



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS FOR GOODS

Item Description: VARIOUS SIZE AND TYPE OF NEPTUNE WATER METERS SIZES 3" TO 12" AND NEPTUNE UMES

Date to be opened: MONDAY, FEBRUARY 1, 2021

Issuing Department: PROVIDENCE WATER

QUESTIONS

- Please direct questions **relative to the bidding process, how to fill out forms, and how to submit a bid** to Purchasing Agent Patti Jordan.
 - Phone: (401) 680-5264
 - Email: pjordan@providenceri.govPlease include the Item Description shown above in the subject line of your email.
- Please direct questions **relative to the specifications** outlined to the issuing department's subject matter expert:
 - **MARK CESERETTI – MANAGER OF CUSTOMER SERVICE**
 - **401-521-6300 EXT 7120**
 - **MARKC@PROVWATER.COM**

INSTRUCTIONS FOR SUBMISSION

Bids may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 3rd floor of City Hall.

- Bidders must submit **3 copies** of their bid in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the RFP and bid are related and must include the company name and address on the envelope as well.** clearly marked on the first page.
- Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have "**NOT A BID**" written on the envelope or wrapper.
- Only use form versions and templates included in this RFP. If you have an old version of a form do not recycle it for use in this bid.
- The bid envelope and information relative to the bid must be addressed to:

**Board of Contract and Supply
Department of the City Clerk – City Hall, Room 311
25 Dorrance Street
Providence, RI 02903**

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the City's Open Meetings Portal and made available as a public record. The City has made a conscious effort to avoid the posting of sensitive information on the City's Open Meetings Portal, by requesting that such sensitive information be submitted to the issuing department only at their request.



**BOARD OF CONTRACT AND SUPPLY
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NOTICE TO VENDORS

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
2. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
3. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
4. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. Bids may be submitted on an “equal in quality” basis. The City reserves the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with the Rhode Island Business Corporation Act, RIGL Sec. 7-1.2-1401, et seq.
7. The Board of Contract and Supply reserves the right to reject any and all bids.
8. Competing bids may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City’s [Open Meetings Portal](#).
9. **As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes. A Tax Exempt Certificate will be provided upon request.**
10. In case of error in the extension of prices quoted, the unit price will govern.
11. Delivery dates must be shown in the bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
12. No goods should be delivered or work started without a Purchase Order.
13. **Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
14. Payment Terms *are a minimum of Net 30.*
15. Successful bidder must submit a completed W-9 form and Certificate of Insurance/Product Warranty.
16. Awards will be made within **sixty (60) days of bid opening**. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
17. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.

*****Failure to meet specified deadlines, follow specific submission instructions, or enclose all required documents with all applicable signatures will result in disqualification, or in an inability to appropriately evaluate bids.*****



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BID FORM 1: Bidders Blank

1. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.
3. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected. **Contracts exceeding twelve months must specify annual costs for each year.**
4. Bids **SHOULD BE TOTALED** so that the final cost is clearly stated (unless submitting a unit price bid), however **each item should be priced individually**. Do not group items. Awards may be made on the basis of *total* bid or by *individual items*.
5. All bids **MUST BE SIGNED IN INK.**

Name of Bidder (Firm or Individual): _____

Contact Name: _____

Business Address: _____

Business Phone #: _____

Contact Email Address: _____

Agrees to bid on (Items(s) to be bid): _____

Delivery Date: _____

Name of Surety Company (if applicable): _____

Total Amount in Writing*: _____

Total Amount in Figures*: _____

**** If you are submitting a unit price bid, please insert "Unit Price Bid"***

Use additional pages if necessary for additional bidding details.

Signature of Representation

Title



**BOARD OF CONTRACT AND SUPPLY
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BID FORM 2: Certification of Bidder

(Non-Discrimination/Hiring)

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify that:

1. Bidder does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Bidder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Bidder, on
this _____ day of _____ 20_____.

Signature of Representation

Printed Name



**BOARD OF CONTRACT AND SUPPLY
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BID FORM 3: Certificate Regarding Public Records

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify an

understanding that:

1. All bids submitted in response to Requests for Proposals (RFP's) and Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public record upon receipt by the City Clerk's office and opening at the corresponding Board of Contract and Supply (BOCS) meeting.
2. The Purchasing Department and the issuing department for this RFP/RFQ have made a conscious effort to request that sensitive/personal information be submitted directly to the issuing department and only at request if verification of specific details is critical the evaluation of a vendor's bid.
3. The requested supplemental information may be crucial to evaluating bids. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate bids.
4. If sensitive information that has not been requested is enclosed or if a bidder opts to enclose the defined supplemental information prior to the issuing department's request in the bidding packet submitted to the City Clerk, the City of Providence has no obligation to redact those details and bears no liability associated with the information becoming public record.
5. The City of Providence observes a public and transparent bidding process. Information required in the bidding packet may not be submitted directly to the issuing department at the discretion of the bidder in order to protect other information, such as pricing terms, from becoming public. Bidders who make such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this _____ day of _____ 20_____.

Signature of Representation

Printed Name



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BID FORM 4: MBE/WBE Affidavit

Item Title (as seen on RFP):

Name of Bidder (Firm or Individual): _____

Which one of the following describes your business' status in terms of Minority and/or Woman-Owned Business Enterprise certification with the State of Rhode Island?

_____ MBE _____ WBE _____ Neither MBE nor WBE

It is the policy of the City of Providence that minority business enterprises (MBEs) and women business enterprises (WBEs) should have the maximum opportunity to participate in procurements and projects as prime contractors and vendors. Pursuant to Sec. 21-52 of the Providence Code of Ordinances and Chapter 31-14 *et seq.* of the Rhode Island General Laws (as amended), MBE and WBE participation goals apply to contracts.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this _____ day of _____ 20_____.

Signature of Representation

Printed Name



**BOARD OF CONTRACT AND SUPPLY
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BID PACKAGE SPECIFICATIONS

IMPORTANT INFORMATION TO ALL BIDDERS

1. This is a Blanket Contract from July 1, 2021 to June 30, 2024. **ALL PRICES QUOTED MUST REMAIN FIRM FOR THIS TIME PERIOD.** PWSB reserves the right to extend this contract for two additional years.
2. All quoted prices to include any and all costs including freight for deliveries to the vendor who currently has the contract to install the meters with Providence Water.
3. The successful bidder must make deliveries in the time period requested or quoted in bid. Deliveries will have a 48-hour minimum notice to Mark Ceseretti (401) 521-6300 ext. 7120
4. Deliveries will be made upon the request of the proper Providence Water Supply Board (PWSB) officials. **THE PWSB RESERVES THE RIGHT TO REQUIRE PARTIAL ORDERS AND SHIPMENT AS DEEMED NECESSARY.**
5. A packing slip must accompany all material listing quantity, description of the item and Providence Water Purchase Order Number
6. The PWSB may purchase a total of approximately 10 meters per year as specified herein. However, the award of this contract in no way obligates the city to buy or spend the corresponding estimated dollars. The amount is estimated based on historical data for bidder's information upon which to base their quoted quantity price discounts.
7. All material must be marked with a PWSB part number. This number is to be permanently attached, each individual item and each container it's shipped in (if any). The markings should be legible and long lasting. PWSB will supply all necessary part numbers.
8. All meters furnished shall conform to the "Standard Specifications for Cold Water Meters" by the American Water Works Association, the New England Water Works Association (7700-77) and (C701) and the NSF 61 Standards as January 2014
9. PWSB reserves the right to cancel this contract at any time with a 30-day written notice.
10. PWSB reserves the right to purchase any quantity of any meter as deemed necessary.
11. PWSB reserves the right to award one-year or multiple years as deemed in its best interest.
12. PWSB reserves the right to award this contract to multiple vendors if deemed to be in its best interest.
13. Providence Water requires notification for any manufacturing process change that have may occurred with their product being bid on within the last three years.
14. Delivered meters will contain a permanent serial # on the meter and a removable serial # test tag or sticker also attached to meter.



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15. All deliveries must be on a short style trailer (Pup Size).
16. Providence Water reserves the right to order standard or low lead bronze type meters at the same quoted price. If vendor is requesting additional costs, then it should be noted on the Bidder's Blank.
17. Several years ago Providence Water standardized with Neptune Large Meters. It has been determined to be in Providence Water's best interest to continue to purchase only Neptune Meters and Parts at this time.
18. Meters must measure consumptions in Cubic Feet
19. Located at the bottom of the last page of the Bidder's Blank is a place for a yearly – not to exceed percentage increase – for the life of the contract if needed. The yearly percentage increase will be used in calculating the total cost of the contract.
20. For questions regarding this specification please contact Mark Ceseretti (401) 521-6300 Ext 7120



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GENERAL METER INFORMATION

NEPTUNE TURBINE METERS - 3" through 12"

General Description:

Recently Providence Water replaced its large meters with Neptune Meters. To keep consistency Neptune Meters and parts will only be acceptable. Meters furnished under this section shall be manufactured by a registered ISO 9001 quality standard facility. All specifications meet or exceed the latest revision of AWWA C701.

Registration Accuracy:

The normal operating range accuracy shall be 98.5% to 101.5% & register in cubic feet.

Main Cases & Cover:

The main case and cover shall be cast from a ANSI/NSF 61 certified no-lead alloy containing a minimum of 85% copper. The size, model and arrows indicating direction of flow shall be cast in raised characters on the main case on cover. The cover shall contain a calibration vane for the purpose of calibrating the turbine measuring element in-line and under pressure. The calibration vane shall be mounted under the register and attached in a tamper-resistant manner.

Register Housings:

Register boxes and covers shall be of bronze composition. Manufacturer's name and meter serial number shall be clearly identifiable and located on the register box cover and affixed with a to the top cover by means of plastic tamper-proof seal pin.

Measuring Chambers:

Turbine measuring elements shall be part of a self-contained unit attached to the cover for easy removal from the meter body. The turbine spindles shall be stainless steel; turbine shafts shall be tungsten carbide.

Rotors:

Measuring impellers, vanes or rotors for all meters shall be polypropylene, nylon, hard rubber or other suitable engineering polymer and shall be mounted on a horizontal axis in the center of the measuring element with rotations of the turbine transmitted to the register by means of magnets. Rotor spindles shall be of phosphor bronze stainless steel, monel, or other corrosion-resistant material.

Strainers:

Meters shall be provided with strainer designed and approved for the fire service use by UL and FM, and shall have a rated pressure of 175 psi. The strainer shall be constructed of AISI Type 18-8 stainless steel. The strainer shall contain a flushing port located near its bottom to facilitate easy cleaning.

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NEPTUNE COMPOUND TYPE METERS - 3" THROUGH 8"

General Description:

All meters furnished shall be manufactured by a registered ISO 9001 quality standard facility. Acceptable meters shall have a minimum of five years of successful field use. All specifications meet or exceed the latest revision of AWWA C703

Operating Characteristics:

Meter sizes, capacities and pressure losses shall conform to Table 1 of the AWWA Standard.

Registration Accuracy: All meters shall meet AWWA flow requirements and register in cubic feet.

Main Case & Cover:

The main case and cover shall be cast from a ANSI/NSF 61 certified no-lead alloy containing a minimum of 85% copper. The size, model and arrows indicating direction of flow shall be cast in raised characters on the main case on cover. The cover shall contain a calibration vane for the purpose of calibrating the turbine measuring element in-line and under pressure. The calibration vane shall mounted under the register and attached in a tamper-resistant manner.

Automatic Valves

Automatic valves shall be of the spring loaded, knuckle joint type. All internal linkage parts shall be stainless steel. A vulcanized rubber disc on a stainless steel clapper plate shall seal against a bronze seat. The springs shall be AISI type 18-8 Stainless Steel.

The disc meter shall include a self-actuated valve that directs flow through the disc meter at low flow rates and through the turbine meter at high flow rates. At high flow rates, the self-actuated throttle valve shall restrict the flow through the disc meter to minimize wear.

Register Housing:

UME is a complete assembly, Factory calibrated to AWWA Standards, includes the cover, registers, & both a turbine measuring element assembly. It The UME shall be field removable from the meter body without requiring of unbolted flanges.



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Measuring Unit Assemblies: Measuring chambers and cages shall be bronze or suitable engineering polymer. They shall be easily detached and removed from the case. Rotor spindles shall be of tungsten carbide steel supported by PTFE or graphite radial bearings. Replaceable thrust bearings shall be provided. Main line and bypass chambers shall be interchangeable in all meters of the same size and model. Intermediate gear trains shall be made of non-corrosive materials or synthetic polymer. Bypass chamber assemblies shall be positive displacement type and shall not be cast as part of the outer case.

Strainers:

Meters shall be provided with strainer designed and approved for the fire service use by UL and FM, and shall have a rated pressure of 175 psi. The strainer shall be constructed of AISI Type 18-8 stainless steel. The strainer shall contain a flushing port located near its bottom to facilitate easy cleaning

Maximum Lying Length:

Laying length of the meter and/or strainer assembly shall as follows:

<u>Meter Size</u>	<u>Maximum Laying Length</u>
3"	38"
4"	40"
6"	52"
8"	56"



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NEPTUNE FIRE SERVICE METERS

General Description:

Recently Providence Water replaced its large meters with Neptune Meters. To keep consistency Neptune Meters and parts will only be acceptable. Meters furnished under this section shall be manufactured by a registered ISO 9001 quality standard facility. All specifications meet or exceed the latest revision of AWWA C701.

Type:

Meters shall be of the in-line horizontal-axis per AWWA Class II

Capacity:

Capacity of the meters in terms of normal operating range, maximum continuous flow, maximum loss of head, and maximum intermittent flow shall be as

Size	Normal Operating Range (gpm)	Max Continuous Flow (gpm)	Max Loss of Head Max Con Flow (psi)	Max Intermittent Flow (gpm)
3"	5-450	450	5	560
4"	10-1200	1200	5.5	1500
6"	20-2500	2500	5	3100
8"	35-4000	4000	5	5000
10"	50-6500	6500	3.5	8000

Size:

Sizes of the meters shall be determined by the normal size (in inches) of the opening in the inlet and outlet flanges. Overall lengths of the meters shall be as follows:

Meter Size	Preferred Overall Length
3"	33"
4"	35"
6"	45"
8"	53"
10"	68"

Case and Cover:

The main case and cover shall be cast from a ANSI/NSF 61 certified no-lead alloy containing a minimum of 85% copper. The size, model and arrows indicating direction of flow shall be cast in raised characters on the main case on cover. The cover shall contain a calibration vane for the purpose of calibrating the turbine measuring element in-line and under pressure. The calibration vane shall be mounted under the register and attached in a tamper-resistant manner.



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External Bolts:

Meter cover bolts shall be made of AISI Type stainless steel

Connections:

Main cases shall be flanged. 1.5" & 2" shall be oval flanged and 3" through 10" sizes shall be round flanged per AWWA C/01

Registers:

Registers shall be permanently rolled-sealed, straight reading in cubic feet and shall include a center sweep test hand and low flow indicator. Registers shall be serviceable/removable for replacement without interruption of the meter's operation.

Register Box:

Register boxes and covers shall be of bronze composition. Manufacturer's name and meter serial number shall be clearly identifiable and located on the register box cover and affixed with a to the top cover by means of plastic tamper-proof seal pin.

Meter Serial Number:

Meter serial number shall be imprinted on the meter flange, or cover, as well as the register box cover.

Measuring Chamber:

Turbine measuring elements shall be part of a self-contained unit attached to the cover for easy removal from the meter body. The turbine spindles shall be stainless steel; turbine shafts shall be tungsten carbide.

Unitized Measuring Element:

UME is a complete assembly, Factory calibrated to AWWA Standards, includes the cover, registers, & both a turbine measuring element assembly. It The UME shall be field removable from the meter body without requiring of unbolted flanges.

Intermediate Gear Train:

Intermediate gear trains shall be directly coupled to the turbine spindle and magnetically coupled to the register through the meter cover. All moving parts of the gear train shall be made of a self-lubricating polymer or stainless steel for operation in water.

Registration Accuracy:

The normal operating range accuracy shall be 98.5% to 101.5%



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Bypass Meter:

Bypass meters shall be of a positive displacement, mutating disc type and shall conform to AWWA Standard C700 in the following sizes

Mainline Sizes	Meter Size
4" Mainline	1" Bypass Meter
6" Mainline	1.5" Bypass Meter
8" & 10" Mainline	2" Bypass Meter

Automatic Valve:

Automatic valves shall be of the spring loaded, knuckle joint type. All internal linkage parts shall be stainless steel. A vulcanized rubber disc on a stainless steel clapper plate shall seal against a bronze seat. The springs shall be AISI type 18-8 Stainless Steel.

The disc meter shall include a self-actuated valve that directs flow through the disc meter at low flow rates and through the turbine meter at high flow rates. At high flow rates, the self-actuated throttle valve shall restrict the flow through the disc meter to minimize wear.

Warranties: Meters shall be warranted and guaranteed to be free from defects in materials and workmanship and to meet AWWA New Meter Accuracy Standards from date of installation by the manufacturer. The manufacturer must provide a written warranty from date of installation, with the option of extending its published warranty.



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BID SCHEDULE

METERS AND APPURTENANCES

TURBINE TYPE METER	STAIN LESS STEEL NEPTUNE METER	STAIN LESS STEEL NEPTUNE UME
3"	\$ _____	\$ _____
4"	\$ _____	\$ _____
5"	\$ _____	\$ _____
6"	\$ _____	\$ _____
8"	\$ _____	\$ _____
10"	\$ _____	\$ _____
12"	\$ _____	\$ _____

COMPOUND TYPE METER	STAIN LESS STEEL NEPTUNE METER	STAIN LESS STEEL NEPTUNE UME
3"	\$ _____	\$ _____
4"	\$ _____	\$ _____
5"	\$ _____	\$ _____
6"	\$ _____	\$ _____
8"	\$ _____	\$ _____



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BID SCHEDULE

METERS AND APPURTENANCES

FIRE AND GENERAL METER	STAIN LESS STEEL NEPTUNE METER	STAIN LESS STEEL NEPTUNE UME
4"	\$ _____	\$ _____
6"	\$ _____	\$ _____
8"	\$ _____	\$ _____
10"	\$ _____	\$ _____
12"	\$ _____	\$ _____

Note: Bidders are to submit a complete Neptune catalogue with list prices.

Bidders agree to charge current catalogue price minus _____% for additional parts not listed herein.

**Yearly not to exceed percentage increase for the
life of the contract per meter size & UME if there
is a difference** _____%

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