




## **TOWN OF WAYNESVILLE**

**Request for Proposals**  
BID 2023-400

### **EAGLES NEST BOOSTER STATION SCADA System Upgrades**

Bid Submission Deadline December 20, 2023

  Town of Waynesville Eagles Nest Road Waynesville, NC 28786	<b>REQUEST FOR PROPOSAL: SCADA System Computer Hardware and Software</b>
	Proposals will be due: <b>December 20, 2023, no later than 2:00 PM EST</b>
Optional Pre-Bid Meeting on Thursday, December 07, 2023, at 10:00 am in the Public Services Building, 129 Legion Drive, Waynesville, NC 28786.	Department: <b>Water Maintenance</b>
	Technical Inquiries: <b>Wayne Bolin</b> 828-456-3706 <b>wbolin@waynesvillenc.gov</b>

### **NOTICE TO VENDOR**

It is the intent of this bid invitation to obtain proposals for supplying the materials, supplies, equipment and/or professional services listed on the Cost Sheet. You must be in strict compliance with the specifications and offer the same or equal if so proposed. Any additions, terms and conditions regarding specifications by the offeror shall have no force or effect.

### **EXECUTION**

In compliance with this Request for Proposals, and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items/services upon which prices are offered, at the prices specified herein.

**Failure to execute/sign proposal prior to submittal shall render proposal invalid. Late proposals are not acceptable.**

VENDOR:		PHONE NUMBER:
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:		FAX NUMBER:
AUTHORIZED SIGNATURE:	DATE:	E-MAIL:

### **ACCEPTANCE OF PROPOSAL**

If any or all parts of this proposal are accepted, a purchase order will be issued to the vendor within 60 days of proposal.

### **INSTRUCTIONS FOR PROPOSALS**

1. **Read, Review and Comply:** It shall be the offeror's responsibility to read, review and comply with all requirements specified herein.

2. **Notice To Offerors:** By execution and delivery of this document, the offeror agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.
3. **Time For Consideration:** Unless otherwise indicated, the offer shall be valid for 60 days from the date of proposal opening.
4. **Specifications:** Any deviation from specifications indicated herein must be clearly defined; offeror will be held responsible, therefore. Deviations shall be explained in detail. **The offeror shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**
5. **Historically Underutilized Businesses:** Pursuant to General Statute 143-48, the Town of Waynesville invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non- profit work centers for the blind and severely disabled.
6. **Award Of Contract:** Qualified proposals will be evaluated and acceptance may be made of the best and lowest proposal most advantageous to the Town of Waynesville as determined upon consideration of such factors as: the quality of the proposal offered; experience, references, and qualifications of the contractor; capacity to perform the contract; methodology, operation and implementation plan; customer service plan; the substantial conformity with the specifications and other conditions set forth in the proposal; the suitability of the proposal for the intended use; the related services needed; the date or dates of delivery and performance; overall proposed costs for the turnkey project, and such other factors deemed by the Town of Waynesville to be pertinent or peculiar to the purchase in question.
7. **Terms and Conditions:** By bidding of these items, vendor, contractors, and/or subcontractors affirm they have read and accept our Purchasing Terms and Conditions.
8. **Insurance:** The successful contractor will provide all proper safeguards including the Town of Waynesville safety rules and policies; and shall assume all risks incurred in performing services provided. Contractor shall maintain the following minimum insurance coverage's and will provide Certificate of Insurance to the Town naming the Town of Waynesville as additional insured. Failure to keep insurance in force will be cause for the Town of Waynesville to immediately cancel contract.
  - A. General Liability-\$1,000,000
  - B. Workman's Compensation-Statutory Limits
  - C. Automobile Liability-\$1,000,000

# **Request for Proposals**

## **Eagles Nest Booster Station SCADA System Upgrade**

### **I. PURPOSE**

- A. The Town of Waynesville is seeking proposals from firms to upgrade the existing Supervisory Control and Data Acquisition (SCADA) system for the Town's water distribution booster station. The proposed system will be installed at the Eagles Nest Location.

### **II. SCOPE OF SUPPLY**

- A. The selected firm will install all equipment at the Eagles Nest booster site.
- B. Full system requirements are detailed in this document.

### **III. CONTENT OF PROPOSALS**

- A. Each interested firm must submit either one digital proposal or one printed copy in accordance with the deadline and delivery address specified in the "Proposal Submittal" section of this RFP.
  - a. Proposals shall include the following:
    - 1. Description of proposed system architecture including identification of all computer hardware, computer software, network devices, and any necessary third-party software used to provide Fortech SCADA system data logging, reporting, and alarm notification.
    - 2. List of equipment proposed, including manufacturer and model numbers.
    - 3. Sample representative screen shots of PLC displays and PC software screens. Screenshots may be from previous projects or specific to the proposed system.
    - 4. Fixed lump sum cost to provide the proposed SCADA computer hardware and software.
    - 5. Annual subscription service and support costs for SCADA system software, including detailed description of included services.

### **IV. SELECTION PROCEDURE**

- A. The Town will review all proposals. The Town of Waynesville reserves the right to interview any firm that we deem is qualified to provide the expected services. The Town also reserves the right to choose the best qualified firm that offers the quality and price to meet our needs and reserves the right to disqualify any and all proposals as deemed necessary.
- B. **Proposing firms shall submit your proposal in a sealed envelope no later than 2:00 p.m. on December 20, 2023.** Late proposals will not be accepted.

**Mailed proposals shall be addressed to:**

Town of Waynesville  
ATTN: Lisa Burnett, Purchasing Supervisor  
129 Legion Drive  
Waynesville, NC 28625

**V. GENERAL PROVISIONS**

**A. Offeror's Representations:**

- a. Each offeror, by submitting a proposal in response to this request for proposals, represents that the offeror has read and understands the contract specifications and has familiarized himself with all federal, state, and local laws, ordinances, rules, and regulations that in any manner may affect the cost, progress, or performance of the work.
- b. The failure or omission of any offeror to receive or examine any form, instrument, addendum, or other documents, or to acquaint himself with conditions existing in City, shall in no way relieve any offeror from any obligations with respect to his proposal or to the contract.

**B. Addenda:**

- a. If any party contemplating the submission of a proposal on this request for proposal is in doubt as to the meaning of any part of the plans, specifications, or other documents, they should submit a request by email to Lisa Burnett at [lburnett@waynesvillenc.gov](mailto:lburnett@waynesvillenc.gov). The deadline for submitting request is Wednesday, December 13, 2023 by 2 pm. The Town will not be responsible for explanations or interpretations of contract specifications except as issued by addendum.
- b. Any changes to the request for proposal and contract specifications will be in the form of a written addendum from the Town which shall be posted on the Town's website at [www.waynesvillenc.gov](http://www.waynesvillenc.gov).
- c. The Town will endeavor to issue all addenda no later than four calendar days prior to the date set for the receipt of proposals except for addenda extending the date for the receipt of proposals or withdrawing the request for proposals.
- d. Each offeror shall acknowledge the receipt of each addendum in his proposal and submit all addendums with this proposal.
- e. The Town will post the addendum for any questions that are submitted in writing no later than Friday, December 15, 2023. It is the offeror's responsibility to check for an addendum and acknowledge receipt when bidding.

**C. Modification of Proposal:**

- a. A proposal may be modified or withdrawn by the offeror any time prior to the time and date set for the receipt of proposals. The offeror shall notify the Town in writing of his intentions.
- b. Modified and withdrawn proposals may be resubmitted to the Town up to the time and date set for the receipt of proposals.

**D. Successful Offeror's Performance:**

- a. The successful offeror shall furnish all labor, materials, and equipment necessary to fulfill the requirements of the contract in strict compliance with the terms, conditions, and specifications of his proposal and the contract documents.
- b. The successful offeror agrees and covenants that his agents and employees shall comply with all Town, County, State and Federal laws, and rules and regulations applicable to the business to be conducted under the contract.
- c. The successful offeror shall ensure that his employees observe and exercise all necessary caution and discretion so as to avoid injury to persons or damage to property of any and all kinds.
- d. The successful offeror shall cooperate with Town employees in performing the work so that interference with existing Town operations will be held to a minimum.

**E. Compensation:**

- a. The successful offeror shall be required to submit a complete itemized invoice on each delivery or service which he or she may perform under the contract for payment.

**F. Cancellation**

- a. The Town reserves the right to terminate the contract immediately in the event that the successful offeror discontinues or abandons the operations.
- b. Failure of the successful offeror to comply with any section or part of its contract will be considered grounds for immediate cancellation of the contract by the Town.

**Project Schedule**

November 29, 2023	Request for Proposals Issued
December 07, 2023	On-site Pre-Bid Meeting and walkthrough (10:00 am at Public Works with follow up visit to Eagles Nest Pump Station, Waynesville, NC
December 20, 2023	Proposals Due to Town of Waynesville
January 02, 2024	The Town of Waynesville selects service provider to complete the collection and distribution monitoring system upgrades
January 09, 2024	Recommendation to Town Council for awarding Contract
January 11, 2024	Contract finalized and signed; Issue Notice to Proceed
April 17, 2024	Upgrades and training completed
April 30, 2024	Contract completion

# TOWN OF WAYNESVILLE

## Bid Sheet

### Plumbing

Valves	\$
Pipe	\$
Assorted Fittings	\$
Gauges	\$

### Pumps

(2) Grundfos CR-95-4 or Equivalent Pump-Please list	\$
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### Motors

(2) NEMA 75 HP or Equivalent Motors-Please list	\$
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### Electrical

(2) HP VFD's with Cabinets	\$
Fortech SCADA System and Training	\$
Wire	\$
Conduit	\$
Conduit Fittings	\$

### Other Additional Equipment-Please list

	\$
	\$
	\$

### Labor

All labor necessary to install equipment and complete project	\$
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**Total Bid for Project Completion**

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