

# VILLAGE OF DOLGEVILLE WATER METER BID PACKAGE

Bids/Responses Due: Bids must be received at the Village Clerk's Office, 41 North Main Street, Dolgeville, New York, 13329 no later than 12:00 PM on February 7, 2024.

Note: All questions and responses must be provided in writing to Neal Winkler via e-mail ([waterdept93@gmail.com](mailto:waterdept93@gmail.com)) or fax (315-429-3113).

## BID REQUIREMENTS

### 1. Description of Requirements

The following is a description of the goods and/or services sought by the Village of Dolgeville under this Request for Bids:

- A. Supply of materials and support for Advanced Metering Infrastructure (AMI) Fixed Mesh Network capable water meters and transmitters in the following sizes and quantities:
  - a. Twenty three (23) 5/8" meters
  - b. Two (2) 1" meters
  - c. Five (5) 2" meters
  - d. Two (2) 4" meters
  - e. One (1) 6" meter
- B. This meter program is a study phase metering program where the Village will be installing and manually reading the meters. The package should include any necessary drive-by meter reading units. Additionally, it should include software, support, and training required for a complete and operational water meter reading system capable of providing water usage data from all services to the Village in one (1) hour increments.
- C. As a separate line item, provide pricing for an automatic cellular reading package.
- D. Pricing for software hosting and maintenance fees on a yearly basis should be a separate line item in the bid.
- E. Water meters should store up to one (1) year of reading data recorded on an hourly basis, detect leaks, tampering, have a low battery warning, and provide water conservation monitoring and reporting.

## **2. Bid Contents Requirements**

In addition to the cost, delivery, and other information required, all bids should contain the following information as attachments, in the Appendices listed below:

Product Data/Information Sheets

Warranty Information

## **3. Submitting a Quotation**

- A. Bids Due: Bids received after the deadline will not be accepted.
- B. Submission Instructions: Bidder shall submit to the Village Clerk's Office one (1) originally signed and six (6) copies, all bound, in addition to one (1) electronic copy in PDF format (provided on CD or flash drive), of your bid. The name and address of the Bidder and Bid Title shall be placed on the outside of the package.
- C. Withdrawal of a Bid: Bidders are permitted to withdraw their own bids up until the due date and time for receipt of bids. Bids cannot be withdrawn after the due date and time for receipt of quotations.
- D. Vendor specifications: Unless otherwise stated in this document, limited specification information will be required upon submission of a bid in response to this Request. However, a Bidder's response should include an affirmative statement that their bid complies with all requirements of this Request, unless the Bidder specifically addresses how its bid differs from the specifications, and why the differences should be deemed acceptable by the Village.

## **4. General Instructions**

- A. The Bidder must submit a cost quotation response that covers the goods and term of the contract, including any optional renewal fees for software licensing.
- B. The cost quotation shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and the requirements contained in this document.
- C. Failure to provide the requested information may result in the exclusion of the quotation from consideration, at the discretion of the Village.
- D. No costs related to the preparation of the bid or for the negotiation of the contract with the Village may be included in the quotation.
- E. The Village is exempt from the payment of Federal, State, and local Taxes on articles. Please provide quotations that do not include these taxes. Upon application, an exemption certificate can be furnished by the Village at the point of contract finalization.

## 5. Quotation Evaluation and Selection

Evaluation of the submitted quotations shall be accomplished as detailed below:

- A. RFP documents are evaluated on a Most Responsive and Lowest Bid basis. This term may take into consideration the qualities of the goods or services to be supplied, their conformity with the specifications listed in this document, the purposes for which they are required, the date of delivery, and the best interest of the Village. Once the goods or services have been determined to conform to the specifications then the Village will make its award decision based on the lowest price among the Bidders. Delivery days can be a factor in awarding.
- B. The Village reserves the right to not make an award to the lowest price bidder when that bidder has had documented poor performance.
- C. At the discretion of the Village, if a Bidder's submission is deemed to not conform to the specifications listed in this document then that Bidder's submission may not be considered for contract award.
- D. In the event that no Bidder submission conforms to the specifications of this document, then the Village may choose not to make any award. Alternatively, the Village may make an award to the Most Responsive and Lowest Price Bidder whose specifications most closely meet the specifications of this document. For example, if there are five specification requirements, and two responses are received with one Bidder meeting four requirements, and one bidder meeting three requirements, then the Village, at its discretion, may make a contract award to the Bidder meeting four requirements.

By Order of the Board of Trustees  
Tammy L. Chmielewski  
Village Clerk

Dated: January 18, 2024  
Times: January 22, 2024