

BID DOCUMENTS
FOR
AUTOMATIC METER READING SYSTEM
& METER REPLACEMENT



CITY OF OWOSSO
301 W. MAIN STREET
OWOSSO, MICHIGAN 48867

July 27, 2016

NOTICE TO BIDDERS

AUTOMATIC METER READING SYSTEM & METER REPLACEMENT FOR THE CITY OF OWOSSO, MICHIGAN

Sealed proposals will be received by the city of Owosso for the AUTOMATIC METER READING SYSTEM & METER REPLACEMENT bid and should be addressed to:

Bid Coordinator
City of Owosso
301 W. Main Street
Owosso, Michigan 48867

Major items include: The supply, installation and maintenance of a fixed base automated water meter reading network.

Bids will be accepted until **3:00 p.m. Tuesday, August 23, 2016** for the AUTOMATIC METER READING SYSTEM & METER REPLACEMENT project at which time bids will be publicly opened and read aloud.

All bids must be in writing and must contain an original signature by an authorized officer of the firm. Electronic bids (i.e., telephonic, fax, email, etc.) are **NOT** acceptable.

All bids must be accompanied by a certified **Cashier's Check or Bid Bond** for a sum of not less than five percent (5%) of the total bid and shall be made payable to the city of Owosso. This amount shall be forfeited in the case of failure on the part of the successful bidder to sign a contract and furnish satisfactory bonds as required within ten (10) consecutive calendar days after the acceptance of the bid by the city of Owosso.

All bids shall clearly contain on the outside of the **sealed** envelope in which they are submitted:

AUTOMATIC METER READING SYSTEM & METER REPLACEMENT

A non-mandatory pre bid meeting will be held August 11, 2016 at 2:00 PM in the Council Chambers, Owosso City Hall, 301 W. Main Street, Owosso, Michigan.

Hard copies of the proposal, contract forms and specifications are on file and may be obtained for a fee in accordance with the city's FOIA Policy at the office of the Bid Coordinator, City Hall, 301 West Main Street, Owosso, Michigan 48867. Bid documents are available at no charge on our website at www.ci.owosso.mi.us or on the MITN website at www.mitn.info.

The city reserves the right to accept any proposal; or to reject any proposal; to waive irregularities in a proposal; or to negotiate if it appears to be in the best interest of the city of Owosso.

INQUIRIES/ADDENDUMS

Addendums will be available on the city's website at www.ci.owosso.mi.us and on the MITN website at www.mitn.info.

All inquiries regarding this bid request must be received at least five (5) calendar days prior to the submission and shall be received in, and responded to, in writing, or via FAX at 989-723-8854 or by e-mail to glenn.chinavare@ci.owosso.mi.us.

INSTRUCTIONS TO BIDDERS

1. Bidders are requested to use the Vendor Proposal form furnished by the city when submitting proposals. Bid responses must be in a **sealed** envelope/container when submitted and clearly marked on the outside indicating the name of the bid.
2. Proposals, to receive consideration, must be received prior to the specified time of opening and reading as designated in the invitation.
3. Each proposal must be signed by the bidder with his usual signature. Bids by partnerships should be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, vice-president or person authorized to bind it in the matter. **Any paperwork not filled out properly or signed will cause the bid to be considered non-responsive and shall be rejected by the city.**
4. Proposals having and erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.
5. Proposals should be mailed or delivered to the Bid Coordinator's Office, City Hall, 301 W. Main Street, Owosso, MI 48867.
6. Special conditions included in this invitation shall take precedence over any conditions listed under General Conditions or Instructions to Bidders.
7. Insurance Coverage – the winning bidder, prior to execution of the contract, shall file with the city copies of completed certificates of insurance naming the city of Owosso as an additional insured party, as evidence that the contractor carries adequate insurance satisfactory to the city.
8. The city of Owosso has a local preference policy for the purchase of goods and services. The policy in part states: *A business located within the city limits and paying real or personal property taxes to the city of Owosso will be granted a six percent (6%) bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. A business located outside the city limits but within Shiawassee County and paying property taxes to the county will be granted a three percent (3%) bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. The preference also applies to subcontractors performing twenty-five percent (25%) or more of the work of a general contract.*
9. **The following items must be included with the bid response:**
 - a. **Vendor Proposal**
 - b. **Local Preference Affidavit**
 - c. **W-9 Request for Taxpayer ID No. and Certification**
 - d. **Signature Page & Legal Status/ Acknowledgement of Addendum(s)**
 - e. **Insurance Endorsement**
 - f. **Bid Bond if required**

CITY OF OWOSSO BID
PROPOSAL FORM
OPTION #1

CONTRACT PRICE:

The final project cost on the bid form should be determined by multiplying the number, or fraction thereof, of units of work actually performed, labor, material, or appliances actually supplied by the price designated for such items in the proposal. The pay items that have no quantity shown are left blank intentionally. Vendors are expected to determine the number to be supplied to achieve the desired goals for a city-wide conversion. The contractor shall pay to the City of Owosso as liquidated damages, the sum of \$200/per day for each calendar day after the time period that the work to be performed by the contractor is not completed. Liquidated damages are established to compensate the city and the public for costs caused by the contractor by the inconvenience of extending the work beyond the time specified. In submitting this bid, it is understood that the right is reserved by the City of Owosso, Michigan to reject any or all bids.

The undersigned hereby agrees to execute a contract with the City of Owosso, Michigan according to the forms attached hereto. The undersigned agrees that if the city accepts this proposal, Contractor will enter into a contract to furnish all labor, equipment and tools necessary to execute the work at the unit prices named in the bid proposal. Contractor will furnish the surety for performance, for 100% of this bid, which shall be accepted and approved by the city, all within twenty (21) days after the award of the contract; and will fully complete all work as stated under ***"Time of Completion" and "Liquidated Damages"*** in Supplemental Instructions to Bidders. The Bidder will identify the business entity as individuals, or if doing business under assumed name, partnership (naming partners) and indicate official capacity of persons executing proposal and bid.

COMPANY'S NAME: _____ **(Print)**

REPRESENTATIVE'S NAME: _____ **(Print)**

REPRESENTATIVE'S TITLE: _____ **(Print)**

REPRESENTATIVE'S AUTHORIZED SIGNATURE: _____

WITNESS: _____

ADDRESS: _____ **CITY:** _____

STATE: _____ **ZIP:** _____

PHONE: _____ **FAX NUMBER:** _____

EMAIL: _____

If a corporation, give state in which incorporated: _____

IMPORTANT: All City of Owosso purchases require a SAFETY DATA SHEET, where applicable, in compliance with the MIOSHA "Right to Know" law.

CITY OF OWOSSO BID
PROPOSAL FORM
OPTION #1

NOTE: The City of Owosso, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

U.S. FUNDS: All prices are to be quoted in U.S. Currency.

The undersigned proposes to install a fixed network system and new water meters in accordance with the specifications that are to be considered an integral part of this proposal, at the following prices:

COMPANY NAME: _____

The proposal price shall include all work associated with the complete installation of a fully operational turn-key fixed base meter reading system that is capable of reading all of the meters currently installed within the water system with pricing to replace all 20+ year old Badger, Rockwell, Schlumberger, and Sensus water meters and replace/upgrade Neptune water meters on a case by case basis. It is required that the unit cost breakdown section be completed for internal use of the Department of Public Utilities. The City of Owosso reserves the right to delete or add sections of work as deemed in the best interests of the City, due to budgetary limitations as applicable.

CITY OF OWOSSO BID
PROPOSAL FORM
OPTION #1

SECTION 1: COST PROPOSAL, FURNISH WATER METERS/REGISTER UPGRADES.

PROPOSER: _____

BRAND: _____ **TYPE:** _____ **MODEL:** _____

Base Bid – Provide Water Meters

	<u>Item</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Cost</u>	<u>% Increase</u>
1.	5/8" Meter with encoder register	4,607	\$	\$	%
2.	3/4" Meter with encoder register	42	\$	\$	%
3.	1" Meter with encoder register	76	\$	\$	%
4.	1 1/2" Meter with encoder register	84	\$	\$	%
5.	2" Meter with encoder register	60	\$	\$	%
6.	3" Meter with encoder register	15	\$	\$	%
7.	4" Meter with encoder register	5	\$	\$	%
8.	6" Meter with encoder register	1	\$	\$	%
9.	Provide new encoder retrofit registers for existing Neptune meters				
	5/8"		\$	\$	%
	3/4"		\$	\$	%
	1"		\$	\$	%
	1 1/2"		\$	\$	%
	2"		\$	\$	%

Pricing is firm for two years.

Total Meter Cost \$ _____

CITY OF OWOSSO BID
PROPOSAL FORM
OPTION #1

* Annual increase after initial 24 months from the date of contract. Annual increase shall be valid for 36 months from the expiration of the initial 24 month contract.

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

SECTION 2: SERVICES FOR THE INSTALLATION OF WATER METER REPLACEMENT, AND REGISTER UPGRADES.

PROPOSER: _____

BRAND: _____ **TYPE:** _____ **MODEL:** _____

Base Bid – Replacement of Water Meters

	<u>Item</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Cost</u>	<u>% Increase</u>
1.	5/8" Meter with encoder register	4,607	\$	\$	%
2.	3/4" Meter with encoder register	42	\$	\$	%
3.	1" Meter with encoder register	76	\$	\$	%
4.	1 1/2" Meter with encoder register	84	\$	\$	%
5.	2" Meter with encoder register	60	\$	\$	%
6.	3" Meter with encoder register	15	\$	\$	%
7.	4" Meter with encoder register	5	\$	\$	%
8.	6" Meter with encoder register	1	\$	\$	%

CITY OF OWOSSO BID
PROPOSAL FORM
OPTION #1

9.	New encoder retrofit registers for existing Neptune meters				
	5/8"		\$	\$	%
	3/4"		\$	\$	%
	1"		\$	\$	%
	1 1/2"		\$	\$	%
	2"		\$	\$	%

Total Installation Cost \$ _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

**SECTION 3: FURNISH, INSTALL AND MAINTAIN THE FIXED NETWORK
ADVANCED METER INFORMATION SYSTEM.**

PROPOSER: _____

BRAND: _____ **TYPE:** _____ **MODEL:** _____

	<u>Item</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Cost</u>	<u>% Increase</u>
1.	Radio Transmitter Unit single input	4,890	\$	\$	%
2.	Radio Transmitter Unit dual input.	4,890	\$	\$	%
3.	Data Collector Units Complete: Proposer must insert quantity # of collectors/ repeaters required for total city wide coverage necessary for implementation of system proposed		\$	\$	%

CITY OF OWOSSO BID
PROPOSAL FORM
OPTION #1

FIXED NETWORK HARDWARE COMPONENTS

	<u>Item</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Cost</u>	<u>% Increase</u>
4.	Radio Base Station with Antenna		\$	\$	%
5.	SQL Server		\$	\$	%
6.	Receiver		\$	\$	%
7.	Software		\$	\$	%
8.	Other Equipment Itemized Cost:				
9..	Software Upgrades		\$	\$	%
10.	Software Maintenance Fees (Years 6-10)	5 Years	\$	\$	%
11.	Remote Access Fee/Software	1 sum	\$	\$	%
12.	Interface to BS&A Billing Software	1 sum	\$	\$	%
13.	Handheld Field Testers	2	\$	\$	%
14.	Other Equipment (insert quantity necessary for system proposed and define equipment in attachment)	1 sum	\$	\$	%
15.	Installation Cost of: - Radio xmitter single input - Radio xmitter dual input - Data Collector Units				
16.	Installation of all other equipment required	1 lot	\$	\$	%
17.	Other Fees: - Mobilization	1 sum	\$	\$	%
18.	FCC License (ten years)	10 years	\$	\$	%

CITY OF OWOSSO BID
PROPOSAL FORM
OPTION #1

19.	Maintenance Contract (years 6 – 10)	5 years	\$	\$	%
20.	Additional Service Fees required for normal operation	1 lot	\$	\$	%

Total Network and Installation Cost \$ _____

Fixed Network Grand Total \$ _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

Terms apply for all three sections.

- Quantities are approximate.
- All pricing shall remain firm for two years, with increase allowed for years 3, 4 & 5. Transmitter installation is warranted for _____ years.
- Transmitter electronics and battery is warranted for _____ years.
- Price increase shall not exceed listed percentages, per year for each additional year, up to ten years.
- All data collection and computer components proposed are warranted by the vendor/manufacturer for _____ years.

CITY OF OWOSSO BID
PROPOSAL FORM
OPTION #2

CONTRACT PRICE:

The final project cost on the bid form should be determined by multiplying the number, or fraction thereof, of units of work actually performed, labor, material, or appliances actually supplied by the price designated for such items in the proposal. The pay items that have no quantity shown are left blank intentionally. Vendors are expected to determine the number to be supplied to achieve the desired goals for a city-wide conversion. The contractor shall pay to the City of Owosso as liquidated damages, the sum of \$200/per day for each calendar day after the time period that the work to be performed by the contractor is not completed. Liquidated damages are established to compensate the city and the public for costs caused by the contractor by the inconvenience of extending the work beyond the time specified. In submitting this bid, it is understood that the right is reserved by the City of Owosso, Michigan to reject any or all bids.

The undersigned hereby agrees to execute a contract with the City of Owosso, Michigan according to the forms attached hereto and furnish the required bonds, all within twenty (21) days after the award of the contract; and will fully complete all work as stated under ***"Time of Completion" and "Liquidated Damages"*** in Supplemental Instructions to Bidders. The Bidder will identify the business entity as individuals, or if doing business under assumed name, partnership (naming partners) and indicate official capacity of persons executing proposal and bid.

COMPANY'S NAME: _____ (Print)

REPRESENTATIVE'S NAME: _____ (Print)

REPRESENTATIVE'S TITLE: _____ (Print)

REPRESENTATIVE'S AUTHORIZED SIGNATURE: _____

WITNESS: _____

ADDRESS: _____ **CITY:** _____

STATE: _____ **ZIP:** _____

PHONE: _____ **FAX NUMBER:** _____

EMAIL: _____

If a corporation, give state in which incorporated: _____

IMPORTANT: All City of Owosso purchases require a SAFETY DATA SHEET, where applicable, in compliance with the MIOSHA "Right to Know" law.

NOTE: The City of Owosso, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

U.S. FUNDS: All prices are to be quoted in U.S. Currency.

CITY OF OWOSSO BID
PROPOSAL FORM
OPTION #2

The undersigned proposes to install a fixed network system and new water meters in accordance with the specifications that are to be considered an integral part of this proposal, at the following prices:

COMPANY NAME: _____

The proposal price shall include all work associated with the complete installation of a fully operational turn- key fixed base meter reading system that is capable of reading all of the meters currently installed within the water system with pricing to replace all meters 1 1/2 “ and less, and replace/upgrade Neptune water meters on a case by case basis. It is required that the unit cost breakdown section be completed for internal use of the Department of Public Utilities. The City of Owosso reserves the right to delete or add sections of work as deemed in the best interests of the City, due to budgetary limitations as applicable.

SECTION 1, COST PROPOSAL, FURNISH WATER METERS/REGISTER UPGRADES.

PROPOSER: _____

BRAND: _____ **TYPE:** _____ **MODEL:** _____

Base Bid – Provide Water Meters

	<u>Item</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Cost</u>	<u>% Increase</u>
1.	5/8” Meter with encoder register	4,607	\$	\$	%
2.	3/4” Meter with encoder register	42	\$	\$	%
3.	1” Meter with encoder register	76	\$	\$	%
4.	1 1/2” Meter with encoder register	84	\$	\$	%
5.	Provide new encoder retrofit registers for existing Neptune meters				
	5/8”		\$	\$	%
	3/4”		\$	\$	%
	1”		\$	\$	%
	1 1/2”		\$	\$	%

CITY OF OWOSSO BID
PROPOSAL FORM
OPTION #2

	2"		\$	\$	%
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Pricing is firm for two years.

Total Meter Cost \$_____

* Annual increase after initial 24 months from the date of contract. Annual increase shall be valid for 36 months from the expiration of the initial 24 month contract.

AUTHORIZED SIGNATURE: _____.

PRINTED NAME: _____.

CITY OF OWOSSO BID
PROPOSAL FORM
OPTION #2

SECTION 2: SERVICES FOR THE REPLACEMENT OF WATER METERS, AND REGISTER UPGRADES.

PROPOSER: _____

BRAND: _____ **TYPE:** _____ **MODEL:** _____

Base Bid – Replacement of Water Meters

	<u>Item</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Cost</u>	<u>% Increase</u>
1.	5/8" Meter with encoder register	4,607	\$	\$	%
2.	3/4" Meter with encoder register	42	\$	\$	%
3.	1" Meter with encoder register	76	\$	\$	%
4.	1 1/2" Meter with encoder register	84	\$	\$	%
5.	New encoder retrofit registers for existing Neptune meters				
	5/8"		\$	\$	%
	3/4"		\$	\$	%
	1"		\$	\$	%
	1 1/2"		\$	\$	%
	2"		\$	\$	%

Total Installation Cost \$ _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

CITY OF OWOSSO BID
PROPOSAL FORM
OPTION #2

**SECTION 3: FURNISH, INSTALL AND MAINTAIN THE FIXED NETWORK
ADVANCED METER INFORMATION SYSTEM.**

PROPOSER: _____

BRAND: _____ **TYPE:** _____ **MODEL:** _____

	<u>Item</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Cost</u>	<u>% Increase</u>
1.	Radio Transmitter Unit single input	4,809	\$	\$	%
2.	Radio Transmitter Unit dual input.	4,809	\$	\$	%
3.	Data Collector Units Complete: Proposer must insert quantity # of collectors/ repeaters required for total city wide coverage necessary for implementation of system proposed		\$	\$	%

**FIXED NETWORK HARDWARE
COMPONENTS**

	<u>Item</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Cost</u>	<u>% Increase</u>
4.	Radio Base Station with Antenna		\$	\$	%
5.	SQL Server		\$	\$	%
6.	Receiver		\$	\$	%
7.	Software		\$	\$	%
8.	Other Equipment Itemized Cost:				
9.	Software Upgrades		\$	\$	%
10.	Software Maintenance Fees (Years 6-10)	5 Years	\$	\$	%
11.	Remote Access Fee/Software	1 sum	\$	\$	%
12.	Interface to BS&A	1 sum	\$	\$	%

CITY OF OWOSSO BID
PROPOSAL FORM
OPTION #2

	Billing Software				
13.	Handheld Field Testers	2	\$	\$	%
14.	Other Equipment (insert quantity necessary for system proposed and define equipment in attachment)	1 sum	\$	\$	%
15.	Installation Cost of: - Radio xmitter single input - Radio xmitter dual input - Data Collector Units				
16.	Installation of all other equipment required	1 lot	\$	\$	%
17.	Other Fees: - Mobilization	1 sum	\$	\$	%
18.	FCC License (ten years)	10 years	\$	\$	%
19.	Maintenance Contract (years 6 – 10)	5 years	\$	\$	%
20.	Additional Service Fees required for normal operation	1 lot	\$	\$	%

Total Network and Installation Cost \$ _____

Fixed Network Grand Total \$ _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

CITY OF OWOSSO BID
PROPOSAL FORM
OPTION #2

Terms apply for all three sections.

- Quantities are approximate.
- All pricing shall remain firm for two years, with increase allowed for years 3, 4 & 5. Transmitter installation is warranted for _____ years.
- Transmitter electronics and battery is warranted for _____ years.
- Price increase shall not exceed listed percentages, per year for each additional year, up to ten years.
- All data collection and computer components proposed are warranted by the vendor/manufacturer for _____ years.

GENERAL CONDITIONS

1. LOCAL PREFERENCE POLICY

The city of Owosso has a local preference policy for the purchase of goods and services. The policy in part states: *A business located within the city limits and paying real or personal property taxes to the city of Owosso will be granted a 6% bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. A business located outside the city limits but within Shiawassee County and paying property taxes to the county will be granted a 3% bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. The preference also applies to subcontractors performing 25% or more of the work of a general contract.*

2. BID ACCEPTANCE

The city reserves the right to reject any or all proposals. Unless otherwise specified, the city reserves the right to accept any item in the proposal. In case of error in extending the total amount of the bid, the unit prices shall govern.

3. PAYMENT

Unless otherwise stated by the bidder, time, concerning discount offered, will be computed from date of delivery and acceptance at destination or from date correct bill or claim voucher properly certified by the contractor is received. When so stated herein, partial payments, based on a certified approved estimate by the city of materials, supplies or equipment delivered or work done, may be made upon presentation of a properly-executed claim voucher. The final payment will be made by the city when materials, supplies, equipment or the work done have been fully delivered or completed to the full satisfaction of the city.

4. BID DEFAULT

In case of default by the bidder or contractor, the city of Owosso may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

5. UNIT PRICES

Prices should be stated in units of quantity specified.

6. QUOTED PRICES

Unless otherwise stated by the bidder, prices quoted will be considered as being based on delivery to a designated destination and to include all charges for packing, crating, containers, shipping, etc., and being in strict accordance with specifications and standards as shown.

7. SUBSTITUTIONS

Wherever a reference is made in the specifications or description of the materials, supplies, equipment, or services required, to a particular trade name, manufacturer's catalog, or model number, the bidder, if awarded a contract or order, will be required to furnish the particular item referred to in strict accordance with the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

8. HOLD CITY HARMLESS

The bidder, if awarded an order or contract, agrees to protect, defend, and save the city harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or contract. Bidder further agrees to indemnify and save the city harmless from suits or action of every nature and description brought against it, for or on account of any injuries or damages received or sustained by any party or parties, by or from any of the acts of the contractor, his employees, subcontractors, or agents.

9. COMPETITIVE BIDDING STATUTES

The laws of the state of Michigan, the charter and ordinances of the city of Owosso, as far as they apply to the laws of competitive bidding, contracts and purchases, are made a part hereof.

10. SAMPLES

Samples, when requested, must be furnished free of expense to the city and, if not destroyed, will upon request be returned at the bidder's expense.

11. BONDS

A certified check or bid bond may be required, payable to the City of Owosso. If so required in the bid documents, a performance bond and labor and material bond in the amounts stated in the bid documents, shall be on file with the city before work commences. The city will determine the amount and sufficiency of the sureties.

12. PROPOSAL GUARANTEE

All checks or bid bonds except those of the three lowest bidders will be returned when the bids have been opened and tabulated. The certified checks or bid bonds of the three lowest bidders will be held until the contract documents have been signed, after which remaining certified checks or bid bonds will be returned to the respective bidders.

13. BIDDERS

The city may demand that the contractor file a sworn experience and financial statement setting forth the financial resources, adequacy of plant and equipment, organization, experience and other pertinent and material facts as may be desirable.

14. DAMAGE LIABILITY AND INSURANCE

The contractor shall save harmless and indemnify the city and its employees against all claims for damages to public or private property and for injuries to persons arising during the progress and because of the work.

- a. Workers' compensation insurance - The contractor, before the execution of the contract, shall file a certification that the contractor carries workers' compensation insurance.
- b. Bodily injury and property damage - The contractor, before execution of the contract, shall file with the city copies of completed certificates, of insurance acceptable to the city naming the city as an insured party. The coverage shall afford protection against damage claims to public or private property, and injuries to persons, arising out of and during the progress of the work, and to its completion and, where specified in the proposal, similar insurance to protect the owners of premises on or near which construction operations take place.
- c. Bodily injury and property damages other than automobile - Unless otherwise specifically required by special provisions in the proposal, the minimum limits of property damage and bodily injury liability covering each contract shall be:

Bodily injury and property damage liability:

Each occurrence: \$1,000,000

Aggregate: \$2,000,000

Such insurance shall include, but not be limited to, coverage for: a) underground damage to facilities due to drilling and excavating with mechanical equipment and b) collapse or structural injury to structures due to blasting or explosion, excavation, tunneling, pile driving, cofferdam work, or building moving or demolition.

- d. Owners' protective liability - Bodily injury and property damage protection shall be extended to the city.
- e. Bodily injury liability and property damage liability automobiles - Unless otherwise specifically required by special provisions in the proposal, the minimum limits of bodily injury liability and property damage liability shall be:

Bodily injury liability:

Each person: \$ 500,000

Each occurrence: \$1,000,000

Property damage liability:

Each occurrence: \$1,000,000

Combined single limit for bodily injury and property damage liability:

Each occurrence: \$2,000,000

- f. Notice - The contractor shall not cancel or reduce the coverage of any insurance required by this section without providing 30-day prior written notice to the city. All such insurance must include an endorsement under which the insurer shall agree to notify the city immediately of any reduction by the contractor. The contractor shall cease operations on the occurrence of any such cancellation or reduction, and shall not resume operations until new insurance is in force.
- g. Reports - At the request of the city, the contractor or the contractor's insurance carrier shall report claims received, inspections made, and disposition of claims.

15. PROTECTION OF LAND MONUMENTS AND PROPERTY STAKES

Land monuments or stakes marking property corners shall not be moved or otherwise disturbed except as directed by the city. If any land monuments or lot stakes are moved or disturbed by the contractor, the cost of replacing each land monument or lot stake so moved or disturbed shall be deducted from any money due the contractor, as payment to the city for the cost of replacing said land monument or lot stakes.

16. CONTRACTOR'S RESPONSIBILITY FOR WORK

The contractor shall be responsible for any damages that the work may sustain before its acceptance, and shall rebuild, repair, restore and make good, at its own expense, all injuries and damages to any portion of the work by the action of the elements or from any cause whatsoever before its acceptance. Neither the final payment nor any provision in the contract documents shall relieve the contractor of the responsibility for negligence or faulty materials or workmanship within the extent and period provided by law, and, upon written notice, the contractor shall remove any defects due therefrom and pay for any damaged due to other work resulting therefrom, which shall appear within one year after the date of completion and acceptance.

17. PAYMENT

At monthly intervals commencing after construction has been started, the city will make partial payment to the contractor based on a duly-certified estimate prepared by the city of the work done by the contractor during the preceding four-week period. Each estimate will be submitted to the city council for approval on either the first or third Monday of each month. The city will retain ten percent (10%) of the amount of each such estimate until final completion and acceptance of all work covered by this contract.

Before the contractor shall demand final estimates or payment, contractor will furnish to the city, supported by sworn statements, satisfactory evidence that all persons that have supplied labor, materials, or equipment for the work embraced under this contract have been fully paid for the same; and that, in case such evidence be not furnished as aforesaid, such sums as the city may deem necessary to meet the lawful claims of such persons may be retained by the city from any monies that may be due or become due to the contractor under this contract until such liabilities shall be fully discharged and the evidence thereof be furnished to the city.

18. CITY'S RIGHT TO WITHHOLD CERTAIN AMOUNTS AND MAKE APPLICATION THEREOF

Besides the payment to be retained by the city under the preceding provisions of these general conditions, the city may withhold a sufficient amount of any payment otherwise due to the contractor to cover a) payments earned or due for just claims for furnish labor or materials on the project under this contract, b) for defective work not remedied and c) for failure of the contractor to make proper payments to subcontractors. The city shall disburse and shall have the right to act as agent for the contractor in

disbursing such funds as have been previously withheld pursuant to this paragraph to the party or parties who are entitled to payment from it. The city will pay to the contractor a proper accounting of all such funds disbursed for the contractor.

19. OWNER'S RIGHT TO DO WORK

If the contractor should neglect to prosecute the work properly or fail to perform any provisions of this contract, the city, after three (3) days' written notice to the contractor and contractor's surety, may without prejudice to any other remedy he may have, make good such deficiencies and may deduct the cost of it from the payment due the contractor.

20. DEFINITION OF NOTICE

Where in any of the contract documents there is any provision in respect to the giving of notice, such notice shall be deemed given to the owner, when written notice is delivered to the city manager, or placed in the United States mail addressed to the city clerk; as to the contractor, when a written notice shall be delivered to contractor's representative at the project site or by mailing such written notice in the United States mail addressed to the contractor at the place stated in the bid proposal as the business address; as to the surety on the performance bond, when a written notice is placed in the United States mail addressed to the surety at the surety's home office or to its agent or agents who executed such performance bond on behalf of the surety.

21. SUBCONTRACTS

The contractor shall not subcontract any work in the execution of this contract without the written consent of the city. The contractor shall be responsible for the acts or omissions of any subcontractor and of anyone employed directly or indirectly by such subcontractor.

22. ASSIGNMENT OF CONTRACT

The contractor shall not assign this contract or any part hereof without the written consent of the city. No assignment shall be valid unless it shall contain a provision that any funds to be paid to the assignee under this agreement are subject to a prior lien for services rendered or materials or supplies for the performance of the work specified in the contract in favor of all persons, firms, or corporations rendering such services or supplying such materials.

23. MAINTAINING TRAFFIC

The contractor shall provide flares, signs, barricades, traffic regulators, etc., to conform to the current *Michigan Manual of Uniform Traffic Control Devices* or as directed by the city. The contractor shall not close any road or street without the permission of the city. If any street or road is to be closed by the contractor, it shall be the responsibility of the contractor to notify the Owosso fire department when the street will be closed and again when the street is open to traffic. Traffic control devices for any detours deemed necessary by the city shall be provided by the contractor. Cost of maintaining shall be incidental to the cost of the project unless otherwise provided.

24. ORDER OF COMPLETION

The contractor shall submit, whenever requested by the city, a schedule of the work showing completion dates. The city may request that certain portions of the work be done before other portions. If so requested, the contractor shall arrange to schedule to meet the request by the owner.

25. USE OF COMPLETED PORTIONS

The city shall have the right to take possession and use any completed or partially completed portions of the work; but such taking possession and use shall not be deemed acceptance. Pending final completion and acceptance of the work, all necessary repairs and adjustments on any section of the work due to defective material, workmanship, natural causes, or other operations of the contractor, other than normal wear and tear, shall be done by and at the expense of the contractor.

26. WATER SUPPLY

The contractor shall arrange for securing an adequate water supply for use in construction and for drinking water for his employees. If the city's water is used on the work, the contractor shall make the

necessary application and shall pay all costs involved. Connections, piping and the contractor shall furnish and maintain fittings for conveying water. Contractor shall pay for water according to the city's established rates.

27. CLEANUP

The contractor shall keep the project free from waste materials or rubbish caused by its employees or work. This includes as a minimum excess excavation or backfill material, broken or rejected materials, empty containers or general debris. The owner may require complete cleanup of certain areas as construction is completed.

28. SUPERVISION

The contractor shall have a superintendent on the job site to coordinate and expedite the various construction activities for the duration of this contract.

29. EQUAL EMPLOYMENT OPPORTUNITY AND OTHER CLAUSES

The contractor shall agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined by Michigan Compiled Statutes, or national origin. This provision shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training including apprenticeship. The contractor further agrees to take affirmative action to ensure equal employment opportunities for persons with disabilities. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of the non-discrimination clause.

LOCAL PREFERENCE POLICY

The following affidavit should be completed if a bidder is located within Shiawassee County or intends to sub-contract more than twenty-five percent (25%) to a Shiawassee County based business: The city of Owosso has a local preference policy for the purchase of goods and services as recorded in the city ordinance in section 2-348. "Lowest qualified bidder" defined.

1. The term "lowest qualified bidder," as used in this division, shall mean the lowest bidder having qualifications to perform the work which are satisfactory to the council. The lowest bidder shall be determined based on an adjusted bid tabulation which shall be prepared in the following manner: To the bid of any bidder which is neither a city-based business nor a county-based business shall be added an amount equal to six (6) percent of the bid or two thousand five hundred dollars (\$2,500.00), whichever is less.
2. To the bid of any bidder which is a county-based business shall be added an amount equal to three (3) percent of the bid or two thousand five hundred dollars (\$2,500.00), whichever is less; provided, however, that if no bid is received from a city-based business, no additional amount shall be added to the bid of a county-based business.
3. "Owosso-based business" shall be interpreted to mean a business registered with the county clerk or a corporation registered with the state having a business address within the city limits which pays real and/or personal property taxes levied by the city.

The term "county-based business" shall be interpreted to mean a business other than a city-based business registered with the county clerk or a corporation registered with the state having a business address within the county which pays real and/or personal property taxes levied by the county.

4. If twenty-five (25) percent or more of a contract for construction or other services is to be subcontracted by a city-based business bidder to a non-city-based business or businesses, or by a county-based business bidder to a non-county-based business or businesses, the adjusted bid shall be calculated by applying the provisions of this section separately to each portion of the contract based on the status of the contractor or subcontractor performing that portion of the contract as a city-based or county-based business.

AFFIDAVIT

In accordance with Section 2-348 of the Owosso city code, the bid from a business located in Shiawassee County shall be adjusted to reflect a preference. In order for the city to calculate the adjustment, the bidder hereby deposes and states that their business address is registered, and is currently paying real and/or personal property taxes in Shiawassee County at the following address:

Registered business address

The affiant further deposes and states that a sub-contract with a business registered, and paying real and/or personal property taxes in Shiawassee County will be executed for a percentage equal to or greater than twenty-five percent (25%) as stated below:

Business name and address of sub-contractor

Percentage of contract

Authorized signature

Date

Title

Company name

SIGNATURE PAGE AND LEGAL STATUS

The undersigned certifies that he is an official legally authorized to bind his firm and to enter into a contract should the city accept this proposal.

Bid proposal by _____
(Name of Firm)

Legal status of bidder. Please check the appropriate box and **USE CORRECT LEGAL NAME.**

A. Corporation ____ ; State of Incorporation _____

B. Partnership ____ ; List of names _____

C. DBA ____ ; State full name _____ DBA

D. Other ____ ; Explain _____

Signature of Bidder _____ Title _____
(Authorized Signature)

Signature of Bidder _____ Title _____
(Authorized Signature)

Address _____ City _____ Zip _____

Telephone () _____

Signed this _____ day of _____ 20_____.

Bidder acknowledges receipt of the following Addenda:

ADDENDUM NO.	BIDDER'S INITIALS
_____	_____
_____	_____
_____	_____

W-9 INFORMATION FOR LEGAL STATUS

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

Disregarded entity. Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

Other entities. Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name/disregarded entity name” line.

Please see attached W-9 Request for Taxpayer Identification Number and Certification form for a detailed explanation on filling out the W-9 form.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
-	
Employer identification number	
-	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

PROOF OF INSURANCE

This is to certify that the following endorsement is part of the policy(ies) described below:

NAMED INSURED (CONTRACTOR)	<u>COMPANIES AFFORDING COVERAGE</u>
ADDRESS	A. B. C.

It is hereby understood and agreed that the city of Owosso, its city council and each member thereof and every officer and employee of the city shall be named as joint and several assureds with respect to claims arising out of the following project:

AUTOMATIC METER READING SYSTEM & METER REPLACEMENT

It is further agreed that the following indemnity agreement between the city of Owosso and the named insured is covered under this policy: Contractor agrees to indemnify, hold harmless and defend city, its city council and each member thereof and every officer and employee of city from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against city, its city council and each member thereof and any officer or employee of city which results directly or indirectly from the wrongful or negligent actions of contractor's officers, employees, agents or others employed by Contractor while engaged by contractor in the (performance of this agreement) construction of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right on contribution with insurance which may be available to the city of Owosso.

The contractor, or any of their subcontractors, shall not commence work under this contract until they have attained the insurance required below, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the city of Owosso. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

- 1. Worker's Compensation Insurance** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- 2. Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included.
- 3. Automobile Liability** including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

4. **Additional Insured:** Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be **Additional Insureds:** City of Owosso, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming City of Owosso as additional insured, coverage afforded is considered to be primary and any other insurance the city of Owosso may have in effect shall be considered secondary and/or excess.

5. **Cancellation Notice:** All policies, as described above, shall include an endorsement stating that it is understood and agreed that a Ten (10) days notice for non-payment of premium is required and a Thirty (30) days notice is required for Non-Renewal, Reduction, and/or Material Change, shall be sent to: City of Owosso, Bid Coordinator, 301 W. Main Street, Owosso, Michigan 48867.

6. **Proof of Insurance Coverage:** The Contractor shall provide the city of Owosso, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the city of Owosso at least ten (10) days prior to the expiration date.

Please include a copy of insurance declaration verifying amounts of coverage. The verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

DATE _____

BY _____
Authorized Insurance Agent

AGENCY _____

TITLE _____

ADDRESS _____

Project Overview

The City of Owosso is requesting proposals from qualified Contractors to install a fully operational fixed base meter reading system network for all water customers within its jurisdiction. Contractor must be able to provide labor services for the upgrading and/or replacement of existing water meters and the implementation and maintenance of a fixed base automated water meter reading network. The City seeks a two-way system that has the capability of providing on demand meter reads, leak detection, 24 hourly reads, dry pipe indicators, reverse flow alerts, tamper alerts, and daily comparison of water bought to water sold. Contractors are asked to provide a variety of solutions and schemes as they relate to the City's needs.

The intent of this project is to provide the City of Owosso with a comprehensive program that integrates existing meters deemed useful into the project. The City has approximately 1,946 Neptune E-coder R900i water meters with encoder registers not more than 10 years old. In addition, the city has another approximately 4,890 meters consisting of 20 year old Badger, Rockwell, Schlumberger, and Sensus. All non-Neptune meters shall be replaced. Neptune meters found not responding to the Fixed Network telemetry system shall be replaced and/or upgraded on a case by case basis.

Due to the age of the current water meters installed, the City is asking for two pricing options to determine what meter upgrades are in its best interest.

Option #1

Provide and install a fully operational fixed base meter reading system according to the specifications, capable of reading Neptune water meters currently installed within the water system, with pricing to replace all 4,890 (Badger, Rockwell, Schlumberger, and Sensus) water meters. Existing Neptune E-coder R900i water meters with encoder registers, found not responding shall be replaced on a case by case basis.

Option #2

Provide and install a fully operational fixed base meter reading system according to the specifications, capable of reading Neptune water meters currently installed within the water system, with pricing to replace all Badger, Rockwell, Schlumberger, and Sensus water meters 1½" or less. Existing Neptune E-coder R900i water meters with encoder registers, found not responding shall be replaced on a case by case basis.

The City desires a system that offers a guarantee of non-obsolescence for a period of twenty (20) years. For this reason an emphasis will be put on product guarantees and product warranty statements provided by each contractor. Each system will also be considered based on contactor qualifications, bid price, operational costs, and product capabilities.

After bids are opened and publicly read, it will be mandatory that select contractor's appear to fully explain their proposal, and field questions from city staff. Product samples will be required at this time. The City shall not cover any costs associated with appearance and sample products.

I. GENERAL INFORMATION

A. Request for Proposal

The City of Owosso, Michigan has issued this Request for Proposal (RFP) to solicit bids to install a complete fixed base automated water meter reading network herein described in the specifications. The RFP is intended to select a qualified firm to completely install a turn-key data collection system consisting of data collectors, transmitters, repeaters, software, server, water meters, and all necessary training of city employees.

B. Background

The City of Owosso supplies water to approximately 6,850 services. The area of the City of Owosso is approximately 4.0 square miles, with another 1.5 square miles extending into the neighboring townships. Currently, water meters are read on foot, by touch pad, or radio read. Approximately 4,890 of the residential water meters are 20 years old or more. Another 1,946 water meters have been replaced within the last 10 years. The city intends on replacing meters as necessary to ensure the capabilities associated with the new fixed base automated water meter reading network are optimized or as funds allow.

The City utilizes the billing system BS&A software. All proposed networks must be compatible with this software package.

C. Scope of Services

The City of Owosso is requesting proposals from qualified contractors for a fully installed and operational fixed base meter reading system for all water customers within its jurisdiction. Contractors are asked to provide a variety of solutions and schemes as they relate to the city's needs. Due to the age differential of the water meters and unknown total costs associated with a fixed system, two (2) pricing options are requested. All pricing must include the furnishing of all materials and labor associated with the installation of data collectors, transmitters, repeaters, software, server, water meters, and all necessary training of city employees. This RFP is for a "turnkey" system.

1. Option #1

Provide and install a fully operational fixed base meter reading system according to the specifications, capable of reading Neptune water meters currently installed within the water system, with pricing to replace all 4,890 (Badger, Rockwell, Schlumberger, and Sensus) water meters. Existing Neptune E-coder R900i water meters with encoder registers, found not responding shall be replaced on a case by case basis.

2. Option #2

Provide and install a fully operational fixed base meter reading system according to the specifications, capable of reading Neptune water meters currently installed within the water system, with pricing to replace all Badger, Rockwell, Schlumberger, and Sensus water meters 1½" or less. Existing Neptune E-coder R900i water meters with encoder registers, found not responding shall be replaced on a case by case basis.

D. Pricing

Each option requires a separate bid package. A bid package must be completed for each option. Abilities of the fixed network installed should be clearly stated for each option. The meter and transmitter features must be clearly stated. The pricing shall be presented in a way that allows the city to gradually implement a meter change out program over a one to three year period if desired. All meter pricing shall be individually specified allowing the city to approve the meter change out separate from the fixed base automated water meter reading network.

E. Questions, Etc.

Please contact Glenn Chinavare at 989-725-0555, or glenn.chinavare@ci.owosso.mi.us, Mon thru Friday 08:30 to 5:00 p.m.

II. GENERAL SPECIFICATIONS

A. Contractor Qualifications

1. Contractor must have a demonstrated ability to install a fixed base automated water meter reading network. Contractor must also have a proven track record showing the ability to meet deadlines and provide service and support to fulfill contract terms.
2. Contractor shall be duly licensed by the appropriate authorities to handle and install all materials.
3. Contractor will be covered by public liability and property damage insurance, with contract employees properly covered by Worker's Compensation Insurance.
4. Contractor shall conform to all federal, state, and local labor laws.

B. Working Hours

1. Contractor should be aware of the City of Owosso Ordinance that limits working hours to be between 7:00 a.m. and 7:00 p.m., Monday through

2. Saturday. Applying for a variance to this ordinance will be the responsibility of the contractor if longer working hours are required. Permission must be obtained from the city to work on Sundays and Holidays.

C. Storage of Materials

1. City shall hold the contractor responsible for all materials until they are incorporated into the work and given final acceptance by the City of Owosso.

D. Scope of Work

1. Contractor shall provide all necessary material, labor, and equipment for the complete installation of a fixed network meter reading system and new water meters as outlined in these specifications.
2. Contractor shall obtain all necessary electrical permits at contractor's expense for data collectors.
 - a. Contact Building Department at 989-725-0599 for information and fees.

E. Clean Up

1. Contractor shall at all times keep the premises, public streets, and sidewalks free from an accumulation of waste materials, rubbish, and equipment so as to leave the work and the premises neat and clean and ready for the purpose it was intended.

F. Safety

1. Contractor shall at all times during installation, provide barricades, lights and maintain proper conditions, to protect the public from injury.
2. Contractor shall properly protect all existing structures and property. This is to include, but not be limited to, sidewalks, curbs, fences, building lawns, trees, and shrubbery. Repair all parts of same, which become damaged. Repairing of damaged parts shall be done in strict accordance with requirements of the City of Owosso. Failure to make the required repairs will result in no payment.

G. Site Examination

1. Successful bidder acknowledges that he/she has examined the proposed collector sites, and specifications, and the submission of a proposal shall be considered evidence that examination has been made, unless bidder chooses not to examine the site and has stated as such in the "SITE INSPECTION" portion of the bid proposal Supplemental Instructions.

2. It shall be the contracting installer's responsibility to report to the authorized representative any deviations between specifications, and the proposed collector sites. Failure to do so prior to the installing of equipment that result in replacing, and/or relocating equipment shall be done at the contractor's expense.

H. Changes or Additional Work

1. The City of Owosso may, without limitation of the original contract, order such changes as may from time to time be deemed desirable or necessary. Extensions of completion time will be adjusted as necessitated by such changes.

III. **FIXED BASE AUTOMATED WATER METER READING NETWORK**

A. System shall be a two-way, fixed base, automated water meter reading network.

1. All system components are to be new and produced by a manufacturer that guarantees to provide parts and service for as long as the components are in use.
2. The fixed base automated water meter reading network shall be capable of communicating meter reads and other data deemed important to the city without the need to gain physical access to the meter.
3. Contractor must determine all upfront costs of the data collectors, transmitters and repeaters and guarantee a stated percent coverage of the city limits. Additional infrastructure needed (i.e. collectors, repeaters, transmitters) to meet guaranteed stated coverage shall be supplied and installed at the contractors expense.
4. Successful bidder has responsibility to coordinate proposed locations of collectors and repeaters within the city. Water towers will be given as a starting point; all other locations will require permission and acceptance prior to bid submission. All power requirements, product dimensions and weights, and mounting height requirements shall be included in proposal.
5. Software management tool will be run on a server provided by the City of Owosso, and located in City Hall at 301 W. Main Street, Owosso, Michigan 48867. All data shall be accessible on the city network to be viewed at multiple locations at City Hall.
 - a. System software must be of a modular design allowing for easy system upgrades from the proposer.
 - b. System must be capable of creating a file that can be imported to BS&A for billing purposes. The file must be compatible with BS&A's import process. The city must not incur any programming costs from BS&A to import this file.

- c. Include a recommended back-up method in the proposal.
 - d. Include a disaster recovery process. (For example: a complete server failure occurs and software must be re- installed.)
 - e. The city expects all necessary server and software design, and installation requirements to be listed in the proposal.
 - f. Server hardware and Microsoft server software can be obtained by city to obtain government pricing. If bidder prefers to obtain server, this should be stated in the proposal with an explanation.
 - g. All service and maintenance duties of the server and server software that is the responsibility of the city must be listed in the proposal.
 - h. If the Bidder provides the server and/or server operating system, the proposal should include the costs for bidder to provide server maintenance and support costs per year for five years after system is accepted. First year maintenance should be included in base price quoted.
 - i. If the bidder provides the server and/or server operating system, the installation of server software, installation of application(s) and server administrative training costs should be included in the bid quote.
6. Bidder shall provide an alternate bid item to host all data eliminating the city's need for a server.
- a. Contractor shall be responsible for maintaining data.
 - b. Data shall be accessible 24 hours per day, 7 days per week.
 - c. Data shall not be shared with outside entities.
7. The system design of the user platform shall be simplistic and user friendly.
- a. Detail workstation specifications if any to run the program.
 - b. The software must be capable of separating commercial accounts from residential accounts.
 - c. The system must be capable of running reports to determine status and diagnosis of collectors, transmitter status, accounts with possible leaks, tampers, communication success rates, reverse flow (encoded registers only), failure of any field device (data collectors and transmitters), and communication link failure.
8. Usage bar graphs of individual accounts for daily, weekly, or monthly readings shall be included in software and exportable in .pdf format.

9. The meter account page shall include the minimum following items:
 - a. Account-Name, Number, Address, Route, Sequence, and Cycle.
 - b. Meter-Id Number, Serial Number, Install Date, Installer & Replacement Icon.
 - c. Transmitter- I.D. Number, Serial Number, and Reading History Icon.
 - d. Reading-Current, Multiplier and Reading History Icon.
 - e. Consumption- Default and Adjustable High and Low Parameters.
 - f. Other Icons- Event History and Comments Section.
10. Contractor is responsible for ensuring their product meets Federal Communications Commission (FCC) standards. Contractor is required to initiate, train, and assist in the process of obtaining any required FCC licensing.
11. The system proposed must have full compatibility with BS&A utility billing software.
12. Contractor is responsible for all costs associated with obtaining a propagation study.
13. At a minimum, the meter transmitter must be capable of interfacing and transmitting data from the following water meters:
 - a. Neptune with encoder registers.
14. Desired functions of the fixed network include, but are not limited to, leak detection, hourly reads, dry pipe indicators, reverse flow, tamper alerts, and daily comparison of water bought to water sold.
 - a. Hourly Reads - System must be capable of providing 24 hourly reads.
 - b. Leak Detection - System must be capable of transmitting possible leaks in a standard daily report. Leak should be differentiated between a burst type or residual leak. System shall be capable of transmitting the flag automatically via email or other method.
 - c. Reverse Flow - System shall be capable of transmitting reverse flow alerts.
 - d. Tamper Alerts - System shall notify of transmission errors and cut wire events. Message shall be transmitted automatically via email or other method.
 - e. Dry Pipe Indicators - System shall be able to detect no water in the meter.

B. Transmitter Warranty

1. The electronics and battery of the transmitter must be warranted for a minimum of ten full years. A prorated warranty will be accepted for battery and electronics for years 10-20.
2. Proposal must include information describing scenarios that effect battery life. Contractors are encouraged to make suggestions that will prolong battery life.

C. Security

1. The proposed system must be secure both inside and outside the city firewall. System security will be considered a critical element. Proposer shall describe how User and Administrator access are restricted to authorized users.

IV. COLD WATER METERS

A. General

1. All cold water meters furnished shall be either positive displacement type, fluidic oscillation type, or electromagnetic type. All meters shall be new and produced from an ISO 9001 manufacturing facility and conform to the American Water Works Association (AWWA) "Standard Specifications for Cold Water Meters" C700 or C713, latest version issued by AWWA or as otherwise stated.

B. Meter Body and Meter Horns

1. All meter bodies shall be made of a no-lead alloy or composite that meets AWWA C708 and NSF/ANSI 61 standard annex G.
2. All attaching meter horns shall be stamped NL to signify no-lead alloy or composite that meets AWWA C708, NSF/ANSI 61 standard annex G and NSF/ANSI 372.
3. The serial number shall be stamped on the meter body, appear on the register and coincide with the serial number on the test tag.
4. Each meter shall be assigned a specific Identification (ID) number for radio transmission identification, and shall have a bar code attached to the meter.
5. Meter markings shall include size, model, direction of flow, and NSF 61 certification.
6. All meter bodies shall be guaranteed free from manufacturing defects in workmanship for the life of the meter.

C. Performance

1. To ensure accuracy, each meter shall be accompanied by a factory test tag certifying the accuracy at the flows required by AWWA C-700 and C-713.
2. Meters shall carry low flow accuracy warranties and shall be stated in the warranties section of the bid document.

D. Register

1. Register shall be encoder type.
 - a. Registration shall be in units of 100 cubic feet (748 gallons).
 - b. Register shall be appropriate for both inside and outside pit installations.
 - c. All registers shall be guaranteed in writing to be compatible with the fixed network transmitters selected by the city.
 - d. Batteries where needed shall be field replaceable.
 - e. Value added data such as leak detection, tamper alerts, dry pipe warnings, and reverse flow detection are desirable. Any options that are not supported by register must be clearly stated in proposal.

D. Warranty

1. Manufacturer warranty statement for each size/model shall be provided by the contractor.

V. TRAINING AND SUPPORT

A. General

1. All training is to be provided by contractor and included in the bid price.
2. Monthly meetings shall be held between the contractor and city representatives to address project status and concerns.
3. One point of contact shall be established for the life of the agreement.
4. The manufacturer shall maintain a customer service department and telephone help desk with the capability of continuing support for the life of the product. The help desk must be available weekdays between 8:00 a.m. and 5:00 p.m. EST with afterhours support available as needed. A list required services to be provided by the help desk includes but is not limited to the following:

- a. Resolve hardware/operation/maintenance questions and problems.
- b. Answer and resolve software operation questions and problems.
- c. Evaluation of information for updates and revisions.
- d. Evaluation of personnel for training needs.
- e. Additional on-site training or evaluation as needed.

B. Installation and Training

1. Installation and operating instructions will be included for all of the supplied hardware and software equipment.
2. Training is to be provided by the system manufacturer and/or approved authorized distributor.
3. Contractor shall notify customer of pre-installation requirements and support needed for complete product installation.
4. Proposal must include all costs for training and assistance to install and begin operation of the system.

C. System Maintenance and Support

1. Provide complete instructions of contractors support process if either the software or hardware goes down to get the system back up and running.
2. Contractor is required to provide all system maintenance for a period of five (5) years from system acceptance date.
3. Provide max downtime that could be expected from the time vendor is contacted.
4. Bidders are required to supply information on required or optional maintenance programs beyond the warranty period for both hardware and software.
5. Multi-year maintenance contracts are required as an option for discount pricing.
6. Locations and procedures for obtaining support shall be stated. A toll-free help desk number must be provided for system support.

VI. SELECTION PROCESS

A. Evaluation Criteria

1. Contractor Qualifications and Capabilities
2. Experience of Products
3. Technical Approach
4. Initial and Operational Costs

B. Proposal Evaluation

1. Upon review of proposals, the city will evaluate the overall competitiveness of the proposals against its business case. If favorable, the city will engage in interviews with a short list of Proposers', which may include telephone interviews, invitation for presentations and/or site visits, demonstrations and sample products.
2. Pending management approval, the city plans to enter into a negotiation with the preferred proponent based on response to this request for proposal and subsequent evaluation. The negotiation may result in the establishment of a contract between the city and the selected proponent. Any such contract that may result may be different than what is specified in this RFP including but not limited to scope, pricing, technical requirements and commercial terms and conditions.

VII. METER INSTALLATION AND REGISTER RETROFITS

A. Required Services

1. Contractor is responsible for providing all necessary tools, labor, logistics, and incidentals for complete installation of replacement water meters, register retrofits, and transmitters. This project is turn-key, meaning the contractor is responsible to provide all materials and labor needed to complete the work.
2. The City will provide three logistical items.
 - a. Data transfer file of all metered accounts including customer name, address, and meter size.
 - b. Postal mailings of customer notifications to each resident or property owner on a schedule mutually agreed upon the city and the contractor.
 - c. Physical location of water tower/s and city server.
3. Contractor to install transmitters on the outside of homes or buildings. Some cases may require an internal mount and will be allowed on a case by case basis determined by the city. Transmitter must be able to send read in circumstances requiring internal mount.
4. Contractor to provide an electronic file of meter replacements weekly with required data elements, for city staff to upload into the billing system.
5. Contractor will install meters according to plumbing standards.
6. Contractor shall install meters to properly configured meter horns stamped as NL for no-lead. Existing meter horns meeting the NL requirement may be used without replacement.
7. Contractor shall replace meters located in crawl spaces where accessible. Installations shall be same components as that for exterior pit meters.
8. Contractor must catalog and hold meter 2 billing cycles prior to disposal.

9. Contractor must obtain customer verification (signature required) of read prior to meter change out.
10. All meter bypass piping must be reported to the city. If approved, meter bypasses shall be wired with a fourth wire to send a tamper alert if wire is cut or opened (Approximately 100). All other piping connections discovered, that avoid metered flow registry, shall be reported to the city.
11. Contractor must provide a digital photo of each meter and attaching piping configuration, before and after each completed meter installation, cataloged by customer address. Also provide digital photo of meter pulled with address written onto it in black permanent marker.
12. Proposals must include procedures for replacing meters, retrofitting registers, and installing transmitters.
13. Pricing for installations requiring more than one visit for completion due to plumbing issues must be included in base bid.
14. Required City staff time shall be listed in proposal.

B. Schedule

1. A proposed project installation schedule shall be provided, detailing project kick-off, mobilization, procurement lead times, installation milestones, training, etc.

VIII. SYSTEM MAINTENANCE AND SUPPORT

A. Maintenance Services

1. Specify details of support package.
2. Hardware Maintenance
 - a. Specify maintenance and support capabilities.
3. Software Maintenance:
 - a. Specify procedures to correct errors discovered in the software and reported to the contractor by the city.
 - b. Specify responsibility and method for installing new releases of software and any costs for new releases and installation.
 - c. Describe the scope of continuing software support for the design and implementation of enhancements.
 - d. Provide a clear example of existing relationships with current clients as they relate to software updates and logistics.

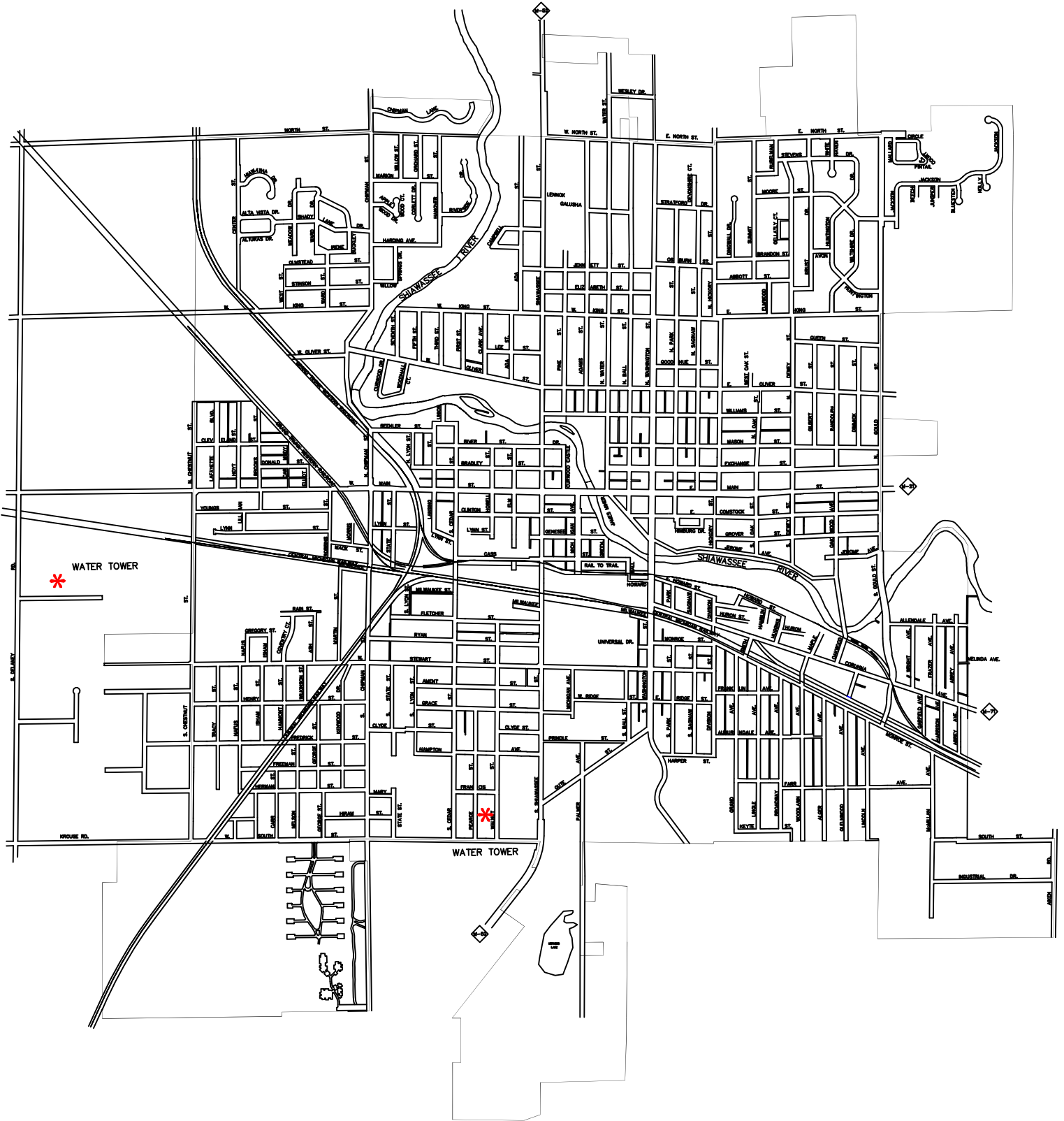
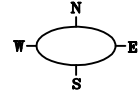
Detail any charges associated with this service. Provide contact information for verification purposes in reference section.
 - e. Describe how day to day support is provided, hours of operation.
 - f. Include a sample software maintenance agreement.
 - g. Include a list of available relevant user guides or instruction manuals, and include samples of each.

LOCATION MAP CITY OF OWOSSO

SHIAWASSEE COUNTY

T. 7 N - R. 2 & 3 E.

POP. 16,455 - 1990 CENSUS



PROPOSAL INSTRUCTIONS AND CHECKLIST

- _____ 1. Bid Options #1 and #2 must be filled out in their entirety.
- _____ 2. Each option must come with a complete explanation of the product proposed and all costs associated with the installation of a fully operational fixed base meter reading system clearly stated and accounted for. Explain advantages of system approach.
- _____ 3. Capabilities and features of proposed water meters shall be clearly stated. Meter specification sheet and product literature must be attached.
- _____ 4. Any deviations from the project specifications must be clearly stated.
- _____ 5. Product warranty periods for system components, meters, and installation must be clearly stated.
- _____ 6. Long term costs associated with system shall be clearly stated.
- _____ 7. Service contract costs shall be clearly stated.
- _____ 8. Bid shall include all elements for business as usual.
- _____ 9. Clearly state product installation, timelines, City support needed, and plan for dealing with customer meter change out program.
- _____ 10. Service plan must be fully documented with instructions and procedures for obtaining product support.
- _____ 11. All attached forms must be completed in their entirety at time of bid submission.
- _____ 12. Provide a Biography of Vendor and Contractor companies. This biography must include information describing company history, how long you have been producing and installing AMR/AMI networks, history of the proposed product and any other relevant information.

**Vendors/Contractors are asked to submit no more than two proposals per option. One shall be labeled as primary and another as alternate. Drive-by systems shall not be considered.