



INVITATION TO BID, BID FORMS
AND BID SPECIFICATIONS FOR

ANNUAL SUPPLY CONTRACT FOR
COLD WATER METERS

BID REFERENCE# 051910-S2

BIDS WILL BE RECEIVED UNTIL 1:30P.M. CST ON WEDNESDAY, MAY 19, 2010
AT THE CITY OF VICTORIA, PURCHASING OFFICE,
1201 E. PINE STREET
VICTORIA, TEXAS 77901

AFTER 1:30P.M. CST ALL BIDS SHALL BE DELIVERED TO
CITY OF VICTORIA – 700 MAIN CENTER
702 N. MAIN STREET, SUITE 204
VICTORIA, TEXAS 77901

BID OPENING DATE: WEDNESDAY, MAY 19, 2010 at 2:00P.M. CST
CITY OF VICTORIA – 700 MAIN CENTER
702 N. MAIN STREET, SUITE 204
VICTORIA, TEXAS 77901

PROJECT CONTACT PERSON

DONALD REESE

TELEPHONE: 361-485-3381

FAX: 361-485-3385

E-MAIL: dreese@victoriatx.org

INVITATION TO BID

Bids, addressed to the City of Victoria, Purchasing Department, will be received for:

ANNUAL SUPPLY CONTRACT FOR COLD WATER METERS

in accordance with the specifications and contract documents. Bids will be received at the office of the City Purchasing Department, 1201 E. Pine Street, Victoria, Texas until 1:30p.m.CST on Wednesday, May 19, 2010. After 1:30p.m.CST all bids shall be delivered to 700 Main Center, 702 N. Main Street, Suite 204, Victoria, Texas 77901. Bids will be opened and publicly read aloud at 700 Main Center, 702 N. Main Street, Suite 204, Victoria, Texas on **Wednesday, May 19, 2010 at 2:00p.m. CST**. Any bid received after 2:00p.m. will be returned unopened. The envelope containing the bid shall be clearly marked **“Bid for Annual Supply Contract for Cold Water Meters.”**

Bid packages are available at the City of Victoria, Purchasing Office, 1201 E. Pine Street, Victoria, Texas 77901. Bid packages may also be downloaded in .pdf format at www.victoriatx.org/purchasing/bids.htm Bidders must periodically check with the Purchasing Department and/or this webpage for modifications to bid specifications.

The City of Victoria reserves the right to reject any and/or all bids, to waive any and/or all formalities and to accept the one deemed most advantageous to the City of Victoria..

Lana Schultz,
Purchasing Agent
City of Victoria

**CITY OF VICTORIA, TEXAS
PURCHASING DEPARTMENT
GENERAL TERMS AND CONDITIONS**

PURCHASE CONTRACT

The successful bidder will be asked to enter into a contract with the City of Victoria. The contract will include the specifications herein listed and any other pertinent information.

DESCRIPTION OF SUPPLIES

Any catalog or manufacturer's reference used is merely descriptive, and not restrictive, unless otherwise noted and is used only to indicate type and quality of material. Bidders shall state exactly what they intend to furnish, otherwise they shall be required to furnish the items as specified.

ANNUAL SUPPLY CONTRACTS

All quantities specified for these specifications are merely estimates and not actual order amounts. The actual quantities ordered may be more than or less than the quantities specified.

DISCOUNTS

Bids submitted will be considered as competitive and should reflect any and all discounts offered to the City of Victoria.

WITHDRAWAL OF BIDS

Bids may not be withdrawn after the time set for the bid opening. A bid that has been opened is not subject to amendment, alteration, or change for the purpose of correcting an error in the bid price. Bids containing an error may be offered "as is" or withdrawn by the bidder in accordance with applicable State Laws.

FIRM TIME OF BIDS

The Bidder shall state the length of time for which bid prices are firm. The City of Victoria requests a minimum of 30 days.

ORDER PLACEMENT

Orders will be placed by Purchasing Staff. A purchase order number is mandatory before delivery is scheduled by the vendor. The purchase order will specify the required delivery date and location. Orders will be placed in accordance with the lead-time as specified on the Bid Quotation Form, unless an emergency situation should develop. The successful bidder must provide current contact information and the preferred procedure for placing an order.

LEAD TIME

Lead time must be specified on the Bid Sheet as to the number of calendar days from receipt to release. Bids submitted on the basis of "as required" may be rejected as being non responsive.

PAYMENT

Full payment will be made within 30 days of the delivery of processed base and the completion of the Purchase Order.

INVOICING

Supplier shall invoice per shipment. Invoice shall be detailed, indicating date of delivery, quantity and price. Invoices are to be prepared in duplicate and submitted to: City of Victoria, Finance Office, P.O. Box 1758, Victoria, Texas 77902.

SALES TAX

These items will be exempt from payment of Sales and Local Sales Tax. The City of Victoria will furnish Exemption Certificate to successful bidder in the amount of merchandise cost, if required.

TRANSPORTATION

All bids must include the cost of transportation F.O.B. Victoria, Texas, to the address as designated on each purchase order.

LATE BIDS

Bids received after the specified opening time and date will be returned to the Bidder unopened.

FUNDING SOURCE

The purchases will be funded by the City of Victoria Funds.

ADDENDA

Any interpretations, corrections or changes to this bid packet will be made by addenda and distributed by the Purchasing Department to all known prospective bidders on record. It is the sole responsibility of each prospective Bidder to verify that he/she has received all addenda issued before delivering their bid to the City. All bidders shall acknowledge receipt of all addenda with their bid or they will be declared non-responsive.

BID SUBMISSION

One Complete Bid document, which contains the Invitation to Bid, Bid Specifications and Bid forms must be returned in its entirety.

BID EVALUATION FACTORS

- A. The City retains the authority to award a bid based on findings in accordance with Texas Local Government Code § 271.905. If the City awards a bid based on Section 271.905, the City may condition such award on the awarded bidder providing additional requested information from the bidder and indemnifying the City for all costs of litigation arising from the use of said statute.
- B. Partial Awards. Bidders may furnish pricing for all or any portion of the bid invitation. Unless the bidder specifies otherwise in his bid, the City may award the contract for any item or group of items shown on the bid invitation. The City reserves the right to award a contract based on the "low total bid" for all items.
- C. Reservations. The City expressly reserves the right to:
 1. Waive as an informality minor deviations from specifications that do not impair overall functions;
 2. Waive any defect, irregularity or informality in any bid or bidding procedure;
 3. Reject or cancel any or all bids;
 4. Reissue a bid invitation;
 5. Extend the bid opening time and date;
 6. Procure any item by other means;
 7. Increase or decrease the quantity specified in the bid invitation, unless the bidder specifies otherwise;
 8. Consider and accept an alternate bid as provided herein when most advantageous to the City.
 9. Negotiate with any bidder after proposals have been made regarding price, warranty, or any other factor being considered in reference to this proposal.

INDEMNIFICATION

The successful bidder shall defend, indemnify and hold harmless the City of Victoria and its officers, agents, and employees from all suits, actions, or claims of any character, name and description including attorney's fees/expenses brought for any injuries to persons or damages to property in connection with this contract including any claims for damages accruing during the delivery of the item supplied hereunder. Any money due the successful bidder under this Contract as shall be considered necessary to the City of Victoria may be retained for the use of the City to secure this indemnity. The successful bidder expressly agrees to defend, indemnify and hold harmless the City of Victoria and its officer, agents, and employees in accordance with this clause regardless of whether the injury or damage is caused in whole or in part by the acts of omissions, including negligence, of the City of Victoria, its officer, agents or employees.

**CITY OF VICTORIA, TEXAS
PURCHASE SPECIFICATIONS
FOR
COLD-WATER METERS**

1. SCOPE

This specification covers cold-water type meters 2" and smaller in size designed for waterworks service.
(PRODUCT)

2. GENERAL DESCRIPTION

2.1 The PRODUCT to be furnished shall be magnetic drive, sealed register, positive displacement or multi-jet type.

2.2 The successful bidder shall make provisions for a manufacturer's representative to visit with the Director of Public Works twice annually to discuss any related problems with the product.

2.3 Manufacturers shall guarantee that the latest revision or model of the PRODUCT to be supplied has been in production and installed for a period of five years or more.

2.4 Manufacturers must provide an Affidavit of Compliance with these specifications. Any exceptions or deviations from these specifications must be so noted.

3. GENERAL REQUIREMENTS

3.1 Except as otherwise modified or supplemented herein, the latest revision of American Water Works Association Standard C700-09, "AWWA" Standard of Cold-Water Meters - Displacement Type" or C-708-05 "AWWA Standard for Cold-Water Meters - Multijet Type" shall govern the materials, design, manufacture, and testing of all meters furnished under this specification.

3.2 For future automatic meter reading considerations, only meters capable of being interrogated with a Northrop Grumman Information Technology's VersaTerm CE Handheld Meter Reading Unit equipped with a Bluetooth Wireless Versaprobe will be considered. Bidders shall certify in writing that their PRODUCTS are capable of being read utilizing this equipment. Bidders should also include the cost of adding their PRODUCT's protocol to the City of Victoria's seven handheld units into the cost of their PRODUCT.

4. SPECIFIC REQUIREMENTS

4.1 PRODUCT Case

4.1.1 The main case shall be manufactured of high grade bronze as nearly non-corrosive as possible and shall withstand a working pressure of 150 psi. The PRODUCT shall be so constructed that the main case (including meter spuds or flanges) will withstand internal pressure and external stress to eliminate distortion, cracking, and breaking which will cause leakage, damage to other components, or interfere with the proper operation of the PRODUCT in general.

4.1.2 If the register bonnet is a casting separate from the PRODUCT case, the unit will be affixed to the upper part of the PRODUCT in such a way as to ensure that the register will be tamper proof.

4.1.3 All external bolts, nuts and washers shall be of bronze, stainless steel or other non-corrosive metal.

4.1.4 Main case connections on PRODUCT, ranging in size from 5/8" x 3/4" to 1", shall be spuds having external straight threads with dimensions as indicated in the latest revision of AWWA Standard C-700 or specifically prescribed by the City of Victoria Public Works Department.

4.1.5 Main case connections on 1-1/2" and 2" PRODUCT shall be two bolt oval flange spuds of the dimensions indicated in the latest revision of AWWA Standard C-700.

4.1.6 The size and/or the model number of the PRODUCT and the direction of the flow shall be marked permanently on the outer cases of all meters. The manufacturer's serial number shall be clearly stamped on the register lid and main case or affixed to the main case. No numbers shall be duplicated in any models by the same manufacturer.

4.2 PRODUCT Registers

4.2.1 The PRODUCT register shall be a "Sealed Register" type with straight reading indicator with a minimum of six numbered wheels and shall indicate in U. S. gallons. There shall be a test index circle which shall be divided into one hundred equal parts, each tenth numbered. The index circle shall be located on the outer periphery of the face, equipped with a center sweep test hand.

4.2.2 Registers for given manufacturer, size and like model shall be interchangeable.

4.2.3 As used in these specifications, the term "Sealed Register" shall mean a register that is tamper proof, factory sealed, non-shop repairable, hermetically sealed against fogging, moisture and corrosion and mechanically disconnected from the measuring components. If the sealed register becomes defective or vandalized, the register will be returned to the manufacturer for repairs or replacement. All registers repaired or replaced will be hermetically sealed by the manufacturer.

4.2.4 The lens shall be of a high strength heat treated glass to minimize breakage.

4.3 Measuring Chambers

4.3.1 Measuring chambers shall be made of a suitable engineering plastic approved in the AWWA Standard C-700 Manual. Measuring chambers shall have sufficient dimensional stability to retain operating clearances at working temperatures up to 80 degrees Fahrenheit and shall not warp or deform when exposed to operating temperatures of 100 degrees Fahrenheit.

4.4 Strainers

4.4.1 Each PRODUCT shall be provided with a stainless steel strainer or strainer of a suitable non-corrosive material. It shall fit snugly in the casing and shall be rigid and easy to remove.

5. AUTOMATIC METER READING (AMR) SYSTEM COMPONENTS

The PRODUCT supplied with Automatic Meter Reading capabilities shall be configured as follows.

5.1 Meter register – direct mounting, digitally encoded or with a register that interfaces with an electronic module to increment electronic memory.

5.2 Remotely mounted receptacle shall provide a communication link for the transmission of information from the PRODUCT.

5.3 Data acquisition equipment with which the above components can be interrogated shall be as follows:

5.3.1. A device that captures information and displays it visually to confirm correct installation and wiring.

5.3.2. Encoder Register Unit

a. All meters utilizing Encoded Registers shall conform to the following specifications.

b. The register shall provide a six digit visual registration at the meter.

- c. The unit shall, in a digital format, simultaneously encode the four or six most significant digits of the meter reading. (The most significant meter registration digits are defined as those digits on the register number wheels that denote the highest recorded values of water consumption). The City will require the contractor to program the correct digital format for each meter setting.
- d. The register shall have a full test sweep hand or dial divided into gradients of down to 1/100th of the units of registration. Five register test rings shall be available for shop testing.
- e.. The units of registration shall be in gallons. These units shall be clearly designated on the face of the register.
- f. The month and year of model, size, manufacturer, and other identification information shall appear on the face of the registers.
- g. The register shall employ a leak detection indicator on the dial face.
- h. If required the encoder configuration equipment for telephone reader shall be provided at no charge to the City.
- i. Data transmission shall be instantaneous and supplied in an ASCII format.
- j. Materials used in the construction of the register shall be compatible with the normal water meter environment and with each other.
- k. The register unit shall possess a copper or stainless steel bottom and incorporate a rubber O-ring seal. Where indicated, pit set meters must be provided with moisture protection such as oil, an impermeable plastic liner, or a glass lens for all internal components when operating under the flooded pit conditions.
- l. The register and mounting base shall be integral components and not allow for disassembly.
- m. The register shall be attached to the meter case by a bayonet attachment. Fastening screws or nuts shall not be required. A tamper proof, plastic seal pin shall be used to secure the register to the main case. No special tools shall be required to remove the register.
- n. The register shall be removable from the meter without disassembling the meter body and shall permit field installation or removal without taking the meter out of service.
- o. The materials employed for contacts and connectors shall inhibit corrosion and shall suffer minimal effect from environmental conditions to which they are exposed.
- p. The number wheels used in the register assembly shall be provided with spring type bifurcated metal contacts to insure a high probability of information transmission.
- q. Connection shall be made to the register by utilizing all three screw-type terminals, sonically inserted into the register top. Access to the terminals shall be available to all models of register. A port cover shall be provided to cover the terminals after they have been wired. The third terminal shall be available for use with other types of communication systems.
- r. Digitally formatted data transmitted from the register shall incorporate a check sum character to verify correct information transmission and integrity. Data errors shall be indicated by the reading equipment.
- s. The encoder register shall provide to the reading equipment up to a ten digit register identification number.

t. Information about the encoder meter reading output shall be provided with each proposal.

5.3.3 Registers Interfacing with Electronic Modules

a. Water usage shall be as recorded on both a visual odometer and in an electronic memory. Meter registers shall be permanently sealed with a glass lens, stainless steel register base, and wrap around gasket to prevent moisture intrusion.

b. For high sensitivity to leaks, registers shall incorporate a center mounted low flow indicator with direct magnetic linkage. Registers shall have a test circle with one hundred graduations per sweep hand rotation.

c. Electronic components shall be permanently encapsulated in resin to prevent moisture intrusion when submerged. If screw terminals are used a moisture resistant barrier of silicone must be applied. A sufficient amount of cable shall be provided for each individual meter setting and shall be sealed at both the sensor and the electronic register.

d. Electronics may be battery powered, provided the battery has a minimum 20 year calculated life. Electronics shall be capable of operating effectively in broad temperature ranges of at least 32 degrees F to 150 degrees F. Electronics shall be interchangeable by meter size and suitable for installation on any size meter provided by the manufacturer.

5.3.4 Remote Receptacle

a. The materials employed shall be corrosion resistant, resist ultraviolet degradation, be unaffected by rain or condensation, and compatible with rugged service and long life.

b. Receptacles shall be provided with a sufficient amount of cable to remotely mount the receptacle to the meter vault lid or in an adjacent area that is easily accessible. Wire connections shall be water proof to the register and the receptacle. Waterproofing may be completed within the factory or in the field. The meter supplier shall be responsible for providing all materials required to complete field application of the waterproofing.

c. The PRODUCT manufacturer shall be responsible for the warranty of any field applied waterproofing installed per the manufacturer's recommendations.

d. The device construction shall incorporate the function of a cable clamp for strain relief.

e. Design of the unit shall be such that it provides for mechanical and electrical connection between the receptacle and the interrogation equipment. No pin-type receptacles shall be accepted.

5.3.5 Cable

a. The connection cable shall be of the two wire conductor type in a sheath which shall be abrasion moisture resistant. There shall be no splicing of any cable for the equipment and work defined in these specifications.

b. Meters and all appurtenances shall be so constructed and warranties so written to allow for splicing of the cable, should it be cut, at any time without voiding or otherwise affecting the warranty or the meter operation.

5.3.6 Electronics System Experience

a. Each vendor shall have a minimum of five years of experience in manufacturing and designing electronic meter reading systems and the necessary installation equipment

6. ACCURACY

The manufacturer shall guarantee the accuracy of the PRODUCT in accordance with the latest revision of AWWA Standards C-700 and C-708 respectively at all flow rates.

7. TESTS

The City of Victoria reserves the option to test all PRODUCTS in accordance with AWWA Standard C-700 Manual. Any PRODUCT that fails this test will be returned to the manufacturer, freight collect, and the manufacturer will replace the defective PRODUCT(s) with new PRODUCT(s) freight prepaid.

8. GUARANTEES

8.1 The manufacturer shall unconditionally guarantee the PRODUCT as follows:

That the "Sealed Register" unit will operate accurately for a period of at least 15 years from the date of receipt. That the manufacturer shall guarantee that all PRODUCTS furnished will meet the required accuracy standards under the provisions of AWWA Standard C-700 or C-708 for 15 years or the following quantities of U. S. Gallons, whichever occurs first.

METER SIZE	REGISTRATION
5/8" X 3/4"	1,500,000
1"	3,000,000
1-1/2"	5,500,000
2"	8,000,000

8.2 The cost of damage caused by neglect during installation, vandalism or acts of God will be borne by the City of Victoria.

8.3 The manufacturer will provide certified test results for all returned meters.

9. NSF 61 APPROVAL

Bidder shall provide written evidence that each of the PRODUCTS included in their bid has current NSF 61 certification. Such evidence shall be attached to, and included with, the bid.

10. ORDER PLACEMENT

Supplier shall furnish the contact information and the preferred method for placing an order below:

(Name)	(Phone)	(Fax)	E-mail
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11. BIDDER INFORMATION

Bids must show full firm name and mailing address of bidder and be manually signed by an authorized representative of the firm. Submission of a signed bid will be interpreted to mean that bidder has hereby agreed to all terms and conditions set forth in all of the sheets which make up this invitation

Firm Name: _____ Telephone No.: _____

Address: _____

Fax Number: _____ E-mail Address: _____

Signature of Authorized Representative: _____

PrintName: _____

