



**Request for Proposals for a Supervisory Control and
Data Acquisition System**

January 13, 2017

Formal Bids are requested by the Town of Coats for furnishing all tools equipment, labor, permits and materials to complete the installation of a Supervisory Control and Data Acquisition System (SCADA).

The project consist of the installation of a SCADA to: Two (2) elevated water tanks and one (1) valve. The project must be in accordance with the following attached documents.

1. Project Bid Form
2. Service Contract

Bids must be received by Friday, February 3, 2017, at 5:00 pm and delivered or faxed (910- 897-2662) to Kenny Cole at 25 East Main Street, Coats. The Town has the right to reject any or all bids.

Kenny Cole

Town Manager

Coats, North Carolina

INSTRUCTIONS TO BIDDERS

SCADA

FOR THE TOWN OF COATS

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1. Each bidder must submit a proposal on the blank form herewith provided. The bidder shall sign the proposal in the proper form of business organization. Proposals may be rejected if they show any omissions, alterations of form, additions not called for, conditional bids or irregularities of any kind.
 2. Each proposal must be submitted in a sealed envelope, marked "SCADA" or in some similar manner to indicate its contents without being opened. This envelope shall be placed in another one addressed to the Town Manager, Coats, North Carolina. If forwarded by mail it must be received by the Town Manager prior to the deadline set in Invitation for Bids. If forwarded otherwise than by mail, it must be delivered to the Town Manager's office prior to said deadline.
 3. The contract will be awarded to the lowest responsible bidder taking into consideration quality, performance, qualifications and time specified in the proposals for the performance of the contract.
 4. Proposals shall remain open for acceptance for a period of 60 days after the date on which bids are opened.
 5. Price bid is to include the furnishing of all labor, appliances, equipment, insurance, materials, transportation and supplies necessary to accomplish the tasks set forth in the Specifications.
 6. Bidder shall submit firm's previous experience, a list of clients including contact names and a history of firm.
 7. Bidder is an independent contractor and is not an agent, servant or employee of the Town.
 8. Bidder by submitting bid certifies to the Town that the bidder has minimal requirements as follows:
 - a. Workman's Compensation on the bidder's employees.
 - b. General /Liability Insurance: \$1,000,000 per occurrence for bodily injury, personal injury and property damage.
 - c. Automobile Liability: \$250,000/\$100,000
 - d. Upon request, bidder will furnish proof of such insurance coverage
 - e. General or Electrical Contractor licensed issued by the State of North Carolina.
 - f. Has an office and/or facility within 50 miles of the Town.

9. Contractor shall be responsible for their own site measurements to assure the right amount of quantities are in bid price.
10. COST OF PROPOSAL - Any costs incurred by proposers in responding to this RFP shall be the proposer's sole expense and will not be reimbursed by Town of Coats.
11. CANCELLATION OF REQUEST FOR PROPOSALS: The Town of Coats reserves the right in its discretion to cancel this RFP in whole or in part, to waive informalities, reject any and all Proposals, to solicit new Proposals, and to award a contract as it deems will best serve its interests.

GENERAL PROPOSAL CONDITIONS

1. SCOPE OF WORK

Project Description: Town of Coats is issuing this Request for Proposals (RFP) soliciting proposals from qualified firms to complete the installation of a SCADA system. The system shall have or equal to:

- Remote Terminal Units-Two Tank RTUs, one valve RTU
 - Industrial non- proprietary PLC
 - Power Supply
 - UPS
 - Industrial Cellular Modem
 - NEMA 4 Enclosure
- SCADA HMI Software (Trihedral VTScada latest Version)
 - Ongoing system maintenance providing latest features, operating system compatibility and security.
 - Remote Access via Internet Client connection over remote PC, smart phone or tablet device (2 Simultaneous Users)
 - Alarm notification by text, email or voice
- Factory, UL Manufacture of three RTUs
- RTU and Level Sensor Install
- Complete hosted Scada sever set-up
- PLC and Cellular network programming
- SCADA HMI programing for complete functionality
- Testing and startup
 - Control system startup and testing
 - Start-up and calibration of instrumentation
- Minimum Hosted SCADA Service Provider Requirements:
 - Next Generation Firewall
 - Redundant and emergency power
 - Redundant servers

2. PROVISIONS

- A. The contractor shall provide all materials, tools, machinery, labor and supervision.
- B. The contractor shall be responsible for obtaining the local permits, and will contact all utility providers (water, sewer, electric, gas and cable) prior to commencement.
- C. All contractors will complete the scope of work within 90 days of Notice to Proceed.
- D. Contractor shall provide a one (1) year warranty for the work
- E. Responses to the RFP shall be made according to the instructions contained herein. Failure to adhere to instructions may be cause for rejection of any proposal.
- F. Proposers understand and agree that submission of a proposal will constitute acknowledgment and acceptance of, and willingness to comply with, all the terms, conditions, and criteria contained in this RFP, except as otherwise specified in the proposal. Any and all parts of the submitted proposal may become part of any subsequent contract between the selected proposer and Town of Coats.
- G. False, misleading, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for rejection of the proposal. The evaluation and determination of the fulfillment of the above requirement will be Town of Coats's responsibility, and its judgment shall be final.
- H. Proposals shall provide a straightforward, concise delineation of the proposer's capability to satisfy the requirements of the RFP. Each proposal shall be submitted in the requested format and provide all pertinent information, including but not limited to information relating to capability, experience, financial resources, and other information as specified in Section 6 and otherwise required in this RFP. A duly authorized officer of the company shall sign each proposal in ink.

TOWN OF COATS

BID SPECIFICATIONS / BID SUBMITTAL FORM

The undersigned CONTRACTOR, having examined these documents, and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that she/he will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth; and that she/he will furnish all required products/services and pay all incidental costs in strict conformity with these documents for the stated prices as payment in full.

Bid \$ _____

Length of time for Completion: _____

Submitting Firm: _____

Address: _____

Name of Authorized Representative (print/type): _____

Title: _____

Authorized Signature: _____

Date: _____

Email: _____

Phone Number: _____