

CITY OF MONTGOMERY

REQUEST FOR SEALED BIDS

**RADIO READ AUTOMATIC METER READING SYSTEM
INSTALLATION**

**REQUEST FOR SEALED BIDS
RADIO READ AUTOMATIC METER READING SYSTEM INSTALLATION**

The City of Montgomery, Texas is seeking sealed bids to provide labor and experience to successfully install an Automatic Meter Reading System using Radio Frequency or Remote Radio Frequency transmission to read pit set water meters. All bids will be subject to the general conditions, instructions and scope as provided in the bid submittal pack.

To receive the bid submittal pack, contact Jack Yates, City Administrator by telephone at 936-597-3962 or jyates@ci.montgomery.tx.us.

Submission Deadline: Time: 4:00 p.m.
Date: Friday, August 28, 2015

Deliver proposals to: City of Montgomery
Attention: Susan Hensley, City Secretary
101 Old Plantersville Road
Montgomery, Texas

Mailing address: City of Montgomery
P.O. Box 708
Attention: Susan Hensley, City Secretary
Montgomery, Texas 77356

All bids must be submitted by the time indicated and placed in a sealed package clearly marked on the outside:

BIDS FOR AMR SYSTEM INSTALLATION, AUGUST 28, 2015

Any bids submitted after the time indicated will not be accepted.

The outside of the sealed envelope shall bear the name and address of Vendor. An unsigned proposal will be considered non-responsive. Proposal shall include a bid bond or letter of credit equal to 5% of the bid. Bid bond shall be in the form of a bonding company certificate or certified cashier's check. The vendor must meet all state and local requirements in order to perform work within the State of Texas and the City of Montgomery.

The City reserves the right to reject any and all bids, or part or all of any specific bids, to hold all bids in force and effect for sixty (60) calendar days, to waive any informality in the bids and to postpone or cancel the request for bids.

Ten (10) bound copies of the bid must be submitted. Any bid not submitted in compliance with the instructions contained in this Request for Sealed Bids may be declared "non-responsive" and may not be considered.

Jack Yates, City Administrator

I. GENERAL CONDITIONS.

1. RESERVATIONS:

The City reserves the right to reject any or all bids or any part thereof and/or to waive any formalities, if such action is deemed to be in the best interest of the buyer.

The City reserves the right to cancel any contract, if in it's opinion, there be a failure at any time to perform adequately to the stipulations of these conditions and the invitation to bid which is attached and made part of this bid, or in case of any attempt to willfully impose upon the City materials or products or workmanship which are, in the opinion of the City, of unacceptable quality. Any action taken in pursuance of this stipulation shall not affect or impair any rights or claim of the City to damages for the breach of any covenants of the contract by the successful bidder. The City also reserves the right to reject the bid and/or any bidder who has previously failed to perform adequately after having been awarded a prior contract.

Should the successful bidder fail to furnish any item or items, or to complete the required work included in this bid, the City reserves the right to withdraw such items or required work from the operation of this bid without incurring further liabilities on the part of the City thereby.

All items furnished must be completely new and free from defects unless specified otherwise. No other items will be accepted under the terms and intent of this bid.

2. BIDS:

No bidder will be allowed to offer more than one price on each item, even though they may feel that they have two or more types or styles, which may meet specifications. If a bidder should submit more than one price on any item, any price for the item may be rejected at the discretion of the City. This may result in the bidder being deemed non-responsive and the bid being rejected.

3. WARRANTY:

All equipment, accessories, and component parts shall be guaranteed by the bidder to be free of defects in workmanship and design and to operate as specified and intended. The standard warranty shall be for a period of one-year. The effective date of the warranty shall be the date of acceptable completion of the installation by the City.

If, within the warranty period, any defect or signs of deterioration are noted, which, in the opinion of the City, are due to faulty installation, workmanship, or materials, upon notification, the successful bidder, at their expense, shall repair or adjust the equipment or parts to correct the condition, or they shall replace the part or entire unit to the complete satisfaction of the City. These repairs, replacements or adjustments shall be made only at such time as will be designated by the City as least detrimental to the operation of the business. Any part which fails to meet the warranty shall be replaced free of charge for materials, labor, handling, or shipping charges.

4. COLLUSION:

The bidder, by affixing their signature to the bid, agrees to the following: Bidder certifies that the bid is made without any previous understanding, agreement or connection with any person, firm or corporation making a bid for the same items, and is in all respects fair, without side control, collusion, fraud or otherwise illegal action.

5. INTERPRETATION:

Should any bidder have any questions as to the intent or meaning of any part of this bid, the bidder should contact the City Administrator in time to receive a written reply before submitting the bid.

6. ERRORS IN BIDS:

Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidders own risk and bidder cannot secure relief on the plea of error. Neither law nor regulations make allowances for errors by either omission or commission on part of the bidder. In case of error in extensions or price in the bid, the unit price shall govern.

It shall be the responsibility of the bidder to make sure that the bid arrives at the proper place and time as required in the invitation for bids. The City takes no responsibility for bids mailed to the wrong place, or for bids received late due to error or delay caused by the Postal Service. The bidder should allow ample time and opportunity when hand carrying a bid to the proper place, so that the bid will be received on time.

7. FEDERAL AND STATE LAWS:

All items (equipment, products, accessories, and services) supplied by the bidder shall comply with all Federal and State standards, applicable and effective on the date of acceptance. All items must meet or exceed all existing Federal, State, and Local health, safety, lighting, emissions, and noise standards.

8. BONDS:

The vendor who is awarded the contract shall provide a performance bond and a payment bond in an amount equal to 100% of the bid. Performance and payment bonds shall be either a bonding company certificate or a certified cashier's check.

9. INSURANCE

The vendor who is awarded the contract will provide the City with a certificate of insurance showing proof of worker's compensation coverage, general liability coverage and automobile liability coverage. The certificate of insurance shall name the City of Montgomery as additional insured.

INTENTION

RADIO READ or FIXED BASE AUTOMATIC METER READING SYSTEM INSTALLATION

It is the intention of the City to obtain a Radio Frequency Automatic Meter Reading System and to have the system successfully installed to read all meters and all future water meters. The City recognizes that they lack experience of AMR systems installation. It is the intent of City to evaluate the bids and references and to select the best solution as deemed by the City. Therefore, the City is soliciting bids from vendors and/or contractors who are determined by the City to be best able to meet the following objectives.

1. Installation and Implementation of 510 AMR Water Meters.
2. Provide customer billing information in the appropriate electronic format for a successful integration into the City's Billing Software.
3. Ability to demonstrate competence of contractor to assist the City with cost saving or revenue enhancement measures.
4. References that list or note the contractor's past experience in the installation and implementation of a minimum of 15 AMR Systems of 500 Water Meters or more, or statements regarding ability to perform work.

This RFQ is for a turnkey project. The bidder must bid all components and be willing to complete any component of the bid which City, in its sole discretion, shall award. All components must be bid or bid as stated by the City; however, City will accept only those components that are deemed to be in its best interest. City understands that product choice may have an affect on the outcome of the project.

Prospective vendors are advised to study this RFQ completely and follow the instructions exactly. Submission of a proposal constitutes acceptance of the terms and conditions of this RFQ and the General Conditions incorporated herein.

DEFINITIONS

Throughout this request for bids, the following definitions shall apply.

“Contractor” means the Vendor chosen to perform the services outlined in the RFQ.

“Fixed-base AMI” means a full two-way, unlicensed band that constantly sends a signal strong enough to be read at 101 South Plantersville Road to be properly read and used to produce information available for production of water billing and other purposes.

“Manufacturer” means the individual, firm, partnership, joint venture or corporation, which makes, builds, or assembles any product(s) used by the Vendor to complete the AMR System.

“Meter Unit” means all the devices at a water meter necessary to obtain and transmit a meter reading. This includes the radio transmitter device used to transmit the meter reading and data from the individual water meter to be received by the meter reading system receiver *plus* the device used on or at the meter to encode the meter data *plus* a new meter if necessary.

“Outside Vendor” means the individual, firm, partnership, joint venture or corporation that supplies products or services related to this project.

“Project Coordinators” means the individual assigned by the City and the Vendor representing the interest of each to oversee the project completion.

“Project” or AMR System” means the Radio Automatic Meter Reading System to be provided by the City in accordance with the scope of services of this RFQ.

“RFQ” means this Request for Bids.

“Vendor” means the individual, firm, partnership, joint venture or corporation, which submits a proposal in response to this RFQ.

“Sub-Vendor” means the individual, firm, partnership, joint venture or corporation, which supplies products or services to the Vendor related to this project.

“Subcontractor” means the individual, firm, partnership, joint venture or corporation, which performs services or provides portions of the AMR System to the Contractor.

INSTRUCTIONS

The provisions contained in this RFQ, unless an amendment or deviation is formally approved by the City, will bind bids.

Information and understandings, verbal or written, which are not contained either in this RFQ or in subsequent written addenda to this RFQ, will not be considered in evaluating bids. Any conditions or expectations on the part of the Vendor for performance by the City must be set forth in the bid. The City is not obligated to consider the Vendor's post submittal terms and conditions.

The City may request additions or modifications to any bid. It is the present intent of the City not to negotiate substantive portions of a Vendor's bid and to rely on the information submitted in these bid in awarding.

The City reserves the right to award to the successful Vendor without further discussion on the bid submitted. The City and its designees also reserve the right to reject and/or accept any and all bids received or parts thereof. The City retains the right to waive any irregularities in any bid submitted. The City may make such investigations it deems necessary to determine the ability of the Vendor to provide/performance as sought by the City and the Vendor shall provide relevant information as requested.

All bids will become part of the official file on this matter without obligation to the City. In addition, respondents are hereby advised that bids, once opened by the City, are subject to the Freedom of Information Act, and therefore, available for viewing or copying by anyone upon request.

This solicitation does not commit the City to pay any cost incurred in preparing and submitting the bid or to contract for the services provided.

Bids must be signed by a person authorized to commit the submitting firm and shall remain in full force for ninety (90) calendar days following the date of opening. Negligence on the part of the Vendor shall not constitute a right to withdraw the bid after it is opened.

Vendor shall have the ability to perform the type of work as note in the RFQ within the State of Oklahoma and the City of Montgomery. Vendor must furnish a current reference list of all customers that have pit set meters similar to the City, and who are actively operating an AMR system that has been installed by the Vendor. The list should contain a brief description of the referenced City and the scope of their AMR system. The reference must also contain the names, titles, and phone numbers of the persons involved in managing, purchasing and operating the AMR system and products.

If the City is not pleased with the Vendor or the performance of the Vendor's completed work, the City will require the Vendor to rectify any deficiencies in order to successfully implement the AMR System.

Vendor must designate a “Project Coordinator” who will be responsible for all phases of the project and who will coordinate all aspects of the project with the Project Coordinator of the City.

Vendor must submit a project timeline including all steps and phases of the project from start to completion. The work shall be substantially completed within **60 calendar** days from the date contract time commences to run.

Vendor must list and describe all subcontractors and sub-vendors. It is the responsibility of the Vendor to make sure all subcontractors and sub-vendors meet all local, state and federal codes, rules and regulations. Materials used to repair or replace items such as meters, meter boxes, etc, must meet the specifications of the City.

Vendor should also furnish to the City a description of all training necessary for operation. All training should be performed at the City Hall or within the city.

SCOPE OF SERVICES

Vendor will install and implement a Radio Frequency or Remote Read Automated Meter Reading System for approximately 505 residential and commercial accounts, virtually all within the four square mile area of the city. The City shall provide to the Vendor the system that must be installed and it is the responsibility of the vendor to have a complete working knowledge of the provided system. The Contractor is responsible for providing in an electronic format the necessary customer billing information required for the City to successfully integrate back into its existing billing system.

Vendor shall familiarize themselves with the scope and condition of the project and City.

The System shall be comprised of new equipment, with possible retrofitted meters. The City may request and negotiate with the successful vendor additional work as mutually agreed upon between the City and the Vendor. The Vendor must demonstrate their ability to successfully perform the work as outlined within the RFQ.

Vendor must furnish all published guarantees and warranties. Vendor should also describe the remedies for replacement of product failures.

Vendor will offer installation of the radio read meter system. The scope of services shall include the removal of existing manual read meter and the installation of new radio read meter to manufacturers recommended installation procedures. The scope of service shall include the proper documentation of all required information such as meter serial number, encoded register identification number, and meter transmitter number as installed at that address furnished by the City. **In addition, the City will request as an option to consider, the latitude and longitude location of the meter installation. The installation contractor shall use a Trimble GPS instrument to locate and document each meter installation**

Meters are to be installed to manufacturer's recommended installation specifications and for best transmission in all circumstances.

It shall be the responsibility of the vendor to provide a complete on-site training program for the City staff as it relates to the installation and implementation of future water meters that shall be installed by the City Staff.

SPECIFICATIONS

INSTALLATION OF A METER READING SYSTEM

GENERAL

Under this specification the vendor shall supply all required material necessary to successfully install and implement the AMR System that shall be furnished by the City. While the primary function shall be to provide accurate and timely meter reading data for billing purposes, the system shall also furnish consumption and other pertinent data to facilitate enhanced operation and management of the total water distribution system, as described herein.

Provide the necessary labor force to successfully install and implement the AMR System within **60 calendar days or be subject to a reduction of the total amount paid contractor of \$250.00 per day that substantial completion is not issued by the City, unless additional days are granted as mutually agreed upon between the City and the Vendor.** If the installation is complete and accepted within forty (40) days a \$2000 payment will be made to contractor.

All expenses required by the vendor shall be incorporated within the bid price to successfully install and implement the AMR System. An example of this may be but not limited to room and board, travel, meals and etc.

A complete working knowledge of the manufactures requirements for the successful installation and implementation of the AMR System that shall be provided by the City.

Provide all required customer billing information as outlined within the RFQ in order that the City have the ability to merge this information back into its existing billing system.

PRICE BID

Proposals must furnish unit pricing as required in the “Scope of Services” section. These prices will be used to “add on to” or “deduct from” the TOTAL PROJECT should the City determine changes are needed. Do not include sales tax.

ALL PRICES GIVEN BELOW SHALL INCLUDE INSTALLATION.

Section 1. Meters, Register and Meter Transmitter Unit. (New Meters)

<i>Size</i>	<i>Count</i>	<i>Price Per Meter</i>
5/8” and 3/4”	540	
1”	10	

Section 2. Unit Price for Optional Services

<i>Component</i>	<i>Count</i>	<i>Price Each</i>
Installation/ per meter location	550	
GPS	550	
Meter lid replacement(provided by the City)	200	
Meter box and lid replacement(provided by the city)	100	
Vendor to integrate the customer billing information into the City’s existing billing software	550	
Retrofit existing meter of City to an encoder register	Approx. 150	

Submitted by: _____.

Printed Name: _____

Submission Date: _____