

Village of Bridgeview

Request for Proposal

Meter Transmission Unit Upgrade and Integration

Proposals must be delivered to:
Village of Bridgeview
7500 S. Oketo Ave.
Bridgeview, IL 60455
ATTN: Mike Porfirio

Proposal Due: January 18, 2019 by 4PM (CST)

1.0 - INVITATION TO SUBMIT PROPOSALS

Sealed Proposals are requested and will be received by Village of Bridgeview for Meter Transmission Unit Upgrade and Integration. Sealed Proposals will be accepted at Bridgeview Village Hall until 4:00 p.m., local time on Friday January 18, 2018. Proposals received after this time will be returned un-opened.

Each Proposal shall be submitted in a sealed envelope addressed to Village of Bridgeview and clearly marked "RFP for Meter Transmission Unit Upgrade and Integration."

Village of Bridgeview reserves the right to reject any or all Proposals and to award a contract to any vendor deemed to be in the best interests of the Village of Bridgeview.

All requests for information, clarification or related inquiries shall be submitted via email to Mike Porfirio at mporfirio@villageofbridgeview.com a minimum of one week prior to the proposed RFP opening date. Requests received after this date will go unanswered. All answers and clarifications shall be shared with all vendors.

Proposed RFP Schedule:

| Date | Milestone |
|-------------------------|--|
| Week of 10December2018 | RFP Notice advertised and Distribution to Potential Vendors |
| 4January2019 | Pre-Proposal Meeting |
| 11January2019 | Inquiries and requests for information; final day |
| 18January2019 | RFP Responses Due by 4:00 PM Local Time |
| 19January-5February2019 | Committee Review. Possible interviews with finalists. Finalization of terms of contract. |
| 6February2019 | Contract Awarded |
| 7February2019 | Notice to Proceed |
| TBD | Project Completion |

2.0 - INTRODUCTION AND BACKGROUND

The Village of Bridgeview is soliciting proposals for a Meter Transmission Unit Upgrade and Integration in order to improve the process of collecting monthly water utility meter data and subsequent billing in order to enhance the level of service offered to its customers.

The successful respondent will be selected using the criteria set forth in this RFP based on the ability to meet the Village of Bridgeview's vision, objectives, and expectations.

2.1 - Utility Background

The Village of Bridgeview provides water to approximately 4200 residential and commercial accounts.

2.2 - Project Implementation

Immediately upon receipt of Notice to Proceed, the Vendor shall develop and submit a critical path schedule. This schedule shall reflect the work authorized by the Village of Bridgeview under the schemes described herein. This schedule must be approved by the Village of Bridgeview prior to the commencement of work. The mutually agreed upon critical path schedule will become an integral part of the contract and will be used to assess contract performance and measure progress. It may also be used to declare the Vendor in default of this contract.

In the event a mutually agreeable schedule cannot be produced, this contract shall become null and void.

2.3 - Instruction to Vendors

THE GENERAL TERMS AND CONDITIONS WHICH FOLLOW APPLY TO ALL PURCHASES AND SERVICES AND BECOME A DEFINITE PART OF EACH FORMAL INVITATION TO PROPOSE, PURCHASE ORDER, OR CONTRACT ISSUED BY Village of Bridgeview UNLESS OTHERWISE SPECIFIED. BY SUBMITTING A PROPOSAL, THE VENDOR AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS. VENDORS OR THEIR AUTHORIZED REPRESENTATIVES ARE EXPECTED TO FULLY INFORM THEMSELVES OF THE CONDITIONS, REQUIREMENTS, AND SPECIFICATIONS BEFORE SUBMITTING PROPOSALS. FAILURE TO DO SO WILL BE AT THE VENDORS OWN RISK AND WILL NOT SECURE RELIEF ON THE PLEA OF ERROR.

2.4 – Preparation of Proposals

The Vendor shall specify in figures, in the places provided, a price for each of the separate items called for in the proposal forms.

Vendors are requested to submit their Proposals directly to Village of Bridgeview in a properly sealed envelope. If the Vendor is a corporation, the legal name of the corporation, the state of incorporation and the business address shall be set forth together with signature of the officer or officers authorized to sign contracts on behalf of the corporation. The corporate seal shall also be affixed. If the Vendor is a partnership, the true name and address of the firm shall be set forth together with the signatures of authorized partners. If the Vendor is an individual, the signature and address shall be inscribed. If the signature is by an agent other than an officer of the corporation or member of the partnership, a power of attorney must be submitted with the Proposal; otherwise, the Proposal may be regarded as irregular. All names must be printed below the signature.

The Village of Bridgeview requests that vendor shall provide (1) original signed copy of their response and an electronic copy on CD organized in a fashion outlined below to conserve natural resources and demonstrate an ongoing commitment: to sustainability.

Table of Contents:

| | |
|------------|---|
| Section 1: | Executive Summary |
| | Include company contact name, address, e-mail, and phone number |
| Section 2: | Technology Solution Overview |
| Section 3: | System Pricing |
| Section 4: | Bidder's Financial Information |
| Section 5: | Description and Timeline of Last Software Update |
| Section 6: | Pending Litigation |
| Section 7: | Current Accounts in Cook County, Illinois |
| Section 8: | Estimated 5-year maintenance plan |
| Appendix A | Client Reference List |

2.5 - System Evaluation and Scoring

Proposals will be evaluated on the best probability of the Vendor meeting the Utilities objectives outlined in this request. The evaluation will be based on the system benefits and the Vendors qualifications. The Vendors response will be used to select a short list of candidates for presentations.

The Village of Bridgeview requests pricing for BOTH Indoor and Outdoor installation and the impact of Outdoor installation to our current Data Collection Unit requirements.

- Integration with VOB billing processor: Avenu Insights & Analytics 30 points
- Quality of Product (Made in USA preference) 10 points
- Vendor History 20 points
- Cost 30 points

3.1 – MTU Requirements

- 3.1.1 The Meter Transmission Unit WILL be capable of receiving meter data from existing water meters.
- 3.1.2 The Meter Transmission Unit WILL have the ability to integrate into existing billing system.
- 3.1.3 Please describe in relative and comparative terms the signal strength of MTU's

4.0 – TRAINING AND IMPLEMENTATION

- 4.0.1 The vendor shall have a proven program of professional project management to ensure successful system installation. Provide resumes for key managers involved.
- 4.0.2 Project managers shall be experienced in managing the design, installation and optimization of systems. Project management experience shall include system integration and training support.
- 4.0.3 Provide a proposed implementation schedule for a system such as that proposed here.

5.0 – WATER METER SPECIFICATIONS

5.1 – Water Meter Compatibility

- 5.1.1 The Utility is committed to selecting the technology that provides the most efficient, cost effective and flexible solution. Proposed MTU’s must be of a design and be compatible for use with water meters manufactured by Neptune capable of utilizing encoder registers.

6.0 - WARRANTY

Provide the warranties and any services, including additional costs, your firm will offer to ensure system functionality and availability of system components for 20 years. Provide a price for software support and upgrades following the initial warranty period. **ATTACHMENT A: PRICE SCHEDULE**

The following Price Schedule shall be included in the Respondent’s proposal.

A. Meter Transmission Units

| Description | Qty | Unit Cost | Extended Cost |
|--------------------------|-----|-----------|---------------|
| Meter Transmission Units | | | |
| Other | | | |

B. Annual Maintenance

| Description | Qty | Unit Cost | Extended Cost |
|--|-----|-----------|---------------|
| (Including all software and firmware upgrades) | 1 | | |
| Extended warranty | 1 | | |
| | | | |
| Other | | | |
| | | | |
| | | | |