July 2,2019

Request for Proposals

Automated Meter Reading

RFP #1-2019

**Questions Deadline: August 16, 2019 @ 4:00 p.m.**

**Proposals Due August 19, 2019 @ 12:00 p.m.**

Proposals for the services specified will be received by the City of Piggott, Arkansas, Municipal Light Water & Sewer until date and time indicated above. Please submit one (1) original proposal, Five (5) copies of the proposal in hard copy only.

**Delivery and Mailing Address: City of Piggott, Arkansas**

 **Municipal Light, Water and Sewer**

 **194 West Court**

 **Piggott, Arkansas 7254**

Late submissions will not be considered. Proposals must be submitted with the RFP number and the Proposer’s name and address clearly indicated on the front of the envelope. Additional instructions for preparing a proposal are provided within.

**PROPOSERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE DOCUMENT PRIOR TO SUBMITTING A RESPONSE.**

**For questions regarding this RFP contact: Brian Haley**

 **Superintendent of Municipal Utilities and Public Works**

 **870-598-4252**

 brianhaley@cityofpiggott.org

**NO QUESTIONS OR COMMUNICATION SHOULD BE DIRECTED TO ANY ELECTED OFFICIALS OR OTHER CITY EMPLOYEES.**

**Please note that all submissions must be received at the designated location by the deadline shown**.

Proposals received after the deadline will not be considered for the award of the contract and will be returned unopened.

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**Introduction**

**General Information**

The City of Piggott, Arkansas, Municipal Light, Water & Sewer is soliciting Request for Proposal(s) (RFP’s) from vendors who are interested and qualified to provide a turn-key installed Automated Meter Reading system (AMR). Scope of work includes, but is not limited to, automated meters procurement and installation, hardware and integration with existing systems, testing, training and GIS coordinates of each location provided to the City of Piggott, Arkansas, Municipal Light, Water and Sewer in a format for integration with existing ESRI software.

AMR technology should provide the City with a more efficient method of collecting meter reads at regular intervals. The AMR system should collect consumption data using a drive by system that will reduce the need for monthly physical reading of each meter.

The proposals should include schedule, and information related to pricing for all meters, hardware, installation, training and GIS location data.

The City strongly desires to contract with a single vendor to procure and install meters and hardware necessary to accomplish all work and/or services outlined in this RFP.

Interested parties should submit one (1) original, five (5) copies of the proposal which should be returned in a sealed envelope bearing the name and address of the respondent. Response packages will be accepted until 12:00 pm on August 19, 2019.

**SCHEDULE OF IMPORTANT DATES**

The tentative schedule for the RFP is as follows: The City reserves the right to change the schedule of dates as it deems necessary.

Release RFP to Vendors and begin advertisement July 17, 2019

Deadline for Questions August 16, 2019

Proposal Submission Deadline August 19, 2019

Contract Evaluations August 26, 2019

Earliest Award by City September 15, 2019

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**BACKGROUND INFORMATION**

**Current Environment**

Meter reading is currently conducted by the City of Piggott, Arkansas, Municipal Light, Water and Sewer Staff. Meters are read at the first of the month and continue until completed. The City of Piggott, Arkansas Municipal Light, Water and Sewer has currently installed 615 ,5/8 x ¾ water meters to AMR.

The breakdown of existing conventional meters is as follows:

5/8 x ¾ inch meters – 1,489

1 Inch meters – 88

2 inch meters – 30

Additionally, thirteen (13) 1 inch meter setters will have to be provided and installed and nine (9) 2 inch meter setters provided and installed.

All existing meter counts included in the RFP are approximate and are subject to deviation. The proposal shall include unit costs for each meter size and water meter setter by size and compensation will only be provided for actual meters and setters installed.

**Scope of Work**

**Objectives**

The City seeks to replace the existing meter system including meters with an AMR system.

The City seeks to acquire these systems that meet the following objectives:

1. Meter Reading in the most cost-effective manner possible
2. Ability to perform advanced data analysis of incremental meter readings
3. Maximization of existing investments in meter reading technology
4. Support conservation and enforcement
5. Provide accurate meter readings

**System Requirements**

The City requires a turn-key system compatible with the Power Manager Software.

The City Requires purchase and Installation of the following Meters:

1,489 (5/8x3/4) Badger Model 25 Recordall Bronze Water Meter with HR-E Encoder with Itron Connector

1,489 Itron 100 W ERT’s

The City Requires the purchase and Installation of the following Meters

88 (1) One Inch Badger Model 70 Recordall Bronze Water Meter with HR-E Encoder with Itron Connector

88 Itron 100 W ERT’s

The City Requires the purchase and installation of the following Meters

30 (2) Two Inch Badger Model 170 Recordall Bronze Water with HR-E Encoder with Itron connector

30 Itron 100 W ERT’s

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The City Also Requires Purchase and Installation of the Following Water Setters

13 (1) One Inch Ford 70 Series Coppersetter Model Number 41-44-NL

(1”PJ (cts) x 1” Double Purpose) No Check

The City Also Requires Purchase and Installation of the Following Water Setters

9 (2) Two Inch Ford Series Coppersetter Model Number VBB77-15B-11-77-NL

The City Requires the Contractor to Supply all Meter Gaskets for this RFP

The City Requires GIS Coordinates of each meter location provided to the City of Piggott, Municipal Light, Water and Sewer in a format for integration with existing ESRI software

If faulty equipment (setters, valves, ect) are found in the meter box, the contractor will notify the City of Piggott, Municipal Light, Water and Sewer. If the City wishes the Contractor to replace the equipment, the contractor will provide and hourly rate. All existing faulty equipment replacement will be provided by the City of Piggott, Municipal Light, Water and Sewer

The City of Piggott, Municipal Light, Water and Sewer requires the project to be completed by December 31, 2019

**Special Provisions**

**Non-Interference**

The vender must propose a system that will allow continued use of the existing meter system while the new system is phased in over the installation Period.

**Terms and Conditions**

**Receipt of Proposals**

The submitted proposal (s) must be received by the City Clerk of the City of Piggott, Municipal Light, Water and Sewer. Located at 194 West Court, Piggott, Arkansas 72454. Prior to the time and date specified. The mere fact that the proposal was dispatched will not be considered; the vender must insure that the proposal is actually delivered. Proposals submitted via facsimile will not be accepted for any reason.

**Questions and Inquiries**

Questions and inquiries about this RFP should be directed to Brian Haley, Superintendent of Municipal Utilities and Public Works @ 870-598-2997 or brianhaley@cityofpiggott.org Questions should be submitted in writing on or before 4:00 pm on the date specified herein.

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**Cartage, Freight & Transportation Charges:**

No charge will be allowed for cartage or packing unless by special agreement. Unit prices shall include freight and delivery charges to the locations as specified by the City.

**Reservations**

The City reserves the right to accept or reject any or all proposals as a result of the request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFP if found to be in the best interest of the City. Additionally,

although the city desires to contract with a single vendor for all work/services to be provided, the City reserves the right to split the work/services and deal with multiple vendors if it is deemed to be in the City’s best interest. All proposals become the property of the City of Piggott, Municipal Light, Water and Sewer.

**Reimbursement**

There is no express or implied obligation for the City of Piggott, Municipal Light, Water and Sewer to reimburse responding vendors for any expenses incurred in preparing proposals in response to this RFP and the City will not reimburse responding vendors for these expenses, nor will the City pay any subsequent costs associated with the provisions of any additional information or presentation, or to procure a contract for these services.

**Reimbursement**

The City shall not be responsible for any verbal communication between any employee of the City and any potential vendor. Only written requirements and qualifications will be considered.

**Management**

Should there be a change in ownership of management; the contract shall be cancelled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. This contract is nontransferable by either party.

**Insurance**

The vendor shall procure and maintain throughout the duration of the project at its sole expense insurance against claims for injuries to persons or damage to property which may arise from or in connection with performance of the work Policies shall include Minimum Bodily Injury Limits of $300,000 per occurrence and Property Damage Insurance with minimum limits of $50,000 per occurrence. Automobile Liability Insurance for all owned, non-owned, leased, and hired vehicles with minimum limits for Bodily Injury of $100,000 each person, $300,000 each occurrence and Property Damage minimum limits of $50,000 for each occurrence. Coverage shall be maintained for two years after termination of the contract. The City, its officers, employee’s, and elected officials shall be named as additional to all applicable coverage.

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**Payment Terms**

Invoices must be submitted by the vendor in duplicate to the City of Piggott, Municipal Light, Water and Sewer, 194 West Court Street, Piggott, Arkansas 72454. All invoices to be paid within 30 days after satisfactory delivery and billing of goods and services.

**Performance Bonds**

The vendor is required to furnish a Performance Bond in a penal sum of One Hundred Percent (100%) of the total amount payable under the contract and a Labor and Material Payment Bond in a penal sum of One Hundred Percent (100%) of the total amount payable under the contract. The surety shall be licensed to do business in Clay County, Arkansas and be acceptable to the City.

**Pricing**

All pricing submitted with the proposal must be guaranteed for a minimum of 90 Days.

**Award of Contract**

Award of the contract shall be made to the responsible vendor(s) whose proposal is determined to be the best evaluated offer resulting from the proposal and negotiation process, taking into consideration the relative importance of price and other factors set forth in this RFP.

**Format Requirements**

You may respond in writing by sending, one (1) original, Five (5) copies of the proposal in a sealed envelope bearing the name and address of the respondent.

The City of Piggott, Municipal Light, Water and Sewer requires comprehensive responses to every section within this RFP. To Facilitate the review of the responses, vendors shall follow the described proposal format. The intent of the proposal format requirements is to expedite review and evaluation. It is not the intent to constrain vendors with regard to content, but to assure that the specific requirements set forth in this RFP are addressed in a uniform manner amenable to review and evaluation.

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**Attachment A**

Meter Exchange Specifications and Register Change Specifications

**Meter Exchange Specifications**

® Verify address

® Advise customer of work crew presence

® Inform customer that their water supply will be shut off for the change out (if no bypass is available)

® Remove meter box or vault lid along with debris

® Comply with all state and federal confined space requirements (if applicable)

® Verify meter number on meter and on work order to ensure they match

® Notify the City of Piggott, Municipal Light, Water and Sewer of need to replace broken meter boxes, meter or vault lids, or adjust any meter pits if required

® Turn on bypass (if applicable)

® Shut off water supply to meter

® Remove the meter and protect the entrance/exit piping from contamination. Plugs or caps from new meter shall be installed on meter that was removed

® Discard old meter gaskets and install new meter and gaskets

® After new meter and AMR device are installed, open water supply very slowly to avoid any surge or water hammer that might cause damage

® Close bypass (if applicable)

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**Attachment A**

Meter Exchange Specifications and Register Change Specifications

**Meter Exchange Specifications**

® Lock bypass in closed position (if applicable). If bypass is present but unable to lock, inform the City of Piggott, Municipal Light, Water and Sewer and provide documentation (photo) that bypass is in the closed position

® Open customer hose bib to flush line (if applicable)

® Confirm there are no leaks in the meter box and/or near the meter and that the meter is operating correctly

® Close customers hose bib (if applicable)

® Ensure that the customer is aware that work is completed and service restored

® Replace box or vault lid, remove any debris, and leave condition of site as it was found

® Document the following data for City of Piggott, Municipal Light, Water and Sewer

 ® Old Meter Serial Number

® Old Meter Final Reading

® New Meter Serial Number

® New Meter Reading

® AMR related information (transmitter identification number, ect)

® Additional work required (new lid, ect)

® Line breaks or leaks on the City of Piggott, Municipal Light, Water and Sewer or customer side of the meter within the meter box that occur due to the installation will be repaired at Contractor’s expense

® Faulty equipment (setters, valves, ect) that are found at time of meter change out should be reported to City of Piggott, Municipal Light, Water and Sewer. The City will make the determination if City personnel will repair or if Contractor will replace at predetermined hourly rate.

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