



**CITY OF DUBLIN
WATER METER INSTALLATIONS
REQUEST FOR PROPOSAL
RFP #23-0828-01**

The City of Dublin is accepting proposals for the installation of 706 water meters in the north Dublin area (Section 2).

Proposals are to be returned in a sealed envelope with the RFP number and bidder name printed clearly on the outside of the envelope to the Purchasing Dept. by 2:00 PM on Friday, September 15, 2023, to:

Location:	City of Dublin Purchasing Dept.	Mail:	City of Dublin Purchasing Dept.
	702 E. Madison St.		PO Box 690
	Dublin, GA 31021		Dublin, GA 31040

Please call Kris Harden, Purchasing Director, at 478-277-5047 or email hardenk@dublinga.org should you have any questions.

- To be considered, the completed proposal must be submitted in a sealed envelope, clearly marked "Request for Proposal #23-0828-01".
- Proposals received after the specified date and time will not be considered.
- The City reserves the right to accept or reject any or all proposals, to waive formalities and technicalities, and to make an award in the best interest of the City.
- Factors to be considered in making this award, if awarded, will be job completion time, price, experience with similar projects and references. The City will be the sole judge of the weights given these factors as follows:

Experience and Personnel – 30%
Project Cost – 30%
Completion Time – 30%
References – 10%

By submitting this RFP, submitters accept the evaluation process as outlined in this document and acknowledge and accept that determination of the most

qualified firm offering the best value to the City may require subjective judgments by the owner.

- Proposals will be opened in the conference room in the Purchasing Department, 702 E. Madison St., Dublin, Georgia, on the hour and date specified above, local time prevailing. No proposals will be accepted after the opening time. No faxed or e-mailed proposals will be accepted.
- Prices quoted shall be firm prices and remain firm until project completion. If awarded, the City will issue a Notice to Proceed to the successful bidder within sixty (60) days after opening.
- Any explanation desired by any proposer regarding this RFP must be requested in writing by Tuesday, September 5, 2023, for a reply to reach proposers before the submission of their proposal. Answers to any questions received will be posted on the City of Dublin website by noon on Thursday, September 7, 2023. Send questions to hardenk@dublinga.org.
- General Liability and General Automotive Liability insurance in the amount of \$1,000,000.00 and Worker's Compensation Certificate of Insurance must be provided prior to start of work. Additional insurance shall be named "City of Dublin".
- City of Dublin payment terms are N30 unless otherwise stated in the proposal. The City of Dublin will accept monthly invoices from the Contractor and will pay approved invoices within 30 days of receipt.
- Contractor shall indemnify and hold the City of Dublin harmless from and against all liability, loss, damages or injury, and all costs and expenses (including attorney's fees and costs of any suit related thereto), suffered or incurred by City, to the extent arising from Contractors' negligent performance of the Services under this Agreement, intentional misconduct, negligent acts or omissions, or breach of any term, covenant, representation or warranty of this Agreement.
- Work should commence within twenty (20) days after Notice of Award.
- RFP may be withdrawn by written request only, if the request is received prior to the time and date set for the opening of bids. Negligence on the part of the bidder in preparing his bid confers no right of withdrawal or modification of his bid after bid has been opened.
- When applicable, bidders should inspect the site to ascertain the nature and location of work and the general conditions which could affect the cost of the work. The City will assume no responsibility for representations or understandings made by its officers or employees unless included in this Request for Proposal. While site inspections are not a mandatory requirement to submit a proposal, vendors are urged to visit the site to ascertain all the

requirements of this invitation.

- Should either party fail to comply with the Terms and Conditions of this contract, the aggrieved party must give, in writing, to the other party any complaint for non-compliance to the Terms and Conditions of this contract. The other party shall have fifteen (15) calendar days to correct the matter. If corrected to the satisfaction of both parties within the fifteen (15) calendar days and stated in writing, then the contract will continue uninterrupted. Failure to correct the matter will result in termination of this contract at the end of the thirty (30) calendar days following the date of the initial letter of complaint.
- All responses and supporting materials as well as correspondence relating to this RFP become property of the City of Dublin when received. Any proprietary information contained in the response should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored. The following terms and conditions shall also apply:
 - All applicable Federal and State of Georgia laws, City of Dublin ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the respondents throughout and incorporated herein.
 - Professionals requiring special licenses must be licensed in the State of Georgia, and shall be responsible for those portions of the work as may be required by law.
 - No response shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that (i) is in arrears to the City of Dublin with respect to any debt, or (ii) is in default with respect to any obligation to the City of Dublin.
- The City of Dublin is a Drug-Free Workplace. If the contractor has more than 1 employee, including contractor, contractor shall provide for such employees a drug-free workplace, as defined under Official Code of Georgia Annotated (“O.C.G.A.”) sections 50-24-2(5) and 50-24-3(b), throughout the duration of this agreement.
- Contractors and Sub-Contractors must execute the affidavit included in the bid package verifying that they have registered and participate in the federal work authorization program to verify information of all new employees, per O.C.G.A. 13-10-90, et. seq., and Georgia Department of Labor Regulations rule 300-10-02.
- By submitting a response to this RFP, Offeror agrees to an understanding of and

compliance with the specifications and requirements described in this RFP.

- Call Kris Harden, Purchasing Director, at 478-277-5047 should you have any questions.
- W-9 must be submitted with all proposals.

WATER METER INSTALLATIONS:

Bidders are to provide all labor and materials (nuts, bolts and gaskets for smaller meters; spool pieces or PE pipe [PEC pipe] and universal flanges for large meters) for the meter installations. Bidders must also have the ability to bore 2" holes in the existing cast iron meter lids to affix the antenna. Provide a daily update of installed Meter Data to the Meter Department Supervisor via email in the form of a Microsoft Spreadsheet. A Microsoft Excel spreadsheet hard copy of the Electronic Meter Data must be provided. Bidder must have the ability to upload the Electronic Meter Data directly to the City of Dublin billing system, Tyler Technologies ERP Pro 10. * Bidder required to visit the site of the larger meters in order to have the correct materials to complete the installation.

Meters to be installed:

1. 635 each – 5/8" x 3/4" Neptune T-10 Water Meter Pro Coder R900i Pit GAL w/Antenna
2. 46 each – 1" Neptune T-10 Water Meter Pro Coder R900i Pit GAL w/Antenna
3. 3 each – 1 1/2" Neptune Mach 10 R900i Ultrasonic Water Meter – 13" LL w/Antenna
4. 16 each – 2" Neptune Mach 10 R900i Ultrasonic Meter – 15.25" LL – w/Antenna
5. 4 each – 4" Neptune Mach 10 R900i Ultrasonic Meter – 20" LL – w/Antenna
6. 2 each – 8" Neptune Mach 10 R900i Ultrasonic Meter – 20" LL – w/Antenna

Contractor Responsibilities:

- Remove standing water, soil and debris in preparation for the meter installation
- Inspect the setting for existing leaks, fragile piping and other potential problems
- Bore 2" hole in cast iron meter lid for antenna placement
- Verify no water is flowing through the meter
- Turn the water off

- Remove the existing meter and replace with the new meter
- Activate endpoint and record the new meter number(s)
- Turn the water on and check for leaks
- Connect the endpoint and mount it in the lid
- Restore meter site to its original condition

For an installation which requires extra work or is non-standard (e.g., removing meter box, faulty valves, fragile piping, etc.), the contractor may consult Utility personnel for direction and may not perform extra work unless authorized.

The successful Contractor will be responsible for providing the City of Dublin with weekly status reports detailing the number of installations performed, problems encountered, work remaining and any schedule adjustments.

Safety:

The safety of the Contractor's staff, City of Dublin employees and the citizens of Dublin is a critical part of this RFP.

- Contractor will make sure all vehicles used in the City will have the contractor's name visible on the exterior.
- Contractor will make sure all its employees have visible identification tags on them to help residents know they are a City Contractor.
- Contractor will ensure that all vehicles left standing along roadways will have emergency flashers working and be properly guarded with safety cones.
- Contractor's employees will comply with all Georgia safety regulations.



City of Dublin Water Meter Installation Project Cost:

	Unit \$	Total \$
635 ea – 5/8" x 3/4" Neptune T-10 Water Meter	_____	_____
46 ea – 1" Neptune T-10 Water Meter	_____	_____
3 ea – 1 1/2" Neptune Mach 10 R900i Ultrasonic Water Meter	_____	_____
16 ea – 2" Neptune Mach 10 R900i Ultrasonic Meter	_____	_____
4 ea – 4" Neptune Mach 10 R900i Ultrasonic Meter	_____	_____
2 ea – 8" Neptune Mach 10 R900i Ultrasonic Meter	_____	_____

TOTAL PROJECT COST: \$ _____

BIDDER:

ADDRESS:

PHONE NUMBER: _____ **FAX NUMBER:** _____

E-MAIL: _____

SIGNATURE: _____

NOTES/COMMENTS: _____

PROJECT COMPLETION TIME: _____



CITY OF DUBLIN
P. O. BOX 690
DUBLIN, GA 31040

NO BID RESPONSE

IF FOR SOME REASON YOU ARE NOT BIDDING ON THIS PROPOSAL, PLEASE COMPLETE THE FOLLOWING AND RETURN TO THE ADDRESS BELOW BEFORE THE BID DEADLINE STATED ON THE ORIGINAL SCHEDULE.

REASON(S) FOR NO BID:

- CANNOT SUPPLY AT THIS TIME
- ENGAGED IN OTHER WORK
- QUANTITY TOO SMALL
- JOB TOO LARGE
- CANNOT MEET REQUIRED DELIVERY
- OPENING DATE DOES NOT ALLOW SUFFICIENT TIME TO PREPARE BID
- EQUIVALENT NOT PRESENTLY AVAILABLE

OTHER REASON OR REMARKS:

COMPANY OR FIRM NAME

SIGNATURE

TITLE

DATE

RETURN TO: City of Dublin
Purchasing Department
PO Box 690
Dublin, GA 31040



NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF _____

COUNTY OF _____

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding. Affiant also states as bidder, that they have not been a party to any collusion with any officer of the City of Dublin or any of their employees as to quantity, quality or price in the prospective contract; and that discussions have not taken place between bidders and any office of the City of Dublin or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

Firm Name

Signature

Title

Subscribed and sworn to before me this _____ day of _____,
20____.

Notary Public



City of Dublin, Georgia
CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Dublin has registered with and is participating in a Federal Work Authorization Program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract the City of Dublin, contractor will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Dublin at the time the subcontractor(s) is retained to provide the service.

EEV/ Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent

Date

Title of Authorized Office or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS ____ DAY OF _____ 20 ____

Notary Public
My Commission Expires: _____

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)



City of Dublin, Georgia
SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Dublin has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91

EEV/ Basic Pilot Program* User Identification Number

Date _____

BY: Authorized Officer or Agent
(Subcontractor Name)

Title of Authorized Office or Agent of Subcontractor

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____ 20_____

Notary Public
My Commission Expires: _____

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)



SAVE COMPLIANCE AFFIDAVIT

O.C.G.A § 50-36-1(e) (2) Affidavit

By executing this affidavit under oath, as an applicant for Contract or Services, as referenced O.C.G.A. C. § 50-36-1, from the City of Dublin, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United State citizen.
- 2) _____ I am a legal permanent resident of the United States
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

NOTARY PUBLIC

My Commission Expires: