



Invitation for Sealed Proposal 00-408 Revision #1 dated 2-26-01

Description: Recalculate Sewer Recap Values

Department: Public Works

City of Tulsa

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| | | | |
|---|--|--|---|
| Mail Sealed Request for Proposal TO: | | Sealed Proposal Due By: | Proposal Opening: |
| City of Tulsa 200 Civic Center, Room 109 Tulsa, Oklahoma 74103 | | 5:00 PM Wednesday March 7, 2001 | 8:30 AM the next day City Council Room |
| Envelope/Box Labeling: | | Bid Bond Required: ___ Yes <u>X</u> No | |
| Proposal Number and opening date must appear on the lower left corner of all envelopes and box tops. | | Performance Bond: ___ Yes <u>X</u> No | |
| Response to this request must be submitted on this form with requested and supporting documents attached to the back of packet. | | PreBid Conference: <u>X</u> Yes ___ No | |
| | | 12 Copies Required | |
| Published: | Tulsa Daily Commerce and Legal News (announcement only) February 20,21,22,23 and 26 | | |
| | Purchase Net Fax-on-Demand: 918-596-1171 | | |
| | Purchase Net Website: www.cityoftulsapurchasing.org | | |
| City Contacts: | Project Buyer: | Project Manager | |
| | Bill Youngblood, CPM byoungblood@ci.tulsa.ok.us Fax: 918-699-3153; Ph: 918-596-7551 | Darby Dahl ddahl@ci.tulsa.ok.us Ph: 918-596-9697 | |
| Special Instruction | Print on 8.5" x 14" paper | | |
| Acknowledgement of Intent: | Advise us of your intent to bid on our website in the intent to bid section | | |
| Addendum: | All addenda will be communicated to all known respondents in writing. Any verbal communications by any City personnel or their agent will not be a part of these bid specifications. | | |
| NIGP Codes: | 946-77 | | |

RETURN THIS ENTIRE RFB PACKET WITH ANY SUPPORTING DOCUMENTS ATTACHED TO THE BACK

I have read and understand these Bid Specifications and agree to adhere to all terms and conditions contained herein. I have included all costs in my bid to implement the solution requested in these bid specifications. Exceptions must be described in detail and attached to this bid packet. Note: Taking an exception to a "must item" may cause your bid to be rejected. (DO NOT PRINT SIGNATURE)

Firm name: _____ Date: _____

Street: _____ County: _____ City/State: _____ Zip: _____

E-Mail _____ Fax: _____ Phone: _____

Print Name: _____ Signature: _____

(Authorized agent for the firm shown)

***** Entire packet must be notarized by Notarizing this page*****

Subscribed and sworn to before me this _____ day of _____, 19____.

Signature of Notary Public _____ MY COMMISSION EXPIRES: _____



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Addendum Page

2-26-2001

Technical specifications, paragraph 2, last sentence should be amended to read as follows:

For 2001, the processes to extract and analyze the source data, and to produce suitable data files must be developed and tested by April 23 2001. The first five cycles of live data files must be provided to the City by April 23, 2001. Within three business days of receipt of the initial live files, the City will notify the vendor in writing whether the files are acceptable and full production work can commence.

To the Scope of Services section, add the following:

6. Final project acceptance will constitute delivery of all required data files, prepared in accordance with defined decision rules and file formats, together with the extracted data-set and the models, queries and processing tools used to produce the output. The City for its internal use, e.g., research and archiving purposes, will retain these tools.



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INTEREST AFFIDAVIT

State and County (Same as shown by the authorized agent on the front of this packet)

I, the authorized agent shown on the front of this packet, of lawful age, being first duly sworn, states that s (he) is the agent authorized by the bidder to submit the attached bid. Affiant further states that no officer or employee of the City of Tulsa either directly or indirectly, owns a twenty-five percent (25%) interest in the bidder's business or such a percentage, which constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa have some direct or indirect interest in the bidder's business:

BIDDER AFFIDAVIT - TITLE 74 O.S. (1974 SUPP.) 85.22-85.25

State and County (Same as shown by the authorized agent on the front of this packet)

I, the authorized agent shown on the front of this packet, of lawful age, being first duly sworn on oath says

1. (s) he is the duly authorized agent of the firm presenting this response, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.
2. (s) he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. neither the bidder nor anyone subject to the bidder's direction or control has been a party;
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.



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Contractor/Bidder Information Sheet

**To be completed by all respondents to
Invitations for Sealed Bids or Proposals
(Print or type)**

| | |
|---|--|
| Project No: | |
| Description: | |
| Taxpayer Identification No: | |
| Legal Identity: <small>Corporation, Partnership, Individual, etc.</small> | |
| Full Name of Bidder: | |
| Street : | |
| City/State/Zip: | |



| Project Manager | | Legal Contact | |
|---------------------------|--|---------------------------|--|
| Name: | | Name: | |
| Street: | | Street: | |
| City/State/Zip: | | City/State/Zip: | |
| E-Mail: | | E-Mail: | |
| Phone: | | Phone: | |
| Fax: | | Fax: | |
| Alternate Contact: | | Alternate Contact: | |
| Name: | | Name: | |
| E-Mail: | | E-Mail: | |
| Phone: | | Phone: | |
| Fax: | | Fax: | |

| | |
|-------------------------|--|
| Website Address: | |
|-------------------------|--|



| | | |
|--|-------------------------------------|------------------------------------|
| Would you like to receive information to register as a potential supplier to the City of Tulsa for other projects? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, Fax copy to: Phyllis Brown 918-699-3225 | | |



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Pricing Summary for RFP 00-408

RECALCULATE SEWER CAP VALUES

| Year | Hourly Rate | Estimated Hours | Not-to-Exceed Cost |
|--------------|--------------------|------------------------|---------------------------|
| | | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| | | | |
| Total | | | \$ |

Notes: 1. The cost figure used in the evaluation of this RFP will be the Total Five Years



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You Must List any Exceptions taken to these specifications

If the bidder wishes to take exception to any part of these specifications (technical specifications and all terms and conditions), he does so with the full knowledge and understanding that his bid may be rejected. If exceptions are not listed in this section, the bidder may forfeit their bid bond if exceptions come to light later.

I (circle one) have or have not taken any exceptions to these specifications. If exceptions have been taken, you must explain below:



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Technical Specifications



REQUEST FOR PROPOSAL #00-408

RECALCULATE SEWER CAP VALUES

The City of Tulsa Public Works Department is soliciting assistance in recalculating residential customers' sewer usage caps. The average of December, January, and February billed meter readings must be reviewed for reasonableness, and necessary adjustments must be made prior to loading of the "average usage" sewer base setting in the computer system. Adjustments to the calculated average may be necessary for a number of reasons, described in Appendix A of this document.

We are requesting that firms with significant prior experience in performing projects of this type submit proposals. The proposal should indicate assessment approach, prior experience with similar projects, staff availability, engagement team qualifications, and cost data, cited separately by year, to include hourly rate(s), estimated hours, and a not-to-exceed price. A Certified Public Accountant will be required for coordination and project management. The entire review and resetting process must be completed by the fourth week of April each year. For 2001, the processes to extract and analyze the source data, and to produce suitable data files must be developed and tested by April 23 2001. The first five cycles of live data files must be provided to the City by April 23, 2001. Within three business days of receipt of the initial live files, the City will notify the vendor in writing whether the files are acceptable and full production work can commence.

The City is seeking a one-year engagement (contract) with an option to renew for four additional one-year periods based on the current needs and funding of the City. Cost data should be quoted separately by year (Use price summary sheet).

The scope of services shall include as minimum:

1. A written description of the proposed automated assessment process. Current database is Oracle 7.2.4 on a DEC Alpha 4100. Possible scenarios might be the use of Oracle SQL Plus to extract seed information, or ODBC connection and extraction. The approach to obtaining and analyzing source data must be clearly



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explained. Whichever approach is used leads to review and assessment, finally producing return files for City of Tulsa processing.

2. The completion of the assessment process, approved by City management, of approximately 126,000 City residential sewer customer accounts. Appendix B lists the data elements required to carry out the assessment.
3. Providing data files in defined formats, to be used by the City to update utility system records. Please see Appendix C for data file details. Data files are to be produced in groups that correspond to the City's billing cycles. Each group of files must be received at least five business days before the affected cycle is scheduled to bill.
4. Providing electronic and paper reports as required by the City to adjust customer records and to notify customers of changes.
5. Providing additional services as deemed necessary to complete the project.
6. Final project acceptance will constitute delivery of all required data files, prepared in accordance with defined decision rules and file formats, together with the extracted data-set and the models, queries and processing tools used to produce the output. The City for its internal use, e.g., research and archiving purposes, will retain these tools.

The proposal should include an outline of the work to be performed, the time frames required, the allocation of man-hours to each task, and the equipment to be used in the course of the study. Please include the proposed method of assessment for our review. Selection of a consultant will be based on the factors identified below:

| | |
|--|---------------------|
| Cost | - maximum 50 points |
| Proposed method of assessment | - maximum 25 points |
| Prior experience in completing comparable projects | - maximum 25 points |

A pre-proposal conference will be held **February 22, 2001 at 1:30 p.m.** in room 403 of City Hall to review the project scope in more detail

These specifications and your response will be a part of the contract. If you have any Terms and Conditions that you wish to be in the contract, they must be included with your proposal for our consideration. As you can see the timetable is short and will require a minimal amount of time between opening and both parties signing a contract to begin work.



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Appendix A

The majority of sewer caps will be set to the average water consumption for the months of December, January, and February. Exception conditions, described below, require further evaluation.

Initial or Final Read Exception – This is first because this exception considers any current evaluation inconclusive (you do not know that the owner or their family members all moved in simply because the account ownership transferred);

Days Read Exception – This occurs where the days included in a meter reading are less than 22 days or more than 34 days for December, January or February. (The days read exception is second because the read will be thrown out regardless of subsequent compensating readings – i.e. a reading of 25 days after a reading of 35 days.) The days read exception will separately identify the existence of a days read exception and for what month(s) the exception occurred.

Estimated Read Exception – Occurs when there is an estimated meter reading in November through February. A November estimate is an exception because it results in a corrective read in December. (Estimates are third because the actual meter reads which correct estimates are often the reason for the following exceptions);

Zero or Negative Exception – Occurs when a zero or negative read is recorded for December, January or February;

High Variance Exception – where one read varies significantly (50% higher or lower and at least a difference of more than 5) than the resulting three-month average;

Significant Change Exception – where the average is different by more than 8.

For those items where no exception is identified, December, January and February will be averaged and the resulting average will be considered the new cap for the account (expected to be two thirds of the accounts).

If exception reads are noted they will be resolved as follows:

If the current December, January and February average is within plus or minus 1 of the prior year, retain the current cap without further resolution;

Initial or Final Exception – retain the current sewer cap;

Days Read Exception – If no other exceptions exist, the remaining two months will be used. If two months are affected, first use November and the single month. If



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November is not valid, use March and the single month. If none of these resolutions are available, retain the current sewer cap.

Estimate and Zero/Negative exceptions will be resolved in the same way. All are considered self-correcting in the first non-erroneous subsequent month. If December, January and February can be used (the estimate is resolved within those three months) those months will be used. If not the priority will be to use:

Two of the three months (i.e., December & January)

The one available month and November

The one available month and March

March and November

The current sewer cap

If the New Cap calculated from an Estimate solution is zero or negative, the New Cap will be revised to the current sewer cap.

Significant Change and High Variance exceptions are reviewed manually. Determination will be made whether the high variance read is unreasonable (if not unreasonable it will be used), whether to discard the high variance read or whether to retain the prior sewer cap.



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Appendix B

Output File Descriptions and Layouts

From the review process, we will provide a set of six space-delimited files with text fields enclosed in double quotes for each of the 26 billing cycles (156 files in all).

File 1 – This file will include all records and will contain:

| | |
|-----------------|-----------|
| Property Number | Text (11) |
| “CAP” | Text (3) |
| Memo Field 1 | Text (40) |
| Memo Field 2 | Text (40) |
| Memo Field 3 | Text (40) |

File 2 – This file will include all records and will contain:

| | |
|-----------------|------------------|
| Property Number | Text (11) |
| New Sewer Cap | Number (integer) |

File 3 – This output will only need to be a report and will include:

Records that have a new sewer cap that is less than 3 (warranting low generator status) and do not have a corresponding tariff rate of R206, R205, R105 or R102

Records that have a new sewer cap that is 3 or greater (not warranting low generator status) and have a low generator tariff rate of R206, R205, R105 or R102

The report will contain the following fields:

| | |
|----------------------|-----------|
| Property Number | Text (11) |
| Customer Number | Text (9) |
| Customer Name | Text (40) |
| Customer Address | Text (40) |
| Current Tariff Rate | Text (4) |
| Proposed Tariff Rate | Text (4) |
| Current Sewer Cap | Number |
| New Sewer Cap | Number |

Proposed tariff rate will result from the following relationships:

| Low | Related Rate | High | Related Rate |
|------|--------------|------|--------------|
| R206 | 15.15 | R203 | 17.03 |
| R105 | 13.84 | R103 | 16.27 |
| R102 | 8.40 | R100 | 10.63 |
| R205 | 11.20 | R202 | 13.64 |

File 4 – This file will include records where the new sewer cap has increased by more than 4 from the current sewer cap, excluding items falling off low generator, and will contain:

| | |
|-------------|-----------|
| Property ID | Text (11) |
|-------------|-----------|



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| | |
|-----------------|-----------|
| Customer Number | Text (9) |
| Memo Field | Text (40) |

Memo Field will contain "Letter for change of 4 or more sent"

File 5 – This file will include records which have a new sewer cap that is 3 or greater and have a tariff rate of R206, R205, R105 or R102, excluding items which have increased or decreased by 3 or more, and will contain:

| | |
|-----------------|-----------|
| Property Number | Text (11) |
| Customer Number | Text (9) |
| Memo Field | Text (40) |

Memo Field will contain "Letter for loss of low generator sent"

File 6 – This file will include records, which have a new sewer cap that is 3 or greater, a tariff rate of R206, R205, R105 or R102 (off low generator), a cap increase of more than 4, and will contain:

| | |
|-----------------|-----------|
| Property Number | Text (11) |
| Customer Number | Text (9) |
| Memo Field | Text (40) |

Memo Field will contain "Change GT 4 and off low gen, letter sent"

We will also provide additional files in Excel workbook format, each file containing records queried off of the entire set of records and not just an individual cycle.

File 7 – This file will include records of Property Type 21 customers with a sewer cap change and will contain:

| | |
|-------------------|-----------|
| Property Number | Text (11) |
| Customer Number | Text (9) |
| Customer Name | Text (40) |
| Current Sewer Cap | Number |
| New Sewer Cap | Number |
| Cycle | Text (1) |

File 8 – To identify customers erroneously on a low generator tariff, this file will include records of customers with current and new sewer caps of 3 or greater, a tariff rate of R206, R205, R105 or R102, and will contain:

| | |
|---------------------|-----------|
| Property Number | Text (11) |
| Customer Number | Text (9) |
| Customer Name | Text (40) |
| Current Sewer Cap | Number |
| New Sewer Cap | Number |
| Current Tariff Rate | Text (4) |
| Cycle | Text (1) |



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Appendix C

Section 1: Initial Map of Data Elements for Sewer Cap R-Calculation

| Item # | DD # | Data Element | Table | CUSTOMER RECORDS Field Name | Screen # | Screen Name | Path | Table | PROPERTY RECORDS Field Name | Screen # | Screen Name | Path | Table Resource | Notes |
|--------|------|-----------------------|----------|--|----------|-----------------------|----------|--------|---|----------|----------------------------|------|----------------|-------|
| 1 | | Book | BMETER | U##BOOK_NO | BE1125 | Customer Summary Inq. | 111i ~ L | BMETER | U##BOOK_NO | BE1420 | Meter Details Inq. | 1141 | | |
| 2 | 1 | Property Ref | BBILLIMA | U##DIST_NO + U##PR_STAND + U##PR_PORTION | BE1110 | Bill Image | 1111 | BPROP | U##DIST_NO + U##PRSTAND + U##PR_PORTION | BE1420 | Meter Details Inq. | 1141 | | |
| 3 | | Customer Name (Name1) | BCUST | U##CUST_NAME or BBILLADD / AB_NAME | BE1110 | Bill Image | 1111 | BCUST | U##CUST_NAME or BBILLADD / AB_NAME | BE1465 | Meter Reading History Inq. | 1146 | | |
| 4 | | Meter Can ID | BBILLBDY | CMTER_REF | BE1110 | Bill Image | 1111 | BMETER | U##MTR_REF | BE1420 | Meter Details Inq. | 1141 | | |



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|----|------|---------------------|----------|-----------------------------|--------|---------------------------|------|----------|---------------------------------|--------|-----------------------------|------|--|--|
| 5 | | Device Size | BMETER | CD_INLET | BE1420 | Meters and Inventory Inq. | 1141 | BMETER | CD_INLET | BE1420 | Meter Details Inq. | 1141 | | |
| 6 | | Device ID | BBILLBDY | CMETER_MAKE + CMETER_SER | BE1110 | Bill Image | 1111 | BMETER | U##METER_MAKE + U##METER_SER | BE1420 | Meter Details Inq. | 1141 | | |
| 7 | | Device Band | BBILLBDY | BAND_CODE | BE1110 | Bill Image | 1111 | BMTRBAND | BAND_CODE | BE1465 | Meter Reading History Inq. | 1146 | | |
| 8 | 2 | Property type 21 | BCUST | CUST_TYPE | BE1130 | Customer Details Inq. | 1113 | BPROP | PR_TYPE | BE1320 | Basic Property Details Inq. | 1131 | | |
| 9 | 3 | # Days in read | BBILLBDY | NO_DAYS_CHG | BE1110 | Bill Image | 1111 | BMTRREAD | CURREAD_DT minus PREVREAD_DT | BE1110 | Bill Image | 1111 | | |
| 10 | 4, 5 | Reads billed | BBILLBDY | CURREAD | BE1110 | Bill Image | 1111 | BMTRREAD | CURREAD | BE1465 | Meter Reading History Inq. | 1146 | | |



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| | | | | | | | | | | | | | | |
|----|---|---------------------------------|----------|--|---------------|--------------------------|--------------|----------|--|---------------|----------------------------|--------------|--|--|
| 11 | | Bill Date | BBILLIMA | DATE_BILLED | BE1110 | Bill Image | 1111 | BBILLIMA | DATE_BILLED | BE1110 | Bill Image | 1111 | | |
| 12 | | Read Used in Billing Indicator | | | | | | BMTRREAD | USED_BLNG (1 = Billed, 0 = Unbilled) | BE1465 | Meter Reading History Inq. | 1146 | | |
| 13 | 6 | Read type (actual, est, forced) | BBILLBDY | RDNG_METHCUR | BE1110 | Bill Image | 1111 | BMTRREAD | RDNG_METHOD | BE1465 | Meter Reading History Inq. | 1146 | | |
| 14 | 8 | Initial read identifier | BBILLBDY | RDNG_METHCUR | BE1110 | Bill Image | 1111 | BMTRREAD | RDNG_METHOD | BE1465 | Meter Reading History Inq. | 1146 | | |
| 15 | 9 | Final read identifier | BBILLBDY | RDNG_METHCUR | BE1110 | Bill Image | 1111 | BMTRREAD | RDNG_METHOD | BE1465 | Meter Reading History Inq. | 1146 | | |
| 16 | 7 | Current sewer cap | BCHARGE | CHG_ID##1 through CHG_ID##20 + CHG_VALUE##1 through CHG_VALUE 20 | BS2420 | Serv Connection Chg Item | 12224 | BCHARGE | CHG_ID##1 through CHG_ID##20 + CHG_VALUE##1 through CHG_VALUE 20 | BS2420 | Serv Connection Chg Item | 12224 | | |



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| | | | | | | | | | | | | | | |
|----|----|----------------------------|----------|---|---------------|-----------------------|--------------|-----------|--|--------|-----------------------------|-------|--|--|
| 17 | 11 | Mailing Address | BBILLADD | AB_ADDL1 - through AB_ADDL5 | BE1110 | Bill Image | 1111 | BBILLADD | AB_ADDL1 - through AB_ADDL5 | BE1320 | Basic Property Details Inq. | 1131 | | |
| 18 | 12 | Service Address | BSV_UNIT | U##SEARCH_KEY | BE1110 | Bill Image | 1111 | BSV_UNIT | U##SEARCH_KEY | BE1320 | Basic Property Details Inq. | 1131 | | |
| 19 | 13 | Customer account number | BBILLBDY | U##CUST_REF | BE1110 | Bill Image | 1111 | BCSTUNIT | U##CUST_REF | BE1465 | Meter Reading History Inq. | 1146 | | |
| 20 | 14 | Low generator status | BBILLBDY | TARIFF_CODE | BE1110 | Bill Image | 1111 | BSVCHARGE | U##TARIFF_CODE | BE1340 | Services for a Unit Inq. | 1133 | | |
| 21 | 15 | Memo entry screen/capacity | BCUSTMEM | U##SUB_CODE (2 CHAR) + MEMO_TEXT##1 through MEMO_TEXT##6 (40 char) | BC2140 | Customer Memo Update | 13313 | BPROPINF | SUBJ_CODE (2 CHAR) + MEMO_TEXT##1 through MEMO_TEXT##6 (40 char) + MEMO_DATE | BE1390 | Property Memo Inq. | 113D | | |
| 22 | | Customer Class | BCUSTCLS | U##CLASS_CODEC | BC2150 | Customer Class Update | 13314 | BCUSTCLS | U##CLASS_CODEC | BC2150 | Customer Class Update | 13314 | | |

