

**AUGUSTA COUNTY SERVICE AUTHORITY  
PROCUREMENT OF WATER METERS & METER READING SYSTEM  
REQUEST FOR PROPOSAL #1748**

Issue Date: January 9, 2017

Project Title: Replacement Water Meters & Meter Reading System

Proposals will be received, subject to the conditions attached hereto, until 2:00 p.m., Thursday, February 16, 2017, for replacement water meters & meter reading system.

Where to submit proposals:

Augusta County Service Authority  
18 Government Center Lane  
P.O. Box 859  
Verona, Virginia 24482

Respondents must submit five (5) copies and one (1) designated Original of their proposals.

Copies of this Request for Proposal or requests for specific information should be directed in writing to:

Casey McCracken, Customer Service & Technology Manager  
Augusta County Service Authority  
EMAIL: [cmccracken@co.augusta.va.us](mailto:cmccracken@co.augusta.va.us)  
FAX: 540-245-5684

Questions will be accepted until 2:00 p.m. on January 26<sup>th</sup>, 2017 to ensure all parties have adequate time to review the answers.

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In compliance with this Request for Proposal, and with all the conditions imposed herein, the undersigned offers and agrees to complete all requirements and conditions in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiations.

Name and Address of Firm:

\_\_\_\_\_  
By: \_\_\_\_\_  
Authorized Signature in Ink

\_\_\_\_\_  
By: \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title: \_\_\_\_\_

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

Telephone (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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**REQUEST FOR PROPOSAL #1748  
Replacement Water Meters & Meter Reading System**

***IMPORTANT NOTICE***

**IF YOU RECEIVED THIS SOLICITATION FROM THE VIRGINIA ON-LINE PUBLIC NOTICE SYSTEM OR WEB SITE (eVA), YOU MUST REGISTER WITH THE CONTRACTING OFFICER LISTED ON THIS DOCUMENT TO RECEIVE SUBSEQUENT AMENDMENTS OR OTHER CORRESPONDENCE THAT MAY BE PERTINENT TO THIS REQUEST FOR PROPOSALS.**

**THOUGH AMENDMENTS ARE POSTED TO OUR WEB SITE AT [www.acsawater.com](http://www.acsawater.com) AND THE VIRGINIA ON-LINE PUBLIC NOTICE SYSTEM (eVA), IT IS STILL A REQUIREMENT THAT YOU MUST REGISTER. FAILURE TO NOTIFY THE CONTRACTING OFFICER MAY RESULT IN THE REJECTION OF YOUR SUBMISSION.**

**FOR THIS SOLICITATION, THE CONTRACTING OFFICER IS**

**Casey McCracken  
Customer Service & Technology Manager  
Augusta County Service Authority  
EMAIL: [cmccracken@co.augusta.va.us](mailto:cmccracken@co.augusta.va.us)  
PHONE: 540-245-5680 FAX: 540-245-5684**

**AUGUSTA COUNTY SERVICE AUTHORITY  
PROCUREMENT OF WATER METERS & METER READING SYSTEM REQUEST FOR PROPOSAL  
DESCRIPTION AND CONDITIONS**

Issue Date: January 9, 2017

RFP No. 1748

Project Title: Replacement Water Meters & Meter Reading System

**1.0 BACKGROUND**

- 1.1 The Augusta County Service Authority (hereinafter referred to as “Authority”) seeks an experienced vendor, or team of vendors, hereinafter referred to as “vendor”, to provide sealed, competitive, and negotiable proposals for the provision and implementation of replacement water meters and a water meter reading system for the Authority. This vendor shall provide a complete packaged solution including water meters and reading system.
  
- 1.2 The Authority provides water service to approximately 14,800 customers throughout Augusta County utilizing a 5/8” water meter for residential services and various other size meters for commercial services.
  
- 1.3 The Authority uses Sungard HTE for its utility billing software and bills customers on a bi-monthly basis. Readings are reported to the software in thousands of gallons.
  
- 1.4 The Authority currently uses Sensus Autoread software and Sensus Autoguns to “touchread” its meters. Autoread does not store any readings, and no other meter data management software is in place.
  
- 1.5 The Authority desires to move to an automated meter reading system and is interested in proposals that utilize either a drive-by reading system or a cellular reading system. Due to the geographically separated nature of the Authority water systems and Augusta County’s inclusion in the US National Radio Quiet Zone, a tower based fixed network **will not** be accepted.

**2.0 SPECIFIC REQUIREMENTS**

- 2.1 All vendors shall have a primary business location within 400 driving miles of Augusta County, Virginia.
  
- 2.2 Your response to this RFP should include:
  - 2.2.1 A complete detailed description of the system you are offering;
  - 2.2.2 The timetable for providing (a) equipment for the initial phase to include reading hardware (if applicable), water meters, and radio transmitters; (b) installing the route management software (if applicable) and integrating with the utility billing system; and (c) training.
  - 2.2.3 Specifications and installation requirements for all hardware proposed, including meters, meter registers, and radio transmitters. See 2.3 for meter requirements.
  - 2.2.4 Details on the offered automated meter reading system (drive-by or cellular). See 2.4 for meter reading system requirements. Multiple offerings may be made if the vendor offers both a drive-by and cellular solution.
  - 2.2.5 Completed Appendices A & B.

## 2.3 Meter Requirements

### 2.3.1 Characteristics

**2.3.1.1** All meter main cases shall be lead free brass (NSF-61 & 372) with cast iron bottoms and meet AWWA C700 or C708 standards.

**2.3.1.2** Meter sizes shall conform to American Water Works Standard C-700 (Positive Displacement) or C-708 (Multi-Jet) as most recently revised.

Meter Size	Meter Laying Length
5/8" x 1/2"	7 1/2"
3/4" x 1/2"	7 1/2"
1"	10 3/4"

### 2.3.2 Registration

**2.3.2.1** All registers shall be mechanical with absolute digital encoding (ADE), a leak indicator, a glass face, and factory potted to a Nicor connector. Registers and meters must be supplied by the same manufacturer.

**2.3.2.2** Registration shall be in gallons with a resolution of single gallons or better.

### 2.3.3 Warranty

**2.3.3.1** All vendors are required to submit their most current nationally published warranty statements for accuracy, water meter main cases, encoder registers, and measuring chambers.

**2.3.3.2** All meters shall meet or exceed accuracy standards of AWWA C700 or C708 for:

Meter Size	New Meter Accuracy	Repaired Meter Accuracy
5/8"	5 years or 750,000 gallons	15 years or 2,500,000 gallons
3/4"	5 years or 750,000 gallons	15 years or 2,500,000 gallons
1"	5 years or 1,000,000 gallons	15 years or 3,000,000 gallons

**2.3.3.3** Meter main case shall meet the AWWA C700 or C708 standards and have a minimum warranty of twenty-five (25) years.

**2.3.3.4** Meter registers shall have a minimum warranty of ten (10) years.

**2.3.3.5** Meters shall be guaranteed against defects in material and workmanship for period of at least one (1) year from the date of shipment.

## 2.4 Read System Requirements

### 2.4.1 General Requirements

**2.4.1.1** Proof of ability to operate within the US National Radio Quiet Zone.

**2.4.1.2** Terminate in a factory sealed Nicor connector.

**2.4.1.3** Provide the ability to collect hourly meter readings.

**2.4.1.4** Provide notification to staff if a leak condition exists.

**2.4.1.5** Interface with the existing Sungard HTE utility billing software and provide the ability to convert the meter reading resolution into the billing unit (thousands of gallons).

**2.4.1.6** All new and replacement read system equipment shall be backwards compatible for the expected life of the equipment.

**2.4.1.7** Reading system endpoints, including batteries, shall have a minimum warranty of ten (10) years.

**2.4.1.8** Read hardware shall be guaranteed against defects in material and workmanship for period of at least one (1) year from the date of shipment.

**2.4.2 Signal Reception Requirements**

**2.4.2.1** The expectation of the read system is that 100% of reads will be received by the data collection system. Drive-by systems are expected to operate at road speed and without deviating from public roads. Cellular systems are expected to provide at least one reading per day. Please also indicate any additional equipment that is expected to be needed to meet the percentage. Meter coordinates will be provided to vendors during the interview process to verify the system is capable of meeting the above expectation.

**2.5 Training Requirements**

**2.5.1** Provide on-site training for basic system usage including (as applicable):

**2.5.1.1** Read system endpoint installation

**2.5.1.2** Adding/removing endpoints from the system

**2.5.1.3** Updating of customer accounts

**2.5.1.4** Building of read routes, collection of reads, and importation of reads into the billing system

**2.5.2** Provide training for advanced system usage including (as applicable):

**2.5.2.1** Downloading of detailed endpoint history (hourly vs. single read)

**2.5.2.2** Report capabilities and creation

**2.5.2.3** Endpoint and equipment troubleshooting

**2.5.2.4** Endpoint warranty replacement procedures

**3.0 ESTIMATED QUANTITIES**

**3.1** The quantities shown below are estimates only and are not to be construed as a commitment by the Authority to purchase these amounts. The Authority reserves the right to increase or decrease quantities depending on need. **Price quoted shall remain effective regardless of quantity ordered.**

Meters	Estimated Quantity
5/8"	14,328
3/4"	78
1"	214

Read System Endpoints	Estimated Quantity
With New Meter	14,620
To be Retrofit on Existing Meters	223

**4.0 PROPOSED SCHEDULE**

**4.1** The Authority will review each proposal and schedule interviews with one or more vendors, once responses are received by the Authority. A single respondent will be selected and negotiations will commence in accordance with Authority policy. Authority staff will then forward a recommendation to the Authority Board for approval.

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## **5.0 EVALUATION CRITERIA**

**5.1** Price shall be considered, but need not be the sole determining factor. If cost or other factors make a hybrid read system advantageous, this possibility will be negotiated with the selected vendor.

**5.2** Each Proposal will be evaluated based on the following criteria:

**5.2.1** Response to the RFP addressing approach to the scope of work

**5.2.2** Response to Appendices A & B

**5.2.3** Understanding of the needs of the Authority

**5.2.4** Experience providing similar solutions (in size and scope) to other utilities

**5.2.5** Experience in the industry and experience working with other vendors in team (if applicable)

**5.2.6** Overall response to the RFP and capability to provide required services;

**5.2.7** Proposal Contents;

**5.2.8** Additional warranty over and above minimums specified;

**5.2.9** Answers to the questions provided in the RFP;

**5.2.10** References, site visits; and

**5.2.11** Availability.

**5.3** From this RFP, one or more qualified vendors may be selected to present to the review committee and/or any other designated person or persons. Oral presentations and/or demonstrations, if requested, will take place at the Augusta County Service Authority Main Office.

## **6.0 INSTRUCTIONS TO VENDORS**

**6.1** The Authority does not pay for any costs or expenses in the preparation or submission of your proposal or for any other reasons in response to the RFP. Vendors must complete and answer all questions in Appendices A & B.

**6.2** Vendors must submit five (5) copies and one (1) designated Original of their proposals to:

Augusta County Service Authority

18 Government Center Lane

P.O. Box 859

Verona, Virginia 24482

**6.3** All copies shall be received no later than 2:00 p.m. Thursday, February 16, 2017. No proposals will be accepted after that time. Proposals shall be in effect for 120 days from the submission date.

**6.4** The proposal shall be signed by an authorized representative of the vendor. All information requested should be submitted. The review committee for the Authority will review all proposals to ensure required information is included. Failure to submit all information requested may result in a request to submit the missing information or disqualification. Proposals, which are substantially incomplete or lack key information, may be rejected as incomplete. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

**6.5** Proposals should be prepared simply and economically, providing a straight forward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

## 7.0 PRE-PROPOSAL CONFERENCE:

At this time, a pre-proposal conference by the Authority is *not required* in order for a proposal to be accepted for review. Should any potential vendor have questions, they may contact **Casey McCracken, at (540) 245-5680** or [cmccracken@co.augusta.va.us](mailto:cmccracken@co.augusta.va.us) for clarifications relative to this proposal. In the event specific information not contained in this request for proposals is provided to any vendor, the same specific information will be provided to any other vendors who have indicated interest in the contract by so stating their intent with the Authority.

## 8.0 TERMS OF CONTRACT

**8.1 Precedence of Terms:** In the event there is a conflict between the general terms and conditions and any special terms and conditions which may be included in this solicitation for use in a particular procurement, the special terms and conditions shall apply.

**8.2 Award:** The Authority reserves the right to reject any or all bids, to waive informalities in any bid, to purchase any whole or part of the items listed in the bid, to make a separate award of each item, a group of items or all items, and to award to other than the lowest bidder if deemed to be in the best interest of the Authority.

**8.3 Assignment of Contract:** A contract shall not be assignable by the vendor in whole or in part without the written consent of the Authority.

**8.4 Public Inspection of Procurement Records:** Proposals submitted shall be subject to public inspection only in accordance with section § 2.2-4342 of the Virginia Public Procurement Act.

**8.5 Bid Addenda:** Prior to submitting their bid, it is the vendor's responsibility to check the Authority website for any addenda associated with this RFP.

**8.6** Prices quoted shall remain firm for the term of the replacement project (estimated to be 3 years).

**8.6.1** After the completion of the replacement project, reading hardware price increases shall not be greater than the annualized relevant PPI as specified in the Bureau of Labor Statistics (BLS) Producer Price Index or other method subject to the approval of the Authority.

**8.7** Prices quoted shall include all delivery costs.

**8.8** Orders placed will be shipped as complete orders only. Delays in supply resulting in installer down time may result in transfer of costs to vendor.

**8.9 Availability of Funds:** It is understood and agreed between the parties herein that the Authority shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

**8.10** The contents of the proposal submitted by the successful vendor and this RFP will become part of any contract awarded as a result of these specifications. The selected vendor will be expected to sign a contract with the Authority. Additional terms and provisions may be negotiated.

**8.11 Cooperative Procurement:** This procurement is being conducted on behalf of other public bodies, in accordance with VA Code 2.2-4304 (A). If authorized by the bidder, the resultant contract may be extended to any public body in the Commonwealth of Virginia in accordance with contract terms.

- 8.12** During the performance of this contract, the vendor agrees that they will not, and shall not knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986. (per 2.2-4311.1).
- 8.13 Forum Selection:** Any action, proceeding, or claim in any way related to this agreement or the relationship between the parties shall be filed and maintained solely in the General District Court or the Circuit Court of the County of Augusta, Virginia.
- 8.14 Prompt Payment Act:** Any contract awarded as a result of this RFP shall incorporate the terms and conditions of Article 4 of the Virginia Public Procurement Act with respect to Prompt Payment.
- 8.15 SCC Requirement:** Pursuant to VA Code 2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.
- 8.16 Obligation of Offeror:** By submitting a proposal, each offeror covenants and agrees that it has satisfied itself, from its own investigation of the conditions to be met, that it fully understands its obligation and that it will not make any claim for, or have right to cancellation or relief from the contract because of, any misunderstanding or lack of information.
- 8.17 Ethics In Public Contracting:** By submitting its proposal, each vendor certifies that its proposal is made without collusion or fraud, and that it has not offered or received any kickbacks or inducements from any other vendor, supplier, manufacturer or subcontractor in connection with its proposal.
- 8.18 Anti-Discrimination:** By submitting their proposals, all vendors certify to the Authority that they will conform to the provisions of the Presidential Order #11246, the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 2.2-4311 of the Virginia Public Procurement Act and that during the performance of this contract, the vendor agrees as follows:

The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by the state law relating to discrimination in employment, except when there is bona fide occupational qualification reasonably necessary to the normal operation of the vendor. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

Notices, advertisements and solicitations placed by or on behalf of the vendor will state that such vendor is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.



Pursuant to Virginia Code § 2.2-4343.1, in all invitations to bid, requests for proposals, contracts, and purchase orders, the Authority does not discriminate against faith-based organizations.

The vendor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**8.19 Minority and Women-Owned Businesses:** In accordance with Presidential Executive Orders #12138 & #11625 the Authority actively solicits both minority and women-owned businesses to respond to all Requests for Quotations, Invitations to Bid and Requests for Proposals, and if not already on the Authority's mailing list, you may request application for inclusion on the list. Should you be interested, please contact the Authority at (540) 245-5670 and request inclusion.

**8.20 Disadvantaged business enterprises (DBE):** As defined in 49 CFR 23, DBE shall have equal opportunity to compete for and perform subcontracts which the vendor enters into pursuant to this contract. The vendor will use his best efforts to solicit bids from and to utilize DBE subcontractors or subcontractors with meaningful minority group and female representation among their employees.

**8.21 Prohibition of Alcohol and other Drugs:**

**8.21.1** During the performance of this contract, the vendor agrees to (i) provide a drug-free workplace for the vendor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the vendor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the vendor that the vendor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every purchase order of over \$10,000, so that the provisions will be binding upon each vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a vendor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**8.21.2** The vendor shall also establish, maintain and enforce policies which prohibit the following acts by all vendor and supplier personnel on Authority premises: (1) the manufacture, distribution, dispensation, possession, or use of alcohol, marijuana or other drugs, except possession and medically prescribed use of prescription drugs; and (2) the impairment of judgment or physical abilities due to the use of alcohol, marijuana or other drugs, including impairment from prescription drugs.

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## Appendix A

Proposed Meter Vendor: \_\_\_\_\_

Meter Size	Estimated Quantity	Unit Cost	Estimated Total Cost
5/8"	14,328		
3/4"	78		
1"	214		

Proposed Drive By Solution Vendor (if applicable): \_\_\_\_\_

	Estimated Quantity	Unit Cost	Estimated Total Cost
With New Meter	14,620		
To be Retrofit on Existing Meters (splice)	223		

Read Equipment Unit Cost (1 unit): \$ \_\_\_\_\_

Complete Read Software & Billing Interface Cost (if applicable): \$ \_\_\_\_\_

Yearly Annual Support Cost (please indicate lump sum or per endpoint): \$ \_\_\_\_\_

Annual Support Cost (same terms as above) with purchase of \_\_\_\_\_ years up front: \$ \_\_\_\_\_

Proposed Cellular Network Solution Vendor (if applicable): \_\_\_\_\_

	Estimated Quantity	Unit Cost	Estimated Total Cost
With New Meter	14,620		
To be Retrofit on Existing Meters (splice)	223		

Yearly Annual Support Cost (please indicate lump sum or per endpoint): \$ \_\_\_\_\_

Annual Support Cost (same terms as above) with purchase of \_\_\_\_\_ years up front: \$ \_\_\_\_\_

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## **Appendix B Qualifications**

The bidder must have the capability and capacity in all respects to fully satisfy all of the contractual requirements. To that end, please provide the following information (if the bidder is a team of vendors please include qualifications for each vendor):

1. **YEARS IN BUSINESS**: Indicate the length of time the vendor has been in business providing this type of equipment \_\_\_\_ years \_\_\_\_ months.
  
2. Please outline vendor history with the proposed solution. How many years installing proposed system, how many installations are there overall, have any installations resulted in significant warranty replacements, etc. Attach additional pages as needed.
  
3. List of three recent contracts. Please include contracts that are of similar size and equipment to the proposed solution. State the owner, description of work, place, and dates started and completed.

A.

Number of meters/endpoints: \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

B.

Number of meters/endpoints: \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

C.

Number of meters/endpoints: \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

4. List all contracts that have resulted in arbitration, litigation, or legal settlement of claims within the past two years.

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