



RE-ADVERTISEMENT FOR BIDS

A Rebid Request for Proposals for water meter installation services will be sent out on **Monday, December 5, 2022**, and will be received by the City of Statesville at the City Office Building 1st floor Engineering Conference Room 106, 301 S. Center St, Statesville, NC 28677 at or before **2:00 p.m.** local time on **Monday, December 19, 2022**, at which time and place the bids shall be publicly opened and read.

Historically Underutilized Businesses

Pursuant to General Statute 143-48 and Executive Order #150, The City of Statesville invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.

The website address to view and download the RFQ documentation is:

www.statesvillenc.net/bidpostings

The City of Statesville reserves the right to reject any or all bids and to accept any bid which is deemed to be in the best interest of the City of Statesville. For any questions regarding this request, contact William E. Vaughan, PE, Public Utilities Director, at 704-761-2383.

Eva Mendez
Purchasing Agent

Published: November 28, 2022



City of Statesville
 301 S Center Street
 Statesville, NC 28677

1st Floor Engineering Conference Room 106

REQUEST FOR PROPOSAL (RFP): Water Meter Installation Services

SEALED BIDS DUE DATE: 2 pm. EST Monday, December 19, 2022

Department: Public Utilities

Technical Inquiries: William E. Vaughan, PE (704) 761-2383

Email: wvaughan@statesvillenc.net

NOTICE TO VENDOR

The City of Statesville is accepting bids from qualified utility contractors for the installation of water meters of various sizes.

EXECUTION

In compliance with this Request for Proposal, and subject to all the conditions herein, the undersigned offers and agrees to provide installation services for the price offered herein. The proposer certifies that the proposal is made in good faith and without collusion with any person making a proposal or with any officer or employee of the City.

Proposals are to be signed by an officer of the Proposer authorized to bind the submitter to its provisions. Failure to manually execute/sign proposal prior to submittal shall render proposal invalid. Late proposals are not acceptable.

VENDOR:		PHONE NUMBER:
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:		FAX NUMBER:
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:

ACCEPTANCE OF PROPOSAL

The successful bidder for this service will be required to execute a contract with the City of Statesville (sample of contract attached). The bidder may not begin work and a Purchase Order WILL NOT be issued until the bidder has fully executed the contract document, Certificate of Insurance has been submitted and approved, and the performance and payment bonds have been submitted and approved.

INSTRUCTIONS FOR OFFERORS

1. **READ, REVIEW AND COMPLY:** It shall be the offeror's responsibility to read, review and comply with all requirements specified herein.
2. **NOTICE TO OFFERORS:** By execution and delivery of this document, the offeror agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect. All bids must be firm and not subject to increase, unless specified within the provisions of this RFP and mutually agreed upon by the City and the bidder.
3. **TIME FOR CONSIDERATION:** Unless otherwise indicated, the offer shall be valid for 90 days from the date of Notice of Award following City Council approval of the contract.
4. **CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed to the point-of-contact named on the cover sheet of this document.
5. **ACCEPTANCE AND REJECTION:** The City reserves the right to waive minor irregularities or minor errors in the proposal which appear to have been made through inadvertence, provided such irregularities or errors so waived are corrected on the proposal prior to its acceptance by the City. The City also reserves the right to reject any and all proposals and to accept any proposal which is deemed to be in the best interest of the City.
6. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150, The City of Statesville invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
7. **EVALUATION CRITERIA:** The lowest responsive, responsible bidder will be determined based on evaluation of qualitative factors in addition to price. At all times during the evaluation process, the following criteria will be used. Sub-criteria are not necessarily listed in order of importance. Additional sub-criteria that logically fit within a particular evaluation criterion may also be considered even if not specified below.
 - a. Qualifications of entity--- 75% Include the ability to provide the requested scope of services and provide a description of past performance with water meter installation. Vendor must have a Utility Contractor license.
 - b. Price Proposal --- 25% Proposal will be evaluated on a lump sum total.
8. **EVALUATION PROCESS:** The evaluation process will be conducted by City staff according to the weighted criteria set forth above.
9. **TAXES:** Sales tax should not be included in any bids and will not be included on City Purchase Orders. Sales tax should be included on and will be paid from vendor invoices. Bids shall not include any Federal Excise tax.
10. **INSURANCE:** (see sample contract attached for insurance requirements)
11. **GENERAL CONTRACTOR'S LICENSE REQUIRED:** Proposals will be received only from Bidders licensed under the North Carolina "Act to Regulate the Practice of General Contracting". Contractors and Subcontractors, in order to perform public work in the State of

North Carolina, are required to hold a State of North Carolina Contractor's License(s) of the class required to perform the specified work. **Copy of Contractor's license shall be submitted with your Proposal.**

12. **SUBCONTRACTORS:** Each Bidder is required to list with his bid all Subcontractors. Such list shall be accompanied by an experience statement with pertinent information regarding similar projects and other evidence of qualification for each subcontractor. If the City, after due investigation, has reasonable objection to any proposed subcontractor, the City may, before the Notice of Award is given, request the apparent Successful Bidder to submit an acceptable substitute without an increase in proposal price.
13. **STAGING SITE, WAREHOUSE SPACE & METER DISPOSAL:** The Bidder agrees that, if his proposal is accepted, the Bidder will receive from the City all material required for the installation of the meters. The successful Bidder shall take possession of and assume full responsibility for the safekeeping and protection of such material. The Bidder is expected to deliver the removed meters, replaced boxes and lids to a location to be specified.
14. **BID BOND:** No proposal shall be considered or accepted by the City of Statesville unless, at the time of its filing, the proposal shall be accompanied by a deposit with the City of Statesville of cash, a cashier's check or a certified check on a bank or trust company insured by the Federal Deposit Insurance Corporation in an amount equal to but not less than five percent (5%) of the proposal. In lieu of making the cash deposit, as provided above, bidders may file a Bid Bond executed by a corporate surety licensed under the laws of North Carolina to execute the contract in accordance with the bid bond. This deposit shall be retained by the City of Statesville if the successful bidder fails to execute the contract within ten (10) days after the award or fails to give satisfactory surety as required. **Bid bond shall be enclosed in a separate sealed envelope with "Bid Bond" printed on the envelope.**
15. **PERFORMANCE AND PAYMENT BONDS:** Prior to commencement of work, the successful bidder will be required to furnish a one hundred percent (100%) Performance and Payment Bond in accordance with Article 3 of Chapter 44A of the General Statutes, each having a penal sum in the full amount of the contract sum.
16. **PERFORMANCE PERIOD, BASIS OF PAYMENT:** The City of Statesville requires project completion within twelve (12) months from and including Commencement date. The project completion period shall be extended to the extent of any delay that is caused by the City, its agents, or employees. Final, lump sum payment will be made upon delivery and receipt of invoice.
17. **TERMS AND CONDITIONS:** By bidding of these items, vendors, contractors, and/or subcontractors affirm they have read and accept our Purchasing Terms and Conditions. Our Terms and Conditions can be found at www.statesvillenc.net/vendors.

18. **SUBMITTING REQUEST FOR PROPOSAL: SEALED BIDS** should be mailed, or hand delivered to:

City of Statesville
Public Utilities Division
Attn: Ms. Autumn Hill, PUD Office Manager
301 S Center St.
Statesville, NC 28677

On or before 2:00 p.m. EST on **Monday, December 19, 2022**. Late proposals will not be accepted. **Five 5% Bid bond shall be enclosed in a separate sealed envelope with “Bid Bond” printed on the envelope.**

Minimum of 3 bids is not required since this is a re-bid. A bid that does not include a bid bond is considered non-responsive and cannot be opened.

All bids must also be submitted with an IRS Form W-9 and vendor application (attached). All vendors must READ and ACCEPT the City Terms and Conditions by checking the box on the vendor application.

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SCOPE OF WORK

The City of Statesville is accepting bids from qualified utility contractors for the installation of water meters of various sizes.

1. Basis of bid/Scope of Work:

- All materials (meters, yokes, check-valves, boxes, lids, minor parts, etc.) will be supplied by the City of Statesville.
- Contractor will supply all personnel, tools and vehicles required to perform the work.
- Site conditions and existing meter configurations vary. Expected installation requirements vary from simple to complex. Simple meter installations are direct exchanges for the meter, box, and lid. Complex meter installations include but are not limited to: meter exchange; the removal of odd-shaped boxes and lids requiring minor soil excavation to accommodate new box and lid installation; the removal of roots and other obstructions; work with galvanized, copper, and PVC service lines; and the installation of yokes, check-valves, and minor parts. **Contractors are encouraged, but not required, to perform a site visit.** Examples of requirements include, but are not limited to:
 - Majority of installs will require new meter box installation;
 - Majority of installs will require installation of new dual check valve, yoke bar, and expander;
 - 1-1/2-in and 2-in meters will require new bolts, gaskets, and meter box with recess hole for AMI;
 - AMI smart point will require changing out meter box top;
 - Reconnect to existing plumbing (materials vary).
- Contractor will utilize a COS provided work order management system.
- Contractor will coordinate work schedule with COS Water and Sewer Maintenance Department (includes contractor notification to customers of outages).

2. Distribution of meter types.

Water Meter Type	Quantity
5/8" Accustream + Smart Point	2997
1" Accustream + Smart Point	212
1.5" Omni R2 Meter + Smart Point	57
2" Omni R2 Meter + Smart Point	172

3. Bid schedule.

Description	Basis	Amount
Water Meter Installation Services	LS	

The City of Statesville reserves the right to reject any or all bids, as deemed in the best interest of the City of Statesville.

The City of Statesville encourages the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Disadvantaged Business or Small Business Enterprises (DBE/SBE), and Veteran Owned Business Enterprises (VBE).

William E. Vaughan, PE
Public Utilities Director