

REQUEST FOR QUOTATION

PLASTIC METER PIT LIDS

**Butler County Water System Inc.
and
Warren County Water District**



Butler County
Water System



Warren County
Water District

Issue Date:
November 15, 2017

Due Date:
December 12, 2017, 3:00 pm



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SECTION 1 – GENERAL INFORMATION

1.1 Utility Information

Butler County Water System Inc.

Butler County Water System Inc. (BCWS) provides water service to primarily rural customers. BCWS serves over 4,800 customers with an average of 850,000 gallons distributed daily through a network of 515 miles of pipeline in a 444 square-mile area. BCWS draws its water from the Green River which is then treated at its treatment plant in Morgantown. Additional information about BCWS can be found online at www.butlerwater.com.

Warren County Water District

Warren County Water District (WCWD) is Kentucky's second largest water district and provides water and sewer service to a blend of residential, agricultural, commercial and industrial customers. WCWD serves over 28,000 water customers with an average of 7.1 million gallons of water distributed daily through a network of 1,142 miles of pipeline in a 526 square-mile area. WCWD also collects and disposes wastewater from over 6,100 customers. Through a joint operations agreement, WCWD also operates and manages Butler County Water System, Inc. (BCWS) and Simpson County Water District. Additional information about WCWD can be found at www.warrenwater.com.

1.2 Time & Place for Submission of Proposals

Submit one sealed bid no later than 3:00 p.m. CDT, December 12, 2017 as follows:

Submission of Bids:

Sealed bid for: **“Plastic Meter Pit Lids”**

John M. Dix
General Manager
Warren County Water District
523 U.S. Highway 31W Bypass
P.O. Box 10180
Bowling Green, KY 42102

Proposals received after 3:00 p.m. CDT will not be accepted. Vendors accept all risks of late delivery of mailed proposals regardless of fault.

1.3 Evaluation Process

Lowest responsible bidder.

1.4 Proposal Modification, Clarification and Selection

BCWS\WCWD will not reimburse Vendors for any costs involved in the preparation and submission of responses to this Request for Quotation (RFQ). Furthermore, this RFQ does not obligate BCWS\WCWD to accept or contract for any expressed or implied services. BCWS\WCWD reserves the right to request any Vendor to clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the Vendor, and to modify or alter any or all the requirements herein.

1.5 Notification of Withdrawal

Proposals may be modified or withdrawn prior to the date and time specified for quotation submission by an authorized representative of the Vendor, or by formal written notice.

1.6 Information

Questions regarding this RFQ should be submitted in writing by e-mail and directed to:

Ryan J. Leisey
Manager of Engineering & Construction
Warren County Water District
523 U.S. Highway 31W Bypass
P.O. Box 10180
Bowling Green, KY 42102
Fax: (270) 842-0052 x512
Email: ryanl@warrenwater.com

The deadline for questions concerning this RFQ is December 11, 2017 at 10:00 a.m. CDT.

SECTION 2 – GENERAL TERMS AND CONDITIONS

2.1 Insurance Requirements

Vendor will provide BCWS\WCWD certificates of coverage with corresponding limits of liability for the following:

- A. Comprehensive General Liability Insurance - coverage with minimum aggregate of \$2,000,000.
- B. Worker's Compensation Insurance – coverage with a limit of \$1,000,000 per occurrence.
- C. Comprehensive Automobile Liability Insurance – combined single limit of \$1,000,000 (can be waived if contract does not involve use of motor vehicles).
- D. Professional Liability Insurance (Errors and Omissions Liability) – coverage with a limit of \$1,000,000 each claim, and \$1,000,000 aggregate.
- E. Technology Errors and Omissions Insurance – includes data breach and loss of personally identifiable information with coverage limits of \$1,000,000 each claim and \$2,000,000 aggregate.

2.2 Proposal Expiration

Proposals must state the period for which they are valid and may be accepted by the BCWS\WCWD. A proposal offering less than ninety (90) calendar days for acceptance from the date proposals are due may be considered non-responsive and may be rejected.

2.3 Rights to Pertinent Materials

All proposals, responses, inquiries, and correspondence relating to the RFQ and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Vendor that are submitted as part of the proposal shall become the property of BCWS\WCWD. Should the Vendor submit proprietary information in their proposal, the Vendor should clearly mark these sections.

2.4 Right of BCWS\WCWD to Reject Proposals

BCWS\WCWD retains the right to reject any or all proposals, or any part of proposals, to waive minor defects or technicalities or to solicit new proposals on the same project or a project which may include portions of the originally proposed project as BCWS\WCWD may deem necessary in its interest.

2.5 Funding Information

Funding for the procurement of the proposed Plastic Meter Pit Lids for BCWS will be through loan and grant proceeds from the Rural Development Administration. The Plastic Meter Pit Lids for WCWD will be self-funded. The Vendor shall be capable of meeting any requirements of the Rural Development Administration.

2.6 Performance

BCWS\WCWD reserves the right to provide the Vendor, at any point in the process, with a 30 day notice to perform as contracted or terminate the contract.

SECTION 3 - SCOPE OF SUPPLY

3.1 Objectives

The work to be accomplished under this section of the Specifications consists of the furnishing of all material necessary for the supply of Plastic Meter Pit Lids and accessories per the Specifications and the applicable Drawings.

3.2 Material

Meter Pit Lids shall be molded of a high impact copolymer resin or virgin polyethylene and shall allow radio waves to pass through the lid with optimal RF transparency. The lids shall be black in color and have the words WATER METER molded into the lid in raised letters. Lids shall be a minimum of 5/8" thick and have a minimum of 1/2" thick ribbed stiffeners. The lids shall be secured to the existing frames by means of a metallic worm gear assembly.

Locking mechanisms relying on springs are not acceptable. The worm shall be either brass or cast iron. The pentagon locking bolt shall be machined from brass or bronze. The large pentagon head of the bolt shall measure 1-1/32" from point to flat (LB), for use with the socket of a large AWWA pentagon key. The shank of the pentagon bolt and the opening in the worm shall be square to reduce localized stress on the bolt. Washers shall be installed under the pentagon head of the locking bolt and also on the underside of the lid, above the worm gear. A proposed sample lid shall be submitted with the bid.

3.3 Mounting of ERT

The underside of the lid shall have a retainer bracket or snap-in adapter for mounting an Itron 100W ERT or Itron Riva ERT directly to the bottom of the lid. Prior approval of a sample is required.

3.4 Load Rating

All lids shall be capable of withstanding a traffic load of 8,000 lbs., tested in accordance with AASHTO M-306. The Supplier of lids shall submit a test report from an independent testing laboratory which shall be accredited by the American Association for Laboratory Accreditation. The test report shall document a successful proof load test of 8,000 lbs. for 60 seconds using a 9" x 9" plate. In the event a 9" x 9" plate would transfer load directly to the frame, a smaller plate shall be used so none of the test load is supported by the frame. There shall be no cracks or permanent deformation greater than 1/8". The test report shall fully disclose the AASHTO M- 306 test procedures and type of test equipment used.

3.5 Matching New Lids With Existing Frames

The Water District has two types of existing frames that have been installed over many years. It is the objective that all plastic lids fit flush and neatly (inset) in the existing frames in the water system:

1. Ford Type A cast-iron frames with 11.5" clear openings. Plastic lids shall be approximately 12.25" in outside diameter.
2. Rectangular lids approximately 10" x 15".

Preference will be given to suppliers who can demonstrate that their lids will best fit the existing frames.

Acceptable manufacturers are Trumbull Industries, Youngstown, Ohio, The Ford Meter Box Co., Wabash, IN, ProSource Water Products, Ltd., Chillicothe, OH, or approved equal.

SECTION 4 – IMPLEMENTATION SCHEDULE

4.1 Vendor Contract and Payment

Upon selection of a Vendor, Butler County Water System (BCWS) and Warren County Water District (WCWD) will enter into separate contracts with the selected Vendor. The contract between BCWS and the Vendor will reflect the procurement and payment terms for 4,800 Plastic Meter Pit Lids and the contract between WCWD and the Vendor will reflect the procurement and payment terms for 5,200 Plastic Meter Pit Lids.

4.2 Procurement Schedule

The expected procurement schedule and quantities are tabulated below. BCWS\WCWD may adjust annual quantities and may accelerate procurement based on performance and budget.

PLASTIC METER PIT LIDS PROCUREMENT SCHEDULE					
Activity	No. of Plastic Lids Required			Date	
	BCWS	WCWD	Total		
Initial Purchase					
Round	250		250	2/1/2018	
Rectangular	50		50	2/1/2018	
Phase 1 Build Out					
Round	1,920	2,455	4,375	8/1/2018	
Rectangular	330	145	475	8/1/2018	
Phase 2 Build Out					
Round	1,920	2,455	4,375	6/1/2019	
Rectangular	330	145	475	6/1/2019	
Total	4,800	5,200	10,000		

SECTION 5 – INSTRUCTIONS FOR PROPOSAL

Your response should include each section below. Failure to address a significant portion of the items may classify the response as non-responsive and may preclude it from further consideration.

5.1 Transmittal Letter

The transmittal letters will indicate the intention to comply with the RFQ requirements with or without modifications. The letter will:

1. Identify the person responsible for this response. Include title, address, phone, fax and email address.
2. Explicitly state that the Vendor has reviewed the contents of this RFQ.
3. Identify any and all exceptions or “deal breakers” to the RFQ requirements.
4. State the period of time that the proposal is considered firm.
5. Acknowledge completion of the Pricing Schedule.
6. Signed by a person authorized to contractually obligate the Vendor organization

5.2 Proposed Solution

1. Provide both a round and rectangular sample with the quotation.

5.3 Provide All Legal Documents

- 1.

5.4 Pricing Schedule

1. Complete the Pricing Schedule
2. Signed by the person authorized to contractually obligate the Vendor organization.

PRICING SCHEDULE

PROPOSER agrees to perform all the work described in the CONTRACT DOCUMENTS
for the following unit prices or lump sum:

BUTLER COUNTY WATER SYSTEM INC. (BCWS)

NO.	ITEM	UNIT	UNIT PRICE	QTY.	TOTAL PRICE
1	Round Plastic Meter Pit Lids (Initial Purchase)	EA	_____	250	_____
2	Rectangular Plastic Meter Pit Lids (Initial Purchase)	EA	_____	50	_____
3	Round Plastic Meter Pit Lids (2018)	EA	_____	1,920	_____
4	Rectangular Plastic Meter Pit Lids (2018)	EA	_____	330	_____
7	Round Plastic Meter Pit Lids (2019)	EA	_____	1,920	_____
8	Rectangular Plastic Meter Pit Lids (2019)	EA	_____	330	_____
SUBTOTAL - BUTLER COUNTY WATER SYSTEM INC.					\$ <u> </u>

WARREN COUNTY WATER DISTRICT (WCWD)

NO.	ITEM	UNIT	UNIT PRICE	QTY.	TOTAL PRICE
9	Round Plastic Meter Pit Lids (2018)	EA	_____	2,455	_____
10	Rectangular Plastic Meter Pit Lids (2018)	EA	_____	145	_____
11	Round Plastic Meter Pit Lids (2019)	EA	_____	2,455	_____
12	Rectangular Plastic Meter Pit Lids (2019)	EA	_____	145	_____
SUBTOTAL - WARREN COUNTY WATER DISTRICT					\$ _____
TOTAL PROPOSAL COST					\$ _____

Respectfully submitted:

Signature

Title

Date

License No. (If Applicable)

Address

City, State, Zip

Phone Number

Facsimile Number

SEAL - (if PROPOSAL is by a corporation)

ATTEST: _____