Yes

READINGS

Confined Space No O2 Level: _____ Gas Present: _____ OK to Enter Yes Supervisor Tony Johary
 Meter Reading Upon Arrival T/H: 149853.0 L: 891010 FM: _____ Units: Cubic Feet
 Meter Reading After Post Test T/H: 149857.0 L: 891022 FM: _____ Units: Cubic Feet
 Remote Reading Upon Arrival T/H: _____ L: _____ FM: _____ Units: _____

TEST AND REPAIR DATA

Tested: 09/24/08 7:40 AM By: Tony & Derrick Repaired: 09/24/08 8:30 PM By: Tony & Derrick
 Upon Arrival - Meter Sealed Bypass Sealed Upon Departure Meter Sealed Bypass Sealed

TESTS	Test Results			Post Test Results		
	Flow Rate GPM	Allowable Test Accuracy	Actual Test Accuracy	Flow Rate GPM	Allowable Post Test Accuracy	Actual Post Test Accuracy
Minimum	1	97 - 103	70	1	95 - 103	100
Below C.O.	5		68	5		100
Change Over	16	90 - 103	96	15	90 - 103	94
Above C.O.	30		98.2	30		99
Intermediate	75	97 - 103	100.6	75	97 - 103	100.6
Maximum	150	97 - 103	101	150	97 - 103	101

Turb./Disp.	Flow Rate GPM	Allowable Test Accuracy	Actual Test Accuracy	Flow Rate GPM	Allowable Post Test Accuracy	Actual Post Test Accuracy
	Start					
Minimum						
Intermediate						
Maximum						

TEST AND REPAIR COMMENTS

The meter failed to test within accuracy limits derived from AWWA M6. We opened the meter, cleaned and inspected the parts. We replaced the following part which was broken or worn: Lowside Chamber. The meter retested within accuracy limits derived from AWWA M6.

M.E. SIMPSON COMPANY, INC. - Technical Services
COMPOUND / TURBINE / DISP. METER TEST REPORT

Client : Downers Grove, IL

Account name Dominick's Account no. 573100421
 Building Name Dominick's Meter no. _____
 Address: 42 Ogden Avenue Reg ID _____
 Meter location Sprinkler room in back of bldg. AMR ID: 00229316
 Meter size 3" Brand: Neptune - Tru/Flo T-10 Type: Compound S/N: 70031709
 Test port: Yes Bypass: No Inlet valve Yes Outlet valve Yes

READINGS

Confined Space No O2 Level: _____ Gas Present: _____ Ok to Enter Yes Supervisor Tony Johary
 Meter Reading Upon Arrival T/H: 001215.0 L: 831842 FM: _____ Units: Cubic Feet
 Meter Reading After Post Test T/H: _____ L: _____ FM: _____ Units: _____
 Remote Reading Upon Arrival T/H: _____ L: _____ FM: _____ Units: _____

TEST AND REPAIR DATA

Tested: 08/25/08 6:00 AM By: Tony & Craig Repaired: _____ By: _____
 Upon Arrival - Meter Sealed Bypass Sealed Upon Departure Meter Sealed Bypass Sealed

TESTS	Test Results			Post Test Results		
	Flow Rate GPM	Allowable Test Accuracy	Actual Test Accuracy	Flow Rate GPM	Allowable Post Test Accuracy	Actual Post Test Accuracy
Compound						
Minimum	1	97 - 103	100		95 - 103	
Below C.O.	5		100.1			
Change Over	15	90 - 103	96		90 - 103	
Above C.O.	30		99			
Intermediate	75	97 - 103	100		97 - 103	
Maximum	150	97 - 103	100		97 - 103	

Turb./Disp.	Test Results			Post Test Results		
	Flow Rate GPM	Allowable Test Accuracy	Actual Test Accuracy	Flow Rate GPM	Allowable Post Test Accuracy	Actual Post Test Accuracy
Start						
Minimum						
Intermediate						
Maximum						

TEST AND REPAIR COMMENTS

The meter tested within accuracy limits derived from AWWA M6. We sealed the meter which was not previously sealed.

M.E. SIMPSON COMPANY, INC. - Technical Services

COMPOUND / TURBINE / DISP. METER TEST REPORT

Client : Downers Grove, IL

Account name Belden Club Association Account no. 047151460
 Building Name Belden Club Association Meter no. _____
 Address: 5146 Belden Avenue Reg ID _____
 Meter location Pump room in garage AMR ID: _____
 Meter size 2" Brand: Neptune - T-10 Type: Displacement S/N: 60315366
 Test port: No Bypass: No Inlet valve Yes Outlet valve Yes

READINGS

Confined Space No O2 Level: _____ Gas Present: _____ Ok to Enter Yes Supervisor Tony Tokarz
 Meter Reading Upon Arrival T/H: 066540.0 L: _____ FM: _____ Units: Cubic Feet
 Meter Reading After Post Test T/H: _____ L: _____ FM: _____ Units: _____
 Remote Reading Upon Arrival T/H: _____ L: _____ FM: _____ Units: _____

TEST AND REPAIR DATA

Tested: 09/15/08 9:30 AM By: Tony & Derrick Repaired: _____ By: _____
 Upon Arrival - Meter Sealed Bypass Sealed Upon Departure Meter Sealed Bypass Sealed

TESTS	Test Results			Post Test Results		
	Flow Rate GPM	Allowable Test Accuracy	Actual Test Accuracy	Flow Rate GPM	Allowable Post Test Accuracy	Actual Post Test Accuracy
Compound						
Minimum		97 - 103			95 - 103	
Below C.O.						
Change Over		90 - 103			90 - 103	
Above C.O.						
Intermediate		97 - 103			97 - 103	
Maximum		97 - 103			97 - 103	

Turb./Disp.	Test Results			Post Test Results		
	Flow Rate GPM	Allowable Test Accuracy	Actual Test Accuracy	Flow Rate GPM	Allowable Post Test Accuracy	Actual Post Test Accuracy
Start						
Minimum	2	95 - 101.5	100		95 - 101.5	
Intermediate	6	98.5 - 101.5	100.5		98.5 - 101.5	
Maximum	12	98.5 - 101.5	100		98.5 - 101.5	

TEST AND REPAIR COMMENTS

The meter tested within accuracy limits derived from AWWA M6. We tested the meter off of the backflow preventer. This meter feeds a condominium. We recommend replacing this meter with a Compound meter which would better suit this application.