

CITY OF NORTH LITTLE ROCK, ARKANSAS  
COMMERCE DEPARTMENT  
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501-975-8881 Phone  
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## INVITATION TO BID/PROPOSAL COVER SHEET

Bid Number: 15-3343 Date Issued: April 29, 2015

Date & Time Bid Opening: Thursday, May 14, 2015 at 10:00a.m.

# SMART METER INSTALLATION SERVICES

Specifications attached.

✳ Pricing sheet provided within specifications (See page 12).

A copy of bidder's current general and professional liability insurance certificates must accompany bidding documents.

If you are obtaining this bid from our website, please be reminded that addendums may occur. It is therefore advisable that you review our listings for attachments including any changes to the bid.

The City of North Little Rock encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

**Note: FAILURE TO FILL OUT AND SIGN THE INVITATION TO BID SHEET WILL RESULT IN REJECTION OF THE BID.**

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### EXECUTION OF BID

Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this bid including conditions set forth and pertinent information requests.

Name of Firm: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Arkansas Tax Permit No.: \_\_\_\_\_

Business Address: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_, 2015

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## Section 1: Background

### 1.1 Introduction

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The City of North Little Rock's Electric Department (NLR) will be upgrading 23,000 Sensus Flexnet AMI System meters from the Sensus IconA Gen 3.2 to the Sensus IconA Gen 4A located throughout NLR's service territory in 2015-2016. NLR is seeking pricing from qualified Proponents for assistance in the installation of the meters.

### 1.2 Key Dates

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NLR has determined the following time line for the change out of these smart meters:

Pricing Due: May 14, 2015

June, 2015-Feb. 2016: Installation of 3500 meters/month

### 1.3 Installation Approach

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The 23,000 meters that were installed from 2011-2015 were installed based upon billing routes so as to not interfere with NLR Electric's utility billing. This being the case, the installation routes for the redeployment are not contiguous which should be considered by the Proponent when providing pricing to complete the services.

Pricing from the Proponent should include a turnkey type of solution whereby the Proponent provides the WFM Tools for use by the field installers. It is expected that digital images will be taken of the off reads of the mechanical meters prior to their removal from service, a photo of the meter base and a photo of the new Sensus meter installed on the service. The Proponent should include this in their pricing and should provide details as to how the digital images would be stored and retrieved if required as part of the dispute resolution process.

The WFM tool should also provide barcode scanning of meter numbers in the field to aid in mitigating data entry errors in the field with the potential for error. NLR has purchased Sensus Command Link devices that are available for use with the WFM handhelds; it is critical that the installation teams understand that the meters must be initialized at time of installation and follow this procedure so as to aid in the network optimization.

Additionally, the Proponent will be responsible for packaging and stacking the meters removed at the warehouse where the meters to be installed are stored.

## Section 2: Health and Safety

### 2.1 Health and Safety Overview

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NLR proclaims that the Health & Safety of each employee is of vital importance in the successful operation of the utility. Our objective is to develop a keen sense of health & safety awareness in each and every employee and thereby prevent personal illness/injury and damage to property and equipment.

NLR's number one requirement will always remain the health and safety of its employees and customers. The Vendor shall ensure that all installation personnel complete all required training for meter installation, meter testing, and for the installation and testing of any other endpoint devices to be installed.

To reflect a similar commitment to Health and Safety, it is expected that the Proponent's policies and procedures manuals will contain comprehensive documentation (as a complement to completed training programs) regarding On-The-Job Safety, Emergency Plans, Accident/Investigation Procedures, and Contact Numbers for any possible incident occurrences, as well as Hazard Assessment Identification and Control, (including, but not limited to, Dangerous Animals, Slips/Trips/Falls, Workplace Violence, Confined Spaces and Unsafe Meter Bases).

Prior to commencement of services the appropriate documentation for installers must be provided to NLR's Health and Safety Officer, as proof that they:

- Hold a valid driver's license,
- Hold valid driver's insurance,
- Have provided a Driver's Record to their employer,
- Have provided a Criminal Background Check to their employer,
- Provide proof of completion of applicable training and certification for meter change outs,
- Health and Safety Training Program,
- Environmental Management System Training,
- Utilize Tailboard Conference/Tailgate Safety Talks,
- Have the necessary First Aid Training/CPR Training,
- Have received Customer Service Training,
- Have completed In-field Training.

The Proponent is responsible for providing a healthy and safe work environment and for training employees to ensure that they can perform their duties safely.

It is the duty and responsibility of every employee to work safely with equal concern for themselves, co-workers and the public.

It is our collective responsibility to ensure compliance with legislated requirements and adhere to the acts of the State of Arkansas.

It is our commitment to provide a safe and healthy work environment by reducing hazards that cause accidents and injuries.

### 2.2 Field Services Personnel Certification

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Based on the nature of the work being procured through this request for quote, and in accordance with the NLR Health and Safety Policy, the following items shall be received prior to the start of work:

- Acknowledgement from the Installer that they are aware of and agree to adhere to the terms and conditions.
- Certifications that are maintained by installers

- Liability Insurance
- Health & Safety Policy / Program
- Staff Competency List
- Confirmation of applicable training
- Documentation of injury experience
- Documentation for any hazardous materials used in the job
- Equipment Fitness List

NLR reserves the right to review and approve training materials and methods before the start of the redeployment. The Proponent should note that NLR Safety committee members may conduct their own random audit process on installation staff.

### **2.3 Field Services Basic Procedures**

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In accordance with NLR Operating Policies and Procedures, all installers performing work such as that being procured through this bid shall:

- Wear rubber gloves, Category 2 Fire Retardant Clothing or better
- Class 'O' rubbers for voltage checks
- Hard Hats
- Flash glasses and Face Shields
- Safety boots
- Ensure meter voltage and type is correct
- Observe safe limits of approach
- Observe wiring to determine if a back feed could be present, e.g. capacitors, standby generator, co-generator
- Check tension on lugs prior to installation of new meter
- Not remove meter if meter base is damaged or not secure
- Use meter puller
- Carry a communication device i.e. Radio or cell phone
- Ensure all meters are electrically isolated prior to changing

### **2.4 Field Services Responsibilities**

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In accordance with NLR Operating Policies and Procedures, all installers performing field service work shall be:

- Responsible for knowing, understanding and working in compliance with the appropriate safety legislation, State of Arkansas rules, NLR rules, policies, procedures and safe work practices that apply to the work.
- Responsible for using and wearing at all times the appropriate personal protective and safety equipment required for the work.
- Responsible for using the equipment, materials, protective devices in the proper and safe manner.
- Responsible for participating in, and holding tailboard conferences as required in order to safely complete the work.
- Responsible to participate in any coaching sessions, training, safety meetings, and company general meetings in order to ensure continued competence in the most up-to-date rules, policies, procedures and safe work practices.
- Responsible for reporting all hazardous conditions or equipment defects to the supervisor immediately, fill out the proper documentation and assist with corrective action.
- Responsible to ensure loss incidents and potential loss incidents are reported to the supervisor immediately. Provide preliminary details, fill out the proper documentation and participate in the incident investigation as required.
- Responsible to take every precaution reasonable in the circumstances for the protection of the safety of fellow employees.

## 2.5 Work Force Management Technology (WFM)

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The Workforce Management (WFM) system plays an integral role in the success of the project acting as the main system responsible for work order completion, project reporting and task management, and ensuring safety for meter installations. Due to the critical nature of the WFM it is imperative that the Vendor, as the 3<sup>rd</sup> party installation service provider, be comfortable with the functionality of the WFM system. For this reason, NLR will require that the Vendor provide their own WFM as part of their service package.

It is a fundamental requirement that this system is in place with a functional interface to the NLR CIS system prior to the start of deployment. NLR is interested in the functionality provided as part of the WFM system; information will be required to be completed in the WFM\_Functionality Tab of the Pricing Spreadsheet provided with this Request for Quote.

The Harris NorthStar Customer Information System is the billing system that is currently in use at NLR which the Vendor's WFM System will be required to interface with. The File Format that the WFM will be required to import has been included in Section 2.8.

NLR will provide to the Vendor, in electronic format, information concerning the locations that will require meter changes / installations (i.e. customer name and contact information, service location address and location number along with an expected completion date). A sample of the file format that will be provided by NLR for completion by the Vendor using their WFM Tool has been provided in Section 2.8 Service Order / WFM File Format. This file will be exported from the NLR CIS System (Harris PUBS now converting to Harris NorthStar) and then once work is completed in the field, the file will then be expected to be provided from the WFM tool for import into the CIS. By way of electronic format, the Vendor is expected to add to this record, the final meter read from the mechanical meter at the time of removal. The Vendor is also expected to take a photograph of the old meter, showing its dials prior to removal. This photo will be date and time stamped and the file name recorded in the data record associated with the specific installation.

## 2.6 Pricing

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The Proponent is to complete the pricing spreadsheet provided with this request for quote. Please note that the format has been provided to include pricing for the redeployment installation projects.

## 2.7 Terms

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The following terms and conditions shall be part of any contract that is agreed to by the parties pursuant to this RFP. These terms are non-negotiable and all Proponents should consider these required terms when preparing and submitting their proposals.

- The Proponent is asked to provide their standard form of agreement or contract that the City would be expected to enter into.
- The Proponent is also asked to review and state compliancy to the following standard NLR Terms and Conditions and to understand that these are non-negotiable items.

### CONFIDENTIALITY

The Proponent/Vendor agrees to maintain confidentiality with regard to secret, confidential or restricted matters that are disclosed or developed in connection with this Agreement, and, when so advised by the City (NLR), agrees to execute a confidentiality agreement in form and content as determined by the City forthwith upon the City's request therefore and shall require a similar agreement of all employees, sub-Vendors and agents of the Vendor to whom any work or duty relating to this Agreement may be allotted.



**INDEMNITY AND INSURANCE**

The Vendor shall indemnify and save harmless the City, its servants, agents, employees and elected officials, from and against any and all losses, claims, demands, payments, suits, judgments, charges, expenses, actions, causes of actions and costs suffered by any or all of them in respect to any and all claims, demands, suits, judgments, charges, actions or causes of action lawfully brought or made by any person against the City, its servants, agents, employees and elected officials where such losses, claims, demands, payments, suits, judgments, expenses, charges, actions, causes of action or costs result from or occur by reason of any error, omission or willful or negligent act arising out of the performance of the Services by the Vendor or its servants, agents, or employees.

The Vendor shall maintain, in full force and effect with insurers licensed in the State of Arkansas, the following insurance:

- Comprehensive General Liability Insurance in respect to the Services and operations of the Vendor for bodily injury and/or property damage with policy limits of not less than Two Million Dollars (\$2,000,000.00) per occurrence.
- Professional Liability Insurance in respect to the Services with policy limits of not less than Two Million Dollars (\$2,000,000.00) per claim.

The aforementioned insurance shall be in a form and with insurers acceptable to the City's Insurance Broker. Certified copies of the policies shall be provided to the City by the Vendor or the Vendor's broker upon request by the City, and evidence of renewal shall be provided to the City not less than thirty (30) days prior to the expiry dates of the policies.

The Vendor shall be responsible for the payment of all premium and deductible amounts relating to the said insurance policies and the Vendor shall maintain the aforementioned insurance from the date of this Agreement until the Services are fully completed.

**2.8 Service Order / WFM File Format**

As outlined in Section 2.5, the CIS will provide an export in electronic format of the service orders that require completion using the WFM Tool so that an export can be provided to NLR for import into their CIS for the completion of the work.

Field Name	Field Type	Sample Data	Sample Data
Service Order	NUMERIC	12345	12346
Cycle	NUMERIC	1	1
Route	NUMERIC	200	200
Walk	NUMERIC	370	50
Account Number	NUMERIC	112	332
Occupant Code	NUMERIC	1	0
Customer Name	ALPHA-NUMERIC	PETER PAN	HENRY BURRIS
Address	ALPHA-NUMERIC	1 ANNE ST	11 ANNE ST
Life Support	ALPHA-NUMERIC		
Special Instructions	ALPHA-NUMERIC		
Meter Number	ALPHA-NUMERIC	5874429	5774427
Meter Point	NUMERIC	1	1





Meter Point2	NUMERIC	NA	NA
Meter Type	ALPHA-NUMERIC	2S	2S
Volts	NUMERIC	240	240
Amps	NUMERIC	200	200
Manufacturer	ALPHA-NUMERIC	SENSUS	SENSUS
Off Meter Serial #	ALPHA-NUMERIC	33N60260740	44N60260740
Business Phone No	ALPHA-NUMERIC		
Cell Phone No	ALPHA-NUMERIC		
Home Phone No	ALPHA-NUMERIC	(613)226-5511	(613)226-5511
Multiplier	NUMERIC	1	1
No. of Dials	NUMERIC	6	6
Key Note/Key Number	ALPHA-NUMERIC		
City	ALPHA-NUMERIC	OTTAWA	OTTAWA
Street Number	NUMERIC	1	11
Location Code	ALPHA-NUMERIC		
Read Instructions	ALPHA-NUMERIC	EM: BWRS WM: L.S.B. AT HOSE BIB	EM: LSF WM: R.S.
Date(*)	DATE		
Reading(*)	NUMERIC	3414	5347
Reading 2	NUMERIC		
OldMeterStatus	ALPHA-NUMERIC		
NewMeterNumber(*)	ALPHA-NUMERIC		
NewMeterRead	NUMERIC		
NewMeterRead2	NUMERIC		
Device ID Node	ALPHA-NUMERIC		
Recorder ID	ALPHA-NUMERIC		
xcord	ALPHA-NUMERIC		
ycord	ALPHA-NUMERIC		
Cannot Install	ALPHA-NUMERIC		

## Section 3: Arkansas Prevailing Wage Law

As per the Arkansas Prevailing Wage Law, all project work must comply with the rules and wages as outlined in the letter below. In addition Vendor will be required to complete the enclosed Statement of Intent to Pay Prevailing Wages form prior to commencement of the work.

**Arkansas Department of Labor Prevailing Wage Determination**

**Date:** 4/29/2015      **Determination #:** 14-552      **Expires:** 10/29/2015  
**Project:** AMI Meter Exchange  
**Site:**  
**City:** North Little Rock, Arkansas  
**Project County:** Pulaski      **Survey#:** AR150239

CLASSIFICATION	Basic Hourly Rate	Fringe Benefits
Sprinkler Fitter (Fire Sprinklers)	\$23.81	\$16.82
Bricklayer	\$20.00	\$0.00
Carpenter, Includes Drywall Hanging and Soft Floor (Vinyl) Installation	\$12.28	\$0.00
Cement Mason/Concrete Finisher	\$13.62	\$0.00
Electrician	\$14.44	\$3.58
HVAC Mechanic (Installation of HVAC Duct and Unit)	\$11.93	\$0.00
Insulator - BATT	\$9.09	\$0.00
Laborer: Common or General	\$8.84	\$0.00
Laborer: Landscape	\$9.33	\$0.00
Laborer: Mason Tender - Brick	\$9.04	\$0.00
Laborer: Mason Tender -- Cement/Concrete	\$11.35	\$0.00
Operator: Asphalt Paver	\$15.75	\$0.00
Operator: Backhoe/Excavator/Trackhoe	\$12.86	\$0.00
Operator: Bulldozer	\$14.25	\$0.00
Painter: Brush, Roller and Spray	\$11.15	\$0.00
Plasterer	\$15.00	\$0.00
Plumber	\$14.74	\$0.00
Roofer	\$13.00	\$0.00
Truck Driver: Dump Truck	\$11.68	\$0.00

Welders-receive rate prescribed for craft performing operation to which welding is incidental.

***Classifications that are required, but not listed above, must be requested in writing from the Arkansas Department of Labor, Prevailing Wage Division. Please call (501) 682-4536 for a request form.***

4/29/2015 12:57 PM

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**STATEMENT OF INTENT TO PAY PREVAILING WAGES**

PROJECT: **AMI METER EXCHANGE  
NORTH LITTLE ROCK, ARKANSAS  
PULASKI COUNTY**

This is to certify that we, the following listed contractors, are aware of the wage requirements of the Arkansas Prevailing Wage Law and by signature below indicate our intent to pay no less than the rates established by **Arkansas Prevailing Wage Determination Number 14-552** for work performed on the above noted public project. I understand that contractors who violate prevailing wage laws, i.e., incorrect classification/scope of work of workers, improper payments of prevailing wages, etc., are subject to fines and will be required to pay back wages due to workers.

<b>Business Name</b>	<b>Address</b>	<b>Phone#</b>	<b>Signature and Title of Business Official</b>
General/Prime Contractor			
Electrical Subcontractor			
Mechanical Subcontractor			
Plumbing Subcontractor			
Roofing/ Sheet Metal Subcontractor			

THE GENERAL/PRIME CONTRACTOR IS RESPONSIBLE FOR GETTING THIS FORM FILLED OUT AND RETURNING IT TO THE ARKANSAS DEPARTMENT OF LABOR **WITHIN 30 DAYS OF THE NOTICE TO PROCEED** FOR THIS PROJECT. RETURN COMPLETED FORM TO THE ARKANSAS DEPARTMENT OF LABOR, PREVAILING WAGE DIVISION, 10421 W. MARKHAM, LITTLE ROCK, ARKANSAS, 72205.

Pricing:

Description	Price
Inside Residential	
Outside Residential	
Semi-Urban Residential	
WFM Costs	
Cost for Image System	
Call Center Costs	
Delivery of Separate Customer Packaging (during install)	
Delivery of Separate Customer Packaging (independent of install)	
Reward for confirmed tamper/theft detection	
Meter Base Repair Hourly Rate	
Bidder Down Time Costs hourly	

TERMS AND STANDARD CONDITIONS  
CITY OF NORTH LITTLE ROCK, ARKANSAS

PLEASE READ CAREFULLY

1. When submitting an "Invitation to Bid," the bidder warrants that the commodities covered by the bid shall be free from defects in material and workmanship under normal use and service. In addition, bidder must deliver new commodities of the latest design and model, unless otherwise specified in the "Invitation to Bid."
2. Prices quoted are to be net process, and when an error is made in extending total prices, the City shall accept the bid for the lesser amount whether reflected by extension or by the correct multiple of the unit price.
3. Discounts offered will be taken when the City qualifies for such. The beginning date for computing discounts will be the date of invoice or the date of delivery and acceptance, whichever is later.
4. When bidding other than the brand and/or model specified in the "Invitation to Bid," the brand and/or model number must be stated by that item in the "Invitation to Bid," and descriptive literature be submitted with the bid.
5. The City reserves the right to reject any and all bids.
6. The Purchasing office reserves the right to award items, all or none, or by line item(s).
7. Quality, time and probability of performance may be factors in making an award.
8. Bid quotes submitted will remain firm for 30 calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the Department of Commerce and Governmental Relations.
9. Bidder must submit a completed signed copy of the front page of the "Invitation to Bid" and must submit any other information required in the "Invitation to Bid."
10. In the event a contract is entered into pursuant to the "Invitation to Bid," the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.
11. Sales or use tax is not to be included in the bid price, but is to be added by the vendor to the invoice billing to the City. Although use tax is not to be included in this bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.
12. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated facility in North Little Rock. Charges may not be added after the bid is opened.
13. In the event of two or more identical low bids, the contract shall be awarded to the vendor who submitted the earliest bid. All bids submitted to the City of North Little Rock are dated, time-stamped and initialed by an employee.
14. Specifications furnished with this Invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product available at the lowest possible price. Other than designated brands and/or models approved as equal to designated products shall receive an equal consideration.
15. Samples of items when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will become property of the City.
16. Bids received after stated time for opening will not be considered.
17. Guarantees and warranties should be submitted with the bid, as they may be a consideration in making an award.
18. **CONSTRUCTION**
  - A. Contractor is to supply the City with evidence of having and maintaining proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and cost shall be paid by the Contractor. In no way will the City be responsible in case of accident.
  - B. When noted, a Certified check or bid bond in the amount of 5% of total bid shall accompany bid.
  - C. A Performance Bond equaling the total amount of any bid exceeding \$10,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Act 351 or 1953 as amended by Act 539 of 1979).
19. **LIQUIDATED DAMAGES** - Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on this bid form and/or provided for by the plans and specifications.
20. The bid number should be stated on the face of the sealed bid envelope. If it is not, the envelope will have to be opened to identify.
21. Whenever a bid is sought seeking a source of supply for a specified period of time for materials and services, the quantities of usage shown are estimated ONLY. No guarantee or warranty is given or implied by the participants as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for the bidders information ONLY and will be used for tabulation and presentation of bid and the participant reserves the right to increase or decrease quantities as required.
22. The City of North Little Rock reserves the right to reject any and all bids, to accept in whole or in part, to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired, and unless otherwise specified by the bidder, to accept any item in the bid. If unit prices and extensions thereof do not coincide, the City of North Little Rock shall modify the bid for the lesser amount whether reflected by the extension or by the correct multiple of the unit price.
23. Additional information of bid forms may be obtained from:  
COMMERCE DEPARTMENT  
120 Main Street P.O. Box 5757 North Little Rock, Arkansas 72119 PH: (501) 975-8881