

# CITY OF GALESBURG



**PURCHASING**  
55 West Tompkins Street  
Galesburg, IL 61401  
Phone: 309/345-3678

## INVITATION FOR BIDS

To obtain 2017 pricing for various Sensus meters and transceiver units utilized by the Galesburg Water Division

### Instructions to Bidders

1. An advertisement for sealed bids on the above was published in the Galesburg Register-Mail on March 07, 2017. As stated in such notice, bids will be received until 11:00 a.m., local time, March 22, 2017, and, at that time, publicly opened and read aloud in the Basement Conference Room, located in City Hall.
2. The person, firm or corporation making a bid shall submit it in a sealed envelope to the Purchasing Agent or his duly designated representative on or before the hour and the day stated above. The notation "Bid on Sensus meters and radios for the Galesburg Water Division" shall appear on the outside of the sealed envelope. In addition, bidder shall also list the name of their company clearly on the outside of the envelope.
3. The bidder shall insert the price, and supply all the information as indicated on the Bid Form. The prices inserted shall be net and shall be the full cost for the items specified, including all factors whatsoever.
4. No charge will be allowed for taxes from which the City of Galesburg is exempt: the Illinois Retailer's Occupation Tax, the Service Occupation Tax, the Service Use Tax, the Use Tax, Federal Excise and Transportation Tax.
5. Each bidder shall affirm that no official or employee of the City of Galesburg is directly or indirectly interested in this bid for any reason of personal gain.
6. Delivery of the goods and/or services shall be as stated in the bid documents.

7. No bid may be changed or withdrawn after the time of the bid opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request is made in writing and agreed to by the Purchasing Agent.
8. The City of Galesburg reserves the right to reject any and all bids and to waive any informalities or technicalities in the bidding. Any bid submitted will be binding for (60) sixty days after the date of the bid opening.
9. The City has adopted an "Equal Employment Opportunity Clause", which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Galesburg, Illinois.
10. The City of Galesburg has adopted an Affirmative Action Program. All formal sealed bids must be accompanied by a properly prepared Certificate of Compliance Form, whereby the vendor certifies the number of employees he has in each class of employment, and that affirmative action has been taken to ensure equality of opportunity in all aspects of employment.
11. Bidder certifies that all laws of the State of Illinois and ordinances of the City of Galesburg in effect at the date of bidding shall be observed by him. Evidence of any violation during the term of the agreement shall be considered sufficient reason to discontinue purchases by the City from that supplier.
12. The City requires that vendors be paid through ACH (automatic clearing house). The awarded vendor will be required to provide the City with applicable banking information for proper payment. An ACH form is attached to this document for vendor review.
13. These instructions are to be considered an integral part of any bid.

Dated: March 07, 2017

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Kraig Boynton  
Purchasing Agent

CITY OF GALESBURG, ILLINOIS  
 Specifications  
 For 2017 Pricing for  
 the purchase of various meters and radios  
 for the Galesburg Water Division

GENERAL: The City of Galesburg Water Division is requesting pricing for the below Sensus brand items. Alternates will not be accepted as a part of this bid request. The Sensus brand is being listed for compatibility and uniformity purposes. This pricing shall be good for the duration of 2017. Pricing should include applicable delivery charges. Pricing is being requested for the following:

| Radios- Description   | Approx. Quantity | UofM |
|---|------------------|------|
| 510M S/Point M2 Wired SP HR&LD w/hourly read & leak detect                              | 500              | Each |
| 510M S/Point M2 Wired DP HR&LD w/hourly read & leak detect                              | 500              | Each |
| 510M S/Point M2 TC SP w/HR&LD T-CLPLE SP w/hour read & leak detection 53963-537-51201MI | 500              | Each |

**Meters - Description**

|  |     |      |
|--|-----|------|
| 5/8 x 1/2 Accustream ECR 100CUFT 4-wheel meter less touchpad | 500 | Each |
| SR11-NL 5/8 x 1/2 ECR 100CF Mtr No Lead S1DX12XFLXX1XX       | 500 | Each |

|  |     |      |
|--|-----|------|
| 5/8 x 3/4 Accustream ECR 100CF Meter 4-wheel less touchpad | 500 | Each |
| SR11-NO 3/4 ECR 100CF Meter 7.5L No Lead 53DX12XFXXX1XX    | 500 | Each |

**Trade-Ins**

|   |     |      |
|---|-----|------|
| Trade-In MXU's (less than 10 years old) | 500 | Each |
| 510M Wired SP Trade-In                  | 500 | Each |
| 510 T/CPLG SP Trade-In                  | 500 | Each |

|  |     |      |
|--|-----|------|
| Trade In Meters (1 for 1 with like size) | 500 | Each |
| 5/8 x 1/2 Accustream Trade-In            | 500 | Each |
| SR11-NL 5/8 x 1/2 ECR Trade-In           | 500 | Each |

Any questions regarding specifications should be directed to Mr. Richard Nelson of the Galesburg Water Division. He can be reached directly at (309) 345-3650 or by email at rnelson@ci.galesburg.il.us.

CITY OF GALESBURG, ILLINOIS

BID FORM

Name of Bidder \_\_\_\_\_

Business Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail: \_\_\_\_\_

The Bidder above mentioned declares and certifies:

First - That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose; and, is in all respects, fair and without collusion or fraud.

Second - That no officer, employee or person whose salary is payable in whole or in part from the City of Galesburg is directly or indirectly interested in this bid or in any portion of the profits thereof.

Third - That said bidder has carefully examined the Instructions to Bidders and the Specifications: and will, if successful in this bid, furnish and deliver at the prices bid within the time stated, the goods or services for which this bid is made.

Fourth - That the prices quoted herein are net and exclusive of all taxes from which the City of Galesburg is exempt.

Fifth - That the delivered cost of the goods or services which meets the requirements as set forth in the Instruction to Bidders and the Specifications aforementioned is:

*See attached bid sheet.*

Sixth - That said bidder has executed the Certificate of Compliance, and has submitted herewith.

Seventh - That the complete guarantee and warranties offered are:

\_\_\_\_\_

Eighth - That complete literature and specifications, where applicable, for the goods or services are attached herewith.

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Date

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Person, Firm, or Corporation

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Authorized signature and title

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Printed Name of Individual

RFB for Meters & Radios for Galesburg Water Division 2017 - Bid Sheet

VENDOR NAME: \_\_\_\_\_

Add:

| <b>Radios- Description</b>  | <b>Approx. Quantity</b> | <b>UofM</b> | <b>Unit Price</b> | <b>Extension</b> |
|---|-------------------------|-------------|-------------------|------------------|
| 510M S/Point M2 Wired SP HR&LD w/hourly read & leak detect                              | 500                     | Each        |                   |                  |
| 510M S/Point M2 Wired DP HR&LD w/hourly read & leak detect                              | 500                     | Each        |                   |                  |
| 510M S/Point M2 TC SP w/HR&LD T-CLPLE SP w/hour read & leak detection 53963-537-51201MI | 500                     | Each        |                   |                  |

| <b>Meters - Description</b>                                  |     |      |  |  |
|--|-----|------|--|--|
| 5/8 x 1/2 Accustream ECR 100CUFT 4-wheel meter less touchpad | 500 | Each |  |  |
| SR11-NL 5/8 x 1/2 ECR 100CF Mtr No Lead S1DX12XFLXX1XX       | 500 | Each |  |  |

|  |     |      |  |  |
|--|-----|------|--|--|
| 5/8 x 3/4 Accustream ECR 100CF Meter 4-wheel less touchpad | 500 | Each |  |  |
| SR11-NO 3/4 ECR 100CF Meter 7.5L No Lead 53DX12XFXX1XX     | 500 | Each |  |  |

**Subtotal Meters & Radios Purchased:**

Deduct:

| <b>Trade-Ins</b>                        |     |      |  |  |
|---|-----|------|--|--|
| Trade-In MXU's (less than 10 years old) | 500 | Each |  |  |
| 510M Wired SP Trade-In                  | 500 | Each |  |  |
| 510 T/CPLG SP Trade-In                  | 500 | Each |  |  |

|  |     |      |  |  |
|--|-----|------|--|--|
| Trade In Meters (1 for 1 with like size) | 500 | Each |  |  |
| 5/8 x 1/2 Accustream Trade-In            | 500 | Each |  |  |
| SR11-NL 5/8 x 1/2 ECR Trade-In           | 500 | Each |  |  |

**Subtotal Credit for Meters & Radios Traded In:**

**Net Cost to City (Purchases less Trades):**

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

RETURN WITH BID  
TO THE CITY OF GALESBURG, ILLINOIS  
CERTIFICATE OF COMPLIANCE

| EMPLOY-<br>MENT | SUPER-<br>VISORY | SALES | OFFICE | SKILLED | SEMI-<br>SKILLED | NON-<br>SKILLED |
|-----------------|------------------|-------|--------|---------|------------------|-----------------|
| WHITE           |                  |       |        |         |                  |                 |
| BLACK           |                  |       |        |         |                  |                 |
| OTHER           |                  |       |        |         |                  |                 |
|                 |                  |       |        |         |                  |                 |
| MALE            |                  |       |        |         |                  |                 |
| FEMALE          |                  |       |        |         |                  |                 |

(PLEASE FILL IN THE NUMBER OF EMPLOYEES IN EACH CLASS)

1. THE CONTRACTOR OF COMPANY WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEES OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, CREED, COLOR, SEX, AGE, NATIONAL ORIGIN, HANDICAPPING CONDITION UNRELATED TO ABILITY TO PERFORM THE JOB; AND, WILL TAKE AFFIRMATIVE ACTION TO ENSURE THAT APPLICANTS ARE EMPLOYED WITHOUT REGARD TO THEIR RACE, CREED, COLOR, SEX, AGE, HANDICAPOR NATIONAL ORIGIN. SUCH ACTION SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING: EMPLOYMENT, UPGRADING, DEMOTION OR TRANSFER, RECRUITMENT OR RECRUITMENT ADVERTISING, LAYOFF OR TERMINATION, RATES OF PAY OR OTHER COMPENSATION, AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP. THE CONTRACTOR OR COMPANY AGREES TO POST, IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NON-DISCRIMINATION CLAUSE.

2. THE CONTRACTOR OR COMPANY WILL, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES OR ON THEIR BEHALF, STATE THAT ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, CREED, COLOR, SEX, AGE, HANDICAPPING CONDITION UNRELATED TO ABILITY OR NATIONAL ORIGIN. THE SAME SHALL HOLD TRUE WHEN RECRUITMENT SOURCES ARE USED TO SECURE APPLICANTS.

3. THE CONTRACTOR OR COMPANY AGREES TO NOTIFY ALL OF ITS SUBCONTRACTORS OF THEIR OBLIGATION TO COMPLY WITH THE NON-DISCRIMINATION POLICY.

4. In the event of the Contractor's or Company's non-compliance with the non-discrimination clauses of the Contract or Purchase or with any of such rules, regulations or orders, the CONTRACT OR Purchase may be cancelled, terminated or suspended in whole or in part and the Contractor or Company may be declared ineligible for further City Contracts or Purchases in accordance with the Affirmative Action Program adopted by the Galesburg City Council at their meeting on August 6, 1990.

BY: \_\_\_\_\_  
BIDDER

**RETURN WITH BID**  
**CITY OF GALESBURG**  
**MUNICIPAL VENDORS HOLD HARMLESS AGREEMENT**

All vendors doing business with the City of Galesburg, Illinois, shall read and agree to sign this Hold Harmless Agreement. In lieu of the vendor signing this agreement, the City will accept being named as an additional insured on the vendor's general liability policy only as respects specific operations performed by the vendor on behalf of or on the premises of the City of Galesburg, Illinois.

“In consideration of your permitting us, our servants, our agents, employees and representatives from time to time to enter upon or to place or maintain equipment upon premises owned or controlled by you for the purposes of servicing our account, we agree to indemnify and hold harmless the City and its' agents and employees from and against all claims for personal injury or property damage, including claims against the City, its' agents or servants, and all losses or expenses, including attorney's fees that may be incurred by the City in defending such claims, rising out of or resulting from the performance of the work and caused in whole or in part by any negligent act or omission of the Municipal Vendor, or anyone directly or indirectly employed by the Municipal Vendor or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in anyway by any limitation on the amount or type of damages, compensation or benefits payable by or for the Municipal Vendor, under Workers' Compensation Acts, Disability Acts, or other Employee Benefit Acts.”

Subscribed and Sworn to Before me this \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Person, Firm, or Corporation

\_\_\_\_\_  
Notary Public





## City of Galesburg

Operating Under Council – Manager Government Since 1957

The City of Galesburg will no longer be issuing checks for vendor payments. The City will pay vendors through ACH by automatically depositing payments to a bank checking/savings account or payment to vendors can be made by credit card at the time of purchase.

In order to process your next payment, please fill out the following information and provide a copy of a void check. Please mail to City of Galesburg, Accounts Payable, P.O. Box 1589, Galesburg, IL 61402-1589 or fax the completed form and a void check, if the funds are being deposited to a checking account, to the fax number listed below.

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Checking/Savings Acct Number: \_\_\_\_\_  
(Please indicate type of account by circling Checking or Savings)

Bank Routing Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Payment information will be e-mailed to you approximately two days prior to the funds being credited to your bank account. If you have any questions, please contact us.

Accounts Payable  
City of Galesburg  
309/345-3674  
309/343-4765 fax  
accounts payable@ci.galesburg.il.us

# CITY OF GALESBURG

Finance Department

Operating Under Council - Manager Government Since 1957

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THIS FORM IS BASED ON IRS REQUIREMENTS FOR THE SAME ESSENTIAL INFORMATION AS A W-9

RETURN TO: CITY OF GALESBURG  
ATTN: A/P  
55 W TOMPKINS STREET  
GALESBURG, IL 61401

OR FAX TO: 309/343-4765

The following information is needed to complete your vendor file and to comply with IRS requirements. Please fill out this form as completely as possible to ensure proper payment to you. Please return completed form as soon as possible to the City of Galesburg at the above address or fax number. Please call 309/343-3674 with any questions.

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Business Name: \_\_\_\_\_

Individual Name: \_\_\_\_\_  
(for Sole Proprietors as appears on Social Security Card)

Business Address: \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Your Taxpayer Identification Number: \_\_\_\_\_  
(FEIN or business tax ID. No.)

Or, your Social Security Number: \_\_\_\_\_  
(If using SSN, enter the name on the card above as Individual Name.)

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Please Check Appropriate Box:

Individual/Sole Proprietor     Corporation     Partnership     Other \_\_\_\_\_

Your Company Provides:

Legal Services     Services     Materials     Other \_\_\_\_\_

Are you subject to Backup Withholding?

Yes     No

PERSON TO CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

UNDER PENALTY OF PERJURY, I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS CORRECT AND COMPLETE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title