



City of Tacoma, WA

TACOMA WATER
REQUEST FOR BIDS
SMALL AMI COMPATIBLE WATER METERS
SPECIFICATION NO. TW22-0020N

Request for Bids


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SUBMITTAL CHECK LIST

This checklist identifies items to be included with your submittal. Any submittal received without these required items may be deemed non-responsive and not be considered for award.

Submittals must be received by the City of Tacoma Purchasing Division by the date and time specified in the Request for Bids page.

The following items make up your submittal package:	
One original, electronic copy (email) of your complete submittal package	
Signature Page (Appendices)	
Price Proposal Form (Appendices)	
Information in Section 20 (Content To Be Submitted)	
After award, the following documents will be executed:	
Contract	
Certificate of Insurance and related endorsements if required	

1. BACKGROUND

The City of Tacoma (City) / Tacoma Public Utilities (TPU) is soliciting bids to establish one or more contracts with qualified vendors to fulfill the City's needs for AMI 5/8 inch water meters compatible with Sensus 520M,(pit set) single port water module w/ touch coupler Sensus catalog number M520M-F1-TC-X-E-MI., on an as-needed basis. Contract(s) will be awarded to the lowest responsive and responsible bidder(s) based on price, product quality and availability.

This product is used by the City of Tacoma AMI Water Meter Installer (Tribus) located at 2316 South State Street, Tacoma WA. 98405. The sum authorized for material under this Contract is not to exceed the amount of \$ 490,000. Please include unit pricing up to the not to exceed amount.

Products that fail to meet City standards, testing or any of the specifications herein may be rejected. Should a contracted vendor fail to meet quality and/or availability requirements contained in these specifications, the City may move to terminate the contract with 5 days of written notice.

1.1 This project is partially funded with a Federal Grant

2. CALENDAR OF EVENTS

This is a tentative schedule only and may be altered at the sole discretion of the City.

The anticipated schedule of events concerning this RFB is as follows:

Question Deadline:	1/18/2022
City response to Questions:	1/19/2022
Submittal Due Date:	1/20/2022
Anticipated Award Date:	1/24/2022

3. INQUIRIES

3.1 Questions should be emailed to Ryan Foster, Senior Buyer at rfoster1@cityoftacoma.org.

Subject line to read:

TW22-0020N – SMALL AMI COMPATIBLE WATER METERS – VENDOR NAME

3.2 Questions marked confidential will not be answered or included.

3.3 The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential.

3.4 The answers are not typically considered an addendum.

3.5 The City will not be responsible for unsuccessful submittal of questions.

Written answers to questions will be posted in the event approximately one week after the question deadline.

4. PRE-BID MEETING

- 4.1** No pre-proposal meeting will be held; however, questions and request for clarifications of the specifications may be submitted as stated in the inquires section.

5. DISCLAIMER

The City is not liable for any costs incurred by the Respondent for the preparation of materials or a proposal submitted in response to this RFB, for conducting any presentations to the City, or any other activities related to responding to this RFB, or to any subsequent requirements of the contract negotiation process.

6. DELIVERY

- 6.1** Delivery shall be to the Tribus Warehouse, 2316 South State Street, Tacoma, WA, 98405.

Each vendor will be required to submit a delivery timeline they can commit to. Purchase order delivery dates will reflect this timeline. In the event a purchase order deliver date is not met, the City reserves the right to purchase these products elsewhere if they are in a time constraint. If constant late deliveries occur, the City may terminate the contract.

- 6.2** Hours of operation shall be Monday through Thursday, 9:00 a.m. to 3:30 p.m., excluding legal holidays, as referred to in the Standard Terms and Conditions or as otherwise approved by the City.

7. CONTRACT TERM

The contract will be for a one time purchase. The City reserves the right to cancel the contract for any reason, by written notice, as stipulated in the contract.

8. RESPONSIVENESS

Bid submittals must provide thirty (30) days for acceptance by City from the due date for receipt of submittals. All submittals will be reviewed by the City to determine compliance with the requirements and instructions specified in this RFB. The Respondent is specifically notified that failure to comply with any part of this RFB may result in rejection of the submittal as non-responsive. The City reserves the right, in its sole discretion, to waive irregularities deemed immaterial. The City also reserves the right to not award a contract or to issue subsequent RFB's

9. AWARD

Award will be made to the lowest responsive, responsible bidder(s). All bidders shall provide unit or lump sum pricing for each line item. Each line item will be added up for a subtotal price. The subtotal price will be compared amongst each bidder, including any payment discount terms offered twenty (20) days or more. The City may also take into consideration all other criteria for determining award, including evaluation factors set forth in Municipal Code Section 1.06.262.

All other elements or factors, whether or not specifically provided for in this specification, which would affect the final cost to and the benefits to be derived by the City will be considered in determining the award of the contract. The final award decision will be based on the best interests of the City.

The City reserves the right to let the contract to the lowest responsible bidder whose bid will be the most advantageous to the City, price and any other factors considered. In evaluating the proposals, the City may also consider any or all of the following:

1. Compliance with specification.
2. Proposal prices, listed separately if requested, as well as a lump sum total
3. Time of completion/delivery.
4. Warranty terms.
5. Bidder's responsibility based on, but not limited to:
 - a) Ability, capacity, organization, technical qualifications and skill to perform the contract or provide the services required.
 - b) References, judgment, experience, efficiency and stability.
 - c) Whether the contract can be performed within the time specified.
 - d) Quality of performance of previous contracts or services

10. WARRANTY – If Applicable

Parts: Manufacturer's warranty or minimum **20-year warranty** whichever is greater.

Contractor agrees to allow City to make minor warranty repairs where that is most cost effective and, if requested, contractor will credit City for cost of parts, but not labor.

Vendor will warrant goods according to the manufacturer's warranty guidelines. The start of the warranty commences once the goods are delivered and accepted by the City.

11. INSPECTION – If Applicable

All goods are subject to final inspection, testing and acceptance by the City. If any inspection fails, the vendor shall be required to make arrangements to exchange the goods at their own expense and replace it in a timely manner acceptable to the City.

Material failing to meet the requirements of this contract will be held at Vendor's risk and may be returned to Vendor. If so returned, the cost of transportation, unpacking, inspection, repackaging, reshipping, or other like expenses are the responsibility of the Vendor.

12. REPORTS

After the conclusion of the contract, upon request from the City to facilitate a new bid process, contractor shall furnish a list that cross references the manufacturer model numbers specified in this bid to the current model numbers.

13. APPROVED ITEM EQUIVALENT

A specific manufacturer for almost all line items has been listed in the Technical Specifications because this is the current manufacturer accepted. For those line items, which do not list a specific manufacturer, bidders shall provide the technical specifications for the manufacturer they are offering. The City may request, after the bid due date, a sample of that product for review and approval by the City. The City reserves all rights to be the sole judge as to whether any other manufacturer can meet or exceed the current specifications they use. Unless an item is indicated "No Substitute", approved equivalents shall be submitted by the date listed in the Calendar of Events section. Equivalents will be approved by Addendum to the solicitation.

14. COMPLIANCE WITH SPECIFICATIONS

All products shall be new and unused. Any product that does not comply with any part of these technical specifications shall be rejected and the vendor shall replace the item, at its own expense, including shipping.

15. MATERIALS AND WORKMANSHIP

The successful bidder shall be required to furnish all materials necessary to perform contractual requirements. Materials and workmanship for this contract shall conform to all codes, regulations and requirements for such specifications contained herein and the normal uses for which intended. Material shall be manufactured in accordance with the best commercial practices and standards for this type of goods. All literature and products must be packaged and labeled to sell in the United States.

16. DAMAGED GOODS

The vendor shall replace any orders that are damaged in transit. They will be notified by the City and they must arrange to have damaged orders picked up within 48 hours' notice (excluding weekends and holidays). Vendor will pay all expenses incurred to ship damaged goods back to manufacturer or their own warehouse.

17. UPDATED PRODUCTS

During the contract term, if items on the contract are being replaced and updated by the manufacturer, the supplier may submit the manufacturer information, technical specifications and pricing to the City for consideration. The supplier shall provide this updated product information to the City as soon as it becomes available by the manufacturer. The City will work with Purchasing Division to review the information submitted and either accept or reject the product. If the replacement product is not approved, the vendor will be notified and the current item on the contract will be removed. Because of fixed pricing, the replacement item must be offered at the same price.

18. PRODUCT DISCONTINUED

During the contract term, if the supplier discontinues carrying any of the contracted items, they must notify the City and the Purchasing office within 30 calendar days. The City reserves the right to seek other suppliers to supply those items or purchase directly from the manufacturer or their designated distributor until the contract term ends.

19. QUANTITIES AND PURCHASE ORDERS

The quantities listed are an estimate only using historical data gathered from the previous 5 years. Delivery will be according to purchase order on an as-needed basis throughout the period of the contract.

20. CONTENT TO BE SUBMITTED – This section represents 100% of the possible scoring criteria.

- 20.1** The City cannot legally accept a substantial deviation from the Specification. Bids/Proposals containing any substantial deviation may be rejected as non-responsive. It is agreed that you will perform according to the highest standard indicated.
- 20.2** Prices shall be quoted F.O.B. Destination, freight prepaid and allowed.
- 20.3** State your proposed delivery time, in calendar days, following receipt of a purchase order and all subsequent purchase orders during the term of the Contract
- 20.4** Are warranties equal to or do they exceed those specified in this solicitation? Yes / No
- 20.5** Submit proposed guarantee and/or warranty information
- 20.6** Provide company information to include years in business, number of employees, or any other relevant information (Financial information not required).
- 20.7** References:
Only bidders and manufacturers experienced in this type of work and with a record of successful completion of jobs of similar scope over a period of two (2) years or more will be considered. Each bidder shall complete the References Data Sheet as required

in the proposal section. A minimum of three (3) references within the past five (5) years is required.

20.7.1 Reference 1

- Beginning Date:
- Completion Date:
- Contract Title and Number:
- Contracting Agency:
- Contract Person Phone:
- Contract Person E-mail:
- Amount of Contract:

20.7.2 Reference 2

- Beginning Date:
- Completion Date:
- Contract Title and Number:
- Contracting Agency:
- Contract Person Phone:
- Contract Person E-mail:
- Amount of Contract:

20.7.3 Reference 3

- Beginning Date:
- Completion Date:
- Contract Title and Number:
- Contracting Agency:
- Contract Person Phone:
- Contract Person E-mail:
- Amount of Contract:

20.8 Have you incorporated sustainability into your everyday business practices? **Yes / No**

20.9 Please describe your sustainability efforts in your everyday business practices:

20.10 Please describe any measures taken to minimize impacts to the environment in the delivery of proposed goods and/or services:

20.11 Does your company provide a Prompt Payment Discount? **Yes / No**

20.12 Specify the Prompt Payment Discount percentage. Payment discount periods of twenty (20) calendar days or more will be considered in determining lowest responsible bid

20.13 Does your company have 2 or more years in experience in this work? **Yes / No**

20.14 Does your company accept a procurement card? **Yes / No**

20.15 Provide a statement regarding your ability to meet the City's credit card requirements (below) as well as identifying your reporting capabilities (Level I, II, or III). This information is not a consideration in the evaluation process.

20.16 Are the requirements in the technical provisions (Section 25) met? **Yes / No**

20.17 Quoted water meters must be produced and shipped for this contract by May 15th, 2022 or earliest date possible from May 15th, 2022 forward will be considered. Can this shipped date be met? **Yes / No**

If not, please provide earliest ship date: _____

21. ENVIRONMENTALLY PREFERABLE PROCUREMENT

In accordance with the City of Tacoma's [Sustainable Procurement Policy](#), it is the policy of the City of Tacoma to encourage the use of products or services that help to minimize the environmental and human health impacts of City Operations. Respondents are encouraged to incorporate environmentally preferable products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, products, manufacturing, packaging, distribution reuse, operation, maintenance or disposal of the product or service.

The City of Tacoma encourages the use of sustainability practices and desires any awarded contractor(s) to assist in efforts to address such factors when feasible for:

- ❖ Reduction of pollutant releases
- ❖ Toxicity of materials used
- ❖ Waste generation
- ❖ Greenhouse gas emissions, including transportation of materials and services
- ❖ Recycle content
- ❖ Comprehensive energy conservation measures
- ❖ Waste management reduction plans
- ❖ Potential impact on human health and the environment

22. EQUITY IN CONTRACTING

The City of Tacoma is committed to encouraging firms certified through the [Washington State Office of Minority and Women's Business Enterprise](#) to participate in City contracting opportunities. See the **TMC 1.07 Equity in Contracting Policy** at the City's [Equity in Contracting Program website](#).

23. PROPRIETARY OR CONFIDENTIAL INFORMATION

The Washington State Public Disclosure Act ([RCW 42.56 et seq.](#)) requires public agencies in Washington make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged. Documents submitted under this RFB shall be considered public records and, with limited exceptions, will be made available for inspection and copying by the public.

Information that is confidential or proprietary must be clearly marked. Further, an index must be provided indicating the affected page number(s) and location(s) of all such identified material. Information not included in said index will not be reviewed for confidentiality or as proprietary before release.

24. PRICING

[illegible]

❖ Not to exceed \$490,000

25. TECHNICAL PROVISIONS

A. SCOPE OF WORK AND DELIVERABLES

1. Your quoted water meter must connect to the Sensus water endpoint, single port, touch coupler (pit set). 520M (pit set) single port water module w/ touch coupler Sensus catalog number M520M-F1-TC-X-E-MI. Splicing and Nicor connections are not allowed.
2. Quoted water meters must be calibrated at the factory prior to shipment, including programming the City Number (Meter ID).
3. Quoted water meter must have a minimum of a 20 year functional life.
4. Quoted water meters must meet the low lead requirements.
5. Quoted water meters must meet all requirements including accuracy, performance, and acceptance testing, per AWWA standards for 5/8" water meters and labelling as specified in the water meter requirements detailed by the City of Tacoma.
6. Quoted water meter must report usage in cubic feet with a resolution of hundredths of a cubic foot.
7. Quoted water meters must be substantially assembled in the United States.
8. Quoted water meters must produce and ship all meters for this contract by May 15 2022 or earliest date possible will be considered.
9. 5,000 of your 5/8" or 3/4" water meters must have been installed in Sensus AMI systems within the last 7 years in the Washington State.
10. 100,000 of your 5/8" or 3/4" water meters must have been installed in Sensus AMI systems within the United States.
11. Your water meter must have been installed by Tacoma water within the past decade according to utility records.

5/8 Water Meter Manufactures Installed by City of Tacoma
Amco
Badger
Hersey
Neptune
Sensus

26. APPENDIX A

Signature Page

Appendix B

Sample Contact