



OFFICE OF BUDGET AND MANAGEMENT
PURCHASING DEPARTMENT
CITY OF SPRINGFIELD, ILLINOIS

ELECTRONIC BIDDING INSTRUCTIONS

INSTRUCTIONS TO BIDDERS:

The City of Springfield Central Purchasing Office and the Office of Budget and Management Vendor Bids Application are the only authorized sources of bidding documents/proposal forms. Bidding documents/proposal forms obtained from any other source may be an incomplete set of documents. Bidders using bidding documents/proposal forms obtained from one of these sources are advised to contact the City of Springfield Central Purchasing staff to provide a contact name, mailing address, phone number and email address to obtain a complete set of bidding documents and to enable receipt of necessary addenda. Reproduction of these documents without the express permission of the City of Springfield is prohibited.

Please note that there is an RFP or IFB Booklet associated with this proposal, which is formulated in a PDF format and uploaded as a separate document in the Vendor Bids Application for ease of bidding. Please use the formatted booklet to submit your bid.

1. By downloading this document with intent to bid, Vendors ***MUST NOTIFY THIS OFFICE*** with your pertinent information. This is mandatory in case of changes/addendums to this contract and we need to notify you.
2. You must print and submit only Section III of this document (unless otherwise stated). Do not alter, modify or rearrange this booklet in any manner.
3. All bidders must be registered with the City of Springfield at <https://www.springfield.il.us/Registration/Options.aspx> in order to submit an electronic bid. Proposals **MUST** be submitted electronically through the Vendor Bids portal save the document, prior to submitting electronically **RFP/IFB Opening Date, Contract Number**, as well as the **Contract Name**.

ELECTRONIC BID OPENING

This RFP/IFB is being conducted electronically. All bidders must be registered with the City of Springfield at <https://www.springfield.il.us/Registration/Options.aspx> in order to submit an electronic bid.

The deadline for submitting a proposal is Thursday, May 30, 2024 at 3:00 p.m.

This is an “electronic bid,” meaning that bids must be submitted via the Vendor Bid Application in an electronic format. All necessary documents are available through the City’s website at <https://www.springfield.il.us/Departments/OBM/PurchasingHome.aspx>. Proposals received in **hard copy format** will be charged a **\$25 processing fee** to scan and download the documents, due upon receipt of proposal. Payment may be made in the form of a Cashier’s Check or Money Order, made out to the City of Springfield. Any incomplete submittals may be rejected as non-responsive.

For additional instructions regarding electronic bid submittal, contact the City of Springfield Central Purchasing Office at (217) 789-2191 or email: purchasing@springfield.il.us.

NON-ELECTRONIC BIDS

If submitting a non-electronic bid, please submit 1 Original(s) with 0 copy(ies) of your bid/proposal documents.
Bid/proposal to be received **no later than 3:00 p.m. on Thursday, May 30, 2024 to:**

City of Springfield
Central Purchasing
Attn: Purchasing Agent
300 S. 7th St., Rm 200
Springfield, IL. 62701

Submit bids by the due date and time listed above. Any incomplete submittals may be rejected as non-responsive.

A \$25.00 processing fee will apply for all bids received non-electronically. Payment can be made in the form of a Money Order or Cashier's Check, made out to the City of Springfield.

MANDATORY PRE-BID MEETING ***This section does not apply to RFP UE25-10***

A Mandatory Pre-Bid Meeting will be held on [Click or tap to enter a date.](#) at [Choose an item.](#) in Meeting Room , located at , Springfield, Illinois. Bidders must send a representative to attend the Pre-Bid meeting in-person. This is your only opportunity to speak directly with staff from the DEPARTMENT(S) regarding the project. A site visit will immediately follow the meeting. Attendees are required to supply their own Personal Protective Gear for any walk-through.

A site visit may follow the meeting. Attendees are required to supply their own Personal Protective Gear for any walk-through.

NON-MANDATORY PRE-BID MEETING ***This section does not apply to RFP UE25-10***

A Non-Mandatory Pre-Bid Meeting will be held on [Click or tap to enter a date.](#) at [Choose an item.](#) in Meeting Room , located at , Springfield, Illinois. Bidders are encouraged to send a representative to attend the pre-bid meeting in-person. This is your only opportunity to speak directly with staff from DEPARTMENT(S) regarding the project. A site visit may immediately follow the meeting. Attendees are required to supply their own Personal Protective Gear for any walk-through.

BID SECURITY ***This section does not apply to RFP UE25-10***

Bid security in the form of a certified check or cashier's check payable to the City of Springfield, or a satisfactory bid bond, in the amount of Five Percent (5%) of the total bid must be either:

- 1) scanned, in order to be submitted with the uploaded E-Bid response, **or**
- 2) the **Original** must be submitted to the Central Purchasing Office, City of Springfield, 300 S. 7th Street, Springfield, IL 62701 **by bid opening date and time.**

If scanned with an E-Bid response, the City has the right to request the original bid security at any time and must be produced within 14 business days.

BID SECURITY (ELECTRONIC) ***This section does not apply to RFP UE25-10***

Bid security in the form of a certified check or cashier's check payable to the City of Springfield, or a satisfactory bid bond, in the amount of Five Percent (5%) of the total bid must be scanned and submitted with the E-Bid response. During the bid review process, the City may require a bidder to submit the original bid security to confirm authenticity.

BID SECURITY (NON - ELECTRONIC) ***This section does not apply to RFP UE25-10***

Bid security in the form of a certified check or cashier's check payable to the City of Springfield, or a satisfactory bid bond, in the amount of Five Percent (5%) of the total bid must be included in the bid submittal.

TERMS AND CONDITIONS

The General Terms and Conditions as included in this bid/proposal specification.

300 SOUTH SEVENTH · ROOM 200 · SPRINGFIELD, ILLINOIS 62701-1681 · (217) 789-2191 · FAX (217) 789-2207

INSURANCE REQUIREMENT***This section does not apply to RFP UE25-10***

A Certificate of Insurance and policy endorsements are required before the award of the contract. The Certificate of Insurance and policy endorsement must be consistent with the requirements in Section 38 of the City's General Terms and Conditions and Instructions.

OR

consistent with the requirements in Section 38 of the City Code and Instructions to Bidders except as modified as follows:

PERFORMANCE AND PAYMENT BONDS ***This section does not apply to RFP UE25-10***

Prior to execution of the contract, the awarded contractor shall be required to obtain Performance and Payment Bonds as per Section 38 of the City Code.

QUESTIONS DURING THE BID PROCESS

All questions concerning this bid shall be submitted directly in the City of Springfield Vendor Bids Portal at <https://www.springfield.il.us/Departments/OBM/PurchasingHome.aspx#Opportunities>. From the link, choose the bid you wish to submit a question for by clicking on the green button labeled, "submit question." If assistance is needed in accessing the portal, please contact the Purchasing Office at (217) 789-2191.

The deadline for questions is **Monday, May 20, 2024 at 12:00 p.m.** Responses to questions proposed will be answered within seven days, not including weekends or holidays. If required, a written response in the form of an addendum will be issued, bidders must review, sign and acknowledge the addendum and provide it with their proposal(s). No contact with the DEPARTMENT(S) shall be made during the bid/proposal process. Questions asked after the deadline are not guaranteed a response.

ILLINOIS PREVAILING WAGE ACT ***This section does not apply to RFP UE25-10***

This contract calls for the construction of a "public work" within the meaning of the Illinois Prevailing Wage Act (820 ILCS 130/1-12 *et seq.*). Contractors and subcontractors shall comply with the requirements of the Illinois Prevailing Wage Act including, but not limited to, all wage requirements and notice and recordkeeping duties including paying laborers, workers and mechanics performing work under this contract no less than the currently prevailing rate of wages in the county where the work is performed and filing a certified payroll with the public body in charge of the project.

The Contractor is advised that the Illinois Department of Labor (IDOL) revises the prevailing wage rates and the Contractor/subcontractor has an obligation to check the IDOL website for revisions to prevailing wage rates. For information regarding the current prevailing wage rates, please refer to the DOL website: <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx>

If IDOL revises the prevailing rates of wage during the term of the contract, the Contractor/subcontractor is required to pay the then current prevailing rate of wages. Any increases in costs to the Contractor due to changes in the prevailing rate of wage during the term of any contract shall be at the expense of the Contractor and not at the expense of the Owner.

The Contractor shall defend and hold harmless the City, for any claim, suit or action, including costs of defense, expert witness and attorney fees, either at law, equity or in an administrative proceeding, arising from any alleged violation of the Prevailing Wage Act. The requirements of this Section shall survive the termination of the Agreement formed hereunder.

SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT

The successful bidder must be in compliance with State of Illinois HB-1855 (Public Act 095-0635), which amends the Prevailing Wage Act. Before an employer commences work on a public works project, the employer shall have in place a written program which meets or exceeds the program requirements in this Act, to be filed with the public body engaged in the construction of the public works and made available to the general public, for the prevention of substance abuse among its employees. The testing must be performed by a laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services.

BASIS OF AWARD (bid worksheet)

The City of Springfield intends to award a contract to the responsible bidder submitting the lowest responsive bid. Lowest price shall be determined using the Total Base Bid amount listed on the Bid Worksheet. The City will review and make adjustments associated with arithmetic errors to ascertain whether the order of bids is correct. In the event of arithmetic errors in any of the line items, the unit price will be the controlling factor to correct the arithmetic error. The City will not assume that the error exists in the unit price.

The City reserves the right to reject any and all bids or to waive any non-conformity in bids received whenever such rejection or waiver is in the best interests of the City. The City also reserves the right to reject the bid of a bidder who has previously failed to satisfactorily perform a contract, has not completed contracts on time, or whom investigation shows is not in a position to perform the contract. The City of Springfield reserves the right to award individual bids to more than one vendor if it is deemed to be in the best interest of the City. The City reserves the right to increase or decrease the contract quantity without penalty from the contractor to the City.

BID WITHDRAWAL: No Bid shall be withdrawn for a period of 90 days after the opening of Bids without consent of OWNER

BASIS OF AWARD (offer to contract)

The City of Springfield intends to award a contract to the responsible bidder submitting the lowest responsive bid. Lowest price shall be determined using the Total Base Bid amount listed in the Offer to Contract. The City will review and make adjustments associated with arithmetic errors to ascertain whether the order of bids is correct. In the event of arithmetic errors in any of the line items, the unit price will be the controlling factor to correct the arithmetic error. The City will not assume that the error exists in the unit price.

The City reserves the right to reject any and all bids or to waive any non-conformity in bids received whenever such rejection or waiver is in the best interest of the City. The City also reserves the right to reject the bid of a bidder who has previously failed to satisfactorily perform a contract, has not completed contracts on time, or whom investigation shows is not in a position to perform the contract. The City of Springfield reserves the right to award individual bids to more than one vendor if it is deemed to be in the best interest of the City. The City reserves the right to increase or decrease the contract quantity without penalty from the contractor to the City.

BID WITHDRAWAL: No Bid shall be withdrawn for a period of 90 days after the opening of Bids without consent of OWNER

BASIS OF AWARD

The City of Springfield intends to award the bid to the lowest responsive, responsible bidder, with respect to the total base bid in the "Offer to Contract".

Should the first selected contractor be unable to fulfill the terms of the contract, the City reserves the right to enter into a contract with the 2nd selected Contractor. If the City does not find that any Contractor's solution(s) meet the needs and requirements, the City is not obligated to enter into agreement for services.

The City reserves the right to reject any or all bids or to waive any non-conformity in bids received whenever such rejection or waiver is in the best interests of the City. The City also reserves the right to reject the bid of a bidder who has previously failed to satisfactorily perform a contract, has not completed contracts on time, or whom investigation shows is not able to perform the contract.

BASIS OF AWARD (RFP)

The City of Springfield intends to award the bid to the contractor that scores the highest with regard to the evaluation criteria set forth within the RFP. The scoring is based on how the contractor responds to the specifications within Section II of the RFP.

Should the first selected contractor be unable to fulfill the terms of the contract, the City reserves the right to enter into a contract with the 2nd highest scoring selected Contractor. If the City does not find that any Contractor's solution(s) meet the needs and requirements, the City is not obligated to enter into agreement for services.

The City reserves the right to reject any or all bids or to waive any non-conformity in bids received whenever such rejection or waiver is in the best interests of the City. The City also reserves the right to reject the bid of a bidder who has previously failed to satisfactorily perform a contract, has not completed contracts on time, or whom investigation shows is not able to perform the contract.

FREEDOM OF INFORMATION ACT

Contractor acknowledges that the Freedom of Information Act, 5 ILCS 140/1 et seq. (the "ACT") places an obligation on the City to produce certain records that may be in possession of the Contractor. Contractor shall comply with the retention and documentation requirements of the Local Records Retention Act 50 ILCS 205/1 et seq. and the Act and shall maintain all records relating to this Agreement in compliance with the Local Records Retention Act (complying in all respects as if the Contractor was, in fact, the City). Upon notice from the City, Contractor shall review its records promptly and produce to the City within two business days of said notice from the City the required documents which are responsive to a request under the Act. If additional time is necessary to comply with the request, the Contractor may request the City to extend the time to do so, and the City will, if time and a basis for extension under the Act permits, consider such extensions. In the event Contractor fails to produce the requested records or fails to produce the requested records within the time period required above and the City is assessed a fine, fee or penalty for failure to timely comply with Act do to Contractor's actions, Contractor shall reimburse City for all fines, fee or penalties, including reasonable attorney's fees, paid by the City.

Office of the Purchasing Agent
300 S. 7th Street, Room 200
Springfield, IL 62701
Phone: (217)789-2191
Email: purchasing@springfield.il.us



CITY OF SPRINGFIELD ILLINOIS
OFFICE OF BUDGET AND MANAGEMENT
PURCHASING DEPARTMENT
300 S. SEVENTH STREET
ROOM #200 MCW
SPRINGFIELD, ILLINOIS 62701-1681

MISTY BUSCHER, MAYOR

REQUEST FOR PROPOSAL AND CONTRACT

Section I	Instructions, Standard Terms and Conditions and Special Requirements
Section II	Specifications and (Drawings if Applicable)
Section III	Certifications and Signature of Bidder
Section IV	Sample Contract

Sealed responses must be received in the Office of Budget and Management Purchasing Department, 300 S. Seventh Street, Room #210 MCW, Springfield, Illinois 62701-1681, date and time stamped no later than the date and time stated. All responses will be publicly opened and portions thereof read aloud at the below date and time. **LATE RESPONSES WILL NOT BE CONSIDERED.**

All attached General Terms and Conditions and Drawings and Specifications are part of the Proposal and will be incorporated into any Contract(s) entered into as a result of the Request for Proposal.

All responses to the Bid must be prepared as stated herein and properly signed. Address all correspondence and inquiries regarding this Bid to the Purchasing Agent.

Date: April 22, 2024

Request for Proposal #.: RFP UE25-10

Request for Proposal for: Advanced Metering Infrastructure (AMI)

Communications System

Pre-Bid Meeting: N/A

Bid Security: N/A

Bid Opening Date: Thursday, May 30, 2024

**LEGAL NOTICE
CITY OF SPRINGFIELD
REQUEST FOR PROPOSAL**

Pursuant to Sec. 38.38 of the Purchasing Code of the City of Springfield, Il, notice is hereby given that the City will receive sealed competitive proposals from vendors for:

RFP UE25-10 Advanced Metering Infrastructure (AMI)

Communications System

Proposals will be accepted in the Office of Budget and Management Purchasing Department Room 210, Municipal Center, West, 300 South Seventh Street, Springfield, IL, 62701, until:

3:00 p.m. Thursday, May 30, 2024

****Please note, there is a \$25.00 processing fee for all proposals submitted in a hard copy format****

Proposals will be opened at the above specified time and date in Room 200, Municipal Center West. No proposals will be accepted subsequent to the preceding time and date. The City reserves the right to accept or reject any or all proposals.

Proposals documents are available to download on the City of Springfield's website at

<http://springfield.il.us/Departments/OBM/PurchasingHome.aspx>

as well as from the City Purchasing Department, Room 200 Municipal Center West, 300 South 7th Street. Springfield, Illinois 62701.

All Contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act.

Certified Female and Minority Business Enterprises are encouraged to submit proposals for this project.

SECTION I

**INSTRUCTIONS, STANDARD TERMS AND CONDITIONS
AND SPECIAL REQUIREMENTS**

The City of Springfield will receive proposals for the following project in the Office of Budget and Management Purchasing Department until: 3:00 P.M. **Thursday, May 30, 2024**

Title of Project: **Advanced Metering Infrastructure (AMI) Communications System**

(1) Submission of Proposals

- (a) Proposals and all supporting documentation must be returned.
- (b) Proposals shall be delivered in a sealed opaque envelope clearly identified with the name of the firm executing the proposal, its address, and title of the project clearly marked and addressed as follows:

City of Springfield
City Purchasing Agent
Municipal Center West Room #210
300 South Seventh Street
Springfield, IL 62701

Proposal For: **Advanced Metering Infrastructure (AMI) Communications System**

Proposal No: **RFP UE25-10**

- (c) Proposals received after the time designated above will not be considered.
- (d) All inquiries concerning this Request for Proposal should be directed to:

Office of the Purchasing Agent
Room 200 Municipal Center, West
300 South Seventh Street
Springfield, IL 62701-1681
Phone: 217-789-2191
Fax: 217-789-2207
Purchasing@springfield.il.us

Questions regarding this RFP may also be submitted directly in the City of Springfield Vendor Bids Portal here:

<https://www.springfield.il.us/Departments/OBM/PurchasingHome.aspx#Opportunities>

(2) Preparation and Signature of Proposal

(a) Signature — whenever any of the Contract Documents, addenda, or certifications thereto require signature of the bidder or Contractor such signature shall be in substantially the following form.

Proposals must be submitted typewritten or in ink, inscribed with the title and number of the project as designated above, the name of the firm, and signed by an officer of the firm authorized to make the offer.

In case of a corporation, the full legal name of the corporation and title of the officer signing must be stated, and any officer signing must be thereunto duly authorized to bind the corporation (the City reserves the right to require a certified copy of that section of Corporate Bylaws or other authorization by the Corporation which permits the person to execute the offer for the Corporation).

In the case of a partnership, the signature of at least one of the general partners must follow the firm name, using the term "member of the firm" or similar designation.

In case of a sole proprietorship, the signature of the owner must follow the firm name using the term "doing business as," "sole owner," or similar designation.

In all cases the name of the individual signing shall be typed or printed below the signature.

(b) Do not alter, modify, or rearrange Proposal booklet in any manner.

(c) Any exceptions to the Specifications must be provided in accordance with the instructions given in the Specifications.

(d) Any additional information or descriptive literature must be submitted separately.

(e) **Failure to submit the proposal booklet as set forth above, completed according to these instructions, and may result in rejection of the proposal.**

(3) Award of Contract

Unless the Special Requirements state that the award may be based on initial offers alone, the City shall conduct negotiations with the best qualified offeror or offeror's with acceptable proposals, and permit revisions to obtain best and final offers. The best qualified offeror's shall have equal opportunities to negotiate or revise their proposals. During negotiations, the City shall not disclose the identity of competing offeror's or of any information derived from proposals submitted by competing offeror's. The City shall award the contract to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration price and other evaluation criteria as set for herein, however, any and all proposals received in response to this request may be rejected by the Mayor if it is determined that it is in the best interest of the City. The City Council reserves the right to waive any informality or irregularity in the proposals received.

(4) Evaluation Criteria

It is the purpose of this Request for Proposal to obtain the highest quality of services, and to maximize to the fullest extent possible the value of the public funds of the City. Award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the City taking into consideration price and the evaluation factors set forth below.

When evaluating any proposal, the City shall consider such factors as:

- (a) Competence to perform the services as reflected by technical training and education, general experience, experience in providing the required services; management skills, qualifications and competence of persons who would be assigned to perform services; program offerings; ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the services expeditiously, past performance as reflected by the evaluation of private persons and officials of other governmental entities that have retained the services of the firm with respect to such factors as control of costs, quality of work, and an ability to meet deadlines; financial responsibility.
- (b) Price and cost effectiveness.

The City may require of any offeror such information as may be necessary to satisfy the City of the offeror's qualifications.

(5) Federal, State and Local Laws

The offeror's attention is directed to the fact that all applicable federal, state, county and municipal laws, ordinances, rules and regulations and codes of all authorities having jurisdiction shall apply to the contract throughout and they are deemed to be included herein the same as though herein written out in full.

(6) Certification and Commitments

In order to be eligible for award of this contract, the offeror must execute and return the Certifications and Bidders Signature Sheet, pertaining to the following:

- (a) Certification of Non-Delinquency - Pursuant to Section 11.42.1-1 of the Illinois Municipal Code, the City of Springfield may not enter into a contract or agreement with an individual or other entity that is delinquent in the payment of any tax administered by the Department of Revenue unless the individual or other entity is contesting, in accordance with the procedures established by the appropriate Revenue Act, its liability for tax or the amount of tax. Before executing a contract, the City must obtain a statement under oath from the individual or entity that no such taxes are delinquent. Making a false statement is a Class A misdemeanor. In addition, making a false statement voids the contract and allows the City to recover all amounts paid to the individual or entity under the contract in a civil action.

For purposes of this Section of the Municipal Code, a person or other entity shall not be considered delinquent in the payment of a tax if the person or entity (1) has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due and (2) is in compliance with the agreement. In that case, the sworn statement shall state those facts.

- (b) Certification of Non-Conviction - Pursuant to Section 33E-11 of the Illinois Criminal Code, every bid submitted to the City must contain a certification the bidder is not barred from contracting with any unit of State or local government as a result of violation of either Section 33E-3 or 33E-4 of the Criminal Code;. Any contractor, who makes a false statement material to this Certification, commits a Class 3 felony.
- (c) Commitment to Provide Equal Employment Opportunity - Pursuant to Title 9, Chapter 93, Section 93.13 of the Code of Ordinances of the City of Springfield, the city shall not contract with any employer who is a general construction contractor in an amount greater than \$15,000, or purchase goods or services from any employer who is a vendor in an amount greater than \$2,500, maintain any financial relationship with any financial institution, or use the services of any labor organization, which does not first submit to the city a written commitment to provide equal employment opportunity, sworn to and signed by an executive official of that employer, financial institution or labor organization in his or her official capacity. Such commitment shall contain the following agreements:
 - (1) To maintain specific employment practices to achieve equal employment opportunity.
 - (2) To examine all job classifications to determine if minority persons or women are underutilized and take appropriate affirmative action to rectify any such underutilization by setting specific goals for participation by minority groups.
 - (3) To state [on] all solicitations or advertisements for employees, that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry.
 - (4) To submit to the city, on request, written evidence of the effectiveness of the above required practices, policies and goals.
 - (5) To submit to the city, on request, statistical data concerning employee composition or membership composition on race, color, sex, and job description.
 - (6) To distribute copies of this commitment to all members of this firm who participate in recruitment, screening, referral, and selection of job applicants and prospective job applicants.

(7) To send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding a notice advising the contractor's obligations herein.

(8) To expressly require any subcontractor who has a contract in excess of \$5,000 to submit to the city a written commitment which contains the provisions required by subsections (1) through (7) above.

- (d) Any person who has executed an agreement with the State of Illinois or the United States, or any of their agencies or departments which commits such person to provide equal employment opportunity and which substantially fulfills the requirements of this section may file such agreement with the commission. Agreements so filed shall be affirmative action programs under this section unless rejected by a 2/3 vote of the appropriate committee of the commission as provided in the bylaws.

(7) Contract Documents

This Request for Proposals, and any addenda or other documents as are made a part hereof, together with the final proposal of the successful offeror and the City's written acceptance thereof, including the final agreement of the parties, shall comprise the Contract Documents. The Contract Documents shall constitute the entire agreement of the parties.

(8) Bid Security

The City will not consider bids covering only a portion of the Specifications except as specifically required or permitted therein. In case of any conflict between the bidder's proposal and the Specifications contained in Section II, the Specifications contained therein shall be controlling.

[☒] Bid Security will not be required for this contract.

[☐] Bid Security will be required for this contract and shall be submitted in accordance with the following instructions.

- (a) Bids will not be considered unless they are accompanied by bid security in the form of a Certified Check, Cashier's Check, Bank Draft, Bank Money Order or a Satisfactory Bid Bond payable to the City of Springfield, Illinois, in the amount of [] as a guarantee that the bidder will enter into a contract with the City if the bid is accepted.
- (b) Bids and bid security shall be delivered in a **separate sealed envelope** marked and addressed as provided in article 2 above. All bid security must be identified with the Contract Index Number.

- (c) A permanent bid bond, or annual bid bond, may be placed on file with the Office of Budget and Management, in lieu of delivering said bond with the proposal.
- (d) Bid security will be returned to all bidders upon award of contract, or rejection of bids.
- (e) The City reserves the right to retain the lowest responsible bidders bid security for failure to enter into a contract.

(9) Assignment

The successful contractor shall not assign this contract without written consent of the City.

(10) Insurance

- (a) The contractor, and any subcontractors, shall purchase and maintain such insurance as will protect themselves and the City against all claims arising from the operation of the work or the execution of this contract. The City, its officers, agents and employees shall be named as additional insured on all insurance policies required by the specifications to be purchased by the contractor or subcontractor.
- (b) On all contracts for the construction or maintenance of public works, the contractor and its subcontractors shall maintain sufficient insurance to cover claims for bodily injury and death to its employees brought under the Illinois Worker's Compensation and Occupational Disease Act or other similar employee disability or benefit laws.
- (c) Minimum requirements for insurance are set forth in the Specifications contained in Section II of this document.
- (d) Certificates of insurance shall be placed on file with the City Purchasing Agent prior to beginning performance.

(11) Delivery Terms

All prices **must be quoted F.O.B. City of Springfield, Illinois**, at the point of delivery set forth in the Specifications contained in Section II or as otherwise provided by these specifications.

(12) Specifications Shall Control

In case of any conflict between these instructions and the Specifications contained in Section II, the Specifications contained herein shall control.

(13) Clarification

The City Purchasing Agent may request clarification of a Proposal or any part thereof. Clarification shall mean the communication between the City and the bidder regarding the Proposal. Such communication shall not change the Proposal, the competitive nature of all Proposals or violate any ordinance, statute or law.

(14) Royalties and Fees

The successful bidder shall pay all royalties and license fees. The successful bidder shall defend all suits or claims for infringement of any patent rights and shall save the City harmless from loss on account thereof.

(15) Time of Performance

Time of performance under this contract shall be as provided in the Specifications contained in Section II of this booklet.

(16) Indemnification

The Contractor shall defend, indemnify, keep and save harmless the City of Springfield, its agents, employers and representatives against all suits, claims, damages, losses and expenses, including attorney's fees, caused by, growing out of, or incidental to, the performance of the work under this contract by the Contractor or its Subcontractors to the full extent allowed by the laws of the State of Illinois and not beyond any extent which would render these provisions void or unenforceable.

(17) Sales Tax Exemption

- (a) Pursuant to State law, the City of Springfield is exempt from the payment of sales tax on any item it buys directly from a supplier. If the Contractor purchases items for the use of the City, the Contractor is also exempt from sales tax on items which at the end of the project become the property of the City of Springfield.
- (b) Items which do not become the property of the City and items which are used up in construction (an example would be fuel oil for machinery) are taxable. Any questions about the taxability of specific items can be resolved by the Illinois Department of Revenue.

(18) Multi-year Contracts

The City's fiscal year ends on the last day of February. The City's obligations on multi-year contracts and contracts extending from one fiscal year to another shall terminate immediately and without further payment being required if the City Council or applicable federal/state funding sources fail to appropriate, or otherwise make available, funds for the contract.

(19) Severability

If any provision of this contract or any applications thereof is held invalid, such invalidity shall not affect other provisions or applications which can be given effect without such invalid provision or application.

(20) Choice of Law and Forum

This contract is to be construed in accordance with the laws of the State of Illinois and any legal proceeding of any kind shall be filed in the Circuit Court of Sangamon County, Springfield, Illinois.

(21) Execution of Contract

- (a) The successful bidder will be required to execute the Contract Execution Page on the form provided in Section IV of this booklet with signature acknowledged and signed in the same manner as prescribed in paragraph 1(a) of these Instructions.
- (b) The City reserves the right to require of any bidder, such information necessary to satisfy the City of the bidder's qualifications and to withhold formal signing of the contract until such information is received.

(22) Unauthorized charges against city contracts

This contract does not authorize an expenditure of city funds in excess of the contract amount without the prior approval of the city council. The contractor agrees and acknowledges that absent such prior approval, it proceeds at its own risk with no guarantee of payment if the amount billed to the city exceeds the contract amount. Any contract in excess of \$100,000.00 must be approved by the City Council before any work is performed.

(23) Federal, State, and Local Laws:

The bidder's attention is directed to the fact that all applicable federal, state and municipal laws, ordinances, rules and regulations, and codes of all authorities having jurisdiction shall apply to the Contract Document throughout and they are deemed to be included herein the same as though herein written out in full.

(24) Rejection of Bids

Any and all bids received in response to an advertisement may be rejected by the Mayor.

SECTION II

SPECIFICATIONS (AND DRAWINGS IF APPLICABLE)

REQUEST FOR PROPOSALS

ADVANCED METERING INFRASTRUCTURE (AMI) COMMUNICATIONS SYSTEM

1 Introduction

City Water, Light & Power (CWLP), a department of the City of Springfield (COS), Illinois, is soliciting Request For Proposals (RFP) for the implementation of an Advanced Metering Infrastructure (AMI) communications system including all requested metering devices, communications network equipment, network management solutions, and related maintenance fees, licensing fees, and professional services fees.

1.1 Purpose

CWLP seeks responses to this RFP to obtain specific information, descriptions of the technology, and price quotes for implementing the "best fit" AMI communications system, electric meters, water meters, and information systems for the management and control of the communications networks and endpoint devices.

Upon completion of the RFP process, the City intends to secure a contract for an AMI solution with the selected respondent that best meets the City's needs. The selected respondent will provide all software, hardware/appliance, and required services including but not limited to, development services, configuration, installation, training, and ongoing support.

The successful bidder must perform several functions including but not limited to the following:

- Be responsible for designing and integrating the AMI solution architecture, including data flows, interfaces, and security between the AMI and existing CWLP Customer Information System (CIS), Outage Management System (OMS), as well as any other to-be-determined systems including a future Meter Data Management System (MDMS).
- Be responsible for coordinating with CWLP regarding end point installation services (and data). Bidder will be responsible for end-to-end meter exchange and installation services, including accurate data capture and meter configuration. Further, the bidder will be responsible for working with CWLP to design the method by which meter data is exchanged with the CWLP CIS system. This may include the structure and format of a daily file with a coordinated delivery of daily meter file uploads or an automatic interface.
- Be responsible for designing and integrating the MDMS solution architecture, including data flows and interfaces, between the MDMS and AMI system, the MDMS and Customer Information System (CIS) and any other to-be-determined systems. This will be performed in coordination and collaboration with CWLP.

1.2 Bidder Eligibility

CWLP is looking to procure an AMI solution from a qualified and experienced company with a history of successful and proven AMI solution implementations. The bidder is expected to have sufficient experience to manage the installation and deployment of approximately 130,000 total electric and water meters, data concentrators, communications networks, head-end system, and to provide technical expertise and services to design, develop, and deploy the AMI and MDMS solutions as well as supporting systems.

Bidder Project Experience:

- AMI - Bidder shall provide demonstrated experience of having deployed an AMI system with substantially similar solutions as proposed for CWLP for a minimum of three clients, each of which having a minimum of 50,000 end points.
- MDMS - Bidder shall provide demonstrated experience of having deployed an MDMS for a minimum of three clients, each of which having a minimum of 50,000 end points.
- The bidder's proposed solution including meters, network devices, and software, must be commercially available as of the date of the proposal submission. In addition, the proposed AMI solution must be commercially available via Software as a Service (SaaS) or on premise Enterprise installation.

1.3 Company Overview

City Water, Light & Power is a municipal utility located in Springfield, Illinois. From its inception as a tiny water works company in the mid-1800s to its role today as the largest municipal utility in Illinois, CWLP has had a long and proud history. The utility has become an integral part of the Springfield community, providing service and value that extends far beyond the high-quality drinking water and low-cost electric power produced at the utility's combined lakeside filtration plant and generating stations.

The CWLP electric infrastructure consists of approximately 350MW of generating capacity, 100 miles of 138kV and 69kV Transmission, 1000 miles of 12.47kV distribution, 29 electric substations and 230 miles of fiber backhaul. CWLP serves approximately 70,000 electric customers in Springfield and surrounding areas.

Utilize the following link for a map of the CWLP electric service area.

[CWLP Electric Service Area](#)

The CWLP water facilities include source supply, purification, and a distribution system. The area served by CWLP includes Springfield, Grandview, Jerome, Leland Grove, Loami, Rochester, Southern View, the public water districts of Sugar Creek, Round Prairie and Williamsville-Sherman, and certain unincorporated areas adjacent to the City. CWLP's water service area encompasses 100 square miles, and includes 52,409 service connections. The entire water distribution system consists of over 770 miles of water mains, 17,206 valves and 7,190 fire hydrants.

For additional information about the City of Springfield and CWLP please visit the COS website at:

<https://www.springfield.il.us/>

2 Project Vision and Scope

CWLP currently employs the use of nearly obsolete Automated Meter Reading (AMR) technologies for capturing customer metering data. CWLP seeks to provide flexibility and control to customers regarding their individual energy consumption through new rate designs and offerings, encourage efficiency and conservation, provide better outage communication, and improve restoration activities.

An AMI system will be established as an important foundational step in the modernization of the City's electric and water systems. The system shall include:

1. Replacement of the existing customer meters with meters meeting current technological standards for remote, automated Meter reading as well as having the capability to provide required data for improvement of the customer experience. The new self-contained meters shall have a number of features detailed in Section 3 of this RFP, including remote customer service 'disconnect/reconnect' functionality. The Meter's technological capability must be forward looking in order to protect against obsolescence during the required lifespan (typically 20 years).
2. Installation of a network to automatically gather and transmit data, including register and interval reads, from the meters. Further, the network must have the capability to accommodate other future endpoint data and command requirements. The City currently has fiber backhaul infrastructure installed extensively throughout the service area. The network shall leverage existing City-owned fiber where appropriate and be designed to consider future metering additions and other initiatives.
3. Installation of all requisite software necessary for the maintenance and operation of the Advanced Metering Infrastructure, inclusive of a Network Management System (NMS) and Head End System (HES), and the integration of those systems into a utility Meter Data Management (MDM) and Customer Information System (CIS).
4. Ongoing maintenance and operation of the AMI system on an 'as a Service' offering.

Expected benefits from the AMI installation are:

1. Improved safety and reliability through faster and precise outage notification and a reduction in system losses, allowing for more efficient utilization of utility equipment.
2. Enhanced customer service by improving accuracy in recording electricity and water usage, eliminating estimated bills, simplifying the process of opening and closing an account when moving, and reducing the need for onsite visits by field crews.
3. The future capability of providing improved data to customers allowing them to make better decisions regarding their use of energy and water – thereby improving opportunities for energy and water efficiency.
4. Improved ability to prioritize distribution capital investments due to better quality data collection.
5. Modernization of the CWLP electric and water systems by replacing nearly obsolete meters and network equipment. AMI will create the foundation to support the evolving energy sector platform including support for electric vehicles and customer generation such as solar and batteries.
6. Capability to deploy various Distribution Automation devices utilizing the AMI network as a platform

3 AMI Functional and Technical Requirements

The proposed AMI system and necessary hardware/software components must be capable of supporting all electric meter forms/types and all water meter types listed below.

CWLP currently employs a diverse range of electric meter forms to cater to different electrical service configurations and customer needs. These forms include 1S, 2S, 3S, 8/9S, 12S, 16S, and 45S. It is essential that the proposed electric AMI meters have at least four registers and have the capability of integrating with the existing meter forms.

CWLP also employs a diverse range of water meter types. These include nutating disc, turbine, compound, ultrasonic and electromagnetic water meters with sizes ranging from 5/8" to 12". All water meters shall conform to the latest revision of AWWA C700, C701, C702, C715, & C750 and comply with the lead-free provisions of the Safe Drinking Water Act and shall be certified to NSF/ANSI Standard 61. The majority of the water meters are currently in outside meter pits with a cast iron lid.

Metering/Endpoint Functional Requirements

Electric Meters

1. The AMI Electric meters must comply with CWLP's standards for meters, test data, and labeling. The vendor shall include meter data sheets, technical specifications, and instructions in their proposal for all meter types to be provided.
2. The AMI Electric Meters must support CWLP's current rates and tariffs. In addition, the solution must support the following in all electric meters:
 1. Time-of-use rates with up to 4 tiers (registers)
 2. Net metering
 3. Full bi-directional metering
 4. Option for multiple demand registers in all meter forms
 5. Outage reporting and restoration confirmation

All electric meters must be capable of providing interval meter reads at a minimum frequency of every 15 minutes. The vendor shall describe the minimum and maximum polling intervals and the frequency that the data is pushed to the MDMS from the meters.

3. Electric Meter Quantities as of April 2024

<u>Meter Form</u>	<u>Quantity</u>
1S	94
2S	65,870
3S	17
8/9S	2103
12S	1807
16S	1648
45S	362

4. Electric Meters must offer the following options to be selected as desired by the Purchaser in any subset of meters:
 - All self-contained Electric Meters must be capable of disconnection and reconnection of service via remote command by an integrated service switch. This function must be capable of both on-demand and scheduled operation. The remote disconnect must be capable of being programmed for multiple functions in addition to strict disconnect/reconnect, including current-limiting disconnection and timed-cycle disconnection. The AMI solution must validate and report the successful operation of the switch. The service switch must have a reliable, positive locking, and safe operating mechanism.
 - The system shall support near real-time power quality data to enhance distribution engineering analysis, and other distribution system applications.

- Electric meters shall have the ability to monitor and report voltage levels and report the information in a manner that allows the utility to react to voltage issues.

The vendor shall describe, in detail, the ability of the proposed electric meters to meet these requirements. Additionally, the vendor will identify whether each function is included in the base version or requires a cost adder. If function(s) are available at additional cost, the vendor shall detail the additional cost in meter hardware, licensing, maintenance, or any other aspect. If the requested function is only available by purchasing a group of functions, such as in a package, this requirement shall be specifically noted.

5. Event reporting capabilities for electric meters shall include at a minimum high/low voltage, loss/restoration of power, device failure impacting metrology accuracy, disconnect switch operation, tilt detection, and breach of security.

Water Meters

1. Water meters shall provide an electronic encoder register for connection to an AMI endpoint. Encoders shall be programmable to read in either U.S. cubic feet or gallons and shall be programmable to various resolutions down to at least a 9-dial encoder output.
2. The encoder shall come factory programmed to CWLP specifications with the option for field and remote programming. Electronic read data shall be provided using an industry standard ASCII protocol or approved alternative.
3. Water meters shall have event reporting and a minimum of the following indicators:
 - a. Leak detection
 - b. Cut wire
 - c. Reverse flow
 - d. No usage
 - e. End of battery life
4. Water meters shall conform to the latest revision of AWWA C700, C701, C702, C715 & C750 and comply with the lead-free provisions of the Safe Drinking Water Act and shall be certified to NSF/ANSI Standard 61
5. Water meters shall be available in the following sizes:
 - a. 5/8" = 36,461
 - b. 3/4" = 10,215
 - c. 1" = 4,519
 - d. 1-1/2" = 976
 - e. 2" = 910
 - f. 3" = 241
 - g. 4" = 106
 - h. 6" = 37
 - i. 8" = 7
 - j. 10" = 2
 - k. 12" = 2

6. Water meters and encoders must be permanently sealed to provide resistance to flooded pit or submerged conditions.
7. End points shall be collected with the AMI network and shall be capable of remote (over-the-air) programming and field programming.
8. For water endpoint installations that may have difficulty communicating with the AMI network, the vendor shall detail the process to modify the endpoint installation to achieve a communicating status. This may include additional mounting hardware, modifications to existing meter pits, or network design changes.

All Meters

1. The system shall support two-way communication for all meters/endpoints.
2. The AMI solution must enable communications from all supported endpoints to the Head End System (HES).
3. All AMI meters shall be uniquely identified in the AMI network.
4. Endpoints shall have the ability to connect to the AMI network within 24 hours of installation.
5. Endpoints shall deliver properly time stamped consumption and power quality data at their set intervals within 4 hours of connecting to the AMI network.
6. The AMI solution shall support remote (over the air) firmware upgrades including meter firmware and communications module firmware.
 - a. The vendor shall describe the process of performing a firmware upgrade including any automated processes.
 - b. In addition, the vendor shall state the expected time frame that devices are supported to receive firmware updates.
7. The AMI solution shall support remote (over the air) programming and configuration updates for all endpoints.

The intent of items 6 and 7 above is such that the meter should never need a local wired connection for a change in any programming functions or firmware upgrades over the lifetime of the meter barring a hardware or other failure.

8. The AMI solution must support prepayment services for electric and water.
9. The AMI solution must collect and distribute metering events and alerts on a real-time basis, and must support remote (over the air) configuration of events and alerts.

10. The AMI solution must support Demand Response Events that may include communication of the event via the AMI network to the end customer. Further, the AMI solution must support the reception of acknowledgment of participation in any pricing or demand based event.
11. The system shall maintain time synchronization for all meters, nodes and other devices connected to the network.
12. The system shall provide time-stamp capabilities.

3.1 AMI Communications Network Requirements

1. The vendor shall describe the communication technology their proposed AMI solution utilizes including details on the advantages of this technology in an AMI context.
2. The AMI Network devices must support all ANSI, IEC, and NEMA requirements for devices to be installed outdoors and on electrical distribution facilities.
3. The AMI Network must provide communications to all system endpoints served by CWLP. The vendor shall describe the estimated coverage range of the selected communication network and how the solution addresses potential coverage gaps and dead zones.
4. The AMI Network should maximize the use of the CWLP's existing fiber infrastructure. Details of the CWLP fiber network will be shared with the successful bidder.
5. The AMI Network must support remote (over the air) upgrades of all resident firmware for all collectors, repeaters or network support devices with verification of success or failure of the update process.
6. The AMI Network must have sufficient coverage and communications performance to support additional bandwidth to allow distribution automation communication via DNP3 or MODBUS protocols to selected CWLP devices.
7. The vendor shall describe how the network is affected and what percentage of the data is compromised if any single communication component fails.
8. The AMI Network must have sufficient capacity and performance to successfully capture power outage and restoration notifications from the AMI meters to allow for accurate and reliable identification of power outages and management of outage restoration activities.

9. The vendor shall describe the average data transmission rate for meter readings and other communications over the network including how the solution handles large-scale data transfers efficiently.
10. The AMI Network must have sufficient capacity and performance to provide reliable communication and control of distribution automation devices as well as the ability to add additional network infrastructure to support new sensors and additional distribution automation devices.

The vendor shall specify the number of end points that can be connected to each access point or gateway, and describe how the system will scale to support additional sensors and devices including discussion on provisions for network traffic priority based on device and/or application.

11. The AMI Network must have compatibility with other smart grid technologies such as demand response and distribution automation systems.

The vendor shall specify the following:

- System interoperability with third-party applications such as home energy management systems and electric vehicles.
- Sensor types that can communicate on the selected AMI Network that are applicable to electric and water utilities, public works, public safety, etc.
- Any integration efforts needed for existing systems or protocols to interface with the communications network.

12. The AMI Network shall have at a minimum the following network management tools:

- Network monitoring and troubleshooting tools
- Performance analytics and reporting capabilities

The vendor shall describe how the selected solution enables real-time monitoring and management of the communication network, including network health, performance, and reliability.

13. The AMI Network shall support the monitoring and control of street lighting.
14. The AMI Network must be able to be deployed and validated in advance of meter deployment. The AMI Network must be tested by the vendor in collaboration with CWLP.
15. The vendor shall provide a network diagram that illustrates how the AMI Network will be structured.

3.2 AMI Head End System Requirements

1. The AMI Head End System must be scalable to include all meters and AMI communications points for CWLP.

The vendor shall describe the pricing structure to add additional end points.

2. The vendor shall describe the technology of the selected AMI Head End System (hosted, cloud-based, hybrid), including any limitations or implementation requirements for the system.

In addition, if the selected solution can operate on both hosted and cloud-based platforms, the vendor shall describe the following:

- How a hybrid system would be implemented and managed.
 - How the system could transition between hosted and cloud-based solutions.
 - Which components of the selected solution are essential and which are optional and if the component design is for hosted, cloud, or both.
 - The type of redundancy utilized for the data (backup site).
3. The AMI Head End System must provide tools for the detection and management of misconfigured or orphaned endpoints.
 4. The AMI Head End System must manage the associated AMI network equipment providing configurable reports on system status, health, and connectivity through all levels of the network.
 5. The AMI Head End System must support a configurable and programmable schedule for communicating with all endpoints. Different schedules may be utilized in support of Electric and Water customers.
 6. The AMI Head End System must integrate with different applications using industry standard interfaces, including DNP3, MultiSpeak Version 3.0 or higher and IEC 61968-9.
 7. The AMI Head End System must support Real-time Pricing (RTP) programs (and Critical Peak Pricing (CPP) in the future) through real-time collection of data from metering devices, and the ability to route the required data at the appropriate intervals.
 8. The AMI Head End System should support proactive communication to network endpoints and meters as needed to support network reliability and end-to-end communications.
 9. The vendor shall describe their solution for a web-based customer portal which shall include at a minimum the following features:
 - Electric and water usage information
 - Electric demand information (as supported by meter endpoints)

- Time-of-use pricing information and monitoring
- Pre-payment processing

3.3 AMI Solution Security Requirements

1. The vendor shall provide summary documentation of the selected AMI system's security features and security-focused instructions on product maintenance, support, and reconfiguration of default settings.
2. The selected AMI solution shall be configured such that each component of the product operates using the principle of least privilege. This includes operating system permissions, file access, user accounts, application-to-application communications, and energy delivery system services.
3. The vendor shall provide documentation on system accounts and account settings (e.g. password complexity, lockout, etc.) and password reset processes.
4. The AMI solution must provide a secure upgrade process for hardware, software, communication messages and endpoint devices.
5. The AMI solution must provide an environment sufficient to warrant the confidentiality of information to ensure that data in transit and at rest is not exposed to unauthorized persons, processes (interfaces), and/or devices.
6. The AMI system must be encrypted from end to end and must be compliant with current NERC standards as set forth in The National Electric Reliability Council (NERC) Urgent Action Standard 1200 – Cyber Security.

3.4 Remote Automation/Distribution Automation

1. The AMI solution must support communications and operations to Distribution Automation (DA) devices using a single communication network for the entire solution.
2. The vendor shall describe, in detail, their endpoint offering and headend platform for remote automation functions.
3. Automation endpoints shall be capable of DNP3 and MODBUS protocols and shall have options for both Ethernet and serial connections to field devices. Endpoints shall be capable of operation at 12VDC.
4. The platform shall provide standard RTU interface via IP network emulating a DNP or Telvent Series 5 protocol port.

3.5 AMI solution Additional Standards

1. The AMI solution must support multiple communication standards, such as IPv4, IPv6, 802.15.4e and 802.15.4g
2. The AMI solution must support IEC 61968-9 / MultiSpeak 3.0 standards (and provide a roadmap for MultiSpeak 4.0 compliance).
3. The AMI solution must support DNP3 over serial and IP.



CITY OF SPRINGFIELD
OFFICE OF BUDGET AND MANAGEMENT
PURCHASING DEPARTMENT
300 S. SEVENTH STREET
ROOM # 200 MCW
SPRINGFIELD, ILLINOIS 62701-1681

Contact: Office of the Purchasing Agent
Telephone: 217-789-2191

Date: **April 22, 2024**
Fax: 217-789-2207

Request for Proposal Index No: **RFP UE25-10**

Request for Proposal Name: **Advanced Metering Infrastructure (AMI)
Communications System**

Pre Bid Meeting: **N/A**

Bid Security: **N/A**

Due Date 3 P.M. Central Time USA: Thursday, May 30, 2024

Sealed responses must be received in the Office of Budget and Management Purchasing Department, 300 S. Seventh Street, Room #210 MCW, Springfield, Illinois 62701-1681 and date and time stamped in no later than the date and time stated . All responses will be publicly opened and portions thereof read aloud at the above date and time. **LATE RESPONSES WILL NOT BE CONSIDERED.**

All attached General Terms and Conditions and Drawings and Specifications are part of the Bid and will be incorporated into any Contract(s) entered into as a result of the Bid.

All responses to the Bid must be prepared as stated herein and properly signed. Address all correspondence and inquiries regarding this Request for Proposal to the Purchasing Agent.

Name of Vendor: _____

Contact Name: _____

Vendor Address: _____

Vendor E-Mail: _____

Phone: _____ **Fax:** _____

SECTION III

CERTIFICATIONS AND SIGNATURE OF BIDDER

1. The undersigned bidder submits with this proposal and bid sheet, all information as called for, together with complete manufacturer's specifications covering any equipment bid upon.
2. The undersigned bidder states that he has been regularly engaged in work of the type required by the specifications herein for _____ years and respectfully invites your attention to the following products and/or services:

3. The following proposal or bid sheet may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof. If written notice of the acceptance of this proposal or bid sheet is mailed, telegraphed or otherwise delivered to the undersigned within sixty (60) calendar days after the date of opening of the bids, or any time thereafter before this bid is withdrawn, the undersigned will, within ten (10) calendar days after the date of such mailing, telegraphing or delivery of such notice, execute and deliver the Contract Execution Page provided in Section IV of this booklet.

The undersigned bidder hereby designates as his office to which such notice of acceptance may be mailed, telegraphed or delivered as follows:

(City, State and Zip Code)

Name and telephone number of person to contact regarding this bid

Name: _____

Phone: _____

4. The undersigned bidder hereby declares that the only person or persons interested in the above proposal as principals are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud.

Signature of Bidder

5. The undersigned bidder hereby certifies that it is not barred from bidding on any contract offered for bid by the State of Illinois or any unit of local government as a result of a conviction for violating Sections 33E-33 or 33E-4 of the Illinois Criminal Code.

Signature of Bidder

6. The undersigned bidder hereby certifies that it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue. If the undersigned bidder has entered into an agreement with the Department of Revenue for the payment of any taxes that are past due and is in compliance with that agreement, the bidder shall so state.

Signature of Bidder

7. (a) If your organization is a corporation, limited liability company, limited liability partnership, or limited partnership, etc., you must provide a copy of your current certification of good standing from your State of incorporation with your bid. Failure to do so may result in the rejection of your bid.

Signature of Bidder

7. (b) Pursuant to Illinois law as it pertains to foreign corporations, foreign limited liability companies, foreign limited liability partnerships, or foreign limited partnerships, you may be required to register with the Illinois Secretary of State. A foreign entity is an entity organized or incorporated in a state other than Illinois. The undersigned bidder hereby certifies that it has examined the relevant statutes and determined that either: (1) It is not required to register as a foreign entity with the Illinois Secretary of State; or (2) It is required to register as a foreign entity with the Illinois Secretary of State, that it has so registered, and that proof of registration is attached hereto

Signature of Bidder

8. Pursuant to Section 38.47(a)(4) of the City of Springfield Code of Ordinances, 1988, as

amended, the undersigned bidder hereby certifies that it and any subcontractors (if any) it employs to perform work under a contract for the City of Springfield does not employ unauthorized aliens as defined in the Federal Immigration and Nationality Act (8 U.S.C. 1101, *et seq.*, Section 274A).

Signature of Bidder

PROPOSAL PAGE FOR

ADVANCED METERING INFRASTRUCTURE (AMI) COMMUNICATIONS SYSTEM

1.1 AMI System and Network Analysis

1. The vendor shall develop a detailed coverage plan for the AMI network which ensures that any electric or water meter installed in the CWLP service territory will meet the selected AMI performance requirements. This network plan or plans must include the number and location of any communication devices along with installation height requirements.
2. The vendor shall provide network tuning services both during and after the network deployment as necessary to achieve the required network performance specifications and security requirements.

1.2 System Integration

1. The vendor shall assist in the development of environment and architecture design and documentation. This should include support for the deployed AMI network including but not limited to theory of operation, backhaul requirements, network capacity, network propagation studies, contingency, disaster recovery planning, and Cyber Security / data protection measures and controls.
2. The vendor shall participate in and, where appropriate, conduct workshops with CWLP to establish detailed functional integration and architecture.
3. The vendor shall deliver a comprehensive configuration workbook that fully describes all of the configurable parameters and customizations for the AMI system.
4. The vendor shall assist in setup and configuration of both Test and Production environments. The Test environment will emulate the ultimate production system and be capable of supporting on-site training and meter configuration testing as well as network configuration testing.
5. CWLP's existing AMR network consists of Itron meters, repeaters, and collectors utilizing ERTs and Network Interval Messages (NIM) for both electric and water. The vendor shall work with CWLP to provide support and a plan to phase in the new AMI solution while maintaining continuity of meter reads and customer data from the existing Itron system. This may include running the two systems in parallel for the duration of the deployment.
6. The vendor shall provide integration with the existing CWLP customer information system/billing platform, CIS Infinity V4 from Advanced Utility Systems.

Additionally, the vendor shall describe interface capability to allow on-demand reading of meters and remote disconnect actuation/status from the CIS application or any experience integrating with OMS and CIS systems.

7. The vendor shall provide outage management system information and other associated real-time information for integration with Trimble Distribution Management System/Outage Management System V19.2 platform (or V19.3). The interface is anticipated to be MultiSpeak 4.1.

1.3 Warranty & Support

1. Describe the standard warranty terms on electric meters, communications modules, communications equipment, and any other hardware and equipment, and costs for an extended warranty up to 6 years on all electric components. Include specifics on the extended warranty coverage, such as parts, labor, and any exclusions.
2. Describe the standard warranty terms on water meters and water modules inclusive of battery, and the costs for an extended warranty up to 20 years. Detail the expected lifespan of the battery and the terms of the warranty in relation to battery replacement or maintenance.
3. Provide a clear and detailed pricing structure for the extended warranties. This should include any tiered pricing based on the length of the warranty and the volume of units purchased. Offer a brief analysis of the cost-benefit for the extended warranties to help with understanding the long-term value of these options.
4. Clearly define the scope of support services provided during the warranty/extended warranty periods including availability of technical support, response times, and any additional costs that may be incurred. Vendors must ensure that their warranty and support offerings are comprehensive and align with the needs of CWLP. The expectation of these offerings is to reflect a commitment to quality, reliability, and long-term partnership.

1.4 Evaluation Criteria

1. Submittals will be evaluated on the following criteria:

	Criteria	Weight
1	AMI Solution Compatibility	40
2	Network Coverage Plans	15
3	Qualifications/Experience of Firm and Project Team and the means to assure the continuity of those individuals throughout the Contract term	10
4	Project Methodology and Approach	5
5	Price / Value	30

1.5 Interviews / Oral Presentations / Demonstrations

1. An invitation to interview or present at a City facility may be extended to selected or short-listed respondents based on review of the written submittals.
2. The City reserves all rights to begin contract negotiations without conducting interviews.
3. The vendor must be willing to participate in an on-site presentation in front of City Council or other administration if deemed necessary.

SECTION IV

SAMPLE CONTRACT EXECUTION PAGES

TO BE COMPLETED ONLY UPON AWARD OF CONTRACT

SECTION IV CONTRACT EXECUTION PAGES
--

AGREEMENT made this _____ by and between the City of Springfield, Sangamon County, Illinois, a municipal corporation, hereinafter called the "Purchaser" or "City" and _____ hereinafter called the "Contractor."

The City and Contractor agree as set forth below:

1. The Contractor for the consideration hereinafter set forth, hereby agrees to and with the City that it will furnish, provide, and deliver in good order, quality and condition, the following: **Advanced Metering Infrastructure (AMI) Communications System** in accordance with the proposal of the contractor and the "Instructions to Bidders and General Conditions, Specifications and Drawings," and other provisions set forth in the Contract Documents heretofore prepared therefore, which are hereby referenced and made a part of this contract.
2. The City shall pay the Contractor in accordance with the Contractor's proposal on the "Proposal Form and Bid Sheet" signed by the Contractor and dated _____ subject to any further additions and deductions as may be agreed upon in accordance with the terms of the Contract Documents. Payment shall be in the manner and at the time stipulated in the Contract Documents.
3. This agreement shall embrace and include all of the Contract Documents which are as follows:

Section I - Notice, Instructions to Bidders and General Conditions
Contract Index No.: **RFP UE25-10**
Dated: April 23, 2024

Section II- Specifications and Drawings
Contract Index No.: **RFP UE25-10**
Dated: April 23, 2024

Section III - Proposal Form and Bid Sheet - (Signed by Contractor)
Contract Index No.: **RFP UE25-10**
Dated: May 30, 2024

Section IV- This Agreement
Contract Index No.: **UE25-10**
Dated:

All of the above Contract Documents are a part of this agreement as if attached hereto or repeated herein.

4. This contract does not authorize an expenditure of City funds in excess of the amount authorized by the Director of the Office of Budget and Management unless the Director of the Office of Budget and Management specifically approves an additional expenditure. The Contractor agrees and acknowledges that, absent such prior approval, it proceeds at its own risk with no guarantee of payment if the amount billed to the City exceeds the amount authorized by the Director of Budget and Management.
5. In the event of the Contractor's noncompliance with any provisions of this Contract, the Contractor may be declared nonresponsive and therefore ineligible for future contracts or subcontracts with the City and the Contract may be canceled or avoided in whole or in part and such other sanctions or penalties may be imposed or remedies invoked as provided by law or regulation.

THIS AGREEMENT executed, in triplicate, the day and year first written above.

ATTEST: _____ **PURCHASER: CITY OF SPRINGFIELD, ILLINOIS**
City Clerk

BY: _____
MAYOR or Director of OBM
Approved for legal sufficiency: _____

ATTEST: _____
Secretary

CONTRACTOR: _____
(Name of Business)

BY: _____
(Name and Title)

(Acknowledgment by Corporate Contractors)

STATE OF _____)
) SS
COUNTY OF _____)

I _____, a notary public in and for said County in the State aforesaid, do hereby certify that _____ (name and title) and, Secretary of a corporation, personally known to me to be the same persons and such officers, respectively, or said company, whose names are subscribed to the foregoing contract, appeared before me this day in person and severally acknowledged that they signed, sealed, and delivered the said instrument as the free and voluntary act of said company for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____, 20__.

Notary Public

(Acknowledgment by Individual Contractor or Partnership)

STATE OF _____)
) SS
COUNTY OF _____)

I, _____ a Notary Public in and for said County in the State aforesaid, do here certify that (name and title) and _____, Secretary of personally known to me to be the same persons and such officers, respectively, of said company, whose names are subscribed to the foregoing contract and subjoined bond, appeared before me this day in person and severally acknowledged that they signed, sealed, and delivered the said instrument as the free and voluntary act of said company for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____, 20____.

Notary Public

STATE OF ILLINOIS

COUNTY OF SANGAMON

I, _____, a Notary Public in and for Sangamon County in the State of Illinois, do hereby certify that **MISTY BUSCHER, MAYOR, and FRANK J. LESKO, CITY CLERK**, of the City of Springfield, Illinois, personally known to me to be the same persons and such officers, respectively, whose names are subscribed to the foregoing contract appeared before me this day in person and severally acknowledged that they signed, sealed, and delivered the said instrument as the free and voluntary act of said City for the uses and purposes therein set forth, pursuant to due authority conferred by the Council of said City.

Given under my hand and notarial seal this _____ day of _____, 20__.

Notary Public