



**City of Martin Tennessee**

**AMR/AMI INSTALLATION  
INFORMATION FOR BID  
08/30/2017**

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## **1.0 Introduction**

**City of Martin** is soliciting proposals for an AMR/AMI installation solution to meet the specifications detailed in this IFB. The installation addresses will be:

**Cycle 1 and 2 on water meters and all gas meters**

### **1.1 Confidentiality Statement**

The information contained in this IFB is considered confidential by **City of Martin** and must be treated as such by all bidders. Under no circumstances should this IFB be communicated to a third party without the explicit written permission from **City of Martin**.

Bidders not selected for this project must return the document and destroy any soft copies of the IFB at the written request of **City of Martin**. Likewise, any bidder information marked proprietary or confidential will be related accordingly by **City of Martin**.

Response:

[Insert Authorized Distributor Name] has read and will comply.

## **1.2 Organization Overview**

**City of Martin Tennessee is a municipal government environment and provides services to the citizens who reside in its boundaries. [Provide an Executive Summary for the Organization including any relevant information pertaining to history or growth or refer the SUPPLIER to the organization's website or encourage them to read publications or releases that may be found there.]**

Response:

[Insert Authorized Distributor Name] has read and understands.

## **1.3 Vision and Mission Statement**

Response:

[Insert Authorized Distributor Name] has read and understands.

## **1.4 Statement of Purpose**

**To provide an automated meter reading system for the city residents inside the city of Martin.**

Response:

[Insert Authorized Distributor Name] has read and understands.

## **1.5 Background**

**The city of martin currently has different water and gas meters located throughout the city. AMR heads will be placed on all units or on new units replacing nonconforming older units.**

Response:

[Insert Authorized Distributor Name] has read and understands.

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## **2.0 Terms and Instructions**

This section provides general instructions and information related to this IFB and the selection process.

**Response:**

[Insert Authorized Distributor Name] has read and understands.

### **2.1 Definition of Terms**

Certain types of equipment or kinds of material are described in this document by means of trade names and catalog numbers. In each instance where this occurs, it is understood and implied that the words “Or equivalent” follow such descriptions. Such method of description is not intended to exclude any other types of equipment, but is intended merely as a means of establishing a standard comparison. Any other type of equipment which will meet the requirement of the specification and that **City of Martin** approves upon request will be acceptable to **City of Martin**.

**Response:**

[Insert Authorized Distributor Name] has read and will comply.

### **2.2 AMR/AMI WATER METER INSTALLATION SPECIFICATIONS:**

1. Installation of new AMR/AMI water meters and removal of old water meters.
2. Install new meters by read routes in a way as to not interrupt normal read dates.
3. Electronically record meter information and update files with Trimble Hand Held units.
4. Verify customer account number.
5. Verify customer address.
6. Verify Old Meter ID number.
7. Verify existing meter information.
8. Electronically record Old Meter reading.
9. Bar Code scan new meter numbers and transponder numbers.
10. Electronically record New Meter ID number and reading.
11. Take digital photographs of old reading and new installed meter number.
12. Electronically record type of new meter installed and date of installation.
13. Electronically record meter size.
14. Electronically record Installer's identification.
15. Electronically record Inspector and Data Recorder's identification.
16. Electronically record meter notes (broken lid, broken box, leaking shut off, etc.).
17. Log GPS coordinates for future mapping of meters with equipment capable of sub-foot accuracy.
18. Return new file information back to billing system provider electronically.
19. Return old meters back to the Utility.

Response:

[Insert Authorized Distributor Name] has read and understands.

### **2.3 AMR/AMI GAS METER TRANSPONDER INSTALLATION SPECIFICATIONS:**

1. Install new gas transponders by read routes in a way as to not interrupt normal read dates.
2. Verify customer account number.
3. Verify customer address.
4. Verify Old Meter ID number.
5. Verify existing meter information.
6. Electronically record Old Gas Meter Index reading.
7. Installation of new AMR/AMI gas meter transponder.
8. Replace digital index.
9. Bar Code scan new gas meter transponder numbers.
10. Electronically record new gas meter transponder number and reading.
11. Take digital photographs of old reading and new installed gas meter transponder number.
12. Electronically record type of gas meter at location and date of transponder installation.
13. Electronically record meter size.
14. Electronically record Installer's identification.
15. Electronically record Inspector and Data Recorder's identification.
16. Electronically record gas meter notes (damage, locked off, pulled, etc.)
17. Electronically record gas meter information and update files with Trimble Hand Held units.
18. Program new gas transponder to turn on, set the correct gas cubic foot rate, and read the correct matching index reading.
19. Log GPS coordinates for future mapping of meters with equipment capable of sub-foot accuracy.
20. Return new file information back to billing system provider electronically.

**Response:**

[Insert Authorized Distributor Name] has read and will comply.

## **2.4 REQUIREMENTS FOR INSTALLATION CONTRACTORS:**

1. Must be a licensed Tennessee Contractor that has been in the AMR / AMI meter installation business for a minimum of 7 years.
2. Must have a minimum of \$1,000,000.00 insurance coverage for work liability, auto liability, and state required limits of workman's comp insurance.
3. Must be a participant in the "Tennessee Drug Free" program.
4. Must have installed a minimum of 75,000 AMR/AMI water meters.
5. Must have installed a minimum of 25,000 AMR/AMI gas meter transponders.
6. Must submit references and contact information of past AMR/AMI water meter and gas transponder installation jobs.
7. Must provide letters of recommendation from ten Utilities where you have performed AMR/AMI meter installation.
8. Must have completed at least three similar AMR/AMI water and-or gas transponder installation jobs in the past twelve months.
9. Must have experienced employees to complete the installation and recording process.
10. Must not use any subcontractors unless prior approval is granted by the Utility.
11. Must own all necessary equipment, trucks, tools, computers, and electronic recording handhelds to complete the installation and recording of the AMR/AMI water meters and gas transponders.
12. Must use equipment capable of recording GPS Coordinates with sub-foot accuracy.
13. Must have experience at integrating the new recorded meter information back into the Utility's system.
14. Must have Company identification signs on vehicles and company identification on employee's shirts and/or safety vest.

**Response:**

[Insert Authorized Distributor Name] has read and will comply.

## **2.5 UTILITY REQUIREMENTS:**

1. Must have all water meters, gas meters, gas transponders, and needed accessories on hand before starting the job.
2. Must have two 1/8" thick washers (gaskets) and one 1/16" thick washer (gasket) for each water meter to be installed.
3. Must have PVC pipe (about 18" per meter) to mount end point on if not using an integral water meter unit. (If mounting the sending unit through the water meter lid, then PVC pipe is not necessary, but will need lid mounting brackets instead).
4. Must mark all water meter box locations with a fresh blue painted line on the edge of the road prior to meter installation.
5. Must send out a notice of utility work to be performed. (letter to customers, newspaper, and/or notice on utility bill stating that the water meters, and-or gas meters are being exchanged and that the customer will have a brief interruption in service).
6. Utility must provide locks for gas meters that are to be left turned off.
7. Utility must provide an employee to relight all of the customer's gas units.
8. Must provide a knowledgeable utility employee at all times to assist in locating meters and in any problems, that may arise.
9. Must provide an area to store the new AMR/AMI meters.
10. Must provide an area to dispose of any trash. (cardboard boxes and other trash)
11. Must provide an area to unload old removed meters.
12. Must provide two copies of paper "read routes".
13. Must give billing company permission to provide "read route" information to the installation company.
14. NOTE \*\*\* Your billing company will usually charge the Utility a fee for setting up the new AMR/AMI system. Normally this will have to be approved and paid before they will release all the needed information to the installation company.

**Response:**

[Insert Authorized Distributor Name] has read and will comply.

## **2.6 Inquiries**



There will be a pre-determined period for question submittal. Any questions submitted outside this timeframe will not be addressed. Please refer to section 2.8 Schedule of Events for timeline events.

All questions pertaining to this document shall be submitted in writing and submitted via email to:

**Phillip Johnson** [pjohnson@cityofmartin.net](mailto:pjohnson@cityofmartin.net)

Please refrain from direct telephone inquiries.

Response:

[Insert Authorized Distributor Name] has read and will comply.

## **2.7 Submission**

Text responses should be prepared in Word documents and spreadsheets should be prepared in Excel.

Please provide responses or acknowledgement of acceptance for all questions and requirements in the format requested. Please answer all requirements with a “Comply” or “Does Not Comply” response. If a requirement partially complies, please indicate such and provide an explanation. The SUPPLIER is encouraged to keep responses succinct.

**City of Martin** requires all submission in both hard copy and electronic format. Hard copies should be sent to:

**Kelly Wilson**  
**City Recorder**  
**109 University Street**  
**Martin, TN 38237**

Electronic copies should be sent to:

**Phillip Johnson** [pjohnson@cityofmartin.net](mailto:pjohnson@cityofmartin.net)  
**Kelly Wilson** [kwilson@cityofmartin.net](mailto:kwilson@cityofmartin.net)

While **City of Martin** encourages SUPPLIER to submit the most creative, cost effective proposal possible, the inclusion of extraneous commercial and or sales literature not requested is strongly discouraged. Any supplemental information that the SUPPLIER elects to provide should be attached as additional appendices and specific to the requirements of this proposal.

Response:

[Insert Authorized Distributor Name] has read and will comply.

## **2.8 Evaluation Criteria (Non Public Bids)**

**City of Martin** reserves the right to accept or reject any and all responses to this IFB at its complete discretion without explanation to SUPPLIER. **City of Martin** reserves the right to withdraw or modify this RFP before the closing date. All participating SUPPLIERS will be notified in the instance of withdrawal or modification.

SUPPLIER should present its most competitive proposal. Upon receipt of initial evaluation of proposals, a shorter list of suppliers may be selected who may be invited for presentations, further discussions and negotiations if applicable.

Any financial data submitted with any other offer hereunder or any representation concerning facilities, capabilities, cost elements or financing may form a part of any resulting agreement.

SUPPLIER agrees to provide **City of Martin** reasonable access to SUPPLIER'S facilities, personnel and relevant information for purposes of evaluating SUPPLIER'S proposal.

**City of Martin** will evaluate proposals with the following criteria:

- Cost
- Conformity to specifications
- Reliability
- Product Performance and Migration Track record
- Maintenance
- Manufacturer Support
- Track Record with similar scale projects
- References
- Technical Capability

**Response:**

[Insert Authorized Distributor Name] has read and will comply.

## **2.9 Schedule of Events**

Electronic copies of your proposal must be received by 1500 hours CST, Friday, September 15, 2017. One hard copy of your bid proposal should be submitted to be received by City of Martin no later than 15000 hours CST, on September 15<sup>th</sup>, 2017. No exceptions or extensions will be granted at the request of the SUPPLIER.

Proposal delivered after the due date will not be given consideration.

Distribution of IFB	08/30/2017
Questions Period Begins	08/30/2017
Site Surveys Scheduled and Conducted	08/31/2017—09/072017
Question Period Ends	09/07/2017
Sealed Bid Deadline Submittal	09/15/2017, 3pm
Bid Opening	09/15/2017, 3pm, Martin City Hall
Project Award	10/09/2017, City of Martin Formal Board, 5:15pm
Project Pre-Install Meeting	10/10/2017, Martin City Hall, 10:30am

Timeline events are subject to change and shall not be binding.

**Response:**

[Insert Authorized Distributor Name] has read and will comply.

## **2.10 Award**

**City of Martin** reserves the right to make an award in whole or in part.

**Response:**

[Insert Authorized Distributor Name] has read and understands.

## **2.11 Insurance**

The SUPPLIER agrees to provide and maintain, at its own expense, the following insurance coverage:

Workers' Compensation

Workers' Compensation coverage which is in accordance with the laws of the state in which this contract is to be performed. Such will also include all states endorsement if necessary.

Comprehensive Liability

Comprehensive General Public Liability coverage with minimum Limits of Bodily Injury - \$500,000 per person, \$1,000,000 per accident, \$250,000 per occurrence of property damage. Blanket Contractual and completed operations coverage shall be included with the same minimums.

Comprehensive Auto

Comprehensive Auto Liability with the same minimum limits as for Comprehensive General Public Liability.

Liability coverage shall name **City of Martin** as an additional insured. The SUPPLIER agrees to furnish Certificate of Insurance verifying coverage for insurance as indicated above to **City of Martin** prior to starting work on this contract.

Response:

[Insert Authorized Distributor Name] has read and will comply.

**2.12 Permits, Licenses, Ordinances and Regulations**

The SUPPLIER agrees to do all things necessary, at its own expense, to comply with all law, ordinance, regulation, rules and orders of the city, county, state and/or federal government and of any and all of its departments and bureaus which may be applicable to the SUPPLIERS operations. This includes, but is not limited to, OSHA and any state counterpart thereof and all health care and life safety codes.

Response:

[Insert Authorized Distributor Name] has read and will comply.

**2.13 Taxes**

It shall be the SUPPLIERS responsibility to pay any and all taxes including payroll taxes.

Response:

[Insert Authorized Distributor Name] has read and will comply.

## 2.14 Additional Charges

No extra work or charges under this contract will be recognized or paid for unless agreed to in writing by **City of Martin** before the work is done or the changes made. All additional work will be approved through a formal Change Order management process. Only Change Orders approved by the following **City of Martin** designees will be considered valid:

Randy Brundige  
Kelly Wilson  
Marty Ables  
Phillip Johnson

Response:

[Insert Authorized Distributor Name] has read and will comply.  
Provide a copy of a standard Change Order Form, submitted as **Exhibit 1**.

Response:

[Insert Authorized Distributor Name] has read and will comply.

## 2.15 Subcontractors

The names and addresses of all proposed subcontractors shall be furnished as to **City of Martin** upon request. The selection of subcontractors must be acceptable to **City of Martin**. The SUPPLIER shall at all times be the prime SUPPLIER holding ultimate and final responsibility for the actions and work of each of SUPPLIER'S subcontractors. SUPPLIER shall be fully **responsible** to **City of Martin** for the acts and omissions of its subcontractors. If, in **City of Martin** reasonable judgment, there is any failure on the part of subcontractors to perform their work in strict accordance with the specifications, SUPPLIER, after due notice from **City of Martin**, shall discharge the subcontractor. This shall in no way release SUPPLIER from its obligations and responsibility under the contract. The items and the provisions of the contract documents that are applicable to its work shall bind each subcontractor. Nothing contained herein shall create any contractual relation between any subcontractor and **City of Martin**.

Response:

[Insert Authorized Distributor Name] has read and will comply.

## 2.16 Competency of Project Staff

Project managers, technicians or other SUPPLIER employees who are unsatisfactory to **City of Martin** or, in the opinion of **City of Martin** are unskilled or otherwise objectionable, shall be dismissed from the job by SUPPLIER upon notice from **City of Martin**. **City of Martin** shall not impose this right arbitrarily or capriciously. All SUPPLIER controlled installation, system design and training personnel involved in this project shall be factory certified or otherwise highly experienced on the proposed system.

Response:

[Insert Authorized Distributor Name] has read and will comply.

### **2.17 Access to Premises**

SUPPLIERS may have access to the premises during normal working hours for any installation work that does not interrupt service or disrupt normal workflow. SUPPLIERS must include in their responses the cost of performing the cutover outside normal working hours. No claims for premium payment for work outside normal hours will be honored unless specifically agreed to by **City of Martin** in conjunction with work not covered in this IFB.

Response:

[Insert Authorized Distributor Name] has read and will comply.

### **2.18 Workplace Policies and Procedures**

SUPPLIER agrees to make employees aware of the following policies:

All employees of SUPPLIER and its subcontractors shall wear And display identification badges furnished by SUPPLIER and approved by **City of Martin**. Escorts will be required in **City of Martin's** designated areas.

Smoking will not be permitted in any area of **City of Martin's** premises unless specifically designated as a smoking area.

Eating will be permitted only in areas specifically designated as lunch or lounge areas.

SUPPLIER will ensure that its employees and subcontractors maintain an appearance suitable for a business environment.

Response:

[Insert Authorized Distributor Name] has read and will comply.

### **2.19 Installation**

Installation of all material must meet industry standards in all respects with specific attention given to methods employed for wiring, termination, cable dressings, labeling, documentation, equipment room layout, general appearance, equipment operation and performance. The SUPPLIER shall completely remove from the premises all packing, crates and other litter accumulated due to the installation work.

**Response:**

**[Insert Authorized Distributor Name] has read and will comply.**

## **2.20 Damages**

The SUPPLIER shall be responsible for the cost of repairing any damage caused by the SUPPLIER during installation.

**Response:**

**[Insert Authorized Distributor Name] has read and will comply.**

## **2.21 Equipment Identification**

The SUPPLIER must provide the product description and model numbers for all equipment proposed.

**Response:**

**[Insert Authorized Distributor Name] has read and will comply.**