

ADDENDUM NO 1. TO RFP NO 2019-05
Meter Reading and Utility Billing Services

April 1, 2019

Commodity: Meter Reading and Utility Billing

RFP Issued: March 01, 2019

Proposal Due Date: April 08, 2019 until 2:00 PM

The above solicitation is hereby modified as follows:

1. The closing date was April 08, 2019 @ 2:00 PM Local Time
The new closing date will be April 19, 2019, 2:00 PM Local Time

The following questions were submitted. Answers are provided below each questions.

1. Is there any manual meter reading onsite that will require a meter reader?
 - a. There are some meters that are being read by our current provider. Not committing to this number but approximately 1800 meters are being read by our current provider. The rest are being read by Dominion Power.
2. Or is Dominion Energy providing the reads electronically or in paper format?
 - a. Dominion Power does read some of our Master Meters. We will be including those files received for those reads with this addendum.
3. On the sub-metering systems, what type of electric meter is installed? (brand name)
 - a. The brand is Schlumberger. See attached jpg of meter face.
4. What type of Radio Frequency System is installed? (Innovonics, Itron etc..)
 - a. RRHA believes it is Itron. See attached jpg of meter face.
5. Who will service the "sub-metering" meters if they malfunction?
 - a. This is typically done in house by in-house maintenance department.
6. Is there a bond required?
 - a. A bond will be required for this solicitation due to the cost dollars being committed.
7. Examples of the up-loads from any, and all, metering systems currently in place.
 - a. Examples of the upload information provided to the current provider is attached.
8. For the meters that are remotely read, what is receiving the data for remote transmission?
9. More information on the billing structure and accounting codes per property such as;
 - a. The RRHA expense cap – what RRHA is responsible for?
 - i. This information will be provided to the award recipient.
 - b. The tenant overage above cap (what is the accounting code for this?)
 - i. This information has been provided in the detail documents on the Utility Allowances.
10. What is the upload file structure for Yardi?
 - a. We will provide that information to the award recipient.

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- 11. All reports examples from Yes Energy Management
 - a. Report examples from YES will be provided to award recipient.
- 12. Are there any utility incentives applied?
 - a. There are no utility incentive to be applied.

Note: A signed acknowledgement of this Addendum must be received at the submission location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal.

Very truly yours,



Kerry L. James
Director of Procurement and Contract Administration
Phone: 804-780-4444

Name of Firm

Signature / Title

Date