



TOWN OF RICHMOND
RICHMOND TOWN CENTER
203 Bridge Street, P.O. Box 285
Richmond, Vermont 05477



Town of Richmond – Request for Proposals **Electronic Water Meters**

Description of Project and Current Conditions

The Town of Richmond is seeking bids on electronic water meters that can be read remotely.

Richmond uses NEMRC for all account management and billing.

Currently the Town has the following meters in place:

- 99 Census meters with touch pads. Labeled at “New” on following chart
- 228 meters are not Census and are the odometer style meters with a numeric read out. These are not touch pads. Labeled at “Old” on following chart
- If no size is indicated then the meter is 5/8” meters. Sizes larger than 5/8” are either 1”, 1 ½” or 2”.
- **SEE CHART ON NEXT PAGE**

street	old	new	1"	1 1/2"	2"
baker	6	1			
tilden	20	8			
browns ct	12	2			
burnet ct	3	1			
jericho rd	16	10			2
north west main	9	5	1		
northeast main	14	5	1		
southeast main	13	15	1		
southwest main	12	4			1
cochran rd	14	8			
huntington rd	5	2	3		
thompson rd	9	9	1		
west bridge	5	4			
east bridge	13	8	2	1	2
depot st	5	2			
plesant st	10	6		1	
lemroy ct	3	1			
railroad st	11	0		2	
church st	18	3			
esplande	18	3			
farr circle	12	2			1
total	228	99	9	4	6

total meters	327
Total meters over 5/8"	19
Total 1"	9
Total 1 1/2"	4
Total 2"	6
total meters below 5/8"	308

Pricing Details:

The Town is seeking a base price for water meters that can perform the following functions:

- Electronic meters that can be read by staff with a device and on a drive-by of the location.
- The system must be able to automatically upload and download data into the NEMRC system for water and sewer billing management.
- Cost:
 - Software and hardware to set system up _____
 - Annual support fee options and annual price per option _____
 - Cost per meter:
 - 5/8" _____
 - 1" _____
 - 1 1/2" _____
 - 2" _____
 - Can the Census meters with touch pads that are currently in service (currently there are 99 of these meters on the system) be retrofitted to work with the upgraded system? _____
 - If so, what is the cost per meter for the upgrade?

- Please list items and associated costs for anything that is necessary for the system but not included above:

- _____
- _____
- _____

Pricing for the following upgrades is also requested:

- A system that can be monitored without having to drive by each location: _____
- If the basic system quoted above does not have the capability to alert Water Resources Staff and the customer directly if there is an unusual increase in use of water, provide a price to add this feature to the system: _____
- Please list items and associated costs for anything that is necessary for the system but not included above:

- _____
- _____
- _____

Timeframe:

- The Town may opt to install the meters over the course of several years. Please indicate if pricing per meter and the price per retrofitted meter for the current touch pad meters, will increase each subsequent year and if so what will that increase be.
 - Price increase per year, per meter _____
 - Price increase per year, per retrofitted meter _____

Bid response must also include all technical specifications on the meters including but not limited to:

- All technical specifications for the meters, software, and hardware
- Is Wi-Fi needed at the customer location?
- Description of method to gather data from meters.
- Description of how the meter reading is uploaded to the NEMRC system.
- How often the meter data will be updated and timeframe in which it would send an alert for an unusually high flow.
- Warranty length on the meters and what is included.
- Length of time that data is kept for each meter.
- Brand of meters would be installed and how does this affect our current meters based on the outline of current meters provided above.
- How often the meter reads flows and the smallest volume reported.

More information and site visits can be arranged by calling Allen Carpenter at (802)434-2178 or acarpen@richmondvt.gov

Information for Contractors Proposal Submission.

Contractors are required to submit a sealed and signed copy of their bid. There must be three copies of the bid. Electronic copies will not be accepted prior to the deadline but shall be submitted after bids are open.

The bid, whether mailed or hand delivered, must arrive at the TOWN no later than **1pm April 4, 2023**. **Sealed Bids must be addressed to Josh Arneson and labeled as "Town of Richmond Water Meter Bid"**.

Mailing Address

Town of Richmond
P.O. Box 285
Richmond, VT 05477

Physical Address for Delivery

203 Bridge St.
Richmond, VT 05477

Contractors mailing bid proposals should allow normal mail delivery time to ensure timely receipt of their proposals. Contractors assume the risk for the method of delivery chosen. The TOWN assumes no responsibility for delays caused by any delivery service. Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the TOWN and will not be returned.

Proposals will be opened and pricing read aloud at 3:00pm on April 3, 2023 in the Town Center Meeting Room and via Zoom.

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Join Zoom Meeting:

<https://us02web.zoom.us/j/84562496996?pwd=L3pkUll3SkMveWJReXhNd1c0YUtUUT09>

Meeting ID: 845 6249 6996

Passcode: 831405

The issuance of this SOLICITATION constitutes only an invitation to present qualifications and responsive materials. The rights reserved by the Town, which shall be exercised in its sole discretion, include without limitation the right to:

1. Require additional information to supplement or clarify a submittal;
2. Conduct investigations with respect to the stated qualifications and experience of a Respondent.
3. Waive any defect or technicality in any Proposal received;
4. Determine which Respondents are qualified to be considered;
5. Eliminate any Respondent with an untimely, incomplete or inadequate submittal;
6. Supplement, amend, or otherwise modify this SOLICITATION;
7. Receive questions concerning this SOLICITATION and to respond;
8. Cancel this SOLICITATION in whole or in part with or without substitution of another SOLICITATION if determined to be in the best interest of the Town;
9. Take any action affecting the SOLICITATION process or the Project that would be in the best interests of the Town;
10. Make public any and all documents associated with the Project.
11. The bid will be awarded subject to availability of funds. The Town of Richmond Water and Sewer Commission reserves the right to reject any and all bids based on financial constraint or other factors that negatively impact the successful completion of the project.
12. The Town of Richmond reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of the Town.

Examination of Contract Documents and Project Site

Each bidder is solely responsible for thorough review of the Request for Proposal (RFP) Document and the examination of Project prior to submitting a Bid Proposal. Bidders are responsible for inspecting the work locations and making their own area and quantity estimate.

Award Procedure

The bid will be awarded subject to availability of funds. The Town of **Richmond Water and Sewer Commission reserves the right to reject any and all bids based on financial constraint or other factors that negatively impact the successful completion of the project.**