



City of Lompoc

Request for Proposals
RFP No. 2550 - Water Meter (AMR-WiFi Read)
March 8, 2010

The City of Lompoc is currently soliciting proposals to furnish water meters with Automatic Meter Reading/WiFi capabilities for City Water Utility customers.

Proposals must be received by 3:00 pm PDT on April 15, 2010.

PROPOSALS MUST BE DELIVERED TO: City of Lompoc
Purchasing Division
1300 West Laurel Avenue
Lompoc, California 93436

In order to be sure that you are listed as an "Registered Bidder" and advised of any changes please complete and fax to this office the "Registered Bidder Information Sheet" today before you prepare and send your proposal. Not returning the Registered Bidder Information Sheet may be a reason for disqualification.

It is the responsibility of the bidder to see that any proposal submitted shall have sufficient time to be received by the Purchasing Office prior to bid/proposal opening time. Late proposals will be returned to the bidder unopened. The receiving time in the Purchasing Office will be the governing time for acceptability of proposal. Proposals will not be accepted by telephone or facsimile machine. All bid/proposals must bear original signatures and figures. Proposals received will not be publicly read aloud.

PROPOSALS WILL NOT BE ACCEPTED BY TELEPHONE OR FACSIMILE MACHINE.


Adrienne Boyd
Buyer/Purchasing Assistant

Published:

1. **SCOPE OF WORK.** The City of Lompoc Water Department is embarking on a water meter AMR (Automatic Meter Reading) replacement project. This will tie-in with the Electrical Division on-going conversion of electric and water meters to AMR-WiFi Read technology capability. The City of Lompoc will select a standard water meter model and the full conversion to AMR water meter replacement will proceed. Approximately 7,500 meters will be replaced over a period of approximately 7 years.
2. **SPECIFICATIONS.** All equipment and components offered shall be new, shall be of current manufacture, and shall carry at least minimum warranties. These specifications are to be considered minimum; bidder may offer equipment, which exceeds these specifications. Bidders who offer equipment, which fails to meet the minimum requirements, may be considered non-responsive unless, at the sole determination of the Purchasing & Materials Manager, the deviation is minor and will not affect the functionality of the equipment.
3. **PRE-PROPOSAL MEETING.** A pre-proposal meeting will be held on March 24, 2010 at 9:00 a.m. at 601 East North Avenue, Lompoc California. All attending vendors must sign-in and provide government issued identification.
4. **STOCKING.** Seller shall regularly stock each product specifically listed in this bid invitation in sufficient quantity to keep stock-outs at a minimum. Out-of-stock items shall be provided to City with minimum delays; however, under these circumstances, City is free to use other sources of supply to secure out-of stock items.
5. **NOTIFICATION OF MATERIAL CHANGES IN BUSINESS.** Seller agrees that if it experiences any material changes in its business during the term of this contract, including without limitation, a reorganization, restructuring, leveraged buyout, bankruptcy, etc., seller will immediately notify the City of the changes.
6. **EXCEPTIONS TO BID SPECIFICATIONS.** An explanation of exceptions to bid specification shall be clearly stated and attached with bid submission.
7. **REFERENCES.** Bidders shall provide with the submitted proposal, a minimum of three references of related water utility services completed within the last three years. Municipality water districts are preferred. This information will be used in the overall evaluation of the bids. References will be asked the following questions:
 - a. Did vendor deliver meters in a timely manner?
 - b. How would you rate the performance of the meters purchased from this vendor.
 - c. Rate customer service in resolving product deliveries, warranty, meter exchange issues.
 - d. Would you purchase meters again from this vendor for future projects or meter replacement?
 - e. How would you rate this vendor overall?
 - f. Comments.

8. DETAILED SPECIFICATIONS.

- a. Meters shall meet AWWA standards:
 - i) Displacement type: C700
 - ii) Multijet type: C708
 - iii) Single jet type: C712
 - iv) Encoder type remote registration: C707-05
- b. The encoded water meters shall come equipped with the Itron 60w endpoint module. The Itron 60w endpoint is compatible with the City of Lompoc's existing meter reading system. The encoded water meters shall come with a connected 60W Itron endpoint module with a "through lid" installation kit and a 5 foot lead.
- c. The encoded meter registers shall be factory programmed for full resolution of all the register dials (*up to 7 dials*). Encoder configuration application sheets shall be provided with submittal.
- d. Registers shall be straight-reading, and shall read in cubic feet.
- e. Markings. The size, model, and direction of flow through the meter shall be marked permanently on the outer case of all meters.
- f. Pressure Requirements. Meters supplied under this specification shall operate without leakage or damage to any part at a working pressure of 150 psi.
- g. Water meters shall meet NSF-61 and California Assembly Bill 1953 standard, which is no lead brass. Standard laying length for $\frac{5}{8}$ " x $\frac{3}{4}$ ", 7.5 inches with a $\frac{3}{4}$ " bore.
- h. The City requires an affirmative signed statement of compliance from either the vendor or the manufacturer setting forth the fact that the meters being furnished comply with all applicable requirements of these specifications.
- i. Each meter manufacturer shall include meter warranty (not less than one year) which describes the full coverage of items purchased. Include with the warranty, contact representative telephone, phone and address.
- j. To fit current meter placement, water meters shall not exceed 4" in height, measured from the centerline of the inlet/outlet orifice to the highest point of meter.

9. There is NO pre-qualification for this solicitation. In evaluating the proposals we will rate and select one meter that is best suited to our needs. We will consider all meters proposed.

10. EVALUATION CRITERIA

- a. Suitability of proposed Meters/System proposed to meet the needs of the City including: (40%)
 - Meter features, operating characteristics
 - Tamper proof features, mounting
 - Installation efficiency, construction
 - Proprietary or non-proprietary nature of the system
- b. Cost (30%)
 - Actual meter cost after shipping and taxes
 - Financial terms and conditions and payment discounts
 - Future costs and the nature of the vendor relationship
- c. Vendor Experience and Qualifications (25%)
 - Manufacturer Distributor Qualifications and capabilities of the vendor and its personnel
 - References for current clients
 - Municipality experience
- d. Compliance with the RFP requirements and process as specified (5%):
 - The extent to which written proposal addresses items specified in Scope of Services section of this request
 - Cost and merits of the proposed work program

11. REQUIRED SUBMITTALS

- a. Proposal Signature and Noncollusion Form
- b. Proposal pricing page. To be provided in a separate sealed envelope. Please label outside of envelope with vendor name and full address and reference this Request for Proposals number
- c. Complete product description with photos, specifications and/or brochure
- d. Signed Statement of Compliance
- e. Complete product warranty statement
- f. Proposal references page
- g. Submit six (6) copies of your proposal, to include one original unbound copy

Complete and return

Item		YES	NO ¹
1	What is the height measurement from the Center line of the inlet outlet orifice of the meter you propose? _____ inches. Required to be less than 4 inches		

¹ Detail exceptions on separate sheet

Item		YES	NO ²
2	Have you included a Statement of Compliance? The City requires an affirmative signed statement of compliance from either the vendor or the manufacturer setting forth the fact that the meters being furnished comply with all applicable requirements of these specifications.		
3	Do your water meters meet the NSF-61 and California Assembly Bill 1953 standards?		
4	Do your water meters meet the City standard laying length of 7.5 inches with a 3/4 inch bore?		
5	Do your water meters meet the NSF-61 and California Assembly Bill 1953 standards?		
6	Do your meters have at least a one year warranty?		
7	Will you offer sample meters for evaluation?		
8	The City will prefer a manufacturer product line that is ISO 9000 and/or 90001 certified and will rate higher. It is not however an absolute requirement. Have you included a photo copy of your certification?		
9	Is your company an authorized Itron distributor?		
10	The City of Lompoc will prefer a company with more than ten (10) years manufacturing such water meters. How many years has your company been manufacturing water meters?		Years
11	The City of Lompoc will prefer a company with more than ten (10) years manufacturing water meters compatible with Itron Endpoint Modules. How many years has your company been manufacturing such water meters?		Years
12	The City of Lompoc will prefer a company with more than ten (10) years manufacturing NO LEAD water meters. How many years has your company been manufacturing such water meters?		Years
13	The City of Lompoc will prefer a primary meter product (5/8" x 3/4" Itron Endpoint) with more than ten (10) years in commercial use. How many years has your company been manufacturing such water meters?		Years
14	Is there a minimum order for FOB Destination delivery included? If so what is it?		
15	What other discounts are available to minimize cost for the City?		

² Detail exceptions on separate sheet

PRICING PAGE

Complete and return

Quantity for pricing comparison only; does not reflect actual order. Provide quantity discounts if applicable.			
Qty	Description Part Number	Unit Cost	Extension
1200	5/8" x 3/4" AMR Water Meters Two (2) orders of 600 meters each. Second order date will be determined by our needs		
Manufacturer:			
Model Number:			
Warranty:			
		Sales Tax @ 8.75%	
		Exact Shipping or Not To Exceed	
		Total of all charges	
Delivery: ARO	Days	FOB: DESTINATION	
Discount for Payment in 20 Days	%	Payment Terms:	Net Days
Are your encoded water meters compatible with the Itron 60w endpoint module? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Guaranteed prices for succeeding years

Meter prices F.O.B. destination (delivery included)

	5/8" x 3/4"	1"	1 1/2"	2"
2010				
2011				
2012				
2013				
2014				
2015				
2016				
Current Mfg List Price				

City of Lompoc, Bidder References

List and describe fully the last three contracts performed by your firm that demonstrate your ability to provide the supplies, equipment, or services included with the scope of the Proposal specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

Reference No. 1	
Customer Name:	
Address:	
Contact Individual:	Phone No:
Contract Amount	Year:
Description of Supplies, Equipment, or Services Provided:	
Reference No. 2	
Customer Name:	
Address:	
Contact Individual:	Phone No:
Contract Amount	Year:
Description of Supplies, Equipment, or Services Provided:	
Reference No. 3	
Customer Name	
Address:	
Contact Individual:	Phone No:
Contract Amount	Year:
Description of Supplies, Equipment, or Services Provided:	

PROPOSAL SIGNATURE & NONCOLLUSION FORM
(Complete & return)

Responding to a Request for Proposal the undersigned proposer agrees to provide professional services in accordance with the specifications.

All information submitted by proposer, including signatures, must be original. Copies will not be accepted. The representations herein are made under penalty of perjury.

We hereby certify that:

- That this proposal was not made in the interest of or on behalf of any undisclosed person, partnership, association or corporation.
- That this proposal is genuine and not collusion or sham; and that we did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal.
- That we have not, directly or indirectly, by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Lompoc, or any other proposer or anyone else interested in the proposed contract; and further,
- Did not, in any manner, directly or indirectly, seek by agreements, communications, or conference with anyone to raise or fix any overhead, profit, or cost element of this proposal price, or that of anyone else.

We hereby offer to sell the City of Lompoc the above material and/or service at the prices shown and under the terms and conditions printed hereon or attached or referenced.

(Please type or print)

Company Name	Signature Of Authorized Representative
Address	Name And Title (Please Print)
City, State And Zip Code	Email Address
Phone Number	Web Page
Fax Number	Date

GENERAL TERMS AND CONDITIONS

ISSUANCE OF BID: This bid request creates no obligation on the part of the City and the City reserves the unconditional right, at its option, to either reject all bids or waive any irregularities or informalities therein.

BID SUBMISSION: Faxed bids must have a cover sheet showing the *Name of Bidder, Bid Title, and Date and Time of Opening*. Prices shall be printed or typewritten. Mistakes may be crossed out and corrections printed adjacent and initialed by person signing the bid. Bidders must complete and return the Exceptions to Specifications page of the specification page(s) in order to be considered.

MORE THAN ONE BID: More than one bid is allowed.

BID VALIDITY/WITHDRAWAL: Prices shall remain valid for ninety (90) days from date of opening and be inclusive. Bids submitted may be withdrawn by written request received BEFORE the hour set for opening. No bidder may withdraw their bid after the time set for opening.

QUESTIONS: Questions may be submitted, by written request, for an interpretation or correction thereof. Fax or email inquires to: Adrienne Boyd, Buyer/Purchasing Assistant, (805) 735-7628, a_boyd@ci.lompoc.ca.us

MATERIAL SAFETY DATA SHEETS: When applicable, bidders shall conform to California Labor Code, Section 6360 and Title 8 CAC, Section 339 and 5194 and submit MSDS on hazardous substances with bid.

LOWEST APPARENT BIDDER SUBMITTAL REQUIREMENTS: The lowest apparent bidder may be required to submit the following:

- a) Proof of authorized distributorship
- b) A sample or demonstration of any product/unit offered. Samples and/or demonstration must be free of expense to the City.
- c) City Business Tax number
- d) PUC permit
- e) Insurance requirements
- f) Proof of driver training on hazardous substances
- g) References

QUANTITY ADJUSTMENT: When applicable, it is mutually accepted that the quantities defined in this document reflect the approximate City requirements and may be adjusted. City may require and order or reorder more than the quantity listed here by mutual agreement with the prevailing vendor.

COMPLIANCE WITH LAWS: All bids shall comply with current federal, state and local laws relative thereto, including applicable Federal and State Occupation Safety and Health laws and that Seller will indemnify and hold the Buyer harmless for any failure to so conform.

CONTRACT LIMITATIONS: Any resulting contract shall

be limited to all terms and conditions herein, including any general and special conditions and instructions, purchase order or other documents issued by the City.

NEW/UNUSED AND LATEST MODEL: Bidders shall provide pricing on new and unused items, material and/or units specified unless otherwise stated in specifications.

WARRANTIES: Bidder will fully warrant all materials and equipment for a period of not less than one (1) year from date of final acceptance by the City unless otherwise noted. All warranties, standard and extended, shall be shown on any units offered, and all costs related to the servicing of said warranties shall be clearly stated on bid form.

F.O.B. POINT AND SHIPPING CHARGES: All prices shall be quoted F.O.B. destination Lompoc, California. Any and all shipping, handling and freight charges shall be shown separately and included in the bid unless otherwise noted on bid form. If there are no shipping or handling charges itemized they are assumed to be included in the base price offer and no charges will be paid separately.

CANCELLATION: Any agreement resulting from an award may be canceled by either party at any time upon thirty (30) days written notice. The City may cancel any agreement WITH CAUSE within ten (10) days written notice to supplier.

LAWS GOVERNING CONTRACT: The contract shall be in accordance with the laws of the State of California and the County of Santa Barbara is the only appropriate forum for any litigation.

In the event a suit or action is instituted arising out of any contract, the prevailing party shall be entitled to receive, in addition to its cost, such sum as the court may adjudge reasonable as to attorney's fees and costs.

TAXES (FEDERAL EXCISE/SALES OR USE/LOCAL PREFERENCE: The City is exempt from Federal Excise Tax. All taxes, if applicable, shall be shown on bid form page. ALL TAXES; Sales, Use and Local Preference will be a consideration in bid evaluation.

MINORITY BUSINESS ENTERPRISES: It is the policy of the City that minority business enterprises shall have the maximum opportunity to participate in the City's bidding requirements.

EQUAL EMPLOYMENT OPPORTUNITY: It is the policy of the City to promote the full realization of equal employment opportunity.

COOPERATIVE PURCHASING: The successful bidder may agree to extend all terms and conditions to other tax-supporting agencies upon their request. These agencies will issue their own purchase order and be billed directly by supplier. Bidders' agreement or disagreement must be stated on bid form and will not effect bid evaluation.

BID PROTEST: Interested parties wishing to protest City solicitation documents may obtain a copy of Lompoc Code, Chapter 26, Section 2642, Section 26 by calling the Purchasing Office at (805) 875-8000 or on the City's web site at:

<http://www.cityoflompoc.com./departments/mansrv/purchasing/images/protest.pdf>

AWARD: Contracts shall be awarded to the bidder whose offer is determined to be the most advantageous to the City from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or for any other reason deemed by the Purchasing Manager to be in the best interests of the City and, as such, will not be determined by price alone and may not be the lowest bid especially where services are of utmost importance.

When there is more than one (1) item, the City reserves the right to award separately or as a whole. Bidders must state "all or none" on bid form. If optional items or trade-ins are requested, the City may accept or decline such items.

SELL OR ASSIGN: Contractor shall not have the right to sell, assign or transfer any obligations resulting from the award without the specific written consent of the Purchasing and Materials Manager.

REASONS FOR AUTOMATIC DISQUALIFICATION OF BIDS:

Failure of bidder to fulfill all basic requirements will result in automatic bid rejection. A Letter of Bid Disqualification is sent to bidder failing to meet any of the requirements. The checklist of reasons for rejection as follows:

- Failure to sign bid document.
- Failure to ensure bid was received by City of Lompoc Purchasing Offices on or before bid opening date and time and the address specified in the bid.
- Failure to provide bid security (if required and in the form and amount specified).
- Failure to attend mandatory bidders'

conference or mandatory site inspection.

- Failure to initial price alterations for one or more items.
- Failure to provide information or other supplemental materials as specified in the RFP or bid.
- Failure to bid on all items when specifically required.

These items are self-explanatory and are applied equally and irrevocably to all vendors and their bids. Therefore, bidders must be conscientious in fulfilling all requirements in order to have their bids considered for award.

ENTIRE AGREEMENT Any Agreement resulting from this Bid will consist of the following documents, in order of precedence, and shall be the entire agreement between parties:

- A. Purchase Order
- B. CITY's Invitation to Bid
- C. Attachments
- D. CONTRACTOR's Bid

TIME OF BID SUBMISSION: Bids or Proposals shall be submitted so as to be received in the office designated in the invitation for bids not later than the exact time set for opening of bids. Lompoc City Code Section 2603.E. reads "Bid Opening. No bid shall be considered which has not been received at the place, and at or prior to the time, stated in the invitation for bids." The official time clock for this bid will be the U. S. Naval Observatory (USNO): <http://www.time.gov/timezone.cgi?Pacific/d/-8/java>

Solicitations opening at 3:00 p.m. PDT will be considered late at 03:00:01 p.m. PDT and will not be accepted or considered. The Purchasing and Materials Manager Agent or his representative designated as the bid opening official shall decide when the time set for bid opening has arrived, and so shall declare to those present. She (or he) shall then personally and publicly open all bids received prior to that time, and when practicable shall read them aloud.



“Registered Proposer Contact Sheet”

Request for Proposals No. 2550 Water Meters (AMR-WiFi Read)

*** Closing Date: April 15, 2010 at 3:00 P.M.***

To stay informed of any changes or modifications to this solicitation you must:

- 1. Complete this form (print or type your information).**
- 2. Fax the completed sheet to (805) 735-7628**

Company Name	Signature Of Authorized Representative
Address	Name And Title (Please Print)
City, State And Zip Code	Email Address
Phone Number	Web Page
Fax Number	Date
We/I will attend the pre-proposal meeting on March 24, 2010 at 9:00 a.m.	<input type="checkbox"/> Yes <input type="checkbox"/> No