



## INVITATION FOR BID

City of Suffolk

**IFB #2014-00065-AT**

April 10, 2014

Purchasing Division

441 Market Street, Room 105

Suffolk, VA 23434

Phone: (757) 514-7520 Fax: (757) 514-7524

<http://www.suffolkva.us/purchasing>

## Water Meters

### Addendum 1: Questions

1. Is this bid only for replacing your existing direct read water meters with no moving part electromagnetic water meters that include new touch pads that will also be upgrade capable of removing (unplugging) the touch pad in the future and attaching (plugging in) radios to? **The bid is for existing water meters and for water meters at any new service locations.**

2. Will you be keeping your existing Sensus hand-held meter reading system to read both your current and future direct read, touch read, and radio read water meters?

**The Sensus reading system is what is currently utilized. If Sensus meters are bid, no additional system and/or equipment upgrades/additions/re-configurations are anticipated. If the vendor provides a solution that replaces the system, that new solution must be capable of reading all system meters with a single technology and the vendor would be responsible for all associated conversion costs.**

3. Are the radios you will be upgrading to and purchasing in the future be the Sensus brand radios that will be read with your Sensus brand radio hand-helds? **If Sensus meters are bid, the expectation is yes. If an alternate solution is provided, that would be part of the vendor's bid.**

4. Sensus is the only brand that meets all of the specs. What is the procedure for submitting alternate models for "approved equal" status? Will alternates be considered, even if their specs are significantly different? **The documents allow the vendor to bid alternate products for consideration by the City. If alternate products are bid, the vendor will have to note the specific exceptions to the specifications so that the City may evaluate their significance. The vendor will also be required to address the scope of issues associated with the conversion to an alternate product as part of their "implementation plan", section B.b. Upon receipt, all bids will receive the appropriate review.**

5. Is it absolute that the bidder must guarantee pricing, availability etc. for up to the five year period (including optional renewals) regardless of inflation, increases in materials and transportation costs, etc.? **Yes**

6. What reading resolution is required? What units does the City read in? Bill in? Example: .... a meter dial may read visually as 12345.67 cubic feet, but the touch read or radio read device may pick it up as 12345, truncating some digits. Then some utilities may bill in 10's of cubic feet (1234 is the corresponding reading). Would any of these parameters change as a full radio read system is implemented? **The City reads and bills in hundred cubic feet for all three of its reading methodologies; manual, touch read and radio. That is not expected to change in the future.**

7. In Specifications section B.b., an implementation plan is mentioned, and is required to include "the replacement of the meters if required, their installation, any associated .....". Field installation, site restoration, etc. are not the responsibility of the bidder, correct? **Should the vendor bid alternate products, the full incremental cost of implementing that alternate as noted in the Invitation for Bid, is the vendor's responsibility.**

8. I do not see any line items on the bid form for new handhelds, software, other reading equipment, etc. Is a full mobile drive-by system to be included? **The City already has adequate existing reading equipment which it does not intend to replace. If the vendor bids alternate products that would require their replacement that would be at the vendor's expense and addressed as part of their implementation plan.**

9. Does the utility system currently have Sensus installed and how many? **All existing meters are Sensus. Approximately 25,000.**

10. Are you allowing bids for meters with another reading system that can read side by side the Sensus system if you have it installed? **No, only one meter reading system will be utilized.**

11. Can some items be a no bid? **No**

12. What is the approval process of an alternate meter? **Both the bid package received and implementation plan would be reviewed.**

13. What is your protocol for bidding an alternate? **See the Invitation for Bid and more specifically the requirements of section B. b.**

14. Would you accept bids for a mechanical meter alternative? **No.**

15. Does a vendor need to respond to each of the bid items on the bid form to be considered responsive? What I mean is that not every water meter manufacturer may produce products that meet the spec of each bid item for the City's current meter solicitation. Can I bid some items and leave others as "no bid"? Will the City award each item individually or as a total sum of all items? **Yes, the vendor would need to respond to all items to be deemed responsive. The award will be made to only one firm.**

16. What process does a vendor need to pass in order to be considered and approved equal? What samples does the city require and how long of an evaluation period is required before a meter can be considered equal? **If the City determines that a detailed review of an alternate meter manufacturer is in its best interest, that vendor will be contacted accordingly. Likely samples of several different size meters would be requested for review. It is expected that the review of the vendor's implementation plan and supplemental information could be completed within 30 days.**

17. Are there any manufacturers other than Sensus that is currently an approved for any of the size meters on this bid? **No**

Sealed bids subject to the conditions and instructions contained herein, will be received at the office of the Purchasing Agent listed above, until the time and date shown below (local prevailing time), for furnishing the items or services described in the bid.

**SCOPE OF WORK** – The intent of this Invitation for Bid is to establish an agreement to furnish and deliver cold water meters on an as-needed basis for a one year period. The City of Suffolk (the City) shall have the exclusive option to renew the agreement for four (4) additional one year periods under the same specifications, terms, conditions and pricing contained and quoted herein.

**Bid Due: 3:00 p.m., April 17, 2014**

**Contract Officer:** \_\_\_\_\_ *Amy Trahan*  
Amy Trahan, Buyer I, [atrah@ SuffolkVA.us](mailto:atrah@ SuffolkVA.us)

*The Buyer, Amy Trahan, is the Contract Officer for the City of Suffolk with respect to this IFB. All questions and/or comments should be directed to her at this email address: atrahan@suffolkva.us. The respondents to this IFB shall not contact, either directly or indirectly, any other employee or agent of the City regarding this IFB. This prohibition shall also extend to the Suffolk City Council and other elected City officials. Any such unauthorized contact may disqualify the bidder from the procurement*

**\* SUBMIT ENTIRE IFB AS YOUR BID PACKAGE\*\***

In compliance with this invitation for bids, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted within ninety (90) calendar days from the date of the opening, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The undersigned certifies he has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of firm named below.