

REQUEST FOR PROPOSAL (RFP)
WATER METERS WITH REMOTE READING CAPABILITIES

October1, 2024

OBJECTIVE OF THIS RFP

The purpose of this RFP is to solicit proposals from vendors who can demonstrate that they possess the technical capability and product to provide twenty eight (28) water meters with remote flow rate reading capabilities with supporting software, hardware, training and support:

1. Meters to service domestic water flow to residential dwellings.
2. Meters to be equipped with remote reading sensors
3. Required software to store and process meter data
4. Training and support of product for tribal representatives.

The Monacan Indian Nation (Tribe) expects the supplier to perform the related professional services in a timely and professional manner with personnel experienced with successfully implementing the proposed solution.

The Tribe will consider proposals from single suppliers or from multiple suppliers working as a team. In the event multiple suppliers submit a proposal together. The Tribe expects that there will be one prime contact who will be responsible for the whole project and for coordinating the work of the other suppliers.

This RFP process seeks to obtain a product that meets the requirements and practical application of the project. Total purchase price will not be the only factor in making the determination. The award shall be made to the qualified supplier whose proposal is most advantageous based upon price and other factors considered. Other factors that may contribute to the selection process include but are not limited to:

- Proximity of the vendor.
- Supplier's implementation methodology and success.
- Feedback from customer references.
- Compliance with the Tribe's terms and conditions.
- Ability to meet the Tribe's requirements (functionality, usability, performance, flexibility, integration, and technology).
- Supplier's experience.
- Cost and support quality for ongoing maintenance and support.

Overall the supplier must provide:

- Provide twenty eight (28) water meters with remote flow rate reading capabilities with supporting software, hardware, training and support.

PROJECT LOCATION

The water systems improvement project which will implement the subject water meters is located along Ridgecrest Drive, Town of Monroe, County of Amherst, Virginia. Product will be delivered to Monacan Indian Nation Tribal office.

RFP shall be delivered in a sealed enveloped 15 calendar days from the date of this RFP to:

Diane Shields, Tribal Chief
111 Highview Drive
Madison Heights, VA 24572

Technical questions contact:
Oscar Emerson, PE Indian Health Service
Oscar.Emerson@ihs.gov
Telephone: 207-478-7923

I. REQUIRED PROPOSAL RESPONSE FORMS

The proposal must provide a summary of the suppliers' qualifications to perform the duties outlined in the requested services section. Suppliers must complete all the forms listed in this section as well as any Attachments in this RFP and other requests for information contained herein. The following information is required for the proposal:

- Cover Letter
- Proposal Summary
- Acceptance of Terms and Conditions
- General Supplier Information
- Price Proposal
- Customer References
- Project Schedule

COVER LETTER

The cover letter must contain the following statements and information:

1. "Proposal may be released in total as public information in accordance with the requirements of the laws covering same." (Any proprietary information must be clearly marked.)
2. "Proposal and cost schedule shall be valid and binding for SIXTY (60) days following proposal due date and will become part of the contract that is negotiated with the Tribe."
3. Company name, address, and telephone number of the firm submitting the proposal.
4. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
5. Proposals must state the proposer's federal and state taxpayer identification numbers.

PROPOSAL SUMMARY

Summarize your proposal and your firm's qualifications. You may use this form at your discretion to articulate why your firm is pursuing this work and how it is uniquely qualified to perform it.

Your proposal summary is not to exceed two pages.

ACCEPTANCE OF TERMS AND CONDITIONS

Indicate all exceptions that your firm takes to any terms and conditions listed in this RFP, including any Appendices and Attachments. Proposals which take exception to the specifications, terms, or conditions of this RFP or offer substitutions shall explicitly state the exception(s), reasons(s) therefore, and language substitute(s) (if any) in this section of the proposal response. Failure to take exception(s) shall mean that the proposer accepts the conditions, terms, and specifications of the RFP.

If your firm takes no exception to the specifications, terms, and conditions of this RFP, please indicate so in your proposal.

GENERAL SUPPLIER INFORMATION

Provide the following information:

- Contact information
- Briefly describe your company and the characteristics that set your company apart

PRICE PROPOSAL (Prices and rates must be locked in for 60 days)

- Briefly describe your estimating approach and the basis for your proposed pricing.
- Briefly describe your fee structure for product and support.
- Write in your proposed cost on the page below with signature from authorized personnel accompanied with suggested identifying & contact information.

CUSTOMER REFERENCES

For each reference please provide:

- Name of Reference, Contact Name & Title
- Contact information: address, telephone, email
- Project description
- Project cost

PROJECT SCHEDULE

Provide a project implementation plan that includes the expected project implementation duration and a list of deliverables.

QUOTE SUBMITTAL

TOTAL COST: _____

[Indicate correct name of company]

By:

[Signature]

[Printed name]

Address for giving notices:

Telephone Number:

Fax Number:

Contact Name and e-mail address:
