



**CITY OF SUMTER, SOUTH CAROLINA**

Request for Proposals

City of Sumter Fixed Based Meter Read System

**RFP #01-16/17**

**July 5 2016**

Response Deadline: Wednesday, July 27, 2016 at 3:00PM EST

City of Sumter  
21 N. Main Street, 4th Floor  
Sumter, SC 29150

Deadline to Request Additional Information and Ask Questions:  
Wednesday, July 20, 2016 at 3:00PM EST  
Questions Should Be Directed to:  
Alice C. Bailey, Purchasing Director  
By E-mail Only to [abailey@sumter-sc.com](mailto:abailey@sumter-sc.com)

## PROJECT OVERVIEW

**PROPOSALS WILL BE RECEIVED BY THE CITY OF SUMTER, SOUTH CAROLINA (the “City”)**, for the above titled project. This solicitation is a Request for Proposals (RFP).

**SUBMISSION DEADLINE** Proposals must be received no later than 3:00PM EST on Wednesday, July 27, 2016 via electronic submission.

**SUBMISSION.** Proposals must be submitted electronically as discussed further below in Section 3.2 of the Submittal Conditions below. The City will not accept hard copies of proposals.

**CONTRACT.** The City anticipates entering into a contract with one or more companies who submit the proposal(s) judged to be most advantageous to the City. The selected company or companies shall be required to sign formal contract documents with the City. The proposer understands that this RFP does not constitute an agreement or a contract with the proposer. A proposal is not binding until proposals are reviewed and accepted by the City Council of the City and the Contract is executed by both parties.

**RIGHT TO AWARD TO ONE OR MORE VENDORS.** The City may select one or more vendors to provide meters, fixed base meter hardware (including telemetry and transceivers), and software. The City also prioritizes the right to retain existing meters that have been recently installed. Proposers should consider the City’s existing meter inventory, the compatibility of the proposer’s fixed based meter hardware with the existing meter inventory, and the opportunities to reduce the overall cost of the project by leveraging existing assets and/or phasing in replacements for the more recently installed meters.

**DEVELOPMENT COSTS.** The City shall not be liable for any expense incurred in connection with preparation of a response to this RFP. Proposers should prepare a straightforward and concise description of the proposer’s ability to meet the requirements of the RFP.

**RESERVED RIGHTS** The City reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. The City shall be the sole judge of whether any proposal and/or the resulting Agreement is in its best interest and its decision shall be final. The City reserves the right to accept or reject all or any part of a submission, if it is deemed in the best interest of the City. The City, in its sole discretion, may decrease or expand the scope of work to include additional requirements. The City reserves the right to investigate as it deems necessary to determine the ability of any proposer to perform the work or services requested. Each proposer, upon request, shall provide such information as the City deems necessary in order to make a determination.

**GENERAL** The City is requesting qualified companies to submit technical and cost proposals and to participate in a formal interview (if requested by the City), all as described herein, to further define the company’s qualifications to provide the most advantageous proposal to the City.

All aspects of this project must comply with all Federal, State, and local laws, statutes, ordinances, and

the rules and regulations of all authorities having jurisdiction over the project and shall apply to the contract and the project throughout, and they will be deemed to be included in the contract the same as though herein written out in full. The City, with the assistance of Siemens is currently reviewing the City's current infrastructure to define the project scope, budget and schedule for the project. The successful respondent is expected to be a major contributor to the final development, verification, and approval of the scope, cost, and schedule during pre-installation services, including phasing (if any) and sequence of installation.

Final decision and selection of the proposer(s) rests solely with the City. The City makes no guarantee that any award will be made as a result of the solicitation, and reserves the right to accept or reject any or all submittals; waive any informalities, irregularities, or minor technical inconsistencies; or delete any item or requirement from this solicitation or any resultant contract when deemed to be in the City's best interest. Any and all representations made within a proposal or during the Interview shall be binding on the Proposer.

Please note that the City considers response to this Request for Proposal by competing companies as purely voluntary and is under no financial obligation to said companies regarding the contents of their proposal.

## **I. SUMMARY OF DESIRED SERVICES**

The Owner intends to select a qualified vendor to provide some or all of the necessary equipment and services (including but not limited to design of hardware and software, programming, training, and ongoing support) for a Fixed Base Meter Reading System for the City of Sumter Water System. The City may select one or more vendors to provide meters, fixed based meter hardware (including transceivers and telemetry), and software. The City also prioritizes the right to retain existing meters that have been recently installed. Proposers should consider the Owner's existing meter inventory, the compatibility of the proposer's fixed based meter hardware with the existing meter inventory, and the opportunities to reduce the overall cost of the project by leveraging existing assets and/or phasing in replacements for the more recently installed meters.

## **II. PROJECT DESCRIPTION**

### **A. General Information regarding the City of Sumter Water System**

The City of Sumter Water System is interested in a Fixed Base Meter Reading System. The City of Sumter Water System contains approximately 27,207 Neptune meters that are active. The sizes of the meters are as follows:

*[table appears on following page]*

<b>Size</b>	<b>Number</b>
5/8"	20,203
3/4"	5,998
1"	512
1 & 1/2"	106
2"	290
3"	61
4"	20
6"	13
8"	2
10"	1
12"	1

The following table shows the recent replacement history of meters in the system.

	<b>Meters Replaced</b>	<b>Boxes Replaced</b>	<b>Registers Replaced</b>	<b>Lids Replaced</b>
Mar-16	86	73	24	93
Feb-16	84	64	19	89
Jan-16	84	46	18	68
Dec-15	98	66	9	97
Nov-15	83	55	18	75
Oct-15	99	62	10	85
Sep-15	96	75	10	83
Aug-15	82	54	10	81
Jul-15	84	54	13	93
Jun-15	110	55	2	82
May-15	128	101	8	161
Apr-15	65	39	10	92
Total	1099	744	151	1099
Monthly Avg.	92	62	13	92

#### **Age of Active Meters**

<i>Age</i>	<i>Number of Meters</i>	
0-5 Years	4,380	15%
6-10 Years	5,544	19%
Over 10 Years	18,739	65%
Total	28,663	

## **B. Scope**

The Owner seeks both a fixed pricing proposal for a Fixed Base Meter Reading System and breakout pricing for all materials valid for 180 days, and thus a vendor's proposed scope of work must include all necessary equipment and services for a fully operational Fixed Base Meter Reading System. Services will include, but will not be limited to propagation study pre-installation, design (software and hardware), programming, training, and ongoing support.

The Owner is seeking a meter reading system capable of meeting the current meter reading needs within the City of Sumter System service area. The reading equipment should be capable of receiving a targeted fixed network.

The Owner reserves the right to select different vendors to provide the meters, fixed base meter hardware (including transceivers and telemetry), and software. Therefore, proposers should specify (a) the degree to which the components of the proposed fixed base system are compatible with other components (e.g., if the proposed transceiver units will work with meters manufactured by a different company), and (b) separate pricing for each component of the fixed base meter system.

The meter reading system should be a fixed network method of collecting data.

All new components shall meet Section 1417 of the Safe Drinking Water Act (SDWA) which prohibits the "use of any pipe, any pipe or plumbing fitting or fixture, any solder, or any flux, after June 1986, in the installation or repair of (i) any public water system; or (ii) any plumbing in a residential or non-residential facility providing water for human consumption, that is not lead free."

AWWA accuracy and metering standards shall be met.

## **C. Fixed Base System Performance Requirements**

The Owner desires a fully integrated, wireless system that provides for real-time communication between the data collector and the host computer/software system that will store this data and enable the Owner to easily interpret, use, and transmit such data.

- I. The Fixed Base Meter Reading System should have the following features:
  - a. Time synchronized daily reads and graphical depiction of consumption data (these features must be able to assist the Owner with customer billing questions).
  - b. On-demand reads with 15-minute interval reporting.

- c. Tamper, Back Flow, and Leak Detection with appropriate alarms/notification.
  - d. Final Daily reads for move-ins/move-outs that eliminate truck rolls for off-cycle meter reads.
  - e. Secure, long-range wireless network
  - f. A minimum thirty-day memory back up for the data collector with a minimum battery backup of eight hours
  - g. A twenty year warranty on the meter accuracy (You can offer a second meter system that does not have a twenty year warranty)
  - h. Reporting capabilities that include the following:
    - (1) Zero Consumption
    - (2) Unread Meter (no readings)
    - (3) Collector, Repeater, Tower Issues
    - (4) All readings
    - (5) Invalid readings
    - (6) Meter Transceiver status
    - (7) Reading summary
    - (8) Reverse flow event
    - (9) Leak notification
    - (10) Tampering notification
  - i. A Customer Portal that can be accessed by Utility customers. At the endpoint (meter, register and meter data collection device):
    - (1) Design for a pit application
    - (2) Non-cellular transmission
2. Training for all components of the Fixed Base Meter Reading System must be included. This includes (2) onsite training sessions, one at system launch, and one after six months operational.
  3. Servicing options for all components of the Fixed Base Meter Reading System must be included.

**D Contract**

Owner anticipates entering into one or more unit price contracts. Owner reserves the right to increase or decrease the scope of work and the total price for this project through appropriate written change orders.

### III. SUBMITTAL REQUIREMENTS<sup>1</sup>

#### A. Company Information

1. History of company, including ownership and key management.
2. Location of corporate headquarters and other divisional offices.

#### B. Project Contact

1. Describe your project contact person for the entire life of the project and also their individual experience in projects similar in nature to the project described herein. Provide a description of comparable projects in which your contact person has individually been involved over the last five years.
2. Depth of resources of project contact/team's experience, ability, and qualifications available for the Project.
3. Quality of references of the proposed project contact/team working together on past projects.
4. Availability of the proposed project contact/team for this project. Describe availability of project contact/team for duration of entire project. Describe amount of dedicated time to this project in relation to other concurrent projects firm may have.
5. Effectiveness of quality assurance program and plan of project contact/team.

#### C. Previous Experience

1. Describe your previous experience in providing Fixed Base Meter Reading Systems.
2. Provide descriptions of three projects most comparable to the proposed project in which your firm has been involved over the last five years.
3. Provide three references, with contact information, of customers who purchased systems comparable to the proposed system. Please ensure that the references provided have topography, and therefore data collection system, similar to what you propose for Sumter.
4. If proposing a hybrid application (where your company's technology has been used with another metering companies meter) please provide three references, with name of city, contact information of projects.

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<sup>1</sup> Neither the order of the items listed in this section, nor the numeric listing of such items, is an indication of any order of priority.

D. Costs Proposal and Value

1. Provide your proposed price for the meters, transmitters, any necessary adapters, data collection infrastructure (including poles/towers if necessary), strainers (for large meters), training, software, hosting services, customer portal and analytics packages necessary to provide the Fixed Base Meter Reading System as described herein. As noted above, the price proposal should include all necessary data to allow the Owner to analyze a mixed or hybrid system using one or more vendors to provide the separate units of infrastructure.
2. Describe and price customer support options.
3. Describe the costs of maintenance for both hardware and software outside of a warranty and/or guarantee period.
4. Include the lead time and schedule for the product and services.
5. Describe how any proposed off-site resources will be integrated into the Management Plan to ensure project success.
6. Include any exclusion(s) you may have.

E. Special Features, System Capabilities and Warranties

1. Describe how your company will approach this project as a whole and with respect to the component parts of this project (e.g., propagation study, programming, training, support, etc.).
2. Describe the capabilities and features of the meters and AMI system you propose relative to the needs of the Owner i.e. acoustical leak detection, customer portal requirements, etc.
3. Describe any warranty and/or guarantee programs for both hardware and software, including your procedures for handling claims, the length of such program, and the cost to extend the program beyond the usual duration of the program. Include a copy of the actual warranty.

**IV. SELECTION CRITERIA**

- A. In order for a proposal to be reviewed, it must satisfy the Prerequisite Criteria set forth in Section 4.2 of the Submittal Conditions of this RFP.
- B. The Owner will select proposers to interview based on an overall collective average scoring by members of the selection committee using the Technical Evaluation Criteria in Attachment A for a maximum 100 points. Once the Technical Evaluation Criteria scores

have been submitted and reviewed, two to five of the firms with the highest average will be asked to make an oral presentation/interview to the Selection Committee, at a place and time specified by the City, which will further define the firm's qualifications to undertake and complete the Project successfully. During the interview the proposer(s) will be expected to address technical questions relating to the proposed meters and AMI system and provide limited demonstrations of the technical features of the proposed system.

- C. Following the completion of interviews, the Owner's selection committee will score the interviewed proposer based on the criteria set forth on Attachment B, with a total of up to 25 additional points available. The interview scoring will be completed after completion of the interviews.
- D. Each proposer's final score will be the sum of the technical scoring (up to 100 points) and the interview scoring (up to 25 points). The highest scoring proposer (or if the Owner elects to select multiple proposers, the highest scoring proposers), will be issued a notice of intent to award and the Owner will attempt to negotiate a satisfactory contract with such highest-scoring proposer(s). If the Owner is unable, for any reason and in its discretion, to negotiate a satisfactory contract with the highest-scoring proposer, the Owner may withdraw the notice of intention to award and begin negotiations with the next highest-scoring proposer. This process will be repeated until the Owner is able to negotiate a satisfactory contract with one or more proposers.
- E. As noted above, the Owner reserves the right to score the components of a proposed AMI system separately (e.g., meters, fixed-base meter hardware, software, telemetry, etc.), and if such scoring indicates that the best solution for the City is to enter into multiple contracts with separate vendors, the Owner will retain the full right to do so.
- F. All responding firms will be notified of the Owner's decision as soon as is practicable.

## **V. SUBMITTAL INFORMATION**

### **A. General**

Submitted proposals should address all the items listed in the preceding sections. Owner reserves the right to consider all proposals that do not address all of these areas as incomplete and non-responsive.

### **B. Reservation of Rights**

Final decision and selection of the project team rests solely with Owner. Owner reserves the right to select any or none of the submitting teams if it is in the best interest of Owner. Owner reserves the right to reject any and all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the interest of Owner. Please note that Owner considers responses to

this Request for Proposal by competing teams as purely voluntary, and the Owner is under no financial obligation to said teams regarding the contents of their proposal. Owner also reserves the right to change the scope of this project – to include cancellation of the project – if such action is in the best interest of Owner.

This request for proposals is not an invitation for bids. While cost and value is one component of the evaluation criteria, proposers will be evaluated on other criteria in Attachment A and Attachment B. In the event that the City is willing and able to negotiate an agreement with the successful proposer, such agreement shall contain such terms and conditions as the Owner deems necessary to protect its rights and to ensure a successful project. If such terms and conditions are unacceptable to the proposer, the Owner may withdraw its notice of intention to award. The Owner reserves the right, in its sole discretion, to reject all proposals, reissue a subsequent RFP, and to terminate, restructure, or amend this procurement process at any time. The final selection and contract negotiation rests solely with the Owner. It is the sole responsibility of each proposer to gather adequate information, review collateral documents, and make those inquiries that are necessary and prudent as to the project. The proposers are not entitled to rely on the Owner or the Owner's representations or information to the exclusion of the proposer's due diligence.

No questions may be directed to or contacts made with the Mayor, other members of City Council, the City Manager, and other City staff not identified in this RFP as points of contacts during the period of time that this RFP is made public until the final selection is made, except as otherwise provided for herein. Violation of this prohibition may disqualify the proposer from further consideration.

The City will not accept telephone calls or visits regarding this RFP. No interpretation shall be binding unless in writing from the City of Sumter.

### **C. Receipt of Proposals**

The City designates the following person as its Procurement Officer for this solicitation. Respondents shall restrict all contact with the City and direct all questions, including questions regarding terms and conditions, to this person. Respondents shall restrict all contact with the City and direct all questions, including questions regarding terms and conditions, to this person.

Ms. Alice C. Bailey, C.P.M., CPPO  
Purchasing Director  
P O Box 1449  
Sumter, SC 29151  
Phone: 803-436-2587  
Fax: 803-436-2615  
Email: [abailey@sumter-sc.com](mailto:abailey@sumter-sc.com)

All proposals shall be submitted no later than 3:00 p.m. EST on July 27, 2016.

All questions concerning this RFP are to be submitted in writing via e-mail, or regular mail no later than 4:00 p.m. EST on July 15, 2016. Written responses to questions will be shared with all firms expressing an interest in responding to this request for proposals no later than 5:00 p.m. on July 20, 2016.

Only written communication relative to this RFP will be considered. No oral communication from Owner can be relied upon for proposal purposes.

**E. Project Timeline [Update]**

Advertisement of Request for Proposals:	July 5, 2016
Deadline for written questions to Owner:	July 15, 2016
Deadline for Owner's responses:	July 20, 2016
Deadline to submit proposals:	July 27, 2016
Interview of top teams:	August 10, 2016
Notification of finalists:	August 11, 2016
Finalists' presentation:	August 17, 2016
Notification of selected team:	August 22, 2016
Contract negotiations:	August 30, 2016
Contract award:	September 6, 2016

Owner reserves the right to alter any or all of these proposed schedules.

**F. Public Records**

Information contained in a project team's proposal is subject to the South Carolina Freedom of Information Act. Thus, such information will be made public upon receipt of an appropriate Freedom of Information Act request. Project teams responding to this Request for Proposals who wish not to have proprietary material contained in their proposal disclosed must clearly indicate which information is proprietary. Owner will make reasonable efforts to attempt to keep proprietary information confidential; however, Owner cannot insure that such information will not be disclosed.

**G. Attachments Included**

1. RFP Technical Evaluation Criteria – ATTACHMENT A
2. Interview Evaluation Criteria – ATTACHMENT B
3. City Assets – ATTACHMENT C
4. City of Sumter Water Meter Account Listing – ATTACHMENT D  
(Separate Document 605 Pages)

## **SUBMITTAL CONDITIONS, REQUIREMENTS AND INSTRUCTIONS**

### **I. Conditions**

- I.1. The City makes no guarantee that an award will be made as a result of the solicitation, and reserves the right to accept or reject any or all submittals; waive any informalities, irregularities or minor technical inconsistencies; or delete any item or requirement from this RFP or any resultant contract when deemed to be in the City's best interest. Any and all representations made in response to this solicitation shall be binding on the Respondent.
- I.2. The City reserves the right to reject any or all responses received. The City is not obligated to request clarifications or additional information but may do so at its discretion. The City reserves the right to extend the deadline for submittals.
- I.3. All submissions shall become the property of the City without compensation to Respondent for disposition or usage by the City at its discretion. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.
- I.4. The City assumes no responsibility or obligation to the Respondents and will make no payment for any costs associated with the preparation or submission of responses to this solicitation.
- I.5. During the performance of any contract resulting from this solicitation, the responder agrees as follows: The responder will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, or physical handicap. Responder must have a history of being non-discriminating on the basis of race, creed, color, sex, or national origin in any of its employment practices, or procurement practices with respect to the work force of the firm, or procurement services in connection with this project. An affirmative action plan must be maintained for both work force and procurement practices.
- I.6. Failure to fully comply with all requirements contained in this solicitation may result in rejection of the submission and disqualification from further consideration.

### **2. General Instructions**

- 2.1. It is the City's intent to limit the cost of responding to this solicitation, so you are encouraged to be organized and succinct in your submissions. Thick volumes of background and general marketing material are not desired and will not be evaluated. Respondents shall carefully read the information contained in this solicitation and submit a focused and complete response to all requirements and questions as directed. Incomplete responses will be considered non-responsive and subject to rejection. Submissions should be thoughtful, tightly focused and clearly document your firm's suitability for this Project, your responsiveness to the evaluation criteria, your understanding of the Project requirements and your proven ability to contribute to achieving the goals of the City.
- 2.2. Please indicate, by firm, those certified by the Governor's Office of Small and Minority Business Assistance.

- 2.3. Only individual firms or formal joint ventures may apply. Two or more firms may not apply as a team unless they have formed a formal joint venture. Any associations will be disqualified. This does not preclude a Respondent from having sub consultants.
  - 2.3.1. "Prime-Sub" teams are bound by the requirements and limitations of this solicitation. Each firm must describe its experience and qualifications within the overall page limit.
  - 2.3.2. For joint venture entities that have not completed at least two relevant projects as a joint venture, each firm should submit its qualifications separately within the overall page limit.
- 2.4. The evaluation of all submissions will be based upon consideration of the demonstrated qualifications and capabilities of the Respondents such that any award will be in the best interest of the City. Submission of a Proposal indicates the Respondent's acceptance of the evaluation techniques and a recognition that subjective judgments must be made by the City during the evaluation process.
- 2.5. Except for the submission of clarification questions as discussed herein, Respondents shall not contact any members or employees of the City or the Designers regarding any aspect of this procurement until after the award of the contract. Contact with the organizations mentioned above shall be grounds for elimination.
- 2.6. Questions relating to the solicitation may be asked at any time up to the deadline set forth herein. All questions must be submitted in writing (by email is acceptable) to the designated Contact Person. Answers to all questions will be communicated in writing to all firms without identifying the firm which submitted the question.
- 2.7. It is the responsibility of each Respondent to examine the entire solicitation; to seek clarification in writing; and to review its submittal for accuracy before submitting the document. Once the submission deadline has passed, all submissions will be final. The City may, in its sole discretion, request clarification from any individual Respondent relative to their submission, and reserves the right to ask for additional information from all parties that have submitted responses.
- 2.8. Any clarifications or interpretations of this solicitation that materially affect or change its requirements will be addressed by formal addendum. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the City before the proposals are due are part of the solicitation, and respondents shall acknowledge receipt of such addenda and incorporate each addendum in its response.
  - 2.8.1. Respondents shall consider as binding only those clarifications and interpretations that the City issues by addenda. Interpretations or clarifications in any other form, including oral statements, will not be binding on the City and should not be relied on in preparing responses.
- 2.9. The evaluation of the Proposals shall be based on the requirements described in this solicitation. All properly submitted, responsive Proposals submitted by responsible proposers will be reviewed and evaluated by the City. The three to five highest ranked respondents will

be asked to participate in a formal interview.

2.10 The City reserves the right to divide the Project into multiple parts; to reject any and all responses and re-solicit for new Proposals; or to reject any and all proposals and to temporarily or permanently abandon the Project. The City makes no representations, written or oral, that it will enter into any form of agreement with any Respondent to this solicitation for any project and no such representation is intended or should be construed by the issuance of this solicitation.

### **3. Specific Instructions**

3.1. The City will receive Proposals at the time and location specified herein.

3.1.1. Date and Time as specified in writing by the City.

City of Sumter  
Purchasing Department  
Attention: Ms. Alice C. Bailey, C.P.M., CPPO  
21 N. Main Street  
Sumter, SC 29150

### **3.2. Electronic Submissions Only**

3.2.1. Proposals shall be submitted electronically only. Proposers may upload proposals by visiting the following URL: <http://www.sumtersc.gov/submit-rfp.aspx> - Only files in .pdf, .xls, or .doc formats will be accepted. Printing shall be enabled on files submitted. The RFP # and Name must be included on the web RFP form and all attached documents at time of submittal. In the event of technical difficulties in submitting proposals, proposers should contact the City's Purchasing Director, Alice Bailey, at 803.436.2587 or by email to [abailey@sumter-sc.com](mailto:abailey@sumter-sc.com).

3.2.2. Number each side of a printed page consecutively, including the Letter of Commitment, brochures, licenses, resumes, supplemental information

3.2.3. The front cover must clearly identify the Project Name, Project Number, and the Date of Submission and the Name of Proposer.

3.2.4. Separate and identify each criteria response by use of a divider sheet with an integral tab identified as follows:

- Letter of Commitment
- Prerequisite Criteria
- Project Personnel
- Firm's Experience
- Cost Proposal and Value

- Special Features, System Capabilities, and Warranties
- 

3.3. The City desires to contract with those firms whose recent experience clearly and succinctly demonstrates the superior abilities of the firm and its personnel to perform the work required by this project. When a criterion defines a specific number of items (e.g., number of projects) to be listed or described, then only that number of items shall be provided. The City reserves the right to consider any and all information available in evaluating the experience of the respondent as a firm and the project team as individuals. References will be checked at the City's discretion. It is the respondent's responsibility to ensure that it has listed current contacts with a correct phone numbers. Incorrect, difficult-to-reach or out-of-date reference contact information may result in the exclusion of that project from consideration of the respondent's qualifications to perform this Project.

#### **4. Responses to Evaluation Criteria**

##### 4.1. Letter of Commitment

###### 4.1.1. Basic company information

- Company name
- Address & Zip code
- Name of primary contact (authority for binding negotiations)
- Telephone number
- Fax number
- Email address
- South Carolina Construction-Manager License Numbers, if applicable
- South Carolina General Contractor's License Number, if applicable

4.1.2. Provide a statement of disclosure, which will allow the City to evaluate possible conflicts of interest. This disclosure requirement is not about giving the City permission regarding our contacting your references, it is about revealing relationships that your company may have with persons not of your company who are directly involved in the decision-making regarding this project. If your company has no conflicts of interest, your statement should affirm that as fact, and you may do so succinctly. The signer of this statement of disclosure should anticipate the following pledge that will be required by the Contract: "The undersigned covenants that it currently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance required under this Contract. The undersigned further covenants that, in the performance of this Contract, it shall not employ or contract with any person whose employment or

contracting would create a conflict of interest.”

4.1.3. Provide the following certification and acknowledgement statement:

“The undersigned hereby affirms that regarding information furnished by the applicant herewith, and as may be provided subsequently (including information presented at interview, if a finalist):

- All information of a factual nature is certified to be true and accurate.
- All statements of intent or proposed future action (including the assignment of personnel and the provision of services) are commitments that will be honored by the applicant if awarded the contract.
- It is further acknowledged that:
  - If any information provided by the applicant is found to be, in the opinion of the Selection Committee, substantially unreliable, this application may be rejected.
  - The Selection Committee may reject all applicants and may stop the selection process at any time.
  - The award of any contract will be made on the City’s evaluation of information provided herein, including the results of the reference checks.”

4.1.4. **Notarized signature** of Corporate Executive or equivalent with authority to bind the firm to its submittal.

4.2. **Prerequisite Criteria**

4.2.1. Provide documents, including statements from insurance and surety agents, attesting to your firm’s compliance with the prerequisite criteria listed below.

4.2.1.1. Firm MUST demonstrate that appropriate worker’s compensation and liability insurance coverage for this project can be obtained from a firm or firms licensed in the State of South Carolina.

4.2.1.2. Firm MUST demonstrate that insurance as required for this project can be obtained from a firm or firms licensed in the State of South Carolina.

Firm or any component firm of a joint venture MUST NOT appear on the Federal Government’s or State’s Excluded Parties List System or in any debarment list maintained by any State or entity of South Carolina.

4.3. **Special Features, System Capabilities, and Warranties**

4.3.1. Describe how your company will approach this project as a whole and with respect to the component parts of this project (e.g., propagation study, programming, training, support, etc.).

4.3.2. Describe the capabilities and features of the meters and AMI system you propose relative to the needs of the Owner i.e. acoustical leak detection, customer portal requirements, etc.

4.3.3. Describe any warranty and/or guarantee program for both hardware and software, including your procedures for handling claims, the length of such program, and the cost to extend the program beyond the usual duration of the program. Include a copy of the actual warranty.

**ATTACHMENT A  
RFP TECHNICAL EVALUATION CRITERIA**

#01-16/17 RFP INTERVIEW CRITERIA FIXED BASE METER READING SYSTEM		FIRM NAME:
		PANEL MEMBER #:
MAJOR CATEGORY	CRITERIA ELEMENTS	
	<b>45 POINTS</b>	
<b>I. SPECIAL FEATURES, SYSTEM CAPABILITIES &amp; WARRANTIES</b>	<p>As demonstrated by the proposer:</p> <ul style="list-style-type: none"> <li>• Describe how your company will approach this project as a whole and with respect to the component parts of this project (e.g., propagation study, programming, training, support, etc.).</li> <li>• Describe the capabilities and features of the meters and AMI system you propose relative to the needs of the Owner i.e. acoustical leak detection, customer portal requirements, etc.</li> <li>• Describe any warranty and/or guarantee program for both hardware and software, including your procedures for handling claims, the length of such program, and the cost to extend the program beyond the usual duration of the program. Include a copy of the actual warranty.</li> </ul>	
	<b>25 POINTS</b>	
<b>II. COST PROPOSAL &amp; VALUE</b>	<p>As demonstrated by the proposer:</p> <ul style="list-style-type: none"> <li>• Proposed price for the meters, transmitters, any necessary adapters, data collection infrastructure (including poles/towers if necessary), strainers (for large meters), training, software, hosting services, customer portal and analytics packages necessary to provide the Fixed Base Meter Reading System as described herein. As noted above, the price proposal should include all necessary data to allow the Owner to analyze a mixed or hybrid system using one or more vendors to provide the separate units of infrastructure.</li> <li>• Describe how any proposed off-site resources will be integrated into the Management Plan to ensure project success.</li> <li>• Recommendations and pricing for standardized meter boxes, lids, and external valves for uniformity and reliability throughout the Owner’s system.</li> <li>• Description and costs of Customer support options.</li> <li>• Describe and provide costs of maintenance for both hardware and software outside of a warranty and/or</li> </ul>	

	<p>guarantee period.</p> <ul style="list-style-type: none"> <li>• Describe how any proposed off-site resources will be integrated into the Management Plan to ensure project success.</li> <li>• Lead time and schedule for the product and services.</li> <li>• Any exclusions.</li> </ul>
<b>III. PERSONNEL EXPERIENCE</b>	<b>15 POINTS</b>
<b>Depth of Resources and Personnel with Relevant Experience</b>	<p>As demonstrated by the proposer:</p> <ul style="list-style-type: none"> <li>• Depth of resources of project contact/team’s experience and ability, and qualifications available for the Project.</li> <li>• Quality of references of the proposed project contact/team working together on past projects.</li> <li>• Availability of the proposed project contact/team for this project. Availability of project contact/team for duration of entire project. Amount of dedicated time to this project in relation to other concurrent projects firm may have.</li> <li>• Effectiveness of quality assurance program and plan of project contact/team.</li> </ul>
<b>IV. FIRM EXPERIENCE</b>	<b>15 POINTS</b>
<b>Firm’s General Project Experience</b>	<p>As demonstrated by the proposer:</p> <ul style="list-style-type: none"> <li>• Previous experience in providing Fixed Base Meter Reading Systems.</li> <li>• Descriptions of three projects most comparable to the proposed project in which your firm has been involved over the last five years.</li> <li>• Depth of resources of project contact/team’s experience on similar topography and data collection systems similar to proposed for Sumter.</li> <li>• Three references, with contact information, of customers who purchased systems comparable to the proposed system.</li> <li>• Experience on State, County, City and other public projects.</li> <li>• Quality of references as to the company’s commitment and</li> </ul>

	project leadership.

For those responses that are responsive and demonstrated responsibility on the part of the proposer, the Selection Committee will evaluate the submittals based upon the criteria described above. The City has established the relative importance of each element and sub-element of the criteria and has listed them in descending order of importance, as follows:

<b>Criterion</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Total</b>
<b>Points</b>	<b>45</b>	<b>25</b>	<b>15</b>	<b>15</b>	<b>100</b>
<b>Score</b>					
<b>Earned</b>					

**ATTACHMENT B  
INTERVIEW EVALUATION CRITERIA**

<b>#01-16/17 RFP INTERVIEW CRITERIA FIXED BASE METER READING SYSTEM</b>		<b>FIRM NAME: PANEL MEMBER #:</b>
MAJOR CATEGORY	CRITERIA ELEMENTS	
	5 Points	
I.	What solutions does the team present, and how realistic are they?	
	5 Points	
II.	Does the company's team give direct answers to the questions asked, or do they avoid them or try to steer the discussion?	
	5 Points	
III.	Does the company seem more interested in potential future projects than in current project?	
	5 Points	
IV.	Does the company seem open-minded in their approach? Is the company's team good listeners? Do they ask relevant, thoughtful questions?	
	5 Points	
V.	How cohesive does the company's team work together during the presentation & interview?	

**THE INTERVIEW CRITERIA.** For those firms that have been selected to be interviewed, the Selection Committee will evaluate the interviews based upon the criteria listed above.

Criterion	1	2	3	4	5	Total
Points	5	5	5	5	5	25
Score						
Earned						

**ATTACHMENT C**  
**CITY OF SUMTER ASSET LISTING**  
**JULY 2016**

Facility_Name	Address
Swan Lake Restroom 1 - Visitors Center	822 W Liberty St, Sumter, SC 29150
Visitor Center	822 W Liberty St, Sumter, SC 29150
Swan Lake Restroom 2 - Playground	822 W Liberty St, Sumter, SC 29150
Opera House	21 N Main St, Sumter, SC 29150
City Centre	25 N Main St, Sumter, SC 29150
Liberty Center	12 W Liberty ST, Sumter, SC 29150
12 S. Main St	12 S Main St, Sumter, SC 29150
14 S. Main St	14 S Main St, Sumter, SC 29150
Fire Department Headquarters	129 E Hampton Ave, Sumter, SC 29150
Gardens Office	170 Garden St, Sumter, SC 29150
Swan House	160 Garden St, Sumter, SC 29150
Stadium Road Fire Station	2041 Stadium Rd, Sumter, SC 29154
Alice Drive Fire Station	223 Alice Dr, Sumter, SC 29150
Thomas Sumter Fire Station	2020 Thomas Sumter Hwy, Sumter, SC 29153
South Sumter Gym	630 S Sumter St, Sumter, SC 29150
Santee Senior Services	110 N Salem Ave, Sumter, SC 29150
Rutledge/Sumter House	407 W Hampton Ave, Sumter, SC 29150
Birnie Hope Center	210 S Purdy St, Sumter, SC 29150
Samaritan House	320 W Oakland Ave, Sumter, SC 29150
South Hope	1125 Lafayette Dr, Sumter, SC 29150
Lafayette Center	190 S Lafayette Dr, Sumter, SC 29150
Memorial Park Gazebo	417 W Hampton Ave, Sumter, SC 29150
Memorial Park Restrooms	near 112 N Salem Ave, Sumter, SC 29150
City Shop	70 Myrtle Beach Hwy, Sumter, SC 29153
Swan Lake Gazebo	822 W Liberty St, Sumter, SC 29150
Heath Pavilion	150 Garden St, Sumter, SC 29150
Aquatic Center	1125 S Lafayette Dr, Sumter, SC 29150
Public Services Complex	303 E Liberty St, Sumter, SC 29150
Public Services Gas Pumps	216 E Calhoun St, Sumter, SC 29150
Police Department	107 E Hampton Ave, Sumter, SC 29150
Manning Road Fire Station	1121 Manning Rd, Sumter, SC 29150
Waste Water Plant Admin Building	600 Justin Ln, Sumter, SC 29153
Waste Water Plant Electric Building	near 600 Justin Ln, Sumter, SC 29153
Waste Water Plant Labor Shed	near 600 Justin Ln, Sumter, SC 29153
Waste Water Plant Maintenance Office	near 600 Justin Ln, Sumter, SC 29153
Waste Water Plant Maintenance Storage Garage	near 600 Justin Ln, Sumter, SC 29153
Waste Water Plant Pump Bldg # 4	near 600 Justin Ln, Sumter, SC 29153
Waste Water Plant Belt Press Building	near 600 Justin Ln, Sumter, SC 29153
Waste Water Plant Storage Bldg	near 600 Justin Ln, Sumter, SC 29153
Waste Water Plant Dryer Bldg	near 600 Justin Ln, Sumter, SC 29153
Water Plant # 1	305 Pine St, Sumter, SC 29150
Water Plant # 2	80 Myrtle Beach Hwy, Sumter, SC 29153
Water Plant # 3	2075 Corporate Way, Sumter, SC 29154
Water Plant # 4	1135 Lewis Rd, Sumter, SC 29153
Water Plant # 5	545 W Wesmark Blvd, Sumter, SC 29150
Tennis Center Clubhouse	400 Theatre Dr, Sumter, SC 29150
Bobby Richardson Park	440 Theatre Dr, Sumter, SC 29150
Riley Ball Park Locker Rooms	655 Church St, Sumter, SC 29150
Riley Ball Park Ticket Booth, Press Box, Hospitality Room	650 Church St, Sumter, SC 29150
Riley Ball Park Batting Cages	314 Brown St, Sumter, SC 29150
Riley Ball Park	655 Church St, Sumter, SC 29150
Riley Ball Park New Concession Stand	655 Church St, Sumter, SC 29150
Swan Lake Restroom 4-Heath Pavillion	150 Garden St, Sumter, SC 29150
Swan Lake Restroom 3-Garden Street	150 Garden St, Sumter, SC 29150
Palmetto Park Playground Restrooms	near 440 Theatre Dr, Sumter, SC 29150
Birnie Park Restrooms	near bathrooms @ 210 S Purdy St, Sumter, SC 29150
United Ministries	36 S Artillery Dr, Sumter, SC 29150
Fire Department Trainig Grounds	470 Green Swamp Rd, Sumter, SC 29150
North Hope	904 N Main St, Sumter, SC 29150
Police Training Grounds/Firing Range	500 Range Rd, Sumter, SC 29153
SC-ETV	18 N Harvin St, Sumter, SC 29150
ETV E-911	1331 ETV Rd, Sumter, SC 29153
Wedgfield E-911	6635 Megahertz Rd, Wedgfield, SC 29168

**ATTACHMENT C**  
**CITY OF SUMTER ASSET LISTING**  
**JULY 2016**

Facility_Name	Address
Chesnut Oaks Lift Station	near 1200 Oswego Hwy, Sumter, SC 29153
Iris Winds Lift Station	south of 1230 S Pike E Sumter, SC 29153
Sherwood Lift Station	1008 Nottingham Dr, Sumter, SC 29153
Black River Lift Station	902 Electric Dr, Sumter, SC 29153
VFW Lift Station	1941 Gion St, Sumter, SC 29150
Wise Drive Lift Station	2864 Wise Dr, Sumter, SC 29150
Timberline #1 Lift Station	3070 Springdale Way, Sumter, SC 29150
Loringwood Lift Station	SE of 1010 Andiron Dr, Sumter, SC 29150
Ritz MHP Lift Station	745 E Liberty St, Sumter, SC 29153
Santee Print Lift Station	near 20 Progress St, Sumter, SC 29153
Pocalla Lift Station	near 1645 S US 15 Hwy, Sumter, SC 29150
Bethel Road Lift Station	near 2060 Bethel Church Rd, Sumter, SC 29154
Furman School Lift Station	near 3300 Bethel Church Rd, Sumter, SC 29154
Hatchery Lift Station	2865 Starks Ferry Rd, Sumter, SC 29154
Old Forge Lift Station	near 1880 Lynette Dr, Sumter, SC 29154
L&R Cockerill Road Lift Station	975 Cockerill Rd, Sumter, SC 29154
Leewood Lift Station	364 Mooneyhan Rd, Sumter, SC 29153
Timberline #2 Lift Station	706 Breezybay Ln, Sumter, SC 29150
Trailwood Lift Station	183 Deschamps Rd, Sumter, SC 29154
Sumter Villas Lift Station	524 S Pike E, Sumter, SC 29150
Bagnal Street Lift Station	989 Bagnal Dr, Sumter, SC 29150
Winkles Road Lift Station	745 E Brewington Rd, Sumter, SC 29153
Jailhouse Lift Station	near 1254 Winkles Rd, Sumter, SC 29153
Pack Road Lift Station	174 Brentwood Dr, Sumter, SC 29150
Club Lane Lift Station	1033 Golfcrest Rd, Sumter, SC 29154
Woodside Lift Station	47 Woodside Rd, Sumter, SC 29150
Second Mill Lift Station	near 1110 Old West Liberty St, Sumter, SC 29150
Owens Street Lift Station	near 580 Covington St, Sumter, SC 29150
Glen Manufacturing Lift Station	near 930 Oswego Hwy, Sumter, SC 29153
Carolina Ave. Lift Station	841 Carolina Ave, Sumter, SC 29150
Crestwood School Lift Station	2000 Oswego Hwy, Sumter, SC 29153
Voc. Rehab 15 N. Lift Station	1760 N Main St, Sumter, SC 29153
Ihop Lift Station	near 2491 Broad St, Sumter, SC 29150
Terry Road Lift Station	1267 Terry Rd, Sumter, SC 29150
Loretta Lift Station	near 2871 Loretto Dr, Sumter, SC 29150
Patriot Parkway Lift Station	523 Constitution Dr, Sumter, SC 29154
Carolina Palms Lift Station	3002 Daufaskie Rd, Sumter, SC 29150
Bi-Lo #1 Lift Station	31 Millrun Dr, Sumter, SC 29154
Bi-Lo #2 Lift Station	near 2055 Wedgefield Rd, Sumter, SC 29154
Sparkleberry Lane Lift Station	near 1003 Sparkleberry Ln, Sumter, SC 29150
Liberty Street Lift Station	10 Liberty St, Mayesville, SC 29104
Salem Street Lift Station	180 Salem St, Mayesville, SC 29104
Warner Lift Station	601 Fawn Cir, Sumter, SC 29150
Lagoon Lift Station	2085 Avenue E, Mayesville, SC 29104
Landmark Point Lift Station	3672 Beacon Dr, Sumter, SC 29154
Sumter Street Mayesville Lift Station	231 E Sumter St, Mayesville, SC 29104
Williamsburg Lift Station	3154 Oldyork Rd, Sumter, SC 29153
Foxcroft Lift Station	664 Talisman Dr, Sumter, SC 29154
Ashbrook Lift Station	near 900 Mccathern Ave, Sumter, SC 29154
Stillwater Lift Station	3006 Lowfalls Ln, Sumter, SC 29150
North Wise Drive Lift Station	near 1400 N Wise Dr, Sumter, SC 29153
Cove Subdivison Lift Station	2145 Watersong Run, Sumter, SC 29150
Porter Street Lift Station	1090 Porter St Ext, Sumter, SC 29153
76 West Mayesville Lift Station	4525 Florence Hwy, Mayesville, SC, 29104
76 East Mayesville Lift Station	4885 Florence Hwy, Mayesville, SC, 29104
Opera House Lift Station	near 21 N Main St, Sumter, SC 29150
Sprayfield Mayesville Lift Station	4262 Lag Rd, Mayesville, SC 29104
Deerfield Lift Station	719 Antlers Dr, Sumter, SC 29150
Pocalla Aparments Lift Station	near 1701 Nicholas Dr, Sumter, SC 29154
Munn Lift Station	2000 Wedgefield Rd, Sumter, SC 29154
Patriots Park Sports Lift Station	near 380 General Dr, Sumter, SC 29154
William Thomas Lift Station	1109 Florence Hwy, Sumter, SC 29153
alice dr tank	370 Theatre Dr, Sumter, SC 29150

**ATTACHMENT C**  
**CITY OF SUMTER ASSET LISTING**  
**JULY 2016**

Facility_Name	Address
dalzell tank	3165 Charles Jackson St, Dalzell, SC 29040
jefferson tank	784 Jefferson Rd, Sumter, SC 29153
lafayette tank	32 Phillips St, Sumter, SC 29150
mayesville tank	22 S Main St E, Mayesville, SC 29104
oswego tank	75 Mcinnis Store Rd, Sumter, SC 29153
oswego water tank	1256 Jessamyn Rd, Sumter, SC 29153
plant 3 tank	2085 Corporate Way, Sumter, SC 29154
shiloh tank	2765 Old Highway 53, Lynchburg, SC 29080
sumter high tank	2640 McCrays Mill Rd, Sumter, SC 29154
tank 4	1139 Lewis Rd, Sumter, SC 29154
tank 521	12 Weatherly Rd, Sumter, SC 29150
DAL- Well 2	3161 Charles Jackson St, Dalzell, SC 29040
MAY- Well 1	108 S Main ST E, Mayesville, SC 29104
MAY- Well 4	105 W Sumter St, Mayesville, SC 29104
SHI- Well 1	2597 I-95, Lynchburg, SC 29080
SHI- Well 2	2599 I-95, Lynchburg, SC 29080
WES- Well 1	5664 Wedgefield Rd, Wedgefield, SC 29168
WES- Well 2	5656 Wedgefield Rd, Wedgefield, SC 29168
MAY- Well 2	106 S Main St E, Mayesville, SC 29104
Water Plant 1- Well 2	650 Church St, Sumter, SC 29150
Water Plant 1- Well 3	205 Pine St, Sumter, SC 29150
Water Plant 1- Well 4	315 Pine St, Sumter, SC 29150
Water Plant 1- Well 5	4 Poinsett Dr, Sumter, SC 29150
Water Plant 1- Well 6	319 Pine St, Sumter, SC 29150
Water Plant 1- Well 7	41 Dubose St, Sumter, SC 29150
Water Plant 2- Well 1	90 Myrtle Beach Hwy, Sumter, SC 29153
Water Plant 2- Well 2	27 Fort St, Sumter, SC 29153
Water Plant 2- Well 3	64 Myrtle Beach Hwy, Sumter, SC 29153
Water Plant 2- Well 4	165 Eastwood Dr, Sumter, SC 29153
Water Plant 3- Well 1	2065 Corporate Way, Sumter, SC 29154
Water Plant 3- Well 2	1125 Cockerill Rd, Sumter, SC 29154
Water Plant 3- Well 3	1995 Corporate Way, Sumter, SC 29154
Water Plant 3- Well 5	2130 Corporate Way, Sumter, SC 29154
Water Plant 3- Well 6	825 Bethel Church Rd, Sumter, SC 29154
Water Plant 3- Well 7	1330 Clipper Rd, Sumter, SC 29154
Water Plant 4- Well 1	1131 Lewis Rd, Sumter, SC 29154
Water Plant 4- Well 2	1141 Lewis Rd, Sumter, SC 29154
Water Plant 4- Well 3	1145 Lewis Rd, Sumter, SC 29154
Water Plant 5- Well 1	541 W Wesmark Blvd, Sumter, SC 29150
Water Plant 5- Well 2	549 W Wesmark Blvd, Sumter, SC 29150
Water Plant 5- Well 3	2493 Broad St, Sumter, SC 29150