

# **REQUEST FOR PROPOSALS (RFP)**

## **RFP 2016-1 Purchase of Water Meters; Automated Meter Reading System; and Installation of Water Meters**

**Proposals are due August 1, 2016 by 1:00 PM CST**

at

City of Monroe  
PO Box 370  
206 West Sherman Street  
Monroe, IA 50170

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## 1.1 INTRODUCTION

The City of Monroe is seeking qualified firms or individuals to purchase/supply and install approximately 634 new water meters with an automated water meter reading system to increase the efficiency of the meter reading process at all metered locations within the City of Monroe. Additionally, the City seeks to purchase and have installed an additional 200 automated water meter reading devices to retro fit approximately 200 existing Sensus iPerl water meters. The firm will be responsible for scheduling the installation of the new meters, the recording of serial numbers and final readings, installation of the new meter, and customer complaint resolution. The new meters and automated water reading system shall be compatible with the Data Technologies, Summit Software aimed to increase customer satisfaction with the utility billing process for the City.

Please carefully review this document. It provides information necessary to aid participating bidders in formulating a thorough response. A formal, comprehensive review period will be conducted to ensure that the City selects the best possible vendor that will provide the best value and service.

## 1.2 BIDDING PROCESS

1.2.1 The following is a schedule of events concerning the proposal process:

- |                           |  |
|---------------------------|--|
| • Distribution of packets | Monday, June 13, 2016  |
| • Proposals received      | Monday, August 1, 2016 <b>by 1:00 p.m. Central Standard Time</b> |
| • Presentation to Council | Monday, August 8, 2016 at 7:00 pm                                |
| • Notification of Award   | Monday, September 12, 2016 at 7:00 pm                            |
| • Start of Project        | January 16, 2017   |
| • Completion of Project   | March 30, 2017   |

1.2.2 **A complete original and six (6) copies for a total of seven (7) proposals** are due in our office no later than **Monday, August 1, 2016 by 1:00 p.m. Central Standard Time:**

City of Monroe  
PO Box 370  
Monroe, IA 50170  
Phone: 641-259-2319  
Fax: 641-259-3119  
Email: monroeadmin@iowatelecom.net

1.2.3 Any proposals received after the submission date will be considered void and unacceptable. The City is not responsible for lateness of mail, carrier, etc., and the date/time stamp in City Hall shall be the official date and time of receipt.

1.2.4 There will be no distribution of proposals made until the City and the successful vendor have executed a contract. No proposal shall be handled so as to permit disclosure of the identity of an offeror or the content of any proposal to competing offerors until the deadline for submission of bids or proposals has expired.

1.2.5 The respondent shall be responsible for the timely delivery of any response.

1.2.6 The Signature Sheet (Attachment B) shall be completely filled out and returned with the proposal submission. A representative of your company who is authorized to commit your company to the requirements of this proposal must sign the Signature Sheet.

## 1.3 RESERVATION OF RIGHTS

The City reserves the right to reject any and all proposals, to award the agreement to other than the low proposal, to negotiate the terms and conditions of all and any part of the proposals, to waive irregularities and/or formalities, and in general to make an award in the manner as determined to be in the City's best interest. The City may, at its discretion, cancel any proposal or request for proposal or other solicitation and/or reject all proposals in whole or in part.

## **1.4 CHANGES AND ADDENDA TO PROPOSAL DOCUMENTS**

Each change or addendum issued in relation to the RFP will be on file at City Hall and sent to each vendor the original RFP was sent to. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda.

## **1.5 TAXES, TERMS AND CONDITIONS**

The City is exempt from Federal Excise and State Sales Tax. The City's Federal ID number is 42-6004975. Payments will be made to Bidder for the work accomplished monthly. The Bidder will submit a bill by the Friday before the second (2<sup>nd</sup>) Monday of each month, and the City will issue payment within 30 days.

## **1.6 MINIMUM QUALIFICATIONS**

Bidders shall demonstrate the experience and capability to remove existing water meters and install new water meters and coordinate the installation process as described herein. The following criteria shall be met in order to be eligible for this contract. Failure to meet the minimum qualifications is ample cause for the Bidder to be deemed non-responsible:

- Bidders shall provide, at a minimum, three (3) comparable references of which similar work has been performed. These references shall be from an entity of a similar size and with work performed of similar volume and frequency.
- Bidders must be able to meet all insurance requirements in regards to Professional Liability Insurance, Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Insurance and provide the necessary bid and/or performance bond as outlined in this RFP.
- Bidders shall provide evidence that at least one individual responsible for the City's account has an active license with the State of Iowa Plumbing and Mechanical Systems Board as a Master Plumber. If the Master Plumber licensure is set to expire during the proposed installation phase, the Bidder shall provide the City with evidence of maintaining Master Plumber licensing status.

## **1.7 AWARD**

The Monroe City Council, Mayor, Public Works Director, City Administrator, and City Clerk will evaluate the proposals and award a contract. The evaluation and award of this proposal shall be rated on the following criteria (not in any relevant order):

- Firm qualifications and expertise
- Similar experience in other cities
- Proposed pricing
- Number of weeks to complete the installation
- Conformance to proposal format
- Other matters deemed pertinent by the City

The prices proposed shall be considered firm and cannot be altered after receipt of the proposal by the City per the terms of this proposal.

The City may make a determination that the rejection of all proposals is in its best interest.

The successful Bidder shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from the City. The successful Bidder(s) will perform all services indicated in the proposal packet and in compliance with the negotiated contract.

## **1.8 COST OF DEVELOPING PROPOSAL**

The Bidder shall be responsible for all costs incurred in the development and submission of this response. The City assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a response by a Bidder, the evaluation of an accepted response, or the selection of finalists. The City shall not be contractually bound until the City and the successful Bidder have executed a written contract for performance of the work.

## **1.9 PROPOSAL OWNERSHIP**

All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of the City and will not be returned to the Bidder.

## **1.10 CONFIDENTIALITY**

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Bidder that are submitted to the City, as part of the proposal or otherwise, shall become the property of the City when received by the City and may be considered public information under applicable law.

## **1.11 CORRECTION OR WITHDRAWAL OF PROPOSAL; CANCELLATION OF AWARDS**

Correction or withdrawal of inadvertently erroneous proposals before or after the proposal deadline, or cancellation of awards or contracts based on such proposal mistakes, may be permitted at the sole discretion of the City. Mistakes discovered before the proposal deadline may be modified or withdrawn by written notice received in the office designated in the RFP, prior to the proposal deadline. After the proposal deadline, corrections in proposals shall be permitted only to the extent that the Bidder can show by clear and convincing evidence, as determined by the Review Committee, that a mistake of a non-judgmental character was made.

## **1.12 EQUAL EMPLOYMENT OPPORTUNITY**

The City is committed to prohibiting discrimination in employment on the basis of race, color, sex, age, religion, national origin, citizenship, height, weight, marital status, or handicap. These factors will not be improperly considered by the City in recruitment, examination, appointment, training, promotion, retention, salary determination, discipline, or any other conditions of employment.

Bidders and their subcontractors, as required by law, shall not discriminate against the employee or applicant for employment with the respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly relating to employment, because of race, color, religion, national origin, marital status, age, sex, height, weight, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the Contract.

## **1.13 INSURANCE REQUIREMENTS**

Prior to starting this contract, the Vendor shall deposit with the City a certificate from the insurer to the effect that the insurance policies required in the paragraphs below have been issued to the Vendor.

Vendor(s) must maintain the following insurance during the term of the contract:

### **Bidder's Comprehensive General Liability & Property Damage Liability Insurance**

The Bidder shall carry Comprehensive General Liability Insurance providing for a limit of not less than One Million Dollars (\$1, 000,000.00) for all damages arising out of bodily injury to or death of one person, and subject to that limit for each person, a total limit of not less than One Million Dollars (\$1, 000,000.00) for all damages arising out of bodily injuries or death of two or more persons in any one accident; and Bidder's Comprehensive Property Damage Liability Insurance providing for a limit of not less than One Million Dollars (\$1, 000,000.00) for all damages arising out of injury to or destruction of property in any one accident, and

subject to that limit per accident, a total (or aggregate) limit or not less than One Million Dollars (\$1,000,000.00) for all damages arising out of injury to or destruction of property during the policy period.

All insurance coverage shall be placed with such company as may be acceptable to the Customer and shall constitute a material part of the Contract documents.

**Comprehensive Automotive Liability & Property Damage Insurance**

The Bidder shall carry comprehensive Automobile Liability Insurance covering all owned vehicles, hired vehicles or non-owned vehicles under the control of the Bidder while performing work under this Contract in the amount of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of bodily injuries to or death of one person and subject to that limit for each person, a total of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of bodily injuries to or death of two or more persons in any one accident; and Property Damage coverage in the amount of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of injury to or destruction of property.

**Worker's Compensation Insurance**

The Bidder shall procure and maintain during the life of this contract Workers' Compensation Insurance as required by applicable State law for all his employees to be engaged in work at the site of the project under this contract.

Please provide a certificate of insurance detailing your coverage which meets the above requirements. The certificate must indicate that insurers will provide us written notice 30 days prior to terminating any policy.

**1.14 GUARANTY REQUIREMENTS**

The proposal shall be accompanied by a Certified Check or Bid Bond in an amount of not less than five percent (5%) of the Bid made payable to the Customer. This Certified Check or Bid Bond shall be forfeited as liquidated damages, if the Bidder fails to enter into a Contract and furnish bonds and insurance as required within ten (10) days after written notification of the award of the Contract to him. The bond shall be returned to those not selected as the successful Bidder.

The successful Bidder shall furnish satisfactory Performance and Payment Bonds each in the amount of one hundred percent (100%) of the Contract Price.

**Performance Bond**

Within fifteen (15) days after the award of the contract, the Bidder shall furnish to the Customer a Payment and Performance Bond in the amount of one hundred percent (100%) of the total contract price in a form prescribed by the City's Attorney. The Payment and Performance Bond shall guarantee all of the Bidder's obligations to the City and the payment of all persons furnishing labor, materials, services, equipment, supplies and insurance premiums for the purpose of the contract.

To further assure ability to provide the above described Payment and Performance Bond the Bidder shall submit with his bid, evidence acceptable to the City as to the Bidder's ability to procure a Payment and Performance Bond (i.e. a letter from a Federal Chartered Bank or other surety agency licensed to do business in the State of Iowa indicating bondability with terms and conditions in such amounts as will satisfy the bonding requirements of those alternates that are bid). The Bidder must submit, at the time of delivering his bid, the name of the surety that is to be the primary surety on his Performance Bond for the period of the contract. Such surety must be licensed to do business in the State of Iowa. If there is to be a re-insurance carrier, or carriers under the bond, the Bidder is not required to name the re-insurance carrier, but shall submit a certificate by the primary surety that it will execute its bond as primary surety, and that any reinsurance carriers shall be listed in the current edition of said Treasury Department Circular. It shall be sufficient to qualify either the primary surety or the reinsurance carrier that they are shown in said Treasury Department list as either an acceptable surety company, or an acceptable reinsuring company. The Performance Bond is not intended to include the warranty period beyond the contract duration.

## 1.15 TERMS AND CONDITIONS

- 1.15.1 GENERAL BIDDER REQUIREMENTS - To be considered responsive, bidder must be, at the time of proposal opening, an established company with a proven track record of successful water meter installation, and have trained personnel necessary to meet the needs of the City.
- 1.15.2 LAWS - This contract shall be governed by, and construed in accordance with the laws of the State of Iowa and any service or product herein shall so comply.
- 1.15.3 INSURANCE - The vendor must provide a Certificate of Insurance as outlined in section **1.13 INSURANCE REQUIREMENTS**.
- 1.15.4 GUARANTY REQUIREMENTS – The vendor must provide the necessary bid bond and, if selected as the contractor, the necessary performance bond as specified in section **1.14 GUARANTY REQUIREMENTS**.
- 1.15.5 PRICES/CHARGES - The rates and discounts shown on the proposal shall be consistently applied and remain firm throughout the duration of the contract.
- 1.15.6 TERMINATION – Any contract or agreement entered into shall be considered non-exclusive and may be cancelled in whole or in part by either party for any reason upon giving the other party sixty (60) days prior written notice. Such notice shall be sent to the last known address of the party to be notified.

The City may, without prejudice to any right or remedy, and without the necessity of giving the sixty (60) day notice provided above, terminate this Agreement for cause in the event Vendor fails to fulfill, in a timely or satisfactory manner, any of the Terms and Conditions set forth in this Agreement, and fails to cure any default after seven (7) days written notice from the City of such default or breach.

- 1.15.7 ADDITIONS TO CONTRACT - Other items and/or services may be added as needed to this contract. Any changes or additions may not be added without written approval of the Monroe City Council.

## SECTION II

### 2.1 OBJECTIVE/BACKGROUND INFORMATION

The City of Monroe, populations 1,830, is seeking qualified firms or individuals to purchase/supply and install approximately 634 new water meters with an automated water meter reading system to increase the efficiency of the meter reading process at all metered locations within the City of Monroe. Additionally, the City seeks to purchase and have installed an additional 200 automated water meter reading devices to retro fit approximately 200 existing Sensus iPerl water meters. The water meters range in size from 5/8 inch to 4 inches. The firm will be responsible for scheduling the installation of the new meters, the recording of serial numbers and final readings, installation of the new meter, and customer complaint resolution. The new meters and automated water reading system shall be compatible with the Data Technologies, Summit Software aimed to increase customer satisfaction with the utility billing process for the City.

The purpose of changing to an automated meter reading system is to increase the efficiency of the meter reading process and increase the customer satisfaction of the utility customers. Customer service and efficiency are also very important in the installation of the new meters. The City's projected timeline is to start the installation following the meter reading in early to mid January, 2017. This would provide approximately 75 days, including weekends, to install meters before the next meter reading would need to occur on April 1, 2017.

Section 2.3 contains the specifications requested for both the meters and the meter reading system.

### 2.2 GENERAL REQUIREMENTS

Each response set shall be accompanied by a transmittal letter signed in ink by an authorized company representative who has the right to bind the Bidder. Each response must contain the following information:

- 2.2.1 COVER LETTER - Include the original signed cover letter with the original proposal and a copy of the letter with each copy of the proposal. The cover letter should contain a) a brief statement of the Bidder's understanding of the proposal, b) the name, title, phone number, fax number, e-mail address, and street address of the company representative, and c) highlight the firm's ability to install new water meters and coordinate the installation process.
- 2.2.2 COMPANY OVERVIEW Include the following information about the Bidder: a) company name, address, phone number, fax number and internet address, b) year the company was established and any former names, if applicable, c) type of ownership and parent company, if applicable, d) location of the office or offices that will provide the project services, and e) brief statement of the company's background demonstrating longevity and financial stability. This is in addition to Attachment A- Business Information.
- 2.2.3 PROJECT REFERENCES - For up to three relevant clients, include a one or two paragraph description of the scope of the project. Include the name of the utility; quantity, brand and type of meter; contact person and telephone number; and a description of work performed
- 2.2.4 PROPOSED FEE & TIMELINE – Please state fees based on the “Specifications” described in Section 2.3. Also, based on the "Specifications" described in Section 2.3, please state the number of days it will take to install the estimated quantity of meters, adding additional details if necessary. Proposed fees and timeline should be provided on Attachment C- Proposed Fees.
- 2.2.5 INVESTIGATIONS/LITIGATION - Provide details of any criminal or regulatory investigation or pertinent litigation pending against your firm or members of your firm in the last three years.
- 2.2.6 ADDITIONAL INFORMATION - Include any appropriate additional information that supports your proposal.



## 2.3 SPECIFICATIONS

The Bidder selected to install new water meters and coordinate the installation process must meet the following specifications and requirements.

If you would like to visit some of the installation sites prior to bidding, please contact Matt Mardesen at 641-259-3490 to arrange a time.

- 2.3.1 PRECONSTRUCTION REQUIREMENTS As soon as practical, after the execution of the contract and prior to any work being performed under this contract, a pre-construction meeting will be held between the Bidder and City representative. The Bidder will be notified of the time and place of the meeting. The purpose of the meeting will be to review all matters of mutual concern to insure that the installation plan of the City will be met.

**The water meter equipment manufacturer shall provide technical assistance and a minimum of (two) 2 days of training to the Bidder on use and installation procedures of the AMR system. The training shall be held in a location that is adequate for training and not in the resident's homes. Representatives of the City shall be in attendance at this program.**

- 2.3.2 BIDDER'S PERSONNEL The Bidder shall provide adequate personnel to complete the work stated in the Specifications. Only workers who are technically competent and are of acceptable character and personality for work that involves unsupervised entry into individual residences will be hired. All potential employees will be subject to pre-employment drug and alcohol screening test. The Bidder will provide the City with the names and any other information required by the City for these installation personnel.

The Bidder shall employ competent efficient employees skilled in work assigned to them. Competent workers shall install the water meters. The Bidder shall provide the City with a list of the names and other required information of the employees selected.

Whenever the City notifies the Bidder in writing of any person whose work is careless, incompetent, disorderly, or otherwise unsatisfactory, that person shall be discharged from working on this Contract.

- 2.3.3 FIELD OFFICE The Bidder shall provide facilities and staff for the local field office; equip field office as necessary to administer and execute the work.

The Bidder must maintain adequate local telephone service where a representative can be reached twenty-four (24) hours a day, seven (7) days a week to receive emergency telephone calls (a telephone recorder will be sufficient). When the Customer reports an emergency location to the Bidder, the Bidder shall be required to have sufficient personnel, equipment, and material on the site within twenty-four (24) hours after receipt of the telephone call, to perform the necessary repairs.

- 2.3.4 MEETINGS Meetings will be held as required by the City. The City will establish the dates, times and place of the meetings, and conduct the meetings. The meetings will be held once a month or more often if deemed necessary by the City. City and Bidder personnel as well as any other individual pertinent to the agenda shall attend the meetings.

- 2.3.5 BIDDERS PERSONNEL AND VEHICLE IDENTIFICATION All field personnel shall wear uniforms and shall have on their person displayed in conspicuous manner picture identification badges. Pictured ID shall have the Bidders name, employee name, title and employees' picture.

The Bidder's employees shall carry business cards with them listing the name and telephone number of the local contact. An installation card with all of the pertinent meter information shall be left at every Customer location where work has been performed. An emergency number shall also be listed that can be used by the Customer, on weekends and after regular business hours.

The Bidders vehicles, including private vehicles used for the Bidder's work shall have the company logo prominently displayed on both sides of the vehicle.

The Bidder and/or its employees will not solicit or accept any business from the homeowner. The recommendation of a particular plumber or company and/or the performance of work other than the water meter installation are also prohibited.

- 2.3.6 CUSTOMER NOTIFICATION AND APPOINTMENT SCHEDULING The City will provide the Bidder with a list, which indicates Customer name, address, zip code, account number, type of meter and size, and meter serial number. The City shall provide this list in an electronic format and media as determined by the Bidder.

The City shall not be liable nor will any consideration be given for extra payment claims by the Bidder if such information is found to be inaccurate, including street and billing address.

The City, in order to expedite the installation project, will promote publicity in the local newspaper and through news releases prior to the project start date. The City will also promote the information on printed water bills and on the City's website. The City is also able to host an open house at the Monroe City Hall and invite customers in to sign up for appointments. This shall only be done at the Bidder's request. After the introductory letter, the Bidder will assume responsibility for attaining entry into residences. The Bidder shall make a minimum of three attempts beyond the introduction letter to schedule an installation. Appointments shall be made in a courteous and professional, manner during reasonable hours; through telephone calls, post cards, and door-to-door solicitation or by additional letters.

The Bidder may find many homes are not accessible to the installers during normal working hours. Installers shall be available during evening hours and on weekends to accommodate Customers' reasonable requests for appointments. The Bidder shall take this into account in preparing the bid.

The Bidder shall submit to the Customer written documentation describing the date, method and other pertinent information regarding four or more attempts to schedule an installation. The Bidder may then inform the City that contact cannot be made, thus preventing the installation.

The City may choose to perform the water meter installation for accounts returned by the Bidder due to inaccessibility or may schedule an appointment for the Bidder. The City may also choose to perform the water meter installations at scattered sites, due to existing meters being frozen, leaking, broken, stopped, or otherwise inoperable. If the City installs the water meter for such inaccessible accounts, the Bidder shall receive no payment for such installation.

- 2.3.7 CUSTOMER COMPLAINTS The Bidder shall designate a representative to meet with and resolve problems related to the water meter installation project. These personnel are also to be available for any public relation activities that the City may have planned. The Bidder shall investigate all complaints from the City with respect to this project within 24 hours.

The Bidder shall correct any complaints received by the City from property owners dissatisfied with the installation before payment is made. The decision by the City regarding the credibility of an owner's complaint shall be final. The Bidder shall promptly correct any deficiencies, including but not limited to leaks that are a direct or indirect result of the installation when directed to do so by the City.

It shall be presumed that any leaks in the vicinity of the water meter reported by the Customer to either the City or the Bidder within 30 calendar days after completion of work at the Customers property are the result of the installation work, unless a preexisting condition has been noted on the work order. The Bidder shall repair such leaks and correct all damages, which occur during the (thirty) 30-day period at the Bidders expense.

- 2.3.8 INSTALLATION TESTING The Bidder shall completely test each installation to confirm operation and accurate reading. All tests are to be conducted before leaving the residence.

The Bidder shall seal the register, inlet, and meter spud.

- 2.3.9 SALVAGE OF OLD METERS All meters removed and replaced shall remain the property of the City and will be returned. The Bidder shall be held accountable for the return of all old meters, and/or register heads.

Removed meters and at least one copy of a fully completed installation form shall be returned to the City within one week after completing the installation of each water meter.

The installer shall record the final reading of the old meter and where applicable, the reading of the outside remote reading device on the installation record form. The installer shall provide a minimum of 2 copies to the Customer.

The installer shall provide the City with the following information to document the completion of the installation in an electronic format specified by the City:

- Meter reading and serial number of removed meter
- Meter reading and serial number of newly installed meter
- Time and date of replacement
- Receptacle Location, ID
- Account number
- Address
- Phone
- Name
- Installation Notes

### 2.3.10 INSTALLATION PRACTICES

**Manufacturer Specifications** The Contractor will replace existing meters in accordance with Manufacturers instructions. The meter shall be installed in a neat and workmanlike manner by technicians who have been trained and informed of the technical and procedural requirements of the work.

**Customer Notification** The Customer will be informed that water service will be shut off to accomplish the meter change-out, and it will be for as short a time as necessary. Customer shall provide timely assistance where requested by the installer in locating and operating shut-off valves and/or curb stops for each Customer.

**Installation Details** The following summary describes the general steps of the installation work to be done. The actual work may differ from this description, and will not be limited to these actions:

- Replace old meter with new meter with encoder register
- Seal Meter
- Test installation with Manufacturer's tester or equivalent
- Clean work area
- Complete paperwork
- Inform homeowner of actions

Due to the high number of meters positioned vertically, all water meters will be installed using a pit installation method, requiring each transmitter to have a remote installation bracket. The Bidder will be required to supply the screws necessary to install the bracket.

**Sealing the Installation** Contractor shall seal meter inlet coupling and meter head.

**Additional Work** Any additional work requested by the Customer will be performed on a negotiated time and material basis.

**Inoperative Valves** If the inside valve is not capable of shutdown, the City shall shut off service at the curb stop. If the curb stop is inoperative the Bidder shall freeze the service. If the curb stop cannot be located or service frozen, the City will assist the Bidder with shut down.

**Installation Defects** It will be presumed that any leaks or defects within 5 feet of meter reported by the Customer to either the Bidder or the City within ten (10) calendar days after completion of the replacement are the result of the replacement efforts, and the Bidder will repair the damage at no additional cost. This presumption will not apply to leaks or other pre-existing conditions noted by the Bidder during the

replacement, nor shall this presumption be construed as the sole basis upon which liability can be attributed to the Bidder.

**Faulty Installations** All faulty installations within the warranty period (10 days) shall be repaired by the Bidder at no extra cost to the utility.

**Damages** During the replacement program, some breakages are likely to occur to City service lines. Bidder supervisors shall be prepared to repair any damage to Customer service line at no expense to City except Utility will provide Contractor with anticipated repair hardware. This mutual level of cooperation will insure minimal time a Customer would be without water service and further accelerate completion of installation project.

**Faulty Plumbing** If, in the Contractor's opinion, the condition of the Customer's existing service piping is such that significant damage would result from attempting to remove and replace the existing water meter, the Contractor will so inform the Customer.

If the Customer does not concur with the Contractor's judgment, and directs the Contractor to perform the meter replacement, and the Customer's service piping is damaged as a result, then the Customer will bear any and all costs of such damage.

**Emergency Contact** Any defective installations, if deemed to be of emergency nature by the Customer, must be investigated and corrected by the Contractor within four (4) hours of notification. Contractor must provide a reliable means for contact and be available for emergency work 24 hours per day, seven (7) days per week.

## SECTION III

### 3.1 PROPOSAL SUBMISSION/CHECKLIST

Proposals shall be as **detailed and comprehensive** as possible and **answered in the order listed below**.

- Packaging and Format as provided in section 2.2
- Attachment A – Business Information
- Attachment B – Authorized Signature Page
- Attachment C – Proposed Fees

# Attachment A

## Business Information

### CITY OF MONROE

#### Purchase of Water Meters; Automated Meter Reading System; and Installation of Water Meters

RFP 2016-1

<b>(a) Name of Business (Official Name and D/B/A)</b>
<b>(b) Business Headquarters</b> Address: City: State: Zip: Telephone: Fax: E-mail:
<b>(c) If a Division or Subsidiary of another organization provide the name and address of the parent.</b> Address: City: State: Zip: Telephone: Fax:
<b>(d) Billing Address</b> Address: City: State: Zip: Telephone: Fax:
<b>(e) Name of Chief Executive Officer</b>
<b>(f) Customer Contact</b> Name: Title: Address: City: State: Zip: Telephone: Fax: E-mail:
<b>(g) Company Web Site</b>
<b>(h) Type of Organization (i.e., Sole Proprietor, Corporation, Partnership, etc. -- should be the same as on the Taxpayer ID)</b>
<b>(i) Length of Time in Business</b>
<b>(j) Annual Sales (for most recently completed Fiscal Year)</b>
<b>(k) Number of Full-Time Employees (average from most recent Fiscal Year)</b>
<b>(l) Type of and description of business</b>
<b>(m) Identify and specify the location(s) and telephone numbers of the major offices and other facilities that relate to the Vendor's performance under the terms of this RFP.</b>

## Attachment B

### Authorized Signature Sheet CITY OF MONROE Purchase of Water Meters; Automated Meter Reading System; and Installation of Water Meters RFP 2016-1

Name of Bidder:		
Address:		
City:	State:	Zip:
Telephone Number:		Fax Number:
Email Address:		Federal Tax ID Number:
If awarded a contract in response to this proposal, our company:  <input type="checkbox"/> Will <input type="checkbox"/> Will Not		
Be able to meet the specifications as required in Section 1.13: Insurance Requirements.		
Signature of Authorized Signatory*:		Title and Name of Company:
Name of Authorized Signatory (print):		Date:
*The above individual is authorized to sign on behalf of the company submitting this proposal. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.		

## Attachment C

### Proposed Pricing CITY OF MONROE

#### Purchase of Water Meters; Automated Meter Reading System; and Installation of Water Meters RFP 2016-1

The proposed fees shall itemize costs separately for the areas specified below. The proposed fees shall include expenses. See **2.2 General Requirements** for all information in regard to proposed fees.

Description	Estimated Quantity	Unit Charge	Total
5/8 to ¾ inch New Water Meter with Radio Transmitter	618		
1 inch New Water Meter with Radio Transmitter	6		
1.5 inch New Water Meter with Radio Transmitter	4		
2 inch New Water Meter with Radio Transmitter	2		
4 inch New Water Meter with Radio Transmitter	4		
Handheld Reading Device	1		
Network Servers & Software, including installation & Training	1		
<b><i>Subtotal Cost</i></b>			

#### Option A- Warranty Maintenance and Equipment

Warranty Maintenance	Estimated Quantity	Unit Charge	Total
Annual Software Maintenance	1		
Handheld Reading Device Maintenance	1		
Handheld Touchpad Reading Device	1		



**Option B- Installation**

The proposed pricing may be done by the size of the meter or by a general total

Description	Estimated Quantity	Unit Charge	Total
5/8 to 3/4 inch Water Meter	618		
1 inch New Water Meter	6		
1.5 inch New Water Meter	4		
2 inch New Water Meter	2		
4 inch New Water Meter	4		
Retrofit Automated Reading Transmitter on Existing Meters	200		
- OR -			
Installation of Meters & Retrofit Meters	634 & 200 = 834 total		
<b><i>Subtotal Cost</i></b>			

Please state the number of days the proposed project will require: \_\_\_\_\_

**TOTAL PROJECT COST \$ \_\_\_\_\_**