



CONTRACT FOR SERVICE OPPORTUNITY WATER METER READING

The Town of Stettler has a unique contract opportunity for the right individual who wants to be their own boss, enjoys working outdoors and is looking for a part time contract.

The Town requires municipal water meters to be read on a monthly basis. A contract for the performance of this service is currently available. There are approximately 2,400 water meters required to be read in the community. Historically the water meters can be read via a walking sequence in approximately 30-35 hours a month (depending on experience, weather and physical conditioning). The independent or self-employed Contractor shall be paid monthly on the accepted contract value.

The contract will require:

1. All water meters to be read over the last nine (9) days of each month.
2. The Contractor will use town provided equipment to read the water meters. (Note: We are currently transitioning to a new meter reading program and once implemented, the contractor will be required to use their own provided phone compatible with the app software to capture meter readings).
3. The Contractor will be responsible for consistently arranging the sequence of readings to ensure meters are read on a similar date each month.
4. The Contractor will be required to provide a competent, trained substitute to read meters in the event circumstances prevent the Contractor from performing said duties.
5. Meter readings to be obtained via a walking route, during appropriate hours.
6. The Contractor to provide their own transportation, clothing, safety gear and all other necessary related supplies to complete the service.
7. A current Town of Stettler business license is required.
8. Standard RCMP Criminal Record check for person(s) performing the readings.
9. Appropriate Contractor liability insurance and WCB coverage (if required).

The Town will provide basic training regarding the operation of the meter reading equipment and an introduction to the various types of water meters and how to obtain readings. Two days of on-site field training will be provided.

Interested independent contractors should forward their proposal, including summary of your business activities/experiences/references, expected monthly rate, and summary of personnel to be used **before 4:30pm, June 29th, 2022** to:

Melissa Robbins, Director of Operations
Town of Stettler
Box 280
5031 50 Street, Stettler, AB T0C 2L0
Email: mrobbins@stettler.net

To discuss this opportunity further, please call Melissa Robbins, Director of Operations at the Town office at 403-742-8305. A copy of the contract is available upon request. The Town of Stettler thanks all contractors for their submissions, however only those considered for the opportunity will be contacted.