



**May 9, 2018**

Notice to all prospective Proposers:

**RE: Request for Proposal (RFP) Utility Meter Reading, Meter Reading Services, and Notice Delivery, Control Number: 1201**

The Knoxville Utilities Board will be receiving proposals for the subject work on June 14, 2018. RFP package contains all proposal criteria and requirements.

A mandatory pre-proposal meeting will be held on Tuesday, May 22, 2018, at 10:00AM in Training Room A of Corporate Services Building, 4505 Middlebrook Pike, Knoxville, Tennessee.

**The proposed schedule for this Project is as follows:**

- A. Proposal documents available on May 9, 2018.
- B. Mandatory pre-proposal meeting at 10:00AM on May 22, 2018, KUB Corporate Services Training Room A at the KUB Hoskins Operations Center, 4505 Middlebrook Pike.
- C. Cut off for questions at 2:00PM on May 28, 2018.
- D. Issue addendum if required by 5:00PM on May 31, 2018.
- E. Acknowledge receipt of proposals and read aloud Proposal Contractor Cover Sheet information at **2:00PM on June 4, 2018.**
- F. Evaluate Proposals from June 4, 2018 through June 12, 2018.
- G. Make Award(s) on or about June 12, 2018.
- H. Contracts Finalized on or about July 16, 2018.
- I. Notice to Proceed on or before September 1, 2018.

All communications concerning this project shall be addressed to the proper individuals identified in the proposal. RFP Documents may be picked up Mon-Fri, from 8:00AM – 4:00PM, at the following location:

KUB Procurement  
Knoxville Utilities Board, Edwin C. Hoskins Operations Center  
4505 Middlebrook Pike  
Knoxville, TN 37921

Proposers requiring shipment of documents must provide their FedEx account number and a written request faxed to (865) 558-2472 to the attention of Rebekah Taylor (or via email at Rebekah.Taylor@kub.org). KUB appreciates your interest in this and other projects and looks forward to receiving your sealed proposal by 2:00 PM, EST, June 14, 2018.

Sincerely,

Rebekah Taylor  
Contract Services

CC: Eric Greene                      KUB/Grid Modernization