

REQUEST FOR PROPOSAL (RFP) No. 2014-044

North Springs Improvement District (NSID)
RFP No. 2014-04
9700 NW 52nd Street
Coral Springs, FL 33076



NOTICE TO ALL POTENTIAL BIDDERS:

Prohibited Communications: Potential bidders shall not communicate in any way with The District Management and any staff of The District, other than Purchasing personnel, from the time of bid advertisement through and including bid award except during scheduled pre-bid meetings. Such communication shall result in disqualification.

The District Purchasing Division, North Springs Improvement District, Florida, will receive sealed proposals for:

REQUEST FOR PROPOSALS FOR AUTOMATED METER READING SYSTEM

Scope of Work includes but is not limited to: Provide materials, supervision, and professional installation services for an automated meter reading (AMR/AMI) system to read meters in an automated and cost effective manner. This project will include replacing and retrofitting 5/8-inch to 2-inch manual read water meters at 15,000 meters during the initial phase.

Sealed proposals will be received by NSID no later than **12:00 PM** local time, on **October 15, 2014**. Proposals received after the designated time and date will not be considered. Proposals will be publicly opened and read aloud by the District on the above appointed date and time. Envelopes must be clearly marked with the RFP number, time and date of opening. In addition, the proposals will be evaluated by District staff during the opening period.

Mail or deliver to: **North Springs Improvement District (NSID)**
RFP No. 2014-01
9700 NW 52nd Street
Coral Springs, FL 33076

The District reserves the right to waive any technicalities; reject any and all proposals which are incomplete, conditional, non-responsive, or which contain additions not allowed for; reject any or all proposals in whole or in part with or without cause; and accept the proposal which best serves The District.

North Springs Improvement District is an equal opportunity/affirmative action employer.

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A – North Springs Improvement District Meter Locations and Area Map

B – North Springs Improvement District ITS Desktop Standard

Scope of Services

1 INTRODUCTION

NSID (North Springs Improvement District) is a regional water utility that provides drinking water service to approximately 15,000 residential, multi-family and commercial customers in Northern Coral Springs and Parkland Area

NSID is seeking responsible firms to provide materials, supervision, and professional installation services for an automated meter reading (AMR) system to read meters in an automated and cost effective manner. This project will include replacing or retrofitting 5/8-inch to 2-inch manual read water meters. Approximately 15,000 meters will be replaced per year over a 1 year replacement period. The selected firm will function as a team with NSID.

NSID is requesting a firm to furnish and install a complete, two-way radio frequency, automated mobile reading system to include navigational and mapping features (GPS) with the capability to upgrade to a two-way, fixed-network system in the future.

2 BACKGROUND

NSID provides drinking water service to customers within the area shown on the NSID Water Service and Meter Locations Map found in Appendix A.

NSID currently has approximately 15,000 5/8-inch to 2-inch water meters installed within their water service area.

Background
Information:

1. NSID utilizes approved 5/8-inch to 2-inch meter products manufactured by:
 - a. Neptune
 - b. Sensus
2. NSID uses a billing system supplied and maintained by Edmunds & Associates.
3. Each meter is read in gals and billed monthly.
4. Total number of 5/8-inch to 2-inch meters is 15,000.

3 OVERVIEW

3.1 Definitions

The following is a list of general definitions used in this document:

- **AMR** – automated meter reading, a mobile system (hand held or drive by) that enables a reader near the meter to collect its water-usage data without having to examine the meter directly
- **AWWA** – American Water Works Association
- **CIS** – customer information system, software applications that allow companies to manage every aspect of their relationship with a customer.
- **Data logging** – compiling a record of water use over time
- **Fixed-Network** – method where a network is permanently installed to capture meter readings. This method can consist of a series of antennas, towers, collectors, repeaters, or other permanently installed infrastructure to collect transmissions of meter readings from AMR capable meters and get the data to a central computer without a person in the field to collect it.
- **MIU** – meter interface unit, which captures and stores water-usage data over a period of time; transmits the water-usage data to a collection system

3.2 General Requirements

Selected firm shall furnish and install a complete, two-way radio frequency, mobile automatic meter reading (AMR) system including all water meters, meter interface unit (MIU) devices, meter reading devices, application software, interface to billing system, and related ancillary items to serve the requested water service areas of the NSID.

This request for proposal (RFP) requests an AMR system that consists of:

- Water meters that will be replaced or retrofitted with 5/8-inch to 2-inch meters which conform to AWWA C-700. Provide flexibility for NSID to replace or retrofit larger meters and/or compound meters in the future.
- Radio MIUs to encode, store, and transmit register data, interval data, leak data, backflow data, and tamper data.
- A mobile system to collect register data, interval data, leak data, backflow data, and tamper data and reliably process this data, and pass this data to the customer information system (CIS).
- A user interface for all value-added functionality, which is simple to use, ubiquitous in nature.
- Customer support services, including: assistance with software operation; troubleshooting and reconciling failed devices; network growth and the addition of new devices; training of staff and supervisors; recurrent software upgrades; and other activities to sustain proper operation of the system.
- Installation and configuration of the above.

Any systems and services proposed must cover the meter requirements stated above, and must have the capability to cover other meters as well as the potential for other applications in the future including upgrade to a fixed-network system.

NSID seeks to acquire a meter reading system that meets the following objectives:

- Fully automated meter reading data collection for the purposes of increased meter reading efficiency and workforce safety throughout the service territory.

- Ability to obtain daily register reads as well as time-synchronized hourly, interval information, and the ability to store collected data for up to 2 years and conduct advanced analyses on the collected data.
- Allow easy access to meter information, so that utility personnel can locate pertinent data in a timely manner
- Enhance service to our customers with the ability to conduct timelier bill complaint investigation and resolution using detailed data collected by the AMR system that can be used by the customer support team as well as shared directly with the customer.

3.3 General Instructions

This RFP outlines the requirements for an AMR system to be purchased and owned by NSID.

- 3.3.1 The system shall be comprised of all new equipment. Components shall be produced by established manufacturers.
- 3.3.2 Vendors supplying proposal must provide local service and provide documentation that vendor has been in business for at least 10 years.
- 3.3.3 All costs shall include shipping to NSID.
- 3.3.4 Vendor will provide a listing of all clients. References shall include the name and phone number of the Utility contact.

3.4 Proposal Preparation

Each vendor's response shall be organized in a fashion similar to that outlined below:

- Section 1: Proposal Signature Page
- Section 2: Bid Schedule
- Section 3: Proposer's Qualification Questionnaire
- Section 4: Executive Summary (Include company contact name, address, e-mail, and phone number)
- Section 5: Technology Solution Overview
- Section 6: Compliance Table for RFP Sections 4.1 to 6.5
Answers are to be in the form:
 - Comply
 - Alternate - Include explanation
 - Exception - Include explanation
 - Does not comply
- Section 7: Vendor's Information
 - Vendor's financial information
 - Vendor's experience in the AMR business
 - Detailed company ownership of last 10 years
 - Company size – number of employees and location
 - Location(s) where product offered in this proposal are manufactured
 - Subcontractors intended to be used in the manufacture of any of the components, service or support requested in this RFP and their manufacturing location if applicable.

The following table is an example of the Compliance Table to be filled out by each submitter for their respective Proposal. The submitter is to provide an explanation for each functional requirement that the submitter feels has restrictions, limitations or needs clarification. Please feel free to use separate sheets for explanations and simply indicate on the “NOTES” line a Reference Item Number corresponding to the item on your additional sheet(s) so that it can be easily found during scoring.

Technical Requirements		Product Capability	Notes
4.1 System Description			
4.1.1	Briefly describe the data flow in the system, listing each component and how they interface. Detail the proposed system configuration. Describe the interface to the company's communication network. Describe all requirements for intermediate communications equipment.	COMPLY	See attachment 4.1.1.A
4.1.2	The processing computers in the system shall run in a network configuration. Please describe processing computer(s) specifications to be able to support the proposed reading system. PC's must meet North Springs Improvement District Technical Standards described in Appendix C.	ALTERNATE	Can answer only after reviewing the North Springs Improvement District Technical Standards documentation
4.1.3	The collection system shall ensure date and time stamps for all readings are accurate +/- one (1) second and synchronized to a known time.	COMPLY	
4.1.4	The collection system shall provide a user interface that supports	COMPLY	

4 TECHNICAL REQUIREMENTS

The vendor's system shall meet the following technical requirements: (Please note that the responses to Sections 4 – 6 will become part of any subsequent contract)

- The vendor's response shall contain an explicit comply/exception assessment of whether the proposed system meets each requirement and, whenever necessary, a description of compliance to each point. If the proposed system or any part of the system fails to meet any of the following requirements, explain the reasoning that substantiates that the variation from these requirements is not critical.
- Please use the table format supplied for responses to Sections 4.1 to 6.5.
- Please note that all answers must reflect current capabilities. Any future capabilities must be stated as such and outlined with a development schedule.
- The proposed software must be industry-standard.
- The software must be the latest version available at the time of installation.
- Software must use graphical-user interface (GUI) screens to display information. Screens must be clear, concise, and easy to understand, and incorporate ergonomic and functional standards of excellence.
- All proposed software must be made available to NSID, for inspection, performance, usability, or demonstration. The use of an Internet web demonstration may satisfy this requirement.
- All proposed software must be state-of-the-art technology, generally available, and in current production. Any proposed software which is in development or field test status (Beta) will not be accepted. Any proposed software that is planned for obsolescence or will no longer be supported by the vendor will not be accepted.

4.1 System Description

- 4.1.1 Briefly describe the data flow in the system, listing each component and how they interface. Detail the proposed system configuration. Describe the interface to the company's communication network. Describe all requirements for intermediate communications equipment needed to gather meter specific data.
- 4.1.2 The processing computers in the system shall run in a network configuration. Please describe processing computer(s) specifications to be able to support the proposed reading system. PC's must meet North Springs Improvement District Technical Standards described in Appendix B.
- 4.1.3 The collection system shall ensure date and time stamps for all readings are accurate +/- one (1) second and synchronized to a known time reference standard.
- 4.1.4 The collection system shall provide a user interface that supports multiple users across the enterprise.
- 4.1.5 The system shall provide notification when tampering has occurred, including cut cables, register communication failures, and MIU reprogramming attempts.
- 4.1.6 Software installation process must include a fully automated installation process.

4.2 Water Meters

- 4.2.1 Water meters sizes 5/8-inch to 2-inch shall meet the construction and accuracy requirements of AWWA C700.
- 4.2.2 Water meters sizes larger than 2-inches shall meet the construction and accuracy requirements of AWWA C702.
- 4.2.3 Meters must comply with the North Springs Improvement District Standards Approved Product List below:

METERS – DISPLACEMENT TYPE, MAGNETIC DRIVE – 5/8”, 1”

- 1. Neptune Trident T-10
- 2. Badger Model 25 & 55

METERS – DISPLACEMENT TYPE – 1 ½” AND LARGER

- 1. Neptune Displacement Type T-10
- 2. Badger Displacement Type, Model 120

METER STRAINERS – 2" AND LARGER METERS

- 1. Neptune
- 2. Badger Model 170

4.3 Meter Interface Unit (MIU)

- 4.3.1 The MIU must be capable of operating in harsh environments. List the environmental specifications of the MIU and describe its ability to withstand extreme high and low temperature conditions, full and/or direct sunlight, as well as its resistance to water intrusion. As a minimum, the MIU must function accurately and not be damaged over an operating temperature range of -10 to +70 degrees Celsius.
- 4.3.2 MIUs must function accurately and not be damaged under conditions of submersion in polluted or non-polluted environments.
- 4.3.3 The MIU must be designed to last in the field without need for servicing for a minimum of 20 years. Indicate the expected product life of the MIU and provide any engineering data to support the claim.
- 4.3.4 Describe the power supply utilized by the MIU. Battery operated MIUs must have a battery design life of 20 years with engineering data to support the claim.

- 4.3.5 MIUs proposed for pit settings must be able to withstand the harsh pit environment and have no exposed electrical connections.
- 4.3.6 The MIU must be factory installable at the meter manufacturer. List all available options for the installation of the MIU into new and existing meters.
- 4.3.7 The MIU must utilize an accurate and reliable encoding technology to capture readings. Describe the encoding technology utilized in the MIU.
- 4.3.8 The MIU must have the following capabilities:
- BACKFLOW DETECTION: Describe how the system detects and reports reverse flow.
 - CONSUMPTION READS/DATA LOGGING: Describe how the MIU stores and transmits consumption data. The MIU shall be capable of transmitting any or all of the readings via radio commands to avoid having to physically visit the MIU site.
 - TAMPER DETECTIONS: Describe all tamper reports available.
 - LEAK DETECTION: Describe how the system detects and reports leaks. List the acoustic leak sensors compatible with the meter modules.
 - METER RIGHT SIZING: MIU capable of analyzing sub-hourly intervals for the purposes of detailed flow analysis and proper sizing of meter assets.
 - TWO WAY COMMUNICATION: MIU must be capable of a two-way radio frequency communication from MIU to collection system.
- 4.3.9 The system shall allow the addition of meter modules (meter and MIU) at any time without the need for system reconfiguration. Describe the process for adding additional modules.
- 4.3.10 The MIU shall have the option of having remote antenna for those instances where the MIU may be under water for long periods of time.
- 4.3.11 Vendor must have sold a minimum of one million radio-frequency based MIUs to the water utility market to assure familiarity with the water market. Report number of MIUs sold to date.
- 4.3.12 The MIU must be able to connect to pulse accumulating or absolute encoder-type registers.
- 4.3.13 MIUs capable of auto-configuring themselves when connected to encoded registers are preferable over MIUs that require programming after being connected to an encoded register. Explain available process for activation and programming of MIUs.
- 4.3.14 MIUs must have power output options for mobile data collection. Optional high power mobile modes to mitigate hard to read scenarios such as flooded pit boxes or heavy cast iron lids that cannot be changed out.
- 4.3.15 MIUs must be capable of mobile or fixed network two-way communication and migratable from one mode to another via drive-by command.

- 4.3.16 Mobile data collectors must be able to retrieve datalogging from MIU in mobile or fixed network mode, as well as change the mode of the MIU from mobile to fixed network mode.
- 4.3.17 MIUs must transmit to both mobile or fixed network data collectors. MIUs must be migratable and be changed from one mode to another with a mobile data collector via a drive-by command.
- 4.3.18 The MIU must be capable of being read by mobile receiver, a handheld receiver, and a fixed network data receiver without special configuration or remanufacture. This shall allow an easy migration between the three meter reading systems without any change to the MIU devices or revisiting the site. Describe operating modes for each system.
- 4.3.19 The MIU must be capable of being read by mobile receiver or handheld receiver from an unobstructed, minimum distance of 200 feet.

4.4 Radio Frequencies

NSID is seeking a solution with high power and high-throughput data handling characteristics.

- 4.4.1 What radio frequency is used for the proposed MIUs? Explain why the stated frequency is selected for the system as well as any benefits associated with utilization of this band.
- 4.4.2 Describe the bandwidth capacity of the system and expected data loads that will be carried.

4.5 Meter Compatibility

- 4.5.1 Proposed solution must be compatible with multiple meter vendors to allow for freedom of meter choice and for retrofit of existing installed meters. Provide a listing of meter manufacturers and meter model numbers of which the MIUs are compatible. State whether the proposed system gives the NSID the flexibility to purchase meters from multiple vendors. Meter compatibility listings for MIUs must be provided.
- 4.5.2 Based upon NSID meter data provided, please provide the estimated number of meters that can be retrofitted with MIUs and the estimated number of new meters required to automate the meter population.
- 4.5.3 Describe the equipment needed to perform retrofit installations of MIUs in the field.

4.6 Mobile Collection System

- 4.6.1 Provide the specifications of mobile reader such as size, weight and so on; including hardware preferences i.e. ruggedized laptop, tablet PC, or other device.
- 4.6.2 The mobile reader must be capable of operating inside of any utility vehicle in harsh environments. List the environmental specifications of the communications device.
- 4.6.3 The mobile reader must be easily installed into new or existing utility vehicles. Indicate the installation procedure of the communications device.

- 4.6.4 The mobile reader must be capable of reading a variety of residential, commercial and industrial meters. List the meter module types that the communications device is capable of reading.
- 4.6.5 The reader must be able to collect data from MIU at posted speed limits and from a minimum, unobstructed distance of 200 feet.
- 4.6.6 Describe whether this is a licensed or unlicensed radio frequency.
- 4.6.7 If this is a licensed system, please describe in detail how a license for the system may be obtained, as well as the costs and timeframes associated with obtaining this license.
- 4.6.8 The mobile reader must meet all applicable regulatory requirements for such devices. Define all applicable regulatory requirements and approvals associated with the mobile reader.

- 4.6.9 Define the performance characteristics of the mobile reader (include the number channels that can be read simultaneously and number of readings per minute).
- 4.6.10 Indicate the capacity of readings that can be obtained by the mobile reader in an eight (8) hour day.
- 4.6.11 Define any applicable warranties associated with the mobile reader.
- 4.6.12 The mobile reader must be portable and moveable from vehicle to vehicle and transportable between locations.
- 4.6.13 The mobile reader must provide more than one configuration option for installation. Explain these options.
- 4.6.14 The mobile reader must have the capability to load multiple meter reading routes and read those routes simultaneously.
- 4.6.15 The mobile reader must provide a redundant data storage mechanism.
- 4.6.16 The mobile reader must have the capability to connect to the utility network to upload/download meter reading routes.
- 4.6.17 The mobile reader must provide alternate methods of uploading/downloading routes. Explain the options available.
- 4.6.18 The mobile reader must have the capability to hold up to 100,000 meters and meter module IDs, which are configurable through the software application.
- 4.6.19 The mobile reader must provide diagnostics capability to allow troubleshooting in the field.
- 4.6.20 The mobile reader application interface must display remaining meters to be read (including a map) and provide automatic refresh as the route is being driven.
- 4.6.21 The mobile reader application interface must display the type of meter module that is being read.
- 4.6.22 The mobile reader must be capable of reading, storing and returning reads that are read out of route while reading on-cycle reads.
- 4.6.23 The mobile reader must distinguish MIUs to be read based on priority via colored symbology on the mapping application.
- 4.6.24 The mobile reader must provide a mapping application, including GPS, that allows the meter reader to visually determine which meters have been read and those that remain to be read via colored symbology.
- 4.6.25 The mobile reader mapping application must provide the meter reader the flexibility to see only those meters that have not been read.
- 4.6.26 The mobile reader mapping application must provide the meter reader the ability to view geographically where the vehicle is in relation to the MIUs being read.
- 4.6.27 The mobile reader application must include functionality to calculate latitude and longitude GPS data for mapping purposes from address locations provided by the utility. The same device that collects meter readings (drive-by, hand-held or mobile) must be able to collect GPS latitude and longitude data for mapping purposes.

Optionally, the mobile reading device must be able to assist the user in locating the meter using symbology and the GPS coordinates.

- 4.6.28 The mobile reader application must provide a backup mechanism for mapping data.
- 4.6.29 The mobile reader application shall alert the user when tamper changes have been identified and transmitted from the MIU.
- 4.6.30 The mobile reader application shall allow the user to filter routes and route segments by address or MIUs.
- 4.6.31 The mobile reader application shall allow the user to search a route by address, MIU, or meter.
- 4.6.32 The mobile reader shall provide audible alerts for incoming reads as well as a different alert for out of route readings.
- 4.6.33 The mobile reader must provide the ability to filter out interference that may be interpreted as meter reads. Please describe the method to accomplish this.
- 4.6.34 The mobile reader must provide options to be permanently mounted in the vehicle as well as a temporary mounting option.
- 4.6.35 The mobile reader must provide additional reading radios that are designed to eliminate outside interference from entities such as WISPs (Wireless Internet Service Providers).
- 4.6.36 Indicate minimum and preferred hardware/software configurations for the device (laptop/tablet PC, etc) referring to North Springs Improvement District Desktop Standards, Appendix B, and describe any conflicts.
- 4.6.37 Explain in detail the migration strategy to go from mobile to fixed network.

4.7 Handheld Collection System

The handheld collection system may be used as a hybrid, but secondary system to the mobile collection system.

Data Collection and Memory

- 4.7.1 Memory for application and data used in the data collection devices must be flash technology, a non-volatile memory that improves data integrity and security.
- 4.7.2 The device must have persistent memory storage of system configuration and user setting to prevent having to reload them after a system reset or the main battery gets completely discharged.
- 4.7.3 The device must be capable of wireless reading meters from off-premise. Please list and describe the reading options available with the handheld collection device.

Keyboard and Input

- 4.7.4 The device must have an easy-to-use data input system. The keyboard must provide the following:

- Environmental protection without the need for special covers or cases.
- Alphanumeric data entry.
- Large numeric and *Enter* keys to support use with gloved hands.
- Keyboard and key legends that are backlit for use in low-light settings.
- Keyboard keys must give the user a tactile feedback.

Display and Physical Characteristics

- 4.7.5 The devices must use liquid crystal display (LCD) technology or Organic Light Emitting diode (OLED) or similar technology.
- 4.7.6 The display size must be at least 3.5”, measured diagonally, with 320 by 240 pixels display resolution.
- 4.7.7 The display must be backlit, be readable in outdoor applications, and be readable in direct outdoor sunlight.
- 4.7.8 A touch-screen display shall be standard with every system. It needs to be pressure-sensitive and activated by the finger or a passive stylus.
- 4.7.9 The display must support the use of a protective transparent film without negatively affecting its usability or readability.
- 4.7.10 All handheld devices must be equipped with:
- Hot swappable, field replaceable and rechargeable batteries
 - Battery charge status and low battery indicator
 - A battery charging system that completely charges the battery pack within 4 hours
 - The handheld computer must provide data security in the event of loss of power from the main battery supply. This protection is required even if the main battery supply is removed while the handheld computer is turned on.
 - Describe all charging options
- 4.7.11 Describe the dimensions of the unit.
- 4.7.12 The unit should weigh no more than 48 ounces when fully configured.
- 4.7.13 Handheld computer design should feel comfortable in the hand and support single-handed operation for keyed and wireless meter reading.

Processing

- 4.7.14 The system shall support a minimum processor running at least 400 MHz.
- 4.7.15 Describe the operating systems supported in the proposed mobile devices.

Verification and Tamper Reads

- 4.7.16 The handheld computer must have the capability to perform verification reads, including current meter read and tamper status. Please define the verification capabilities of the handheld solution.

Data Storage

4.7.17 The handheld computer must have the capability to store all meter reading data collection information including routes on a removable media card. This removable media must be able to be placed in an alternate handheld in the event of a handheld failure to retain and restore the meter reading data.

Communications

4.7.18 The handheld must have the capability to perform its functions via radio with no wire connections required to the meter or meter module. Define the radio technology utilized by the programming handheld computer.

4.7.19 All radio components must be fully integrated into the handheld computer.

4.7.20 Should NSID choose to purchase a non-radio version of the handheld; it must be feasible to upgrade these units in the future to support wirelessly reading meters.

Environmental Protections

4.7.21 The system shall not require the use of any add-on protective case to complete any of the following testing and shall have documented verification of test results.

4.7.22 Provide documented results of the following tests: Mechanical shock; Vibration; Non-Operating thermal shock; Operating thermal shock; Rain; Water submersion; Dust; Humidity; Operating Temperature; Storage Temperature; and Electro-static Discharge.

Radio Technology

4.7.23 Provide handheld collection system radio technology specifications.

4.7.24 The system shall have an internal GPS radio to capture latitude and longitude coordinates.

4.8 Application Software for Mobile Systems

Platform

4.8.1 The software must operate on a PC-compatible computer that meets, at minimum North Springs Improvement District standards as defined in Appendix B. Data transfer to and from the CIS system to the proposed system will be handled by a LAN/WAN connection. Provide minimum and preferred specifications for the above hardware, referring to the North Springs Improvement District Technical Standards, Appendix B, and describing any conflicts.

4.8.2 In regards to the operating system, the software must be capable of running on Windows® 7 Premium Edition.

4.8.3 List any third-party software requirements (i.e. MS Access, MS SQLServer, etc) required.

4.8.4 List any changes required to the existing Client control files (e.g., config.sys, autoexec.bat, win.ini). Provide examples if possible.

4.8.5 Provide RAM capacity needed for application execution.

- 4.8.6 Provide hard disk capacity needed for initial application programs.
- 4.8.7 A description of the recommended back-up and recovery procedures for all devices, including recommended hardware, configuration, software, and frequency.

Mobile Computer Interface

- 4.8.8 The proposed system must provide for complete interface to the mobile data collection device.
- 4.8.9 Exporting and importing mobile routes and route data should be transferred using removable media, using wireless connectivity (802.11b/g/n), or direct from a network using Ethernet Connectivity. Direct from a network is the preferred method.
- 4.8.10 Route unloading and loading must be provided by automatic loading with pre-assigned reading activity.
- 4.8.11 The communications interface must provide complete status information and provide complete transmission error detection/correction.
- 4.8.12 User must be able to communicate with the mobile device via an IP connection or USB.
- 4.8.13 The proposed system must interface to the customer accounting system by transferring data files to minimize the processing requirements for the host computer. These files must provide for data information flow in two directions, such as download from host to PC and upload from PC to host.
- 4.8.14 The proposed software must format these files into routes to be read by the communications device.
- 4.8.15 The software must have the capability to consolidate completed read data and transfer this data to the billing host to generate customer bills.
- 4.8.16 The software must have the capacity to store a minimum of 5,000 meters per route. Indicate the number of readings that can be stored in a route.
- 4.8.17 If a hybrid of hand-held and laptop devices are proposed, the same interface to and from the billing (CIS) system must be utilized for both.

Application Software Route Functions

- 4.8.18 The application software must be able to import route data and non-route data (such as codes) separately and create a backup file.
- 4.8.19 The application software must be able to import all route data from the CIS or user-selected routes. Define the data points (file layout) required from the CIS system and the data points (file layout) provided back to CIS from the application via interface (i.e. upload/download file layouts).
- 4.8.20 The application software must provide the operator the status of route (ready, error) prior to initiating the import action.
- 4.8.21 The application software must provide the user feedback on the success of the import process, and report if any errors occurred.

- 4.8.22 The application software must provide the status of routes and assignments (in process, complete and so on).
- 4.8.23 The application software must filter routes by cycle(s), complete routes, routes with error and incomplete routes.
- 4.8.24 The application software user must have the option of editing route information prior to downloading routes to a handheld unit.
- 4.8.25 The application software user must have the option of editing high low consumption limits globally by cycle prior to downloading routes to a handheld unit.
- 4.8.26 The application software must support selecting a route(s) and creating temporary routes based on user definable filters.
- 4.8.27 The application software user must be able to enter meter reads in the application software.
- 4.8.28 The application software user must be able to search (including wildcard searches) a route by meter or account number when entering an office read.
- 4.8.29 The application software must be able to delete and restore routes.
- 4.8.30 The application software must be able to calculate route and meter reader statistics for historical reporting purposes.
- 4.8.31 The application software must provide the ability to manage different meter types in a read table(s) and is configurable.
- 4.8.32 The application software must provide the operator the status of route prior to initiating a route(s) export.
- 4.8.33 The application software must provide the user feedback on the success of the export process and if any errors occurred.

Application Software Assignment Functions

- 4.8.34 The application software user will have the ability to assign a route to one or more mobile or handheld devices.
- 4.8.35 The application software user will have the ability to assign multiple routes to a mobile or handheld device.
- 4.8.36 The application software user will have the ability to filter read requests within routes by user definable filters prior to saving daily assignments to mobile or handheld devices.
- 4.8.37 The application software will provide the ability to split route(s) by account number, address, meter number, segment number, time, utility meter sequence or work sequence.
- 4.8.38 The application software will provide the ability to filter daily assignments by working day, meter reader, cycle, individual handheld collectors, office, or assignments with errors.
- 4.8.39 The application software will provide the user feedback on whether routes

have been processed, downloaded, or uploaded from a mobile or handheld collection device.

- 4.8.40 The application software will alert the user to any assignment error and reason for that error.
- 4.8.41 The application software user will be able to search daily assignments for a specific workday, cycle, meter reader, route, device, or work filter.
- 4.8.42 The application software must store permanent assignments for future assignments and allow the user to select permanent assignments by work day, cycle, meter reader, route, device or work filter.
- 4.8.43 The application software user must be able to schedule and save assignments for future downloads to the meter reading devices.

Management Reports

- 4.8.44 Specify management reports available with the system. Custom reporting functionality through the use of a third-party reporting tool must be available. The system must be capable of exporting reports or data to other utility software. Provide a list of third party reporting tools supported/recommended for custom reporting functions.
- 4.8.45 Full software documentation must be available. The vendor must give the NSID the right to reproduce manuals, documentation, software or other information for internal use or for disaster recovery purposes.
- 4.8.46 Must have ability to view, at a minimum, 12 months of interval meter data in tabular and graphical formats.

Monthly Statistics

- 4.8.47 The proposed system must provide month-end processing and keep statistics for meter reading activity of up to 12 months. Monthly reports must be provided to show meter reading activity.

Automatic Scheduled Processing

- 4.8.48 The proposed system must support appropriate functions for automated processing (no operator required) to allow operations to be scheduled in an unattended mode. Describe this option and the functions supported in this way.

Context Driven Online Help

- 4.8.49 The proposed system should support the use of a context driven online help mechanism that is easy to use and provides information on how to configure and operate the application software.

4.9 Customer Service and Support Software

- 4.9.1 The solution must provide the ability to compare current usage to usage from a previous period up to 24 months.
- 4.9.2 The solution must allow exporting selected data to Adobe Acrobat and Microsoft Excel from within the user interface.

- 4.9.3 The solution shall include the ability to save reports for quick reference in the future. Trending reports shall be provided that include:
- Usage trends for a number of MIUs
 - Multi-site comparative analysis

5 IMPLEMENTATION

5.1 Experienced Project Management

- 5.1.1 The vendor, and its representatives, shall have a proven program of professional project management to ensure successful system installation. Project managers shall be experienced in managing the design, installation, and optimization of systems. Project management experience shall include system integration and training support. The vendor shall supply North Springs Improvement District with a minimum of 40 hours of training over a five day period.
- 5.1.2 Describe the vendor's experience in implementing systems such as those proposed here. Please include experience in implementing water systems.
- 5.1.3 The vendor, and its representatives, must have local technical support that include Factory Certified Technicians and project management with at least 5 years of project experience in Florida.

6 WARRANTY AND CUSTOMER SERVICE

6.1 Warranty

- 6.1.1 Specify the warranty period on all applicable products, including software/hardware support.

6.2 Existing AMR Solutions

- 6.2.1 State how long the vendor has supported existing AMR product lines.

6.3 Customer Support

- 6.3.1 Vendor must offer 12 hour per day (8am – 8pm EST) customer support, 5 days a week (M-F). Specify details of the vendor's support package. Describe Customer Support Organization, staffing levels and escalation procedures.

6.4 Ownership

- 6.4.1 The proposed business transaction shall be a purchase of the system by NSID.
- 6.4.2 NSID shall own all data collected by the system. Data collected by the system shall not be used for any purpose without the approval of NSID.

6.5 Company Stability and Market Standing

- 6.5.1 Company must have been in the business of providing AMR/AMI solutions for at least 10 years and have at least 100 utility AMR/AMI customers. Provide references within the State of Florida.
- 6.5.2 Provide detailed company financial and market standing information.

7 SELECTION PROCESS AND EVALUATION CRITERIA

Proposals will be evaluated by a team of NSID employees and staff during the opening of the bid process. Firms will be short-listed based upon the criteria listed below. The short-listed firms might be asked to complete a presentation and interview with the Selection Committee. This is at the sole discretion of the selection committee. NSID staff will enter into contract negotiations with the selected firm, and recommend a firm to the Board of District Supervisors for contract award. Ranking of proposals, firms, and proposed contract award are at the sole discretion of the Selection Committee. The firm submitting a proposal should demonstrate knowledge of the local requirements of North Springs Improvement District.

The firm selected for the project will enter into a contract with North Springs Improvement District for the completion of the work.

7.1 Proposal Evaluation Factor

Evaluation factors to be used in determining the selected firm, not in priority order, are:

1. **EXPERIENCE AND QUALIFICATIONS** of key staff assigned to the project. Firm has been involved in management/implementation of the proposed technology. Firm's experience in managing similar projects.
2. **TECHNICAL ABILITY.** Compliance with minimum requirements; technical deliverables and documentation to support the solution as desired; presentation of system design and/or system and equipment capabilities, including compatibility with existing meters and current AMR system and the proprietary or non-proprietary nature of the system.
3. **REFERENCES AND REFERENCE PROJECTS.** Evaluation of references based upon the technology being implemented.
4. **RESPONSIVENESS** to the RFP. Was the RFP response complete and presented in the format required by NSID. Firm provided straightforward, concise description of their ability to meet all requirements of the RFP.
5. **BUDGET PACKAGE**

NSID will review and grade the proposed systems using the following grading scale. Evaluation points will be assigned by the evaluation team.

Evaluation Factor	Grading Scale
Experience & Qualifications	15
Technical Ability	15
References	10
Responsiveness to RFP	20
Budget Package	40

INSTRUCTIONS TO PROPOSERS

In order to be considered responsive, all Proposals must be made in accordance with these Instructions to Proposers.

1. Examination of RFP Documents: It is the responsibility of each Proposer before submitting a Proposal, to: a) Examine the RFP Documents thoroughly; and b) consider federal, state and local laws and regulations, and local conditions that may affect cost, progress, or performance of the project.
2. Questions: All questions regarding this RFP must be in writing and e-mailed torodc@nsidfl.gov, no later than ten (10) working days prior to the RFP opening date. Written replies will be issued to all Proposers of record. Questions received less than ten (10) working days before RFP opening date cannot and will not be answered.
3. Definitions: Whenever in these Instructions, the terms defined in the Contract are used (or pronouns used in place of them), the intent and meaning of such terms shall be interpreted as indicated in the Contract.
 - a. Proposal means an executed formal document submitted to The District stating the goods, consultant services, and/or services, as applicable, offered by the proposer to satisfy the needs as requested in the request for proposal.
 - b. Contract means the Service Agreement between the successful proposer as vendor and North Springs Improvement District in the form attached to and included in the RFP Documents.
 - c. RFP Documents means the Contract and these Instructions to Proposers.
 - d. Contractor means any person having a contract with the NSID.
 - e. Vendor means an actual or potential supplier of goods, services, and/or consultant services.
4. Proposal Package: Proposals shall be made in the manner set forth herein. The Proposal Package shall consist of: 1) a proposal statement setting forth in detail how the Proposal meets the proposal requirements and evaluation factors and, where applicable, the cost of the goods, consultant services and/or services proposed; 2) identification of any and all proposed subcontractors and project team members, including professional resumes and applicable licensure or registration information; 3) evidence of insurance of the types and in the amounts set forth in the RFP Documents; 4) evidence of required registration and/or licensure as set forth in the RFP Documents.
5. Submittal: Submit entire Proposal Package in an opaque, sealed envelope in accordance with the Request for Proposals/Advertisement. Identify the envelope with: (1) Project Name, (2) Name and address of Proposer, and (3) RFP number. All items in the Proposal Package required for responsive Proposal shall be included. **Submittals shall be bound by staple or binder clipped and shall consist of paper**

only. An electronic copy of the submittal on cd/dvd, is also required. **All other binders, plastic separators, non-recyclable material, etc. are prohibited. Submittals will not be evaluated on the aesthetic of the package.** It is the responsibility of the Proposer to ensure that the Proposal Package is complete and received at the proper time..

6. Withdrawal of Proposal: The Proposal may be withdrawn by the Proposer by means of a written request, signed by the Proposer or its duly authorized representative. Such written request must be delivered to the place specified in the Request for Proposals/Advertisement for the receipt of Proposals prior to the scheduled closing time for receipt of Proposals. Modifications will not be accepted or acknowledged.
7. Disqualification: More than one Proposal from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. If the District believes that collusion exists among Proposers, all Proposals will be rejected.
8. Evaluation Factors: The evaluation factors are be found in Section 7.1 of the Scope of Services.
9. Proposal Evaluation: The District shall award to the responsive and qualified Proposer whose proposal is determined to be the most advantageous to the District. Evaluation of proposals shall be based on the evaluation factors set forth in the request for proposals and any other relevant information obtained through the evaluation process.
10. Standard of Qualification: All awards made by the District, whether obtained by invitation to bid/advertisement, or request for information, proposal, or quotation, shall consider whether the prospective contractor/vendor meets the standard of qualification. Factors to be considered in determining whether the standard of qualification has been met shall include whether a prospective contractor/vendor has:
 - a. available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements;
 - b. a satisfactory record of performance;
 - c. a satisfactory record of integrity;
 - d. the legal ability to contract with the District; and
 - e. supplied all necessary information in connection with the inquiry concerning responsibility including but not limited to any licenses, permits, or organization papers required.
11. The prospective vendor shall supply information requested by the District concerning the qualification of such vendor. If such vendor fails timely to supply the requested information, the District shall base the determination of qualification

upon any available information, or may find the prospective vendor non-qualified if such failure is unreasonable.

12. Reservation of Rights: North Springs Improvement District Commissioners reserves the right to waive any informality or irregularity in any Proposal received, or reject any and/or all Proposals, or re-advertise. The District reserves the right to cancel the award of any Contract at any time before the execution of such Contract by all parties without any liability to the Owner. For and in consideration of the District considering Proposals submitted, the Proposer, by submitting its Proposal, expressly waives any claim to damages, of any kind whatsoever, in the event the Owner exercises its right to cancel the award in accordance herewith. In the event only one responsive proposal is received, the District reserves the right to negotiate and award to the sole Proposer; re-advertise the request for proposal, with or without making changes to the evaluation factors; or elect not to proceed. The North Springs Improvement District Commissioners reserves the right to select, from among the various Proposal alternates, those alternates to be included in the final Contract as well as the right and option to award or re-solicit Proposal alternates in any sequence or at any time deemed to be in the best interest of the District.

13. Left Blank

14. Execution of Contract: The successful Proposer shall assist and cooperate with the District in executing the Contract, and within fourteen (14) calendar days following its presentation shall execute same and return it to the District along with the Insurance Certificates and any other documentation that may be required by the Contract Documents to be submitted at that time.

15. Availability of Funds: The obligation of North Springs Improvement District to enter into the Contract with the accepted Proposer is subject to the availability of funds lawfully appropriated for the services by the North Springs Improvement District Commissioners.

16. Registration or License: All Proposers shall provide proof that they are properly licensed, certified or registered by the State of Florida, if applicable and a North Springs Improvement District Occupational License. Failure to comply with this condition shall result in rejection of the Proposal.

17. Proof of Insurance:

The successful bidder shall be required to furnish evidence of insurance(s) to the District as set forth below. In the event any Proposer cannot obtain the insurance required herein, he shall submit a letter addressed to the Purchasing Manager setting forth the reason(s) he/she cannot obtain such insurance. That letter shall contain alternative insurance levels to be obtained by the Consultant. That letter and its contents shall be considered to be part of the Proposer's Response to the Request for Qualifications.

- a) The successful firm shall provide Worker's Compensation insurance as required by law.
- b) Worker's Compensation for Employer's Liability Insurance. Statutory requirements for Worker's Compensation and employer's liability of \$500,000 each accident, \$500,000 disease policy limit, and \$500,000 per occurrence.
- c) Business Automobile Insurance. This coverage should include all owned, hired, and non-owned vehicles at a minimum combined single limit of \$1,000,000.
- d) General Liability Insurance. Commercial general liability coverage, including coverage for Personal & Advertising Injury, Products & Completed Operations, Contractual Liability and Independent Contractors, with a minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. **Accord forms marked "Policy" or "Location" shall be considered non-compliant.** Instead, check "Project" (meaning the "Contract") for the aggregate limit. **Add this text** "'No exclusion should apply for Fellow Employees, Cross Liability, or Insured vs. Insured on the policy. Certificate Holder must be listed as Additional Insured including Completed Operations coverage.
- e) Professional Liability. Professional liability insurance at a minimum limit of \$1,000,000.
- f) Proposer agrees to provide the insurance written by a carrier licensed to do business in the State of Florida. To the extent available, the policy shall be an occurrence form, not a claims-made policy. The insurance company selected shall be rated A- or better, per the A. M. Best's Key Rating Guide. Provide the **"North Springs Improvement District Project Name and Contract Number"**, or this Certificate will be rejected since we will be unable to match the Certificate to the work contemplated. Provide **all** text stated in the "Description of Operations . . ." section and on page 2 of our sample Certificate.
- g) A certificate of insurance shall be provided to the Purchasing Manager for review and approval, five (5) business days after notice of technical selection. The Certificate shall provide for North Springs Improvement District to be named as an additional insured for work under this Agreement as per page 2 of our sample Certificate.
- h) Liability Limits should be shown as "Primary".

The District shall be given 30 days prior written notification of Consultant's intent to cancel or modify any required insurance. Any notification less than 30 days shall be considered non-responsive.

18. **Public Entity Crimes:** Pursuant to Florida Statutes section 287.133(2)(a), all Proposers are hereby notified that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a

public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes section 287.017 for CATEGORY TWO (currently \$25,000) for a period of 36 months from the date of being placed on the convicted vendor list. A "Public entity crime" means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with the State of Florida, any of its departments or agencies, or any political subdivision of the State of Florida, or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

19. Taxes: Cost of all sales and other taxes for which the Proposer is liable under the Contract shall be included in the Proposal.
20. Cooperative Purchasing: It is the intent of this solicitation to secure goods or services to be used by North Springs Improvement District. However, by virtue of bidding (or proposing), the bidder accepts the right of other Florida Governmental agencies to purchase from this bid or proposal. The successful bidder and the requesting Governmental agency, apart from North Springs Improvement District, shall handle any such purchases separately. Further, North Springs Improvement District assumes no liability for materials or services ordered by any other Governmental agency by virtue of this bid. Bidders that find this condition unsatisfactory should indicate this by indicating exception on the bid or proposal form.
21. Utilitization of Small Business Concerns: It is the Policy of the United States, the State of Florida, or the County that small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, hubzone small business concerns, small disadvantaged business concerns, and women-owned small business concerns (hereinafter "small business concerns") shall have the maximum practicable opportunity to participate in performing contracts, including contracts and subcontracts. It is further the policy that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with small business concerns. The contractor hereby agrees to carry out this policy in the awarding of subcontracts to the fullest extent consistent with efficient contract performance. The contractor further agrees to cooperate in any studies or surveys as may be conducted by the appropriate government agency as may be necessary to determine the extent of the contractor's compliance with this clause.
22. Disadvantaged Business Enterprise: Contractors, consultants, sub-contractors and/or sub-recipients shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of Department of Transportation (DOT) assisted contracts. Failure by the contractor to carry out these

requirements is a material breach of the contract which may result in termination of the contract or such other remedy as the recipient deems appropriate.

23. Precontractual Expenses: The District shall not, in any event, be liable for any pre-contractual expenses incurred in the preparation of its proposal prior to issuance of the project Notice to Proceed. Pre-contractual expenses are defined as expenses incurred by the Contractor(s) in:

Preparing and submitting proposal(s) to the District;
Negotiations with the District on any matter related to the contract terms, professional fees, and schedule;
Any other expenses incurred by the Contractor(s) prior to reaching agreement in advance of the date of award of the proposed contract.

24. Term of Agreement

Term of agreement shall be for a period of thirty-six (36) months with two (2) twelve month potential renewal options provided that both parties are in agreement and there are no changes to the terms and conditions. The contract may be extended 90 days beyond the contract date if needed.

25. Additional Vendor Requirements

The successful Proposer will be required to monitor the performance of his employee on a periodic basis while they are assigned to the District. The successful bidder(s) is required to comply with the Immigration Reform Act of 1986 (IRCA) which requires all individuals hired after November 6, 1986, to provide employers with proof of citizenship or authorization to work in the United States.

26. Federal, State and County Regulations

The successful Proposer and their employees shall conform to all Federal, State and County regulations while in performance of their contracts. Any individual found not to conform shall not be allowed to start to work or if started shall be required to leave the job site immediately. Continued violations by any Successful Proposer shall result in the immediate termination of the Successful Proposal contract.

27. Payment

Payment will be made by the District in accordance with the requirements of the Local Government Prompt Payment Act, F.S. § 218.

North Springs Improvement District in its sole discretion, will determine the method of payment for goods and/or services as part of this agreement.

Payment Methods include:

1. Traditional – payment by check, wire transfer or other cash equivalent.

28. Prohibited Communications

Potential proposers shall not communicate in any way with the Board of

Commissioners, District Administrator or any District staff other than Purchasing personnel from the time of bid advertisement through and including bid award. Such communication shall result in disqualification.

29. Debarment

The proposer certifies to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department, government or agency;
- b. Have not within a ten (10) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph b of this certification; and
- d. Have not within a ten (10) year period preceding this proposal had one or more public/government transactions or contract (Federal, State or local) terminated for cause or default.

END OF INSTRUCTIONS TO PROPOSERS

**AGREEMENT BETWEEN DISTRICT AND CONTRACTOR
FOR EQUIPMENT AND SERVICES**

THIS AGREEMENT, made and effective this day of in the year, by
and between:

NORTH SPRINGS IMPROVEMENT DISTRICT, (Hereinafter referred to as "DISTRICT"),
located at 9700 NW 52 Street Coral Springs, FL 33076

AND
CONTRACTOR:
(Hereinafter referred to as CONTRACTOR)

Contract Name:

Contract Number/RFP No.:

Term:

WITNESSETH:

WHEREAS, DISTRICT has previously determined that it has a need for _____; and

WHEREAS, DISTRICT solicited competitive proposals for such services pursuant to North Springs Improvement District _____ (Hereinafter referred to as RFP); and Request for Proposal No.

WHEREAS, DISTRICT awarded the Proposal to CONTRACTOR; and

WHEREAS, CONTRACTOR has represented that it is able to satisfactorily provide the services and or materials according to the terms and conditions of the RFP, which is incorporated herein by reference, and the terms and conditions contained herein; and

NOW THEREFORE, in consideration of the above and mutual covenants contained herein, the parties agree as follows:

1. **Services to be Performed.** The CONTRACTOR hereby agrees to provide the DISTRICT with _____, as requested and more specifically outlined in the RFP and the Scope of Services attached hereto and made a part hereof as Exhibit "A," this Agreement and all subsequent official documents that form the Contract Documents for this Contract, including any additional contract terms contained herein.

2. **Time of Service.** Services shall be performed in a timely manner, as specified in the Request for Proposal or as set forth herein.

3. **Term of Agreement/Option of Renewal.** This contract shall be in effect for _____ months from the date of the execution and any extensions thereof. This contract may be renewed subject to execution of a written agreement between the DISTRICT and CONTRACTOR for up to ____ () additional () month period(s). This option shall be exercised only if all prices, terms and conditions remain the same, or decrease.

4. **Amendment of the Agreement.** This Agreement may be amended only by mutual written agreement signed by the parties. No statement, representations, warranties, either written or oral, from whatever source arising, except as expressly stated in this Agreement, shall have any legal validity between the parties or is binding upon any of them. The parties acknowledge that this agreement contains the entire understanding and

agreement of the parties. No modifications hereof shall be effective unless made in writing and executed by the parties hereto with the same formalities as this Agreement is executed.

5. **Assignment/Subcontracting.** The CONTRACTOR shall perform all services and provide all goods and equipment required by this Agreement. No assignment or subcontracting shall be allowed without the prior written consent of the DISTRICT. In the event of a corporate acquisition and/or merger, the CONTRACTOR shall provide written notice to the DISTRICT within thirty (30) business days of CONTRACTOR'S notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this Agreement, which shall not be unreasonably exercised by the DISTRICT, shall include, but not be limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state or federal laws. Action by the DISTRICT awarding a bid to a bidder, which has disclosed its intent to assign or subcontract in its response to the RFP, without exception shall constitute approval for purpose of this Agreement.

6. **Termination/Default.** DISTRICT shall notify CONTRACTOR of any failure to comply with any requirement in the Scope of Work and shall notify CONTRACTOR in writing of such failure/default. CONTRACTOR shall correct such failure/default within five (5) working days. DISTRICT shall have the right to terminate this Agreement if such correction is not made within the time specified above. DISTRICT reserves the right to cancel this Agreement, without cause, by giving thirty (30) days prior written notice to the CONTRACTOR of the intention to terminate. Failure of the CONTRACTOR to comply with any of the provisions of this Agreement shall be considered a material breach of Agreement and shall be cause for immediate termination of the Agreement at the sole discretion of the DISTRICT.

7. **Compensation.** DISTRICT shall pay CONTRACTOR upon CONTRACTOR'S completion of, and DISTRICT'S acceptance of, the services required herein, in the amounts specified in the Price Schedule attached hereto and made a part hereof as Exhibit B. Prices shall remain firm for the duration of the contract and any renewals or extensions.

8. **Permit/Licenses.** CONTRACTOR must secure and maintain any and all permits and licenses required to complete this Agreement.

9. **Audit.** The CONTRACTOR shall retain all records relating to this Agreement for a period of at least three (3) years after final payment is made. All records shall be kept in such a way as will permit their inspection pursuant to Chapter 119, Florida Statutes. In addition, DISTRICT reserves the right to have access to such records as required in this section for the purpose of inspection or audit during normal business hours, at the DISTRICT'S cost, upon five (5) days prior written notice.

10. **Minimum Insurance Requirement.** The CONTRACTOR must maintain insurance in at least the amounts required in the RFP throughout the term of this Agreement or any renewals or extensions. The CONTRACTOR must provide a Certificate of Insurance in accordance with the Insurance Requirements, of the RFP, and as set forth herein naming the DISTRICT as an additional named insured evidencing such coverage prior to issuance of a purchase order or commencement of any work under this Agreement.

11. **Indemnification.** CONTRACTOR shall indemnify, pay the cost of defense, including attorneys' fees, and hold harmless the DISTRICT from all suits, actions or claims of any character brought on account of any injuries or damages received or sustained by any person, person or property by or from the said CONTRACTOR; or by, or in consequence of any neglect in safeguarding the work; or by the use of unacceptable materials in the construction of improvements; or on account of any act or omission, neglect or misconduct of the said CONTRACTOR; or by, or on account of, any claim or amounts recovered under the "Workers Compensation Law" or of any other laws, by-laws, ordinance, order or decree, except only such injury or damage as shall have been occasioned by the sole negligence of the DISTRICT. The first ten dollars (\$10.00) of compensation received by the CONTRACTOR represents specific consideration for this indemnification obligation.

12. **Governing Law.** The laws of the State of Florida shall govern this Agreement.

13. **Independent Contractor Status and Compliance with the Immigration Reform and Control Act of 1986.** The CONTRACTOR is and shall remain an independent contractor and is neither agent, employee, partner, nor joint venture of DISTRICT. CONTRACTOR acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control act of 1986 located at 8 U.S.C. 1324, et.

Seq., and regulations relating thereto, as either may be amended from time to time. Failure to comply with the above provisions shall be considered a material breach and shall be grounds for immediate termination of the Agreement, at the discretion of DISTRICT.

14. **Severability**. The terms and conditions of this Agreement shall be deemed to be severable. Consequently, if any clause, term, or condition hereof shall be held to be illegal or void, such determination shall not affect the validity or legality of the remaining terms and conditions, and notwithstanding any such determination, this Agreement shall continue in full force and effect unless the particular clause, term, or condition held to be illegal or void renders the balance of the Agreement to be impossible or performance.

15. **Conflict of Interest**. CONTRACTOR represents that it has no interest and shall acquire no interest(s), which conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part 111, of the Florida Statutes, CONTRACTOR further represents that no person having any interest shall be employed for said performance. CONTRACTOR shall notify DISTRICT in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance which may influence or appear to influence CONTRACTOR'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONTRACTOR may undertake and request an opinion from DISTRICT, the prospective business association, interest or circumstance would not constitute a conflict of interest by CONTRACTOR, DISTRICT shall so state in the notification and CONTRACTOR shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict with respect to services provided to DISTRICT by CONTRACTOR under the terms of this Agreement.

16. **Documents Comprising Agreement**. The Agreement documents shall include this Agreement as well as the following documents, which are incorporated herein by reference.

a. North Springs Improvement District's Request for Proposal and all of its addenda and attachments which are part of the RFP set forth above.

b. Contractor's Certificate of Insurance required in the Request for Proposal;

- c. Contractor's Bond(s) if required by the RFP;
- d. Contractor's response to the RFP or soliciting document.

17. Payment. North Springs Improvement District, in its sole discretion, will determine the method of payment for goods and/or services as part of this agreement based upon the CONTRACTOR'S response to the RFP.

The Payment Method for this contract shall be:

- 1. Traditional – payment by check, wire transfer or other cash equivalent.

If there is a conflict between the terms of this Agreement and the above referenced documents, then the conflict shall resolved as follows: the terms of this Agreement shall prevail over the other documents, and the terms of the remaining documents shall be given preference in their above listed order.

IN WITNESS WHEREOF, the parties herein have executed this Agreement for _____ pursuant to Bid No. _____ as of the day and year first written above.

_____ Date

CONTRACTOR:

Company Name

DEPARTMENT: Reviewed by:

Name (type or Print) Date

**REQUEST FOR PROPOSAL (RFP)
NORTH SPRINGS IMPROVEMENT DISTRICT
COMMISSIONERS**

**REQUEST FOR PROPOSALS FOR AUTOMATED METER READING SYSTEM
FOR UTILITIES**

RFP # 2014-04

SUBMIT BID TO:

NORTH SPRINGS IMPROVEMENT DISTRICT
9700 NW 52 Street Coral Springs, FL 33076

INSTRUCTIONS

Each proposer shall furnish the information required on the form and each accompanying sheet thereof on which he makes an entry. Proposals submitted on any other format shall be disqualified. Proposals to include **one original and three (3) copies. Must be delivered no later than 12:00 pm on October 15, 2014 .**

Proposals must be received at the North Springs Improvement District, 9700 NW 52 Street Coral Springs, FL 33076 at the time specified in the RFP. Proposals received after this time & date will not be considered. Proposals will be publicly opened and read at the appointed time.

All Proposals shall be considered FOB Destination, if applicable. Proposals may not be withdrawn for a period of 60 days from opening.

PROPOSAL SIGNATURE SECTION

THIS FORM MUST BE RETURNED WITH PROPOSAL. FAILURE TO SIGN WILL RESULT IN DISQUALIFICATION OF SUBMITTAL.

Firm Name

Telephone (Include Area Code)

Authorized Signature

Fax Number

Name/Title (Please Print)

Federal Employee Identification #

Street Address

License Number & Type

City State Zip
by e-mail
RFP # 2014-

E-mail Address (all notifications will be

Questions regarding this bid should be addressed to the Purchasing Division: 954-755-7237 Fax or emailed to rodc@nsidfl.gov.

Provide 24 hour/ Emergency contact information:	_____
	Contact person / Title
Any additional contact information:	_____/_____ Contact phone # / Fax #

Signature

Firm Name

ACKNOWLEDGMENT IS HEREBY MADE OF RECEIPT OF ADDENDA ISSUED DURING THE SOLICITATION PERIOD:

ADDENDUM # _____ THROUGH ADDENDUM # _____

Schedule of Prices to be submitted with Proposal

Bid Schedule

The vendor should submit a proposed budget in a separate sealed envelope. The budget amount should be based on the estimated cost required for each of the items described below.

Provide dollar amounts for the following items associated with the proposed project: All prices are per each.

- 1. Hardware including MIU – Cost per Each (Furnish and Install)
 - a. 5/8” Water Meter: \$ _____
 - b. 1” Water Meters: \$ _____
 - c. 1.5” Water Meters: \$ _____
 - d. 2” Water Meters: \$ _____

- 2. Hardware – including MIU - Cost per Each (Furnish only)
 - a. 5/8” Water Meter: \$ _____
 - b. 1” Water Meters: \$ _____
 - c. 1.5” Water Meters: \$ _____
 - d. 2” Water Meters: \$ _____
 - e. MIU Device: (if available separately) \$ _____

- 3. Software, Data Collection and Installation
 - a. Mobile Data Collection Device: \$ _____
 - b. Optional Handheld Data Collection Device: \$ _____
 - c. Application Software License(s) and Configuration: \$ _____
 - d. Initial System Installation: \$ _____

APPLICATION	One-Time Base Package License Fee	SUPPORT & MAINTENANCE COSTS/YEAR FOR EACH APPLICATION				
(Name of Application)	(Cost of License)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Software						
Computer Hardware						

It is North Springs Improvement District's intent that Annual software support agreements have an Annual Escalation Cap tied to the "CPI". CPI means, at the time of the escalation calculation, the percentage increase/decrease in the United States Consumer Price Index for all Urban Consumers for All Items, not seasonally Maintenance Term renewal invoice date. Provided, however, the total annual increase for maintenance shall not exceed five percent.

PROPOSER'S QUALIFICATION QUESTIONNAIRE

1. Number of years your business organization has been doing business in Florida. _____

2. Number of years your business organization has been:

Duly certified by the State of Florida _____

Or, licensed in a county in Florida _____

3. Have you ever failed to complete a contract awarded to you? _____

If yes, state where, when and why?

4. List three (3) references (name, address, telephone) - public entities, corporations or individuals for which you have provided similar services:

a. _____

b. _____

c. _____

5. State the true, exact, correct and complete name of the partnership, corporation or trade name under which you do business and the type of business. (If corporation, state the name of the president and secretary. If a partnership, state the name of all partners. If a trade name, state the name of the individuals who do business under the trade name).

a. _____
(Legal Name of Bidder)

b. _____
(Form of business entity)

Names of the corporate officers, partners, or individuals:

Business Name _____

Address _____

Telephone _____ Fax _____

E-mail _____ Address(all correspondence will be by e-mail)

Submitted by: _____ Date _____
(Name of individual completing statement)

END OF BIDDER'S QUALIFICATION QUESTIONNAIRE

APPENDIX

A – North Springs Improvement District Meter Locations and Area Map

B – North Springs Improvement District ITS Desktop Standard

**APPENDIX A:
North Springs Improvement District
METER LOCATIONS AND AREA MAP**



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APPENDIX B: North Springs Improvement District ITS DESKTOP STANDARD

Hardware and software shall comply with the following North Springs Improvement District Standards:

- Desktop Configuration
 - Windows® 7 Premium Operating System
 - Microsoft Office Professional 2010
 - MS Office Tools
 - Citrix Program Neighborhood 10.1
 - Ahead Nero Express 6.3.1.25
 - Fast Stone Screen Capture 5.6
 - EVAC (Author: Ed Hunt)
 - Norton Anti-Virus Client 10.1
 - Putty (Telnet) Client
 - Kiva with Oracle 6i patch 13
 - Acrobat Reader 8.01
 - GovMax ActiveX Plugins
 - Mr. Sid Express Viewer 3.4.2
 - Jinitiator 1.3.1.22
 - Java Runtime Edition 1.4.2_07
 - Documentum DFC Runtime 4.2
 - Internet Explorer 7 SP1
 - DjVu 5.01 plug-in
 - Macromedia Flash Player
 - Macromedia Shockwave Player
 - Net Name
 - SecureShare Access
 - Webxtender plugins for Banner
 - Documentum Xtender Solutions Adobe Component
 - Internet Explorer 7 SP1 browser
 - Vendor must identify all required plug-ins or software (Active X, Java, Fat Client, etc.) to determine compatibility with existing North Springs Improvement District Desktop Image.
 - Any required desktop plug-ins, software, etc. must be coordinated with ITS. End users do not have the ability to install software.
- Enterprise Systems and Integration Minimums
 - Office automation suite – Microsoft Office 2010 Professional
 - Project Management – Microsoft Project Professional 2010
 - Report Writer – Crystal Reports (Enterprise Edition), Oracle Reports (10 version)
 - Ability to script the desktop installation.
- Communications
 - Secure Socket Layer Virtual Private Network (SSL/SSH VPN)
 - Secure File Transfer Protocol
 - Network and Application Configuration Diagrams showing all required connections and components must be provided (software and hardware).

