



CITY OF HAVELOCK

Post Office Box 368
Havelock, NC 28532

INVITATION TO BID

Pursuant to North Carolina General Statutes §143-129.8 the City of Havelock invites formal bids on the following:

Bids must be submitted in accordance with the attached specifications and must include an itemized schedule of quantity, unit price and total. Bids must be sealed and clearly marked on the outside of the envelope:

““City of Havelock, Advanced Metering Infrastructure System”

Address Bids to: Lee Tillman, Director of Finance
City of Havelock
P.O. Box 368
1 Governmental Ave.
Havelock, NC 28532
Email: Bids@havelocknc.us

Bids will be accepted until **2:00 p.m. (EST) on Wednesday, August 19, 2020** at which time they will be reviewed in the office of the City Finance Director.

Bids on contracts for construction or repair work in the formal bidding range must be accompanied by a bid bond or deposit in the amount of not less than 5 percent of the bid. This security is held by the City of Havelock to guarantee that the successful bidder will execute the contract and provide performance and payment bonds if required. If a bidder backs out of his or her bid or refuses to enter into a contract, the City of Havelock may retain the bid deposit or seek payment under the bid bond. Bids will be considered incomplete if not accompanied by a bid bond or deposit. The bids are good for 120 days after opening. The winning bidder will be issued a Notice To Proceed (NTP) along with a Purchase Order. The performance period is 180 calendar days from the NTP.

Bidders are cautioned not to submit bids until the proposed requirements and specifications have been carefully examined. It will be considered that bidders will have satisfied themselves as to the accuracy of the specifications. No proposal will be considered unless prices are submitted for all items requested in any section. The City reserves the right to change the amount of quantities.

All bids submitted should be to the desired specifications. Any exceptions to the specifications will be evaluated based on the best interest of the City. Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and bidder will be held responsible therefore. Deviations shall be explained in detail. The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.

The names of certain brands or makes denote quality standard in the article desired, but do not restrict bidders to the specific brand, make or manufacturer named. They are meant to convey to prospective bidders the general style, type, character and quality of the article desired.

The successful bidder on all construction contracts will be required to conduct the operation in accordance with all Federal, State, and Municipal health and safety rules, regulations and laws applicable to the operation. The successful bidder may be asked to provide the City with a copy of the company's safety plan prior to commencing work. For all projects over \$30,000, a general contractor's license must be furnished to the City if applicable.

The City will not sell bid packages. Plans, specifications, and addenda may be viewed and obtained online at www.havelocknc.us. Click on: "Bid on a Contract"; "Current Bids". The Bidder's List is maintained by Vendor Registry. Registration for the Bidder's List is made online at www.havelocknc.us. Click on: "Bid on a Contract"; "Vendor login/Registration".

N.C.G.S. (North Carolina General Statutes), specifically §160A-20.1(b), prohibit the City from entering into contracts with contractors and subcontractors who have not complied with the requirement of Article 2 or Chapter 64. The Contractor shall submit the E-Verify Affidavit, located in the Bid Proposal section, with their bid. Bids that do not include this Affidavit will be considered non-responsive.

N.C.G.S 147-86.42-84 requires that contractors with a North Carolina Local Government must not utilize any subcontractor found on the State Treasurer's Iran Divestment list or Companies Boycotting Israel list. The referenced lists can be found on the State Treasurer's website at the address www.nctreasurers.com and will be updated every 180 days.

The City of Havelock reserves the right to reject any or all proposals and to purchase items from the state contract in the efforts to award the contract to the bidder it deems to be for the best interest of the City.

This institution is an equal opportunity provider, and employer.

Contact person(s) for information on this bid:

For questions in regards to the bid specifications, the City requires and only responds to questions submitted in writing and sent via email to: Bids@havelocknc.us

Questions must be received by **5:00 PM (EST) on Wednesday, July 29, 2020**. If questions are received, the City will respond no later than **2:00 PM (EST) on Tuesday, August 4, 2020**.

Today is the 16th day of July 2020.

Published: Vendor Registry July 16, 2020

CITY OF HAVELOCK

Lee W. Tillman
Director of Finance



**STATE OF NORTH CAROLINA
AFFIDAVIT
CITY OF HAVELOCK**

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of employee through E-Verify in accordance with NCGS §64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in the State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____
 - b. NO _____
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project, Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This _____ day of _____, 20_____.

Signature of Affiant: _____

Print or Type Name: _____

State of North Carolina County of _____

Signed and sworn to (or affirmed) before me, this the

_____ day of _____, 20_____.

Signature of Notary

Printed Name of Notary

My Commission Expires: _____

Bid Sheet

Meters

3/4-inch meters

1-inch meters

1-1/2-inch meters

1-1/4-inch meters

2-inch meters

3-inch meters

4-inch meters

6-inch meters

Meter Removal

Meter Installation

Meter Box Lid Replacement
(As needed if necessary)

2 Handhelds

Drive by back-up system

Hardware

Software

Testing

Training

Annual Maintenance

Additional Services
(Describe optional add on services)

Base Bid:

NC Sales Tax: _____

Delivery Cost (if applicable): _____

Total Cost to City: _____

Bids must include an itemized schedule by quantity, unit price and total for each work element. We need an itemized bid sheet

Company Name: _____

Company Address: _____

Contact Person: _____

Telephone Number: _____

NC Contractor's License Type and Number: _____

Number of Addendums Acknowledged (circle one): N/A 1 2 3 4

As of the date listed below, the vendor or bidder listed above is compliant with N.C.G.S. 147-86.42-84, the Iran Divestment Act and the Companies Boycotting Israel Act.

Authorized Signature: _____

Print Name of Authorized Signature: _____

Title: _____

Address Bid to: Lee Tillman, Director of Finance
City of Havelock
P.O. Drawer 368
1 Governmental Avenue
Havelock, NC 28532
Bids@Havelocknc.us

Please indicate the Bid name on the outside of the envelope.

INTRODUCTION

General Information

The City of Havelock, NC is soliciting Request for Proposal(s) (RFP's) from vendors who are interested and qualified to provide a pilot program for an installed Advanced Metering Infrastructure system (AMI). If the pilot is deemed successful by the City, the City's intent is to contract with the vendor to implement the entire system over a multi-year period. The City anticipates purchasing 500 3/4" to 1" meters annually with larger meters as needed. Scope of work includes, but is not limited to, automated meter procurement and installation, hardware, software, and integration with existing systems, testing, and training.

AMI technology shall provide the City with a more efficient method of collecting meter reads at regular intervals. The AMI system shall collect consumption data using a mobile protocol, repeaters located on stationary towers, or some other collection system(s) that will reduce the need for monthly physical reading of each meter. A drive by system shall be an option as a back-up solution only.

The proposals shall include schedule, and information related to pricing for all meters, hardware, software, installation, training and any ongoing fees, cost, etc. must be included.

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

Interested parties should submit one (1) original, five (5) copies and one (1) electronic version of the proposal which should be returned in a sealed envelope bearing the name and address of the respondent. Response packages will be accepted until 2:00 pm on August 19, 2020.

SCHEDULE OF IMPORTANT DATES

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

Release RFP to Vendors and begin advertisement	July 16, 2020
Deadline for Questions & Inquiries	July 29, 2020 5:00 p.m.
Proposal Submission Deadline	August 19, 2020 2:00 p.m.
Anticipated Award by City	Fall of 2020

BACKGROUND INFORMATION

Current Environment

Meter reading is currently conducted by Public Services staff. Currently, the meter system is divided into 40 routes with one monthly billing cycle. Meters are read between the 10th and 15th of each month. The typical timeframe to read all 40 routes is 3 days. All meters are located inside the City Limits or within the City's billing jurisdiction. The City currently reads meters on a monthly basis and entered into a Sensus handheld model FL6501. The data is then uploaded to the Munis utility billing software system.

The City currently has approximately 5,675 conventional water meters with sizes ranging from 3/4" to 6". The conventional system consists of a mixture of meters but primarily Master Meter.

The breakdown of existing conventional meters is as follows:

¾-inch meters – 5457
1-inch meters – 79
1-1/2-inch meters – 34
1-1/4-inch meters - 1
2-inch meters – 66
3-inch meters – 14
4-inch meters – 2
6-inch meters - 2

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

GIS files providing meter locations are available for download at the below link.

<https://havelocknc.sharefile.com/d-s48e20aebf3144019>

SCOPE OF WORK

Objectives

The City seeks to replace the existing meter system including meters with an AMI system. The City will conduct a pilot program to evaluate the proposed system. The pilot program will have a performance period of 3 months and an evaluation period of 6 months. The pilot program must be expandable since if the pilot is deemed successful by the City, the City's intent is to contract with the vendor to implement the entire system over a multi-year period. If the City deems the pilot unsuccessful the City shall have the right to terminate the project with no further obligation to the pilot project vendor and seek solutions from other vendors. Additionally, during the life of the project, the City shall have the right to terminate the project with no further obligation to the project.

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

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

Vendors should be prepared to review the existing system configuration and set up and to make specific recommendations for improvement. To facilitate this review, the City will host a pre-proposal conference call to answer any questions prior to the due date. Vendors interested in attending should request call in information by emailing bids@havelocknc.us. The call is scheduled for August 5, 2020 at 11:00 AM. Interested responders are highly encouraged to attend this session.

Any addenda issued for the project will be posted to Vendor Registry. Vendors must acknowledge the addendum on the signed bid sheet.

System Requirements

The City requires a turn-key system compatible with Tyler/MUNIS billing software. The intent of this RFP is to allow vendors to provide the City with the best solution given the City's current metering configuration and requirements. The following system components are desired by the City and should be considered minimum system components. If the proposal does not meet all of the listed desired components, an exclusion statement must explicitly be included in Tab H of the proposal. Failure to exclude any of the requirements will be considered an affirmative response to the requirements being included in the proposal price.

1) System and Meters Functionality

- a) All meters shall be potable cold-water meters conforming to one of the following specifications:
 - i) AWWA C-708 Multi-Jet
 - ii) AWWA C 700 Positive Displacement
 - iii) AWWA C-712 Single-Jet
 - iv) AWWA C-715-18 Electromagnetic and ultrasonic
- b) The meter reading system shall deliver tamper status information for all water customers.
- c) The end-point technology shall measure the possibility of downstream leaks by using consumption thresholds. It shall also set alerts for backflow / cross connection, high consumption, irrigation violations, and zero consumption.
- d) Meters shall be guaranteed to be free from defects in materials and workmanship for a minimum of 10 years from the date of installation. The vendor shall provide a 10-year AWWA New Meter Accuracy Guarantee.

2) Network and Data Collection Functionality

- a) The network technology shall represent each meter's and network component's functional status in the form of a mapping display.
- b) The register shall store at least 60 days of consumption points in 60 seconds to 1-hour intervals.
- c) The system shall be compatible with Windows 10 and upgradable to future versions of Windows operating systems.
- d) The system shall support migration of 12 months of historical meter data for the purpose of analyzing usage patterns.
- e) The system proposed should not require the City to obtain an FCC license.
- f) The City requires two handhelds to be used as backups for the system.
- g) The City desires that the AMI system functions, reports, and data on the control computer be securely accessible remotely by properly authorized persons.

3) Miscellaneous Requirements

- a) Existing meters shall be photographed with its consumption displayed prior to removal. Photographs and a spreadsheet detailing the address, consumption level, serial number of the meter, and new serial number shall be delivered to the City on a periodic basis throughout the installation phase.
- b) Existing meters shall be delivered to the City of Havelock Public Services Complex after removal. The City will dispose of meters at the end of the project. If the vendor chooses to retain the meters, the proposal shall include a specific cost adjustment accordingly.
- c) Vendor will be responsible for coordinating meter replacement with owners and tenants.

All installation technicians must be clearly identifiable with name badges and professional in appearance.

- d) Any system proposed must be scalable to meet the future needs of the City at its ultimate build-out. A statement in the proposal must clearly confirm this requirement.

Overall Proposal Requirements

- 1) The proposals must include:
 - a) pricing for data collection hardware and software for the entire system as described and for a pilot project. The pilot program must not exceed \$150,000 and must be expandable to encompass the entire described project;
 - b) pricing for meters in standard sizes ranging from 3/4" to 6";
 - c) pricing for turn-key installation for all meters, including any new lids or boxes that may be required to ensure compatibility;
 - d) installation and training costs for data collection hardware and software;
 - e) estimated life span of the meters and warranty information.

- 2) The proposals should provide consideration and discussion of an installation schedule and concept plan to include:
 - a) phasing of meter installation based on region, meter size, meter age or other;
 - b) explanation of how the new system will allow manual reading of existing system during the transition period;
 - c) methods for dealing with any other concerns that you may be aware of which were unforeseen or unmentioned in this document.
 - d) An itemized price showing the breakdown of costs for specific items included in the SCOPE OF WORK. All pricing for the components must be fixed for a five (5) year period so the City can take advantage of the contract pricing for any expansion over the next five (5) years. At the end of the five (5) year contract the City will negotiate pricing with the vendor to continue the project.

SPECIAL PROVISIONS

Non-Interference

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

Deliverables

The deliverables shall be accepted by the City when (1) the deliverables have been delivered, installed and made ready for the use of the City's site in accordance with the installation and operating specifications; (2) City has tested the deliverables and the deliverables have passed testing; (3) City agrees that deliverables meet or exceed the specifications and those contained in the scope of work and order concerning performance and capabilities of the deliverables, and (4) training has been completed satisfactorily according to the Director of Finance. This applies to both the pilot program and the entire phased project.

Acceptance Testing

Once the deliverables are installed in City's premises as specified herein with regard to the Final Installation Date, the vendor shall notify the City in writing that the deliverables as specified have been installed, are in good working order, and are ready for use; that the modifications or enhancements are completed as defined and specified herein, are in good working order, ready for use, and to the best of the vendor's knowledge is one hundred percent (100%) operational and that the deliverables as installed are ready for testing. At that point, the City shall have sixty (60) working days to perform and complete acceptance testing on-site. If the deliverables pass such testing, the City shall so notify the vendor in writing termed the Certificate of Acceptance. If the deliverables as installed fail to pass such testing, City shall notify the vendor in writing and the vendor shall then have ten (10) working days to correct any failure. The vendor shall then certify to the City that the failure has been corrected and the City shall have ten (10) working days for additional testing, at which time the City shall supply the Certificate of Acceptance if the deliverables pass testing. If the deliverables fail testing twice, at the City's option: (1) the correction period may be extended as agreed by the parties; or (2) City may terminate the Agreement, return the specifications, product and documentation to the vendor and the vendor will refund to the City any payments previously given to the vendor for the deliverables and modifications or enhancement pursuant to the Agreement.

TERMS AND CONDITIONS

Receipt of Proposals

The submitted proposal(s) must be received by the Finance Office prior to the time and date specified. The mere fact that the proposal was dispatched will not be considered; the vendor must ensure that the proposal is actually delivered.

Questions and Inquiries

Questions and inquiries about this RFP should be directed to Lee Tillman, Finance Officer at Bids@HavelockNC.US. Questions must be submitted in writing on or before 5:00 pm on the date specified herein.

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

Reservations

The City reserves the right to accept or reject any or all proposals as a result of this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFP if found to be in the best interest of the City. Additionally, although the City desires to contract with a single vendor for all work/services to be provided, the City reserves the right to split the work/services and deal with multiple vendors if it is deemed to be in the City's best interest. All proposals become the property of the City. The City reserves the right to cancel the project if deemed in the City's best interest.

Reimbursements

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

Communication

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

Management

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

Insurance

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

Payment Terms

Invoices must be submitted by the vendor in duplicate to the City of Havelock, Accounts Payable, PO Box 368 Havelock, NC 28532. All invoices to be paid in full within 30 days after satisfactory delivery and billing of goods or services and acceptance by the City.

Performance Bonds

The vendor is required to furnish a Performance Bond in a penal sum of One Hundred Percent (100%) of the total amount payable under the contract and a Labor and Material Payment Bond in a penal sum of One Hundred Percent (100%) of the total amount payable under the contract.

Pricing

All pricing submitted with the proposal must be guaranteed for a minimum of One Hundred and Twenty (120) days for initial award. Vendor must acknowledge pricing is fixed for a five (5) year period for expansion with no minimum annual purchase requirements.

Negotiations

Negotiations may be conducted with as many as three of the responsible vendor(s) that submit proposals that are reasonably suitable for selection. All vendor(s) reasonably may be given an opportunity to make a presentation and/or interview with the Project Team. Following any presentations and/or interviews, vendors will be ranked in order of preference and contract negotiations will begin with the top ranked vendor. Should negotiations with the highest ranked vendor fail to yield a contract or if the vendor is unable to execute said contract, negotiations will be formally ended and then commence with the second highest ranked vendor, etc.

FORMAT REQUIREMENTS

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

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

TAB A Qualifications and Experience

- 1) Describe the qualifications and experience of the vendor in the last thirty-six (36) months in performing services in similar size and scope. Particular emphasis will be placed on vendors that have provided similar services in municipalities.
- 2) Identify the project manager and each individual who will work on this project.

TAB B Rates and Expenses (System)

- 3) Provide a proposed fee schedule for the pilot program and entire system installation such as including hardware, software, meter reading equipment, and other appurtenance to facilitate automated meter reading. Understanding that approximately 500 3/4-1" meters will be purchased annually. Larger meters will be purchased as deemed needed by the City
- 4) Expenses not specifically listed will not be considered reimbursable.

TAB C Rates and Expenses (Meters)

- 1) Provide a proposed fee schedule and replacement timeline for the meter exchange program including pilot program. Please discuss the rationale for this proposed schedule.
- 2) Expenses not specifically listed will not be considered reimbursable.

TAB D Project Timeline

- 1) Proposals must provide chronological timeline of each task or event and the estimated time required to complete the engagement.

TAB E Project Design and Methodology

- 1) Proposals must indicate the technical approach used and a clear understanding of the scope of work, including a detailed project plan for this project outlying major tasks and responsibilities, time frames, and staff assigned for each category of the scope of work identified above.
- 2) Proposals shall clearly distinguish the vendor's duties and responsibilities and those of the City. Absence of this distinction shall mean the vendor is assuming full responsibility of all tasks.
- 3) Describe the process of City staff adding additional meters to the system as new subdivisions are constructed.

TAB F Oversight from Single Vendor

- 1) The City strongly desires to contract with a single vendor to accomplish all work and/or services outlined in this Request for Proposal.
- 2) Any proposed subcontractor must be identified in the proposal response.
- 3) Any work not conducted by the Vendor or his subcontractor must be disclosed.

TAB G References

- 1) Provide references for similarly successful projects from three government agencies, including the name of the agency, contact name, telephone, and email address. Reference listings should also include any relevant project numbers and contract prices.

TAB H Exclusions, acknowledgement of any addenda issued.