

VILLAGE OF DOWNERS GROVE
Report for the Village

SUBJECT:	SUBMITTED BY:
Award of Contract – Water Meter Removal and Testing (WP-023)	David Moody Director of Public Works

SYNOPSIS

A motion is requested to award a contract to Plumbing Professionals Co., of Morris, IL for the removal and testing of approximately 475 residential water meters in the amount of \$83,180.16, which includes a 20% contingency.

STRATEGIC PLAN ALIGNMENT

The goals for 2025-2027 include *Top Quality Infrastructure*.

FISCAL IMPACT

The FY25 budget includes \$175,000 in the Water Fund for this work, under Capital Project #WP-023. This project has also been rebudgeted in the amount of \$90,000 in the proposed FY2026 budget.

RECOMMENDATION

Approval on the November 11, 2025 consent agenda.

BACKGROUND

In 2001, the Village contracted with Water Resources, Inc. to replace almost all residential water meters. The water meters were installed between 2002 and 2004, more than 20 years ago. The generally accepted life expectancy of a water meter is around 20 years. As water meters age, they become less accurate, which results in a loss of revenue from water sales for the Village.

The Village first tested residential water meters in 2022 to get a measurement of residential water meter accuracy. The results from 2022 showed the water meters that were sampled were still performing well within AWWA standards for water meter accuracy, and were not impacting revenues from water sales. With the positive meter performance results from the testing in 2022, staff decided to wait several years and test residential water meters again.

In order to test water meters, the existing water meter must be removed to be sent to a meter testing company, and a new water meter installed. The Village awarded a contract to Utilities One Inc. in May for water meter replacement and testing, but that contractor did not meet the expectations of the contract, and the contract was terminated by the Village. A second request for proposals for water meter testing was issued on September 24, 2025 with two proposals received. The contract includes the scheduling of appointments, removing the old meters and replacing them with new meters (meters to be provided by the Village) and testing the accuracy

of approximately 475 residential water meters. Additional unit prices were requested to account for missed appointments, Saturday appointments, etc. The proposals received are summarized below:

Professional Meters, Inc.	\$69,316.80
HBK Water Meter Service, Inc.	\$74,719.00

A 20% contingency is requested to cover unknown expenses for missed appointments, Saturday appointments, etc.

Plumbing Professionals Co. has not performed worked for the Village of Downers Grove previously, but they received positive references from the Village of Hanover Park, Village of Oak Lawn, City of Crystal Lake, and the Village of Hoffman Estates.

ATTACHMENTS

Contract Documents

Village of Downers Grove
Residential Water Meter Replacement and Testing
RFP-31-0-2025/JV

Due: October 8, 2025, at 10:00 AM



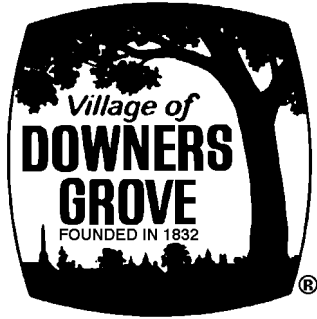
Plumbing Professionals Co

3605 N State Route 47, Suite EE

Morris, IL 60450

815-413-0216

Village of Downers Grove



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company:

Project Name: Residential Water Meter Replacement and Testing
 Proposal No.: RFP-31-0-2025/JV
 Proposal Due: 10 A.M. October 8, 2025

Required of Awarded Proposer:

Certificate of Insurance: Yes

Date Issued: September 24, 2025

This document consists of 31 pages.

Submit **electronically** through DemandStar or return **original** (no staples, bindings or spines) and one (1) digital copy (PDF on a flash drive) of proposal submitted in a **sealed envelope** marked with the Proposal Name/Number as noted above to:

JOHN VALENTI
 ASSISTANT DIRECTOR OF PUBLIC WORKS - UTILITIES
 VILLAGE OF DOWNERS GROVE
 5101 WALNUT AVENUE
 DOWNERS GROVE, IL 60515
 PHONE: 630/434-5460
 FAX: 630/434-5489
www.downers.us

The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 4:30 P.M. at Public Works, 5101 Walnut Avenue, Downers Grove, IL 60515.

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ELECTRONIC BIDDING

The Village of Downers Grove is now accepting bids submitted electronically. All bidders must be registered with DemandStar in order to access bid documents and submit an electronic bid. If you are not registered, a free agency subscription to the Village of Downers Grove account is available by going to www.demandstar.com/register.rsp. If you are registered with DemandStar, but subscribed to another agency, you do not need to modify your subscription. The Village maintains an Open Access account whereby all bidding information and e-bidding capabilities are accessible under any subscription plan. Incomplete submittals may be rejected as non-responsive. Infrequent or first-time users of electronic bidding are encouraged to upload their bid responses at least 24 hours prior to bid opening. The Village is not responsible for submittal errors or incomplete bid submissions. For technical issues or concerns, bidders may contact DemandStar Supplier support directly at hello@demandstar.com or at 866-273-1863. All bids must be received prior to the Due Date and Time set forth above and on the cover page of this document. Bid Opening will be conducted in person at where all bids received will be publicly opened and read aloud immediately following the Due Date and Time. Bidders, their authorized agents, and interested parties are invited to join.

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. PROPOSER'S RESPONSE TO RFP
- V. PROPOSAL/CONTRACT FORM

DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT. Proposers MUST submit an original, and one (1) digital copy (PDF on a flash drive). Upon formal award of the Proposal, the successful Proposer will receive a copy of the executed contract.

PLEASE DO NOT BIND ANY PORTION OF THE BID WITH STAPLES, BINDINGS OR SPINES.

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I. REQUEST FOR PROPOSALS

1. GENERAL

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to THE TIME AND DATE SET FORTH ON THE COVER PAGE OF THIS REQUEST FOR PROPOSALS.
- 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: John Valenti, 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 the 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 the Village's proposers 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, bonds, 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 with

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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 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 Section 2.2 above.

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 the person authorized for submitting a Proposal, provided that it is received prior to the time and date set for the Proposal 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 the 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, 850 Curtiss, Downers Grove, IL 60515.

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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. The Village's federal identification will also be provided to selected vendor.

8. RESERVED RIGHTS

- 8.1 The Village 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 Proposals 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 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 it 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, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, sexual identity, or an unfavorable discharge from military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 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. Sec. 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 disability unrelated to ability, military status, order of protection status, 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 disability unrelated to ability, military status, order of protection status, sexual orientation, 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 subdivisions 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 employees 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 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.
- 16.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

17. PATRIOT ACT COMPLIANCE

- 17.1 The Proposer represents and warrants to the Village that neither it nor any of its principals,

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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 Contract 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.

18. INSURANCE REQUIREMENTS

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

- 18.2 Commercial General Liability Insurance required under this paragraph shall be written on an

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- 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”.
- 18.3 Comprehensive Automobile Liability Insurance required under this paragraph shall include coverage for all owned, hired and non-owned automobiles.
- 18.4 Workers Compensation coverage shall include a waiver of subrogation against the Village.
- 18.5 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.
- 18.6 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, its 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 the 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***.
- 18.7 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 A- VIII. In the event that the Contractor or any Subcontractor fails to procure or maintain any insurance 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 Contract pursuant to its terms.
- 18.8 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) days 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 of the

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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.

- 18.9 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.
- 18.10 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.

19. COPYRIGHT/PATENT INFRINGEMENT

- 19.1 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.

20. COMPLIANCE WITH OSHA STANDARDS

- 20.1 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 specifications will be refused.

21. CERCLA INDEMNIFICATION

- 21.1 In the event this is a contract that has environment aspects, the 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 Proposer, both before and after its disposal.

22. CAMPAIGN DISCLOSURE

- 22.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to

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the Village of Downers Grove shall be required to submit with its submission, an executed Campaign Disclosure Certificate, attached hereto.

- 22.2 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.
- 22.3 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.
- 22.4 By signing the bid or proposal 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.

23. SUBLETTING OF CONTRACT

- 23.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Contractor from their obligation or change the terms of the contract.

All approved subcontracts shall contain language which incorporates the terms and conditions of this Contract.

24. TERM OF CONTRACT

- 24.1 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.

25. TERMINATION OF CONTRACT

- 25.1 The Village reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, for any reason and/or in the event that sufficient funds to complete the Contract are not appropriated by the Village.
- 25.2 The Village further reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, in the event of default by the Contractor. Default is defined as failure of the Contractor 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 Contractor 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 Contractor shall be liable for any excess costs for such similar

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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 Contractor. Any such excess costs incurred by the Village may be set-off against any monies due and owing by the Village to the Contractor.

26. BILLING & PAYMENT PROCEDURES

- 26.1 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.
- 26.2 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 Contractor requesting payment as soon as 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.
- 26.3 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.
- 26.4 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 850 Curtiss St, Downers Grove, IL 60515.

27. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

- 27.1 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.

28. STANDARD OF CARE

- 28.1. Services performed by Proposer under this Contract 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 Contract, or in any report, opinions, and documents or otherwise.
- 29.2 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

Village of Downers Grove

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.

- 29.3 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.

30. GOVERNING LAW

- 30.1 This Contract 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.

31. SUCCESSORS AND ASSIGNS

- 31.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Contract 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 subcontractors.

32. WAIVER OF CONTRACT BREACH

- 32.1 The waiver by one party of any breach of this Contract 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 Contract and will not be construed to be a waiver of any provision except for the particular instance.

33. AMENDMENT

- 33.1 This Contract will not be subject to amendment unless made in writing and signed by all parties.

34. NOT TO EXCEED CONTRACT

- 34.1 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 who have executed the initial contract.

35. SEVERABILITY OF INVALID PROVISIONS

- 35.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, 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.

Village of Downers Grove

36. NOTICE

- 36.1 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
850 Curtiss St.
Downers Grove, IL 60515**

And to the Proposer as designated in the Contract Form.

37. COOPERATION WITH FOIA COMPLIANCE

- 37.1 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.

38. COPYRIGHT or PATENT INFRINGEMENT

- 38.1 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.

39. DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION

- 39.1 Pursuant to 35 ILCS 200/18-50.2, Contractor and all subcontractors are required to complete and submit a Vendor DBE certification, regardless of DBE status. Contractor shall complete and require all its subcontractors to complete the DBE certification for this project at www.downers.us/vss. The information necessary for the Contractor and all subcontractors to complete the certification includes the following: DBE Classification (minority-owned, women-owned, persons with disabilities-owned, veteran-owned, or none); if DBE, whether the company holds a certificate or self-certifies; if self-certifying, whether the company qualifies as a small business under the U.S. Small Business Administration standards; the company's name, address, city, state and zip code; company's contact person's name, title, telephone number and email address. **NO PAYMENTS WILL BE MADE TO THE CONTRACTOR BY THE VILLAGE UNLESS AND UNTIL ALL OF THE CERTIFICATIONS FOR THE CONTRACTOR AND SUBCONTRACTORS HAVE BEEN COMPLETED.**

40. SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT

- 40.1 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.

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41. PREVAILING WAGE ACT

- 41.1 Contractor agrees to comply with the Illinois Prevailing Wage Act, 820 ILCS 130/1 *et seq.*, for all work completed under this Contract. Contractor 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 (www.state.il.us/agency/idol/rates/rates.HTM) and use the most current DuPage County rate. The Department revises the prevailing wage rates and the Contractor or subcontractor has an obligation to check the Department’s website for revisions to prevailing wage rates throughout the duration of this Contract.
- 41.2 Contractor and each subcontractor shall keep or cause to be kept accurate records of all laborers, mechanics and other workers employed by them on the public works project, which records must include each worker’s name, address, telephone number when available, the last four digits of the worker’s social security number, gender, race, ethnicity, veteran’s status, skill level, classification, hourly wage paid (including itemized hourly cash and fringe benefits paid in each pay period), number of hours worked each day, the starting and ending times of work each day, the worker’s hourly wage rate, the worker’s hourly overtime wage rate, the worker’s hourly fringe benefit rates, the name and address of each fringe benefit fund, the plan sponsor of each fringe benefit, if applicable, and the plan administrator of each fringe benefit, if applicable. These records shall be open to inspection at all reasonable hours by any representative of the Village or the Illinois Department of Labor (IDOL) and must be preserved for five (5) years from the date of the last payment on the public work.
- 41.3 Since this is a contract for a 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.
- 41.4 Because this is a public works project as defined under the Prevailing Wage Act, 820 ILCS 130/2, any and all contractors and subcontractors shall submit certified payroll records to IDOL no later than the fifteenth (15th) day of each calendar month for the immediately preceding month in which construction on a public works project has occurred. Contractor shall then provide an IDOL certification and case number to the Village. **WITHOUT THIS PAPERWORK, NO INVOICE SHALL BE PAID BY THE VILLAGE.** Filing false records is a Class A misdemeanor.
- 41.5 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 Bidder’s Certification.
- 41.6 Any bond furnished as security for performance shall include a provision that guarantees faithful performance of the Illinois Prevailing Wage Act, 820 ILCS 130/1 *et seq.*

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42. ACCESSIBLE WEB CONTENT

- 42.1 Any web content published by Proposer shall be readily accessible to and usable by Individuals with disabilities when required by 28 CFR 35.200, et seq.

III. DETAIL SPECIFICATIONS

INTENT AND GENERAL INFORMATION

The Village of Downers Grove seeks the professional services of an **Illinois licensed plumbing contractor with Illinois licensed plumbing staff** to perform water meter exchanges and water meter testing that conforms to the latest AWWA meter testing guidelines as outlined in this scope of work. **The prospective contractor's functioning place of business must be located within an 80 mile radius of the Village of Downers Grove Public Works facility.** The prospective contractor must have particular expertise in changing out residential water meters and testing water meters to AWWA standards. **The Village of Downers Grove prefers bench testing by AWWA standards as the method used.** Please provide examples of at least two (2) projects of a similar scope that have been completed in the last five (5) years. The Village of Downers Grove needs to test approximately 475 water meters (3% of all residential water meters) to understand the accuracy of current residential water meters and the expected remaining useful life.

New meter installations and testing of the approximately 475 water meters shall be completed prior to November 30, 2026. The Village will provide all water meters, register heads, and ACLARA meter transmitting units (MTUs) with wiring and connectors. Water meter couplings will be provided if needed, but it is anticipated that in most instances the existing couplings can be reused. The contractor shall supply all labor and other materials needed and used in a typical meter exchange; i.e. pipe tape, washers or gaskets, fittings, staples, mounting screws, tapcons, or anchors (concrete or other) for mounting hardware as needed and/or applicable. The Illinois Prevailing Wage Act applies to all work concerning the maintenance and/or replacement of meters.

A list of the approximately 475 water meters that require replacement and testing will be transmitted to the contractor in an excel file. Meters will be tested and replaced based on criteria determined by the Village. Prior to commencement of work the contractor will mail a form letter approved by the Village to all water users scheduled to have their water meter tested. The contractor will mail additional notices as needed following a review of water users that have not scheduled an appointment. A minimum of ten (10) working days will be observed between mailings. These mailing will continue until all water users are scheduled to have their water meter tested.

It will be the responsibility of the contractor to schedule and monitor all appointments. If, for any reason, a new water meter cannot be installed, the contractor must immediately notify the Water Manager, and he will make a decision on the appropriate solution.

All manpower, tools, equipment, vehicles, testing apparatus and plumbing supplies will be furnished and maintained by the contractor. The Village will supply all new water meters. The contractor will be responsible for testing, reporting on the test accuracy, and returning the old water meter to the Village. The contractor must have appropriate identification or signage for all employees and vehicles. Additional signage or IDs may be required by the Village of Downers Grove to show that the contractor is working for the Village.

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Unsuccessful Attempts or Broken Appointments

The contractor shall be reimbursed at the proposed flat unsuccessful/broken appointment rate for each property where the contractor has exhausted all attempts to obtain a meter exchange, or an appointment is broken by the property owner where the contractor was not provided at least 24 hours advance notice. The Village shall reimburse the Contractor the flat rate as defined in the Schedule of Prices. The Village shall not reimburse for more than two (2) broken appointments per property. A record of each unsuccessful or broken appointment and the reason therefor must be listed on the weekly Summary Report given to the Village. No reimbursement shall be made where the unsuccessful or broken appointment is the direct result of Contractor's actions or failure to act.

Weekly Summary Report

At the end of each week, the Contractor will supply the Village a weekly summary report via email or hard copy outlining the previous week's activities.

- Number of meter replacements with address – listed by type
- Number of meters tested
- Meter testing results that include the meter serial number and address
- Spread sheet of completed meters with actual test results
- Any broken appointments by address
- **The water service line material inside the home for all meter exchange appointments with address**
- **A visual inspection of any backflow devices. If a backflow device is present the Village will need the brand and serial number.**

Meter Exchanges

The Village anticipates approximately 475 water meters will need to be replaced with a new water meter, and the old meter will need to be tested. The Village reserves the right to reduce or increase this amount dependent upon available funds.

The contractor shall provide a flat fee for the removal and exchange of each size of water meter, and testing of the old meter that was removed. The water meter accuracy testing must conform to the latest AWWA meter testing guidelines.

All water meters in the Village's water distribution system are connected to ACLARA water meter transmission units (MTUs). If the current MTU is functioning properly, the contractor will remove the existing water meter register & existing water meter body, install the new water meter, new register & reprogramming the MTU. If the existing MTU is not functioning, the contractor will be notified about this condition by the Village, and the contractor shall provide a flat fee to replace the water meter body, register head, existing wiring if required, and mount a new MTU & program on the outside of the home, or inside the home in special circumstances. The Village will train the contractor on how to program the MTUs.

The water service line material and possible backflow device (make and serial number) in the home of the meter exchange appointment must be recorded and that information must be included in the weekly summary report to the Village.

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If a building has corroded or weak plumbing, the contractor shall notify the Water Manager, or Water Supervisor and inform that the b-box be shut off to complete the scheduled work. The contractor will have authority to shut the water off at the b-box. If the b-box is not able to be shut off by the contractor the meter replacement appointment will need to be rescheduled once a repair to the b-box has been completed by the Water Division. Meter appointments that require rescheduling due to corroded or weak plumbing are incidental to the contract and will not be paid at the Broken Appointment fee. In certain cases if the building's plumbing is in such poor condition, the Village will remove that address from the contractor's list of locations and replace it with a different address. The cost of address replacements are incidental to the contract and must be incorporated into the contractor's pricing per meter replacement.

The contractor shall be responsible for scheduling appointments and the complete meter replacement. The charges of this scheduling are incidental to the contract and must be incorporated into the contractor's pricing per meter replacement. The Contractor must immediately advise the Water Manger or Water Supervisor of any request for a water meter replacement that they are unable to satisfy. In special circumstances, night or weekend appointments may be offered; however, approval for a night or weekend appointment must be approved by the Village before it is scheduled by the contractor.

If a resident refuses to schedule an appointment, or allow entry to the premises, the Village shall remove that address from the contractor's list of locations and replace it with a different address. The cost of address replacements are incidental to the contract and must be incorporated into the contractor's pricing per meter replacement.

Water Meter Installation Procedures**Meter Exchange – typical**

1. Make appointment to service the meter
2. Attempt to turn off the water inside home first; if the internal water shut off cannot be operated, or is in poor condition, then the Contractor shall the authority to perform an outside water service shutoff after notifying the Village Water Manager or Water Supervisor
3. Remove the meter seal and old water meter & register head.
4. Remove the old meter & register head, perform required AWWA steps to properly store the water meter until it is able to be tested.
5. Install new meter body, new register head, connect MTU wiring and reprogram MTU.
6. Check for proper operation of the water meter (i.e. run water and see if register head meter reading advances)
7. Test old water meter and deliver the meter testing results to the Village. The old meter can be recycled by the contractor.

Meter Exchange with MTU replacement

1. Make appointment to service the meter
2. Attempt to turn off the water inside home first; if the internal water shut off cannot be operated, or is in poor condition, then the Contractor shall have the authority to perform an outside water service shutoff after notifying the Village Water Manager or Water Supervisor.
3. Remove the meter seal and the existing, old water meter body, register head and wiring from

Village of Downers Grove

the MTU.

4. Install new meter body and new register head
5. If required, the contractor shall run new MTU wire (3 wire – Belden 3 #22 FRPE PVC or equivalent) from the new water meter to the existing location of the MTU. In most cases the Contractor should be able to use the old wire to pull the new wire.
6. Remove old MTU, connect new wires to new MTU and install new MTU in existing location and program. A wiring diagram will be provided to the Contractor by the Village. If installation in the existing location is not possible, the MTU must be installed in another location on the outside wall of the home (preferred), or as high as possible on the inside of the nearest exterior wall.
7. Notify Village of address, new meter serial #, new MTU ID number, and register head reading (in most cases it should be 0) the same day the MTU was replaced.
8. Return old MTU to the Village of Downers Grove so it can be turned off to avoid causing problems with the Village's water meter reading system.
9. Test old water meter and deliver the meter testing results to the Village. The old meter can be recycled by the contractor.

Charges

All water meters exchanged, tested, and installed under the terms of the contract will be charged on a flat rate Meter replacement fee per installation listed in the Schedule of Prices

Record Keeping

The Contractor shall document all work performed, and shall maintain accurate records of all work activities including, but not limited to, the date and location of work performed, tasks performed, personnel and equipment assigned to each task, materials used, meter serial numbers, MTU ID number(s), problem identification, solution description, meter readings, **and water service line material inside of the home before the water meter and if there is a backflow device (Make and serial number if available).**

The Contractor shall take digital pictures of the existing water meter showing the serial number and the reading on the water meter at the time of removal, and also take a digital photo of the new water meter showing the serial number. In the case of water meter replacements that include replacing the MTU, a picture of the existing MTU in its mounted location and a picture of the new MTU after installation will be required. The Contractor shall also submit certified paper copies of all meter test records.

Water Meter Testing

All water meter testing must be done according to the latest AWWA water meter testing guidelines. The Village may request additional water meters that were not exchanged/replaced by the Contractor to be tested by the Contractor.

Charges for Water Meter Accuracy Testing

All water meter tests will be charged at the water meter test flat rate as defined in the schedule of prices.

Village of Downers Grove

Schedule of Prices**DESCRIPTION****UNIT PRICE****Meter Installation/Replacement and Meter Testing by Meter Size**

5/8" x 3/4" Neptune Water Meter (estimated quantity 415)	\$ <u> \$144.52 </u>
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1" Neptune Water Meter (estimated quantity 25)	\$ <u> \$154.23 </u>
--	--

Meter Installation/Replacement and new MTU installation with Meter Testing by Meter Size

5/8" x 3/4" Neptune Water Meter (estimated quantity 25)	\$ <u> \$150.35 </u>
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1" Neptune Water Meter (estimated quantity 10)	\$ <u> \$160.05 </u>
--	--

Water Meter Accuracy Testing Only (Village Supplies water meter to Contractor)

5/8" x 3/4" Neptune Water Meter (estimated quantity 5)	\$ <u> \$18.00 </u>
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1" Neptune Water Meter (estimated quantity 2)	\$ <u> \$18.00 </u>
---	---------------------------------------

Appointment Fees

Broken Appointment/Unsuccessful Attempt Fee	\$ <u> \$19.42 </u>
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Saturday or After-hours Appointment Fee	\$ <u> \$29.13 </u>
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(This fee will be paid along with the corresponding fee above if an appointment must be scheduled before 7:00 A.M. or after 5:00 P.M. on a weekday, or on a Saturday. No appointments will be scheduled on Sundays.)

Quantities are estimates only and are subject to change.

The Village has the sole authority to increase or decrease the overall quantities.

Please submit any additional fees or costs in your response to the RFP.

Personnel and Equipment

Applicants “Illinois Plumbing Contractors Registration Number:

055-030514 _____

Licensed Plumbers who shall be present each workday: _____ 2 _____

Employee Name and Illinois Plumbing License Number:

- 1. _____ PPC has 15+ Illinois Licensed Plumbers currently on staff and will assign staff to job upon award depending on project start date _____
- 2. _____
- 3. _____
- 4. _____

If other please list: _____

List of Equipment

- 1. _____ 2008-2014 Dodge Caravans _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

If other, please list: _____

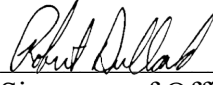

IV. PROPOSER'S RESPONSE TO RFP

(Proposer must insert response to RFP here. DO NOT insert a form contract, the RFP document including detail specs and Proposer's response will become the contract with the Village.)

V. 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 Proposal Is To Be Considered For Award

PROPOSER:	
PLUMBING PROFESSIONALS CO Company Name	Date: 10/07/2025
3605 N STATE ROUTE 47, SUITE EE Street Address of Company	KAILEEN.CUMMINGS@PPCPLUMBING.NET Email Address
MORRIS, IL 60450 City, State, Zip	KAILEEN CUMMINGS Contact Name (Print)
815-413-0216 Business Phone	800-356-0321 24-Hour Telephone
815-941-1091 Fax	 Signature of Officer, Partner or Sole Proprietor
	ROBERT DULLARD, PRESIDENT Print Name & Title
ATTEST: If a Corporation  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: PLUMBING PROFESSIONALS CO
 ADDRESS: 3605 N STATE ROUTE 47, SUITE EE
 CITY: MORRIS
 STATE: IL
 ZIP: 60450
 PHONE: 815-413-0216 FAX: 815-941-1091
 TAX ID #(TIN): 20-2520009

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

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: SAME AS ABOVE
 ADDRESS: _____
 CITY: _____
 STATE: _____ ZIP: _____

TYPE OF ENTITY (CIRCLE ONE):

- Individual
- Sole Proprietor
- Partnership
- Corporation**
- Government Agency
- Limited Liability Company – Member-Managed
- Limited Liability Company- Manager-Managed
- Medical
- Charitable/Nonprofit

SIGNATURE: *Robert Dillard* DATE: 10/07/2025

Village of Downers Grove

PROPOSER'S CERTIFICATION (page 1 of 3)

RESIDENTIAL WATER METER PLUMBING PROFESSIONALS CO
With regard to REPLACEMENT AND TESTING, Proposer 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 5/2-105(A)(4);
3. 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.
4. 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 Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.

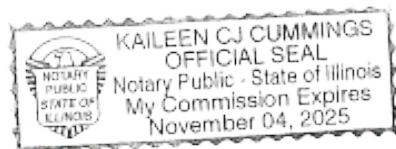
BY: *Robert Dillard*
Proposer's Authorized Agent

2 0 - 2 5 2 0 0 0 9

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 7 day of OCTOBER, 2025.



Kaileen C Cummings
Notary Public

PROPOSER’S CERTIFICATION (page 2 of 3)

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Proposer is a corporation organized and existing under the laws of the State of ILLINOIS, which operates under the Legal name of PLUMBING PROFESSIONALS CO, and the full names of its Officers are as follows:

President: ROBERT DULLARD

Secretary: ROBERT DULLARD

Treasurer: ROBERT DULLARD

and it does have a corporate seal. (In the event that this Proposal 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) Limited Liability Company (LLC)

The Bidder is a LLC organized and existing under the laws of the State of _____, which operates under the legal name of _____, and the full names of its managers or members are as follows:

Manager or Member: _____

Manager or Member: _____

Manager or Member: _____

Manager or Member: _____

(c) Partnership

Signatures and Addresses of All Members of Partnership:

Village of Downers Grove

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 _____.

(d) Sole Proprietor

The Proposer 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? YES NO (circle one)

Insurer's Name _____

Agent _____

Street Address _____

City, State, Zip Code _____

Telephone Number _____

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

Print Name of Company: PLUMBING PROFESSIONALS CO

Print Name and Title of Authorizing Signature: ROBERT DULLARD, PRESIDENT

Signature: 

Date: 10/07/2025

Village of Downers Grove

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

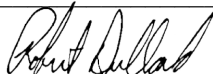
Company Name: PLUMBING PROFESSIONALS CO

Address: 3605 N STATE ROUTE 47, SUITE EE

City: MORRIS Zip Code: 60450

Telephone: (815) 413-0216 Fax Number: (815) 941-1091

E-mail Address: KAILEEN.CUMMINGS@PPCPLUMBING.NET

Authorized Company Signature: 

Print Signature Name: ROBERT DULLARD Title of Official: PRESIDENT

Date: 10/07/2025

Village of Downers Grove

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 submission, an executed Campaign Disclosure Certificate.


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 or proposal 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

ROBERT DULLARD
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



Plumbing Professionals Co

Proposal

Project Management Plan

Plumbing Professionals Co (PPC) will be priming the project and utilizing its union, Illinois-licensed plumbing staff to perform work. PPC will be utilizing Professional Meters, Inc (PMI) for project and data management.

During the Project Planning Phase, PPC will work with the Village to develop an installation schedule for deployment. This schedule will consider product delivery dates, utility black-out dates, and route clean up. Other tasks that will be accomplished prior to commencing installations include:

- Establish Communication Matrix for routing issues or questions for Village personnel.
- Develop Customer Communication notifications and submit for approval to the utility.
- Receive an initial Village data file with accounts targeted for upgrade. This data file will serve as a basis for PPC WOMS and the deployment plan. PPC recommends providing up to 2000 addresses to target in order to reach the testing goal efficiently.
- Create PPC Project Portal. A password-protected project web portal will be developed for this project allowing project personnel access to a wide variety of progress and installation reports. Install data including photos will be accessible via this portal.
- Develop a project-specific workflow for PPC's iOS-based Field Tool app. PPC will collect installation data, including photos, via PPC Field Tool.
- Receive Village billing schedule and blackout schedule (if applicable). This will be imported into PPC WOMS and considered during project planning.
- Identify and establish warehouse space. PPC will provide inventory management and ownership of material prior to install.
- Develop installation data upload file. PPC will format installation data for Village personnel to upload meter exchange data en-masse via the web portal or FTP site.
- Establish a project-specific Quality Control/Quality Assurance Program. Field staff and quality control technicians will be trained on manufacturer installation procedures, proper photo collection, and data collection requirements.
- Establish a project-specific Safety Plan. Safety Plan will incorporate project description, organization and responsibilities, general safety requirements, training requirements, and emergency responses.
- Receive access to AMI meter reading software. If made available, PPC will import a daily read file to PPC WOMS to ensure each meter is successfully reporting to the system prior to upload to the Village.
- Receive inventory certification files from the Meter Manufacturer. PPC imports inventory serial numbers and size data into its WOMS to serve as a quality control measure.



Plumbing Professionals Co

- Establish installation project schedule to meet production goals. This schedule will consider utility billing schedule and blackout schedule, utility holidays, product delivery schedules, and utility preferences.

During Mass Deployment, PPC will provide consistent management support for installation efforts.

Deliverables include:

- Address and manage customer questions, concerns, and claims. All issues are recorded with timestamp and pictures and made available for Village review on the project portal.
- Attend project update meetings, as necessary. PPC Field Installation Manager will be onsite for the duration of the project and will be available for all meetings. PPC Project Manager will be onsite as necessary and will always be available for project update meetings remotely.
- Coordinate with AMI Vendor and Village staff regarding material delivery dates and installation schedule.
- Create project-specific reports to be displayed on the project web portal. PPC’s web portal is completely customizable and can display any reports the Village requires.
- Provide inventory security and management. PPC barcode scans inventory into possession for tracking purposes. Additionally, PPC scans inventory into installer vehicles at the beginning of the day and out of installer vehicles at the end of the day for tracking purposes.
- Quality check installation data. All installation data will be subject to a series of automated checks and every installation is photo reviewed to ensure proper old read collection and proper installation.
- Upload quality-checked installation data to the project portal or FTP site daily.
- Update installation schedule. Schedules will be posted to the project web portal and continually updated.
- Coordinate with Village staff to reconcile data, customer response, and field issues.

Installation Plan

PPC has developed a formal training program for all meter installers that encompasses personal safety, proper equipment operation, and good driving skills. In addition to work order and field installation training, training is provided on customer service, meter reading, revenue protection, product, work order systems, basic metering, and project-specific requirements. All technicians receive classroom and one-on-one onsite training with a seasoned PPC technician. New installers will remain under the supervision of the trainer for a two-week period, and random field quality audits will be performed on approximately 5% of installations thereafter. Quality audits will be recorded and tracked on the project web portal and made available to the Village for continuous review:

Completed Audits												
PNID	Timestamp	Work Order	Property Geotag	Equipment Geotag	Display Geotag	Bag On	Bag Closed	Meter Mark	Water Form Mark	Area Clean	Database	Safety Complete
36247	2/23/2016	Y	Y	Y		Y		Y	Y	Y	N	N



Plumbing Professionals Co

All production is validated by our specialized quality control technicians with our processes exceeding limits set within the contract specifications. Project managers and field managers monitor every technician's daily production for error rates, keying errors, time lapses and overall quality. Any installer making repeated errors will be re-trained or removed from the project. Our program ensures all employees are being trained by our experts with the latest technology and with the proper OSHA safety regulations - regardless of the type of meter installation.

PPC will equip each installation crew with the tools, data collection devices, and miscellaneous supplies needed to successfully complete a given meter installation. All vehicles are company owned and clearly labeled with a PPC logo. Installers wear high visibility uniforms with PPC logo and picture ID.

Personnel

PPC is committed to exceeding our customers' expectations by dedicating professional, highly skilled team members to the project. Our proposed managers for this project have decades of management experience and are trained to work as an efficient, knowledgeable team, committed to excellence.

- Jason Brown, Director of Operations: Jason has worked as a Field Manager for the City of Chicago MeterSave project from 2012 to 2020. Jason became a Project Manager in 2020 and took on numerous projects in the Midwest, Southwest, and Southeast. Notable projects include Plano, TX (72,000 meters) and Toledo, OH (113,000 Sensus meters). Jason's role includes overseeing the Operations team and allocating personnel and resources to ensure the successful implementation of each project.
- Stan Kumor, IT Manager: Stan has been an IT Manager since 2006 and has over twenty five years of computing and data management experience. Mr. Kumor is responsible for computer systems and data management for ongoing installation projects and has data managed over 100 projects including Chicago, IL (300,000 meters), Western Virginia Water Authority (57,000 Sensus meters), and Chicago Consortium Project (47,000 Sensus meters).

PPC Data Management Program

PPC uses a proprietary Installation Tracking System (PMI-ITS) to manage and track meter change-out program provided by Professional Meters, Inc. The best-in-class work order management system includes a proven and successful track record of accurately tracking installation data and seamlessly delivering data to the customer's billing system/CIS. Please see PMI Data Management Methodology in the Appendices for more information on our data management and quality control programs.

Customer Response Plan

PPC is committed to providing customer service to the highest standards. The key to the success of our team is the thorough knowledge of customer response procedures and training on job-specific details. All team members are trained to deliver excellent customer service by responding to our customer's needs and requirements in a timely, courteous manner.



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PPC maintains an internal Call Center staffed with trained customer service representatives (CSR's). Each CSR assigned to a specific project will be trained with job specific details and FAQs to answer customer complaints or concerns. Each project is assigned a dedicated toll-free number for customers to ask questions or report problems concerning installations. The Call Center offers English, Spanish, and Vietnamese (if required) languages and 24/7 emergency contact to address customer concerns. Our CSR's and managers are trained to resolve any issues to a high standard within set time scales.

In the event a customer calls with a concern, it is logged against the work order. The issue is recorded and automatically forwarded to the installation manager for resolution. The installation manager will contact the customer within one hour of receiving the call and arrive at the customer's premises ready to offer a resolution or correct any problems as soon as possible and within contract timeline specifications. Once the initial investigation is completed and documented, a claim summary will be filed. A resolution report will then be generated and appended to the work order and made available to the Village for review. All Problem Logs with resolution status will be offered in a report on the project web portal for Village access.

Complaint Log

Export to Excel

Issue	ID	PMID#	Name	Address	Report Date	Status	Complaint	Resolution
	84	27924	HANSTRA DONALD W & JOYCE E	937 S KENT AVE	3/31/2018	Resolved	Customer called to report small leak near meter.	JW met w/ the owner and found a very small drip at the meter coupling. Tightened meter coupling and did not see drip after several minutes.

Many successful projects PPC has managed in the past offered educational material describing the overall program to the customer base prior to commencing meter installations. PPC has assisted utilities in developing appropriate information to include in press releases via mailings or social media. Other assistance includes updating the utility website with program information, information on what the customer can expect pre and post installation, and FAQs. Educational materials can include pictures or a short video showing a typical installation, vehicle (with logos), typical installer (with uniform), and finished installation (meter and module).



Every notice will include a toll-free number to PPC's in-house Call Center that customers can use to ask questions, report concerns, or schedule an appointment if the installation requires it. PPC also offers



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web-based appointment scheduling for customer convenience. In order for businesses to maintain normal working hours without water disruption, PPC will accommodate commercial accounts by scheduling the meter exchange during evening or weekend hours, if approved by the Village. Below is a sample correspondence notification to the customer:

[Utility] Water Meter Upgrade Project

Professional Meters Inc. (PMI), a contractor for [Utility], will be upgrading water meters as a step toward a more modernized water metering system which will help our community to better manage our water resources.

Customers do not need to be present for the meter replacement. PMI will shut off your water for up to thirty minutes during the installation. PMI will need safe and unobstructed access to your meter. Typically located in the front of the property, your water meter should not be blocked by bushes, vines, equipment, or other materials.

If your meter cannot be accessed without your assistance or you require planned water disruption, please **call PMI at 1-XXX-XXX-XXXX (toll free)** to schedule an appointment to replace your meter.

UTILITY
LOGO

*Thank you in advance for
your cooperation.*




For answers to frequently asked questions regarding your water meter upgrade, please visit www.xxxxx.gov or contact [Utility] at 1-XXX-XXX-XXXX.

PPC will equip installation crews with Village-approved door hangers to leave at the residence upon successful or un-successful installation. The door hanger will include information on the work performed, instructions, and contact information to report problems. Below is a sample door hanger:



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The Utility's contractor, Professional Meters, Inc. (PMI), was here to upgrade your water meter to a new smart meter.

YOUR METER UPGRADE WAS COMPLETED
 Changes in water pressure during the installation process can result in **Discolored Water, Air in the Water Lines, Small Particles of Sediment**

Prior to using your water, we recommend that you flush your lines by turning on your bath tub's cold water faucet or use an outside faucet. Avoid flushing from faucets that have aerator attachments or hot water faucets that may draw sediment into your hot water tank.

YOU HAVE A METER THAT CANNOT BE ACCESSED WITHOUT YOUR ASSISTANCE.
 PMI REFERENCE# _____

If we were unable to upgrade your meter or if you are experiencing any issues after the new meter installation and need assistance, please call **XXX-XXX-XXXX (toll free)**.

Para más detalles en español, llama **XXX-XXX-XXXX**.

Authorized by the Utility.
 For questions or concerns, please call **XXX XXX XXXX**

Utility
 Logo

All notifications will be developed in coordination with Village personnel to include relevant job-specific information. High visibility, colored post card notifications will be used to inform the end user customer that crews will be working in their area. PPC always listens to our customer's requirements and comments to allow us to continually change and improve the services we provide.

References

Project: Hanover Park, IL
 Contact: TJ Moore, Public Works Director
 tmoore@hpil.org
 630-823-5700

Description: PMI managed the implementation of a Neptune AMI system with 10,721 water meters in 9 months. All plumbing work performed by PPC staff.

Project: Oak Lawn, IL
 Contact: Erin Perry, Prime Contractor Project Manager
 eperry@veregy.com
 847-899-9628



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Description: PMI managed the installation of an AMI system with 16,852 Neptune water meters in 15 months. All plumbing work performed by PPC staff.

Project: Hoffman Estates, IL
Contact: Kevin McGraw, Customer Service Supervisor
kevin.mcgraw@hoffmanestates.org
847-781-2707

Description: PMI managed the installation of a Neptune AMI system with 16,600 water meters in 12 months. All plumbing work performed by PPC staff.



PMI Data Management Methodology

Introduction:

Professional Meters, Inc. (PMI) uses a proprietary Installation Tracking System (PMI-ITS) to manage and track meter change-out programs. The best-in-class work order management system includes a proven and successful track record of accurately tracking installation data and seamlessly delivering data to the customer's billing system/CIS. Installation data, including pictures, is posted on a near real-time basis to our intuitive password protected web-based project portal. The PMI project portal is a highly customizable, proven system for managing large-scale utility meter change out programs.

System Overview:

The PMI-ITS will serve as the central repository for all installation data collected for this project. A web-based interface will be developed allowing project personnel password protected access to a wide variety of project tracking statistics, installation data, problem logs, inventory tracking systems, and progress reports. The PMI-ITS is comprised of field deployed handhelds, office-based servers, and web-based reporting and tracking. The handhelds are preloaded with a unique work order for each targeted installation and all pertinent existing meter data is available to the installer at the time of installation. The handheld device is used as both a collection device for new installation data as well as a quality tracking tool.

Project Web Portal:

Each project will have a dedicated Project Portal developed allowing project personnel password protected access to a wide variety of project tracking statistics, installation data, problem logs, inventory tracking systems and progress reports.

Water Summary									
Phase	Zone	Type	Total in Zone	Complete	Incomplete	RTU	Scheduled	Removed	Completion Rate
	<u>6</u>	WTR	451	<u>63</u>	<u>388</u>	<u>0</u>	<u>0</u>	<u>0</u>	13.96
	<u>7</u>	WTR	125	<u>0</u>	<u>125</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.00
			576	63	513	0	0	0	

PMI WOMS has a number of established reports that have been used for accurately tracking the progress and quality of installations. Below is a list of the most commonly used reports within the WOMS.

- **Missed read report:** PMI can import a daily read file from the meter reading system. PMI compares installation data against the daily read file for a quality check to make sure the

previous days installations are successfully reporting into the system. In the event a meter is not reporting successfully after installation, a troubleshooting crew will be sent to the location to investigate.

- **Install report:** a list of all installed meters and associated serial numbers and readings.
- **Daily install report:** a high-level view of quantity of installations for the day.
- **Weekly install report:** a high-level view of quantity of installations for the week.
- **Install Detail:** a detailed view of the individual work order to include a historical tracking of the new meter readings, pictures of the install, old and new serial numbers, GPS with map of location, installation notes, call center notes, and all utility-provided information regarding the account.
- **Return-to-Utility:** a list of all accounts that require utility action or approval prior to installing the meter using normal installation techniques.
- **Complaint Log:** a log of all customer complaints or issues with account information, report date, complaint, resolution status, and resolution.
- **Upload Summary:** a list of all accounts ready for upload into UBS.
- **Invoice Backup:** a list of all accounts ready for invoice.
- **Photo Review:** a tool used by customer to grade the quality of photos taken in the field.
- **Error Summary:** a listing of all meters that did not pass the initial error checking process and photo review.
- **Bad read report:** a list of accounts where the reading did not meet the high/low consumption criteria.
- **Serial number mismatch:** a list of meters where the found serial number did not match the serial number provided by the Utility.
- Additional reports can easily be created and posted to the project portal for utility use on an as-needed basis. All reports will be exportable to Excel or other preferred format.

Project progress is tracked by zone, date, and install type and will be presented to project personnel in report and graphical form:

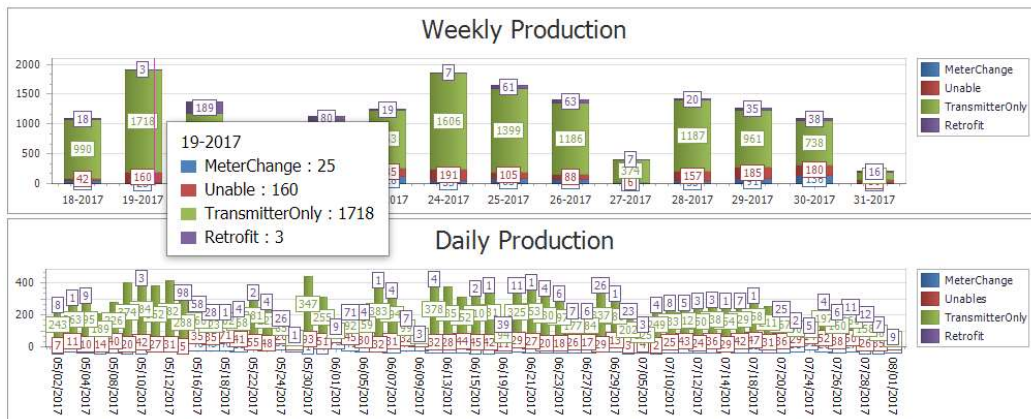
Water Install Progress

May 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Zone	Total
1-29	25
1-30	131

Export to Excel

PMINo	Zone	Name	Address	Time Stamp	Job Type	Old Meter	Size	New Meter	Transmitter	Outread
10705	1-30	LEWIS TR, WR/DB	1420 F STREET	5/9/2018	MeterChange	57865903	1-inch E-Series E55	17129113	0062971096	1653



A given installation record can quickly be found using the search function or clicking a hyperlink from a variety of locations throughout the web portal:

Account Information

PMI Number: 22565	Account Number: 24210	Account Type: WTR
Location Code:	Customer Code: 24210	Zone: IS
Name: WYATT, R W	Address: 3207 CUMBERLAND AVE	Job Type:
Phone1:	Phone2:	Status: Install

Meter Information

Meter: 158625	Transmitter:	Last Read: 114
Size: 3/8-inch	Install Type: WTR	Last Reading Date:
Location: In front, R. of drive		

Appointment Information

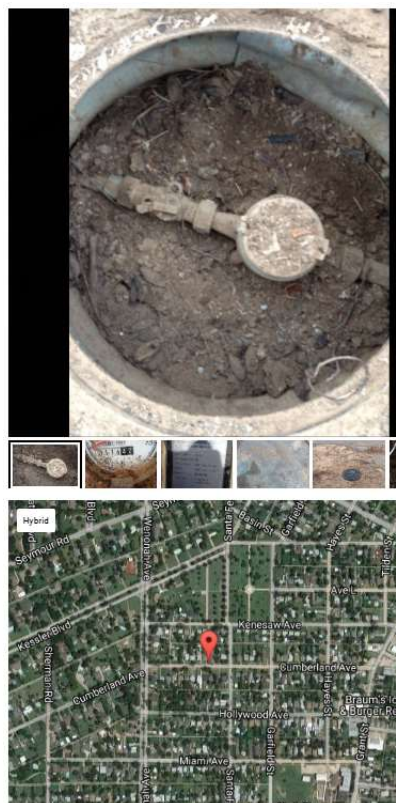
Scheduled Date:	Scheduled Time:
-----------------	-----------------

Install Information

Install Date: 1/13/2017	Out Read: 116	Old Meter: 158625
Outside Read: 0	High Flow Read:	Low Flow Read:
Meter Size: 3/4-inch	Meter: 81408690	Transmitter: 85241094
Lid Type:	Install Notes:	
Installed By: J. Martin	Latitude: 33.891210	Longitude: -88.534236

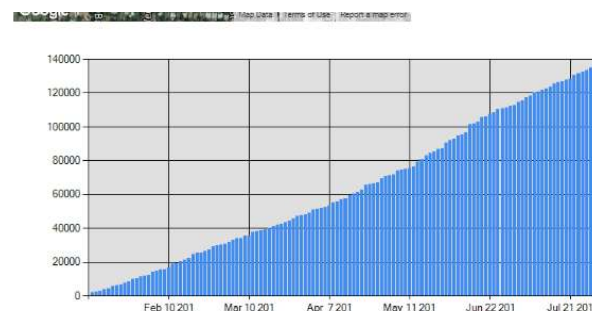
Read Information

Current Read: 135480	Current Read Date: Aug 1 2017 7:37AM
----------------------	--------------------------------------



Upload Information	
Upload:	Invoice:
01/16/2017	01/25/2017

Install Records						
PMIDNo	Time Stamp	Able To Install	Install Disposition	Install Notes	Meter	Transmitter
22565	1/12/2017	L				85241094
22565	1/13/2017	Y			81408690	85241094 J. Martin



Last 7 Reads		
Meter	Reading	Read Date
81408690	90384.0	May 30 2017 7:46AM
81408690	87360.0	May 26 2017 8:32AM
81408690	86561.0	May 25 2017 7:23AM
81408690	85342.0	May 23 2017 12:32AM
81408690	84623.0	May 22 2017 4:38AM
81408690	82945.0	May 19 2017 8:30AM
81408690	80817.0	May 17 2017 4:32AM

PMI's portal can interface with the manufacturer's meter reading software and a daily read will be posted to each work order in both a tabular and graphical format (as shown above).

Data Collection:

All installation data is collected electronically via our proprietary iOS-based PMI Field Tool app. PMI uses barcode equipped handheld data collection devices in the field to capture pertinent installation details. All data collected ranging from installation data, quality control data, photographs, and GPS coordinates are seamlessly collected and posted to the project web portal on near real time basis. Installation data will undergo a series of quality checks and **one hundred percent photo review** before being released to Utility for electronic upload to the billing system.

PMI takes a series of installation photos during the installation process. At a minimum, PMI will collect a pre-installation photo, old meter reading photo, new meter and transmitter photo, completed installation photo, and a final photo of the site with the lid secured and mounted or transmitters secured to outside of building.



Pre Installation Photo



Out Read Photo



New Serial Photo



Mounted Transmitter Photo



Completed Installation Photo

Customer Signature



Field Managers will divide up scheduled accounts in a given route to each installer. During the daily morning briefing, Installers are issued their work orders for the day and are assigned a vehicle with appropriate equipment for the targeted work orders. Installers then proceed to the designated locations.

PMI Field Tool preloads every handheld with a work order for each targeted installation and all pertinent existing meter data is available to the installer at the time of installation. Each account is assigned a unique "PMI" number for identification. When the installer arrives at a location and inputs a PMI number, they will be prompted to verify they are at the correct location:

< Installs Page 1 Navigate Next

PMI Number

9307

Address

3034 THOMPSON AVE

Is this address correct?

YES

NO

PMI Field Tool uses simple, direct instructions to gather project-specific information. PMI's Field Tool work flow is completely customizable and virtually any data field can be collected during the installation process:

AT&T 9:19 AM 71%

Out Read Navigate Next

Enter Out Read of Old Meter

1109

Get Photo of Out Read

AT&T 9:19 AM 71%

Meter I... Navigate Next

Incoming Pipe Size

Select...

1/2-inch

3/4-inch

1-inch

Pipe Type

Copper

PVC

Galvanized

Lead

Other

PMI's Field Tool serves as both a collection device for new installation data as well as a quality tracking tool. A series of QA/QC questions are collected at the end of every installation:

AT&T 9:20 AM 70%

Final C... Navigate Next

Flow Direction Correct?

YES NO

Found OFF/Left OFF --- Found ON/Left ON

YES NO

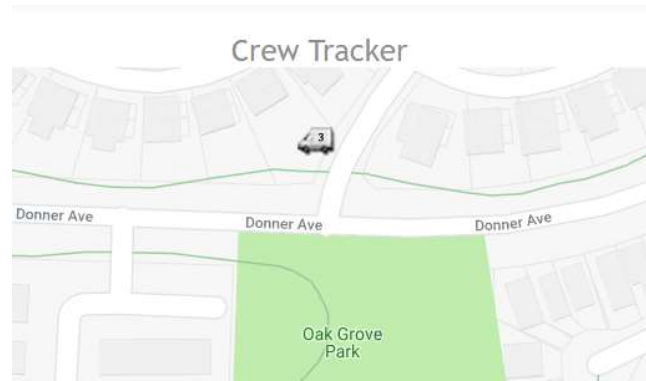
Connection Water-tight?

YES NO

Work Area Clean?

YES NO

PMI's WOMS has the capability of tracking installers throughout the day using GPS technology, giving managers and project personnel access to where crews are working on any given day. Each crew is labeled with a specific identification number and their progress can be viewed live on a Google maps interface presented on the PMI Project Portal:



Quality Assurance/Quality Control:

Due to PMI's high standards for its production team, a stringent quality assurance and quality control (QA/QC) program has been established. PMI has specialized quality assurance technicians assigned to every project. All projects begin with 100 percent verification of every installer's work for the first two weeks of production. Error rates are tracked electronically through our data verification process. If a technician's error rate falls below the standard, the technician is retrained for an additional period. PMI provides consistent and strict quality verification for the remainder of the project using retraining and corrective actions as appropriate. These standards have earned PMI an outstanding quality performance record.

If made available by the manufacturer, PMI uses a daily read file to compare installation records against the network reporting reads. This confirms the serial number combination for meter/MXU, verifies the meter is not in a reverse flow condition, and that the setup and binding message was properly received. PMI uploads to daily read file to its work order management system to present read data directly on the project portal, enabling our team to track missed and stale reads and remedy any read issues efficiently.

Reading Rate						
Total	Good	No Read	Bad Read	Stale	Unable	Read Rate
7858	7664	141	0	53	0	97.53

Using PMI's advanced data reconciliation techniques, we can drastically reduce the number of mistakes in the field before it is entered into the Billing System. All installation data is subjected to quality control checks including:

- Job Type verification
- Premise verification
- Mistyped/scanned meter and transmitter numbers
- Meter/Transmitter pair verification

- GPS location verification
- Size verification
- Read verification

If an installation record is flagged by one of the automated quality control checks, the installation record is presented to the Field Manager for resolution on an Errors Summary report. The Field Manager is responsible for investigating the errors and creating a “Field Note” associated with the work order with a resolution to the error. Each project is assigned Quality Control Technicians with the ability to edit installation data. Quality Control Technicians will use the information in the manager’s field note to update the installation data with the correct data prior to upload. The system’s redundancies and checks and balances structure ensures that accurate data is uploaded 99.9% of the time.

Additionally, **100% of meter installations are photo reviewed** to ensure proper old read collection, validate old serial number if visible, validate new meter and transmitter numbers if visible and confirm meter and transmitter appear properly installed and lid properly seated. The photo reviewer is trained to verify photo quality and content and error rates are tracked electronically on the web portal. Any installation failed by the photo reviewer will be presented in a Photo Fail Summary report to the Field Manager who *must* review installation record prior to approving for upload.

Photo Fail Summary

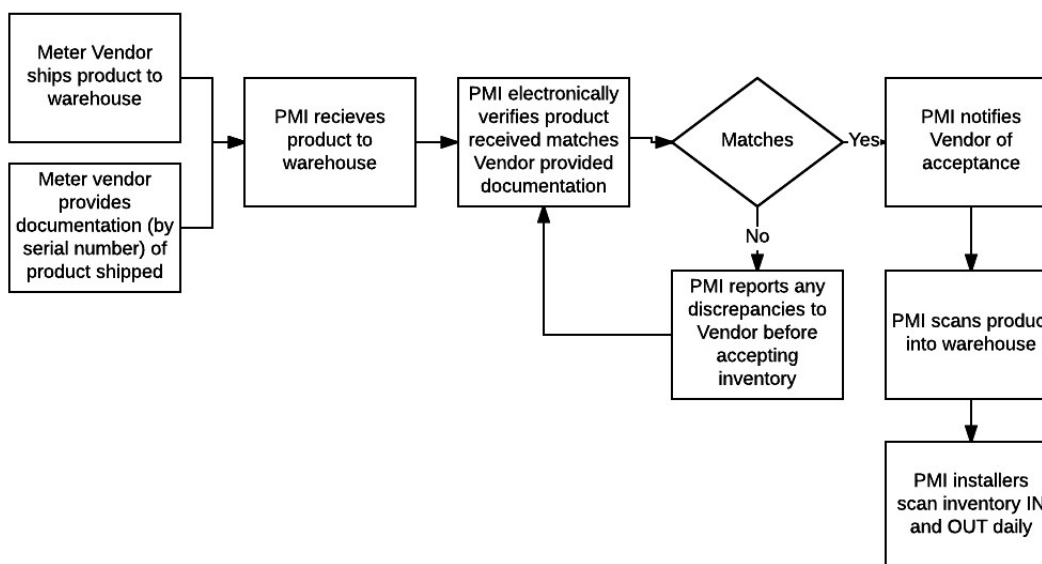
Note's For Photo Reviewer						
#	id	Project	Project Note	Field Manager	Field Manager Email	Field Manager Note
Edit	96	Sachse	Installing Master Meters. 80% Meter Change, 20% Retrofit.	Ryan Jones	ryan.jones@prometers.com	Read to hundreds of gallons.

PMINo	Address	Reviewer	Review Comments	Review Read	Time Stamp	Installedby
7114	2606 RANCH RD	May 9 2018 7:32PM	Reads don't seem to go together.	NO	5/9/2018	Mike

Inventory Management:

PMI uses a very robust industry leading inventory control process. The process begins with a factory file provided by the manufacturer listing all serial numbers shipped to the yard. As PMI begins to take possession of the meters and endpoints, they are barcode scanned into PMI inventory creating a “stock” inventory. Each day, meters and endpoints are taken from “stock” and scanned into each installation vehicle creating a “rolling” inventory. As the meters are installed, the serial numbers are quality checked against PMI inventory file. At the end of the day, meters and

endpoints are scanned back into stock inventory and a final reconciliation of daily rolling, installed meters, and stock inventory is calculated. If there is a discrepancy in the rolling, stock and calculated inventory, a report is generated for the field manager to reconcile.



Data Integration:

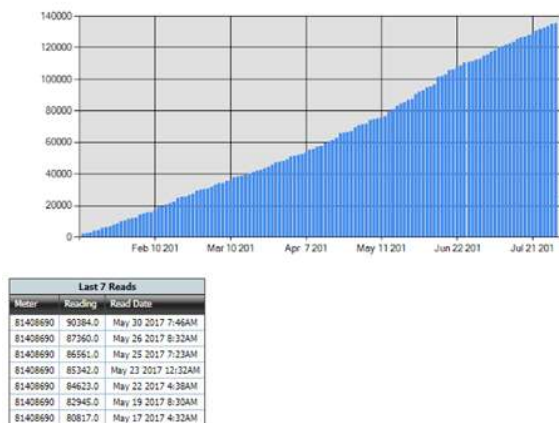
PMI’s work order management system integrates with the meter reading software to ensure each meter is successfully reporting to the system. When a new meter is installed, PMI is checking to confirm it is properly registered and reading on the network the next day with this information readily available to the utility. The data from the meter reading software is integrated into our quality check process prior to release of data to the billing system.



Davis

Reading Rate						
Total	Good	No Read	Bad Read	Stale	Unable	Read Rate
7868	7655	151	0	62	0	97.29

A daily read for every installed meter will be posted to each work order in both a tabular and graphical format to track consumption and reading performance throughout the project.



After the installation record has undergone photo review and is free from error, the data will be automatically uploaded to the utility based on established methods. PMI will format the installation data to upload meter exchange data en-mass via the web portal or FTP site. Quality checks are generally completed within 24 hours and the vast majority of meter upgrade data is then posted for upload to the CIS.

In the event there is an issue with data that has been uploaded into the UBS incorrectly, PMI will field verify and work with the utility to reconcile the error. If the data has been uploaded into the billing software, PMI will assist in providing the correct information. The data will be re-uploaded using a file generated by PMI or updated manually in the billing system.

Summary:

The hallmark of our company is our ability to rapidly deploy new meter reading systems while simultaneously collecting and transmitting the highest quality installation data. We believe the proprietary systems we use to collect and scrub installation data results in our customer's being delivered unparalleled installation data quality.

**Liberty Mutual Surety**

2815 Forbs Ave., Suite 102
Hoffman Estates, IL 60192
Telephone: 847-396-7139
Fax: 866-548-6573

October 7, 2025

Plumbing Professionals, Co.

RE: Plumbing Professionals, Co. Letter of Reference

To Whom It May Concern,

Plumbing Professionals, Co. has been a valued surety customer of Liberty Mutual Surety since 2024. Given the company's financial strength and credit worthiness, we are willing to consider single bonds up to \$25,000,000 and an aggregate program of up to \$50,000,000. In addition, we are also willing to consider further flexibility above the presently established range.

Our willingness to extend surety credit is subject to the ongoing application of Liberty Mutual Surety's normal underwriting standards including, but not limited to, review of the job specifications and details, acceptable contract terms, acceptable bond language, satisfactory evidence of adequate financing and the principal's financial condition and amount of work-on-hand at the time bonds are requested. This letter is not a bid bond and does not create an obligation on the part of Liberty Mutual Surety to provide a surety bond for any project unless and until Plumbing Professionals, Co., enters a contract on the terms that mutually satisfy both Plumbing Professionals, Co., and Liberty Mutual Surety at the time of bid or award as described above.

We hold Plumbing Professionals, Co., to the highest regard and would give any request for surety support our fullest consideration.

Liberty Mutual Surety is listed on the U.S. Treasury Department's listing of approved sureties and is rated "A" Excellent with a Financial Size Category of XV by A.M. Best Company

In closing, Liberty Mutual Surety holds Plumbing Professionals, Co. in high regard. If you need additional information or assurances, please contact me at (224) 443-2315 or e-mail: joseph.mostardo@libertymutual.com

Sincerely,

Joe Mostardo

Joe Mostardo
Sr. Surety Underwriter
Liberty Mutual Surety

Member of Liberty Mutual Group

VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY

INITIATED: Public Works DATE: November 11, 2025
(Name)

RECOMMENDATION FROM: _____ FILE REF: _____
(Board or Department)

NATURE OF ACTION:

STEPS NEEDED TO IMPLEMENT ACTION:

- Ordinance
- Resolution
- Motion
- Other

Motion to authorize a contract for residential water meter replacement and testing to Plumbing Professionals Co. in the amount of \$83,180.16 which includes a 20% contingency.



SUMMARY OF ITEM:

Adoption of this motion shall authorize contract for residential water meter replacement and testing to Plumbing Professionals Co. in the amount of \$83,180.16 which includes a 20% contingency.

RECORD OF ACTION TAKEN:
