

**CITY OF SAULT STE. MARIE**  
**REQUEST FOR PROPOSAL**  
**SMARTCOVER SEWER METERS**  
**B-16-24**

The City of Sault Ste. Marie will receive sealed bids in the office of the City Clerk, City Hall - 225 East Portage Ave., Sault Ste. Marie, Michigan 49783, for **SmartCover Sewer Meters**.

Sealed bids will be publicly opened on **Friday, April 26, 2024, at 3:00 PM (local time)**, in the City Clerk's office.

To order bid documents or for questions regarding the bidding process please contact the City Clerk's Office at (906) 632-5715 or visit [www.saultcity.com](http://www.saultcity.com).

The City reserves the right to reject any and all bids and to waive irregularities in bids and to accept any bids which in the opinion of the City Commission may be most advantageous to the City of Sault Ste. Marie and in accordance with the City's "Award Process" and other bidding documents.

**ROBIN R. TROYER MMC, DEPUTY CITY MANAGER**

**CITY OF SAULT STE. MARIE**  
**REQUEST FOR PROPOSAL**  
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**SECTION I – GENERAL INFORMATION**

**A. OBJECTIVE**

The City of Sault Ste. Marie is requesting quotes for **SmartCover Sewer Meters**.

**QUESTIONS ABOUT AND CLARIFICATIONS OF THE REQUEST FOR BIDS**

All questions regarding this request for bids shall be submitted via e-mail. Questions will be accepted and answered in accordance with the terms and conditions of this request for bids.

All questions shall be submitted on or before Friday, April 19, 2024, at 3:00 PM (local time), and should be addressed to Kirk Tews, Water Director by email at [ktews@saultcity.com](mailto:ktews@saultcity.com).

Should any prospective respondent be in doubt as to the true meaning of any portion of this request, or should the respondent find any ambiguity, inconsistency, or omission therein, the respondent shall make a written request for an official interpretation or correction by the due date for questions above.

All interpretations, corrections, or additions to this request for bids will be made only as an official addendum that will be posted to [saultcity.com](http://saultcity.com) and it shall be the respondent's responsibility to ensure they have received all addendums before submitting a quote. Any addendum issued by the City shall become part of the request and must be incorporated in the quote where applicable.

**B. PRE-QUOTE DEMONSTRATIONS**

Pre-quote demonstrations are not required. The City currently uses SmartCover Meters.

### **C. QUOTE FORMAT**

To be considered, each firm must submit a response to this request for bids using the format provided in Section III. No other distributions of quotes are to be made by the respondent. An official authorized to bind the respondent to its provisions must sign the quote in ink. Each quote must remain valid for at least one hundred twenty days from the due date of this request.

Quotes should be prepared simply and economically providing a straightforward, concise description of the respondent's ability to meet the requirements of the request. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the quote.

### **E. SELECTION CRITERIA**

The City will open the responses on Friday, April 26, 2024 at 3:00 PM (local time), and review the quotes. The proposer that meets the qualifications and goals of the City will be selected.

All quotes submitted may be subject to clarification and further negotiation. All agreements resulting from negotiations that differ from what is represented within the request for bids or in the contractor's response shall be documented and included as part of the final purchase agreement.

### **F. SEALED QUOTE SUBMISSION**

All quotes are due and must be delivered to the City on or before Friday, April 26, 2024 at 3:00 PM (local time). Quotes submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile will not be considered or accepted.

Each respondent must submit in a sealed envelope:

- Two (2) copies of the fee proposal for the SmartCover Meters

Quotes submitted must be clearly marked: "RFB B-16-24 SMARTCOVER SEWER METERS" and list the respondent's name and address.

Quotes must be addressed and delivered to:

City of Sault Ste. Marie  
c/o Clerks Office  
225 E Portage Ave  
Sault Ste. Marie, MI 49783

All quotes received on or before the due date will be publicly opened and recorded on the due date. No immediate decisions will be rendered.

Hand delivered quotes must be date/time stamped by the Clerk at the address above in order for them to be considered. Delivery hours are 9:00 a.m. to 4:00 p.m. Monday through Friday, excluding Holidays.

The City will not be liable to any respondent for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the quote. Respondents are responsible for submission of their quote. Additional time will not be granted to a single respondent. However, additional time may be granted to all respondents at the discretion of the City.

## **G. DISCLOSURES**

Under the Freedom of Information Act (Public Act 442), the City is obligated to permit review of its files, if requested by others. All information in a respondent's quote is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

## **SECTION II - SCOPE OF SERVICES**

### **A. OBJECTIVE**

The City of Sault Ste. Marie is seeking quotes for additional SmartCover Sewer Meters. The City currently has a network of SmartCover meters and looking for 4-6 more meters. Level and flow data should be included and active upon startup.

### **B. SPECIFICATIONS**

- 1.) SC-D-SB-25 - Systems-SubSonic Dual Sensor (Ultrasonic & Pressure) - SC-D-SB-25 - Includes E-Box, PowerPack, 25-foot SubSonic DSM, Bracket, EDot antenna, installation kit.
- 2.) ASM-SF2 - ASM: SmartFLOE - ASM-SF2 - Includes website access, satellite connectivity, data charting, data storage, SmartTrend, updates, phone/online tech support. REQUIRED 2 yrs - 5min-10min-1hr
- 3.) EW-SC-1 - System Extended Parts Warranty: EW-SC1 - Covers E-Box, sensor, antenna, and bracket. PARTS ONLY 1 year
- 4.) Freight – Estimated Freight
- 5.) ASM-RD-2Y – ASM: SmartRain – ASM-RD-2Y, Includes rain data for 1 site (1 sq.km.)

### **SECTION III: QUOTE EVALUATION**

1. The Water Director will review the quotes and select firms for further consideration.
2. The City reserves the right to reject any quote that it determines to be unresponsive and deficient in any of the information requested for evaluation. A quote with all the requested information does not guarantee the proposed firm to be a candidate.
3. After evaluation of the quotes, further negotiation with the selected firm may be pursued leading to the award of services by the City Commission, if suitable quotes are received.

The City reserves the right to waive the interview process and evaluate the respondents based on their quotes and fee schedules.

The City will determine whether the final scope of the service to be negotiated will be entirely as described in this request for bids, a portion of the scope, or a revised scope.

Any quote that does not conform fully to these instructions may be rejected.

### **SECTION IV: INSURANCE REQUIREMENTS**

The VENDOR shall provide general liability and event insurance (during the entire period of the event) per each occurrence in the amount of \$1,000,000.00 (one million dollars) and name the City of Sault Sainte Marie as an additional insured on each insurance policy. Auto Liability shall also be included in the amount of \$1,000,000 including Hired & Non-Owned.

The VENDOR will provide evidence of Workers Compensation Insurance with statutory coverage afforded for compensation and limits of \$500,000 for Employer's Liability. A copy of each insurance certificate on an Accord 25 (2014 or newer edition) shall be provided to the city a minimum of two weeks prior to the event and delivered to the city clerk's office at city hall.

Insuring carriers are to hold a "A" or better rating by AM Best and request insuring carrier to be an Admitted Carrier within the state of MI. Waivers of Subrogation and 30-Day Cancellation notices are to be included under all policies in favor of the City. Furthermore, all additional insured endorsements issued in favor of the City are defined as primary and non-contributory for the event regardless of any insurance secured directly by the City or any self-insurance funded or operated by the City.

It is the responsibility of the VENDOR as a party to this agreement, to assure that any separate, third-party concessionaires, exhibitors, or vendors, secure and provide evidence of insurance. The insurance secured by any and all third-party entities must be identical to those coverages demanded of the VENDOR by the City, including Additional Insured, Waiver, and Primary and Non-contributory provisions.

It is understood by all parties that any third-party entities are not party to this agreement but will still be required to comply with these insurance requirements.

## BID AGREEMENT

SIGNED: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Bids due Friday, April 26, 2024, at 3:00 PM (local time)**

**Address Envelope:**

City of Sault Ste. Marie  
c/o City Clerk's Office  
225 E. Portage Ave.  
Sault Ste. Marie, MI 49783  
B-16-24 SmartCover Sewer Meters