



REQUEST FOR PROPOSALS

SCADA System Computer Hardware and Software

Water Treatment Plant



City of Statesville
232 Pump Station Rd
Statesville, NC 28625

REQUEST FOR PROPOSAL: SCADA System Computer Hardware and Software

Proposals will be due: **December 17, 2021 no later than 2:00 PM EST**

Department: **Water Treatment Plan**

Technical Inquiries: **Harry Hull at 704-878-3441**

Email: **Hhull@statesvillenc.net**

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 pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and

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. **CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed to the purchaser named on the cover sheet of this document.
6. **ACCEPTANCE AND REJECTION:** The City of Statesville reserves the right to reject any and all proposals, to waive any informality in proposals and, unless otherwise specified by the offeror, to accept any item in the proposal.
7. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150, The City of Statesville 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.
8. **AWARD OF CONTRACT:** Qualified proposals will be evaluated and acceptance may be made of the best and lowest proposal most advantageous to the City of Statesville 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 City of Statesville to be pertinent or peculiar to the purchase in question.
9. **TAXES:** Sales tax should not be included in any proposals and will not be included on City Purchase Orders. Sales tax should be included on and will be paid from vendor invoices. Proposals shall not include any Federal Excise tax.
10. **TERMS AND CONDITIONS:** By bidding of these items, vendor, contractors, and/or subcontractors affirm they have read and accept our Purchasing Terms and Conditions. Our Terms and Conditions can be found at www.statesvillenc.net/vendors.
11. **INSURANCE (SERVICES):** The successful contractor will provide all proper safeguards including the City of Statesville 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 City naming the City of Statesville as additional insured. Failure to keep insurance in force will be cause for the City of Statesville 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
For
SCADA System Computer Hardware and Software**

I. PURPOSE

- A. The City of Statesville is seeking proposals from firms to upgrade the existing Supervisory Control and Data Acquisition (SCADA) system for the City's water treatment facility (WTP). The proposed system will be installed at the City's water treatment plant and communicate with existing programmable logic controller (PLC) equipped control panels and telemetry from remote facilities for overall system monitoring and control.

II. SCOPE OF SUPPLY

- A. The selected firm will install fully operational SCADA System Computer Hardware and Software at the City of Statesville Water Treatment Plant for control interface with all major local equipment, monitoring of all facility instrumentation, and integration with existing remote tank level communications. The SCADA computer hardware and software shall be installed and utilized for control and monitoring interface, data logging, reporting, alarming, and server access from local WTP workstations.
- B. Full system requirements are detailed in the document: **SCADA SYSTEM SPECIFICATIONS** attached herein.

III. CONTENT OF PROPOSALS

- A. Each interested firm must submit either one digital proposal or three (3) printed copies 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 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. Screen shots 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 City will review all proposals. The city reserves the right to interview any firm that we deem is qualified to provide the expected services. The City also reserves the rights to choose the best qualified firm that offers the quality and price to meet our needs. The City reserves the right to disqualify any and all proposals as deemed necessary.

V. INSTRUCTIONS TO OFFERORS SUBMITTING PROPOSALS

- A. Proposing firms shall submit one digital proposal or three (3) printed copies no later than 2:00 p.m. on December 17, 2021.** Digital proposals provided shall be transmitted via email with a single composite pdf attachment and subject line including “SCADA System Proposal” and the firm’s name. Proposing firms are responsible for confirming that their proposal has been received. **NO USPS MAILINGS.**

Mailed proposals shall be addressed to:

City of Statesville
SCADA System Proposal
ATTN: Harry Hull
Water Plant Supervisor
232 Pump Station Road
Statesville, North Carolina 28625
704-878-3441
hhull@statesvillenc.net

VI. 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 Harry Hull at hhull@statesvillenc.net. The deadline for submitting request is Tuesday, November 30, 2021 by 5pm. The City 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 City which shall be posted on the City’s website at www.statesvillenc.net/bidpostings.
- c. The City 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 City will post the addendum for any questions that are submitted in writing no later than Wednesday, December 1, 2021. It is the offerors 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 City in writing of his intentions.
- b. Modified and withdrawn proposals may be resubmitted to the City 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 City, 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 person or damage to property of any and all kinds.
- d. The successful offeror shall cooperate with City officials in performing the work so that interference with existing City 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 City 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 City.

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