



IRVING

**CITY OF IRVING**

**SOLICITATION OVERVIEW**

**The City of Irving is soliciting bids for:**

**TITLE: Water Meters**  
**ITB #: 048M-10F**  
**Commodity: 9991 Water Meters**  
**Due Date: 3:00 p.m. Friday, Nov. 20, 2009**  
**Location: City of Irving, Purchasing Division**  
**845 W. Irving Blvd.**  
**Irving, Texas 75060**

There will be no pre-bid conference for this ITB.

**Public Bid Opening:**

There will be a public bid opening in the Purchasing Division conference room immediately following the bid due time/date. Interested parties are invited to attend.

**Written Questions:**

Submit written questions to:

Marsha Hughes, Purchasing Agent at [mhughes@cityofirving.org](mailto:mhughes@cityofirving.org).

Questions may be submitted through 3:00 p.m., Nov. 13, 2009.

Questions of a substantial nature will be addressed in an addendum, posted on the City's Purchasing Web page for all interested parties.



**CITY OF IRVING**

**TABLE OF CONTENTS for ITB 048M-10F**

Solicitation Overview ..... 1  
Table of Contents ..... 2  
Specifications ..... 3-17  
Bid Pricing Page..... 18-48  
Summary Response Page ..... 49  
Attachment A-1, Standard Terms and Conditions ..... 50-54  
Attachment B-1, General Instructions to Bidders ..... 55-56  
Attachment B-2, Special Instructions to Bidders ..... 57  
Attachment B-3, Checklist for Bidders..... 58  
Attachment B-5, Map Locating Purchasing Division..... 59  
Attachment C-1, Conflict of Interest Instructions ..... 60  
Attachment C-2, Conflict of Interest Statement ..... 61-62  
Attachment D-9, No Insurance Requirements..... 63  
Attachment E-1, Environmental Commitment ..... 64  
Attachment E-2, Environmental Stewardship ..... 65  
Attachment F-1, Good Faith Effort Program Overview ..... 66  
Attachment F-2, Good Faith Effort Affidavit ..... 67  
Attachment G-9, No Bonding Requirements ..... 68  
Attachment H-1, Instructions for Standard Contract ..... 69  
Attachment H-2, Standard Contract and Acknowledgement ..... 70-71

## **SPECIFICATIONS**

**Intent** - The intent of this bid is to secure an annual contract for positive displacement and turbine water meters class 1 and 2, for use by the City of Irving Water Utilities Department.

Bidders may be required upon request to furnish meters for testing and may be required to furnish test facilities for any meter that cannot be tested in the City of Irving test facilities. If the City's test results do not concur with that stated by the company, the City at its discretion may select an independent testing laboratory and the vendor will be responsible for any cost incurred by the City of Irving in obtaining an independent testing analysis.

If your company provides multiple meters for any size meter, be sure to include the model numbers and unit pricing for each. Use additional sheet if required.

The evaluation and award of the meters will be influenced by the pricing, warranty and delivery times of registers and ERTs, and the evaluation and award of registers and ERTs will be influenced by the pricing of the meters.

For additional specification information, contact Ron Billey (meters) at 972-721-2246, Tonie Hudson at 972-721-2278 (AMR) and Charles Omlor (fire hydrant meters) at 972-721-2243.

**Literature:** Bidders shall include 2 sets of each of the following: 1) Parts catalog for all items bid; and 2) Technical literature on each meter bid.

**Samples:** The bidder hereby agrees to furnish, without charge, any samples deemed necessary in evaluating this bid.

**Operating Specifications:** Operating specifications and performance shall meet or exceed applicable American Water Works Association (AWWA) C-702-86 requirements or the latest revision thereof.

**Certification:** The meters are to be accepted on a certificate furnished by the manufacturer certifying that the meters supplied meet these specifications. Any failure to specify exceptions will be basis for disqualification. To ensure accuracy, each meter must be accompanied by a factory test tag certifying accuracy.

Meter models, registers and ERTs shall have been continuously manufactured in the United States for a minimum of five (5) years. The manufacturer must provide documentation of installation and use of models. Bidder shall furnish a list of ten other municipalities in Texas and/or surrounding states with whom they do business. This list will contain name of contact person, address, and telephone number.

**Guarantee:** Meters shall be guaranteed against defects in materials and workmanship for a period of fifteen (15) years. Parts to replace these in which a defect may develop within such period will be supplied without charge, piece for piece, upon proper proof of such defect.

The register shall have a warranty of fifteen (15) years. Any register failure, including fogging and condensation, within two (2) years from the date of shipment, shall necessitate replacement, without cost to the City of Irving.

**Rejected Meters:** Meters will be rejected and must be replaced, or satisfactorily re-adjusted, if they fail to comply with these specifications.

**Contract Period** - This contract begins **January 14, 2010** and runs through **December 31, 2010**.

**Renewal Option** - This contract is subject to consideration for two renewals with each renewal being for a one-year period of time and under the same terms and conditions as awarded or with negotiated lower pricing. Each renewal option may be exercised by the City of Irving with written agreement by contractor.

**Prices** - Prices quoted shall be firm for the entire period of the contract. A vendor will not be awarded a contract if he bids escalation pricing, even though he takes exception to this bid requirement.

## **Group 1 – Positive Displacement Water Meters Specifications for 5/8" X 3/4", Full 3/4", 1", 1½" and 2"**

Meters furnished under these specifications shall conform to AWWA Standard C-700, latest revision, as well as the following additional City of Irving minimum specifications for water meters, and be included on the City of Irving's "Approved Products" listing. Each vendor shall supply with the bid an affidavit that the meters proposed for bid comply with all applicable current AWWA standards for Cold-Water Meters-Displacement Type, i.e., current AWWA Standard C-700.

**Main Case:** The main case (portion housing the measuring chamber) shall be made of high quality bronze material and shall withstand a working pressure of one hundred fifty (150) pounds per square inch without seeping or distortion affecting the free operation of the measuring unit. The bottom portion of the case (commonly referred to as the bottom cap) shall be made of a high quality bronze material on 5/8" x 3/4", 3/4" and 1" meters. These bottom caps shall be designed with freeze protection plugs, or plates. On 1-1/2" and 2" meters the bottom portion of the case shall be made of a high quality bronze material only. A suitable gasket must be provided between the main case and the bottom portion to prevent leakage under working pressure. The size, model and direction of flow through the meter shall be cast in raised characters on the outer case. The manufacturer's meter serial number shall be imprinted on the main case.

**Register Housing:** The register housing shall be constructed of either a high quality bronze material or a suitable synthetic polymer. Register assemblies shall be secured to the main case in a tamper resistant fashion to prohibit unauthorized removal. Seal screws/wires, tamperproof screws or locking devices are acceptable. The manufacturer's serial number of the meter shall be plainly imprinted on the register lid and main case. The name of the manufacturer shall be plainly imprinted on the register lid or assembly.

**Register Technology:** The register shall be true absolute encoder register that provides direct electronic transfer of meter reading information. Minimally, a MIU device shall read the encoder register.

The encoder register shall send ASCII format (American Standard code for Information Interchange) to the interrogation device. The encoder register shall transmit the complete odometer wheel reading, 6 digits. An 8-digit register identification number that has been factory set and never duplicated shall also be sent to the reading device.

**Register:** Direct read registers shall be straight reading U.S. gallons. The register lens should be made of high impact strength tempered glass to resist breaking, scratching and abrasion and must be designed so as to help keep the surface free of dirt. Lexan or plastic will also be acceptable. Center-sweep test hands shall be provided on all registers, as well as separate and distinct low flow indicators/leak detectors.

The register must be housed separately from the measuring chamber and shall have a magnetic coupled drive. The register shall be permanently hermetically sealed by being enclosed in a copper or stainless steel can.

**Group 1 – Positive Displacement Water Meters - Continued**  
**Specifications for 5/8" X 3/4", Full 3/4", 1", 1½" and 2"**

The register must be interchangeable within the same meter size. Register face plates shall be imprinted with the manufacturer's name, model number, meter size, along with the month and year of manufacture.

Numerals on the number wheels indicating 1,000 U.S. gallons and larger shall be black on a white background. Numerals on the number wheels indicating 100 U.S. gallons and less shall be white on a black background. The number of numeral wheels shall conform to the following:

<u>Size</u>	<u>Maximum Indication 1st Dial (U.S.gallons)</u>	<u>Maximum Capacity of Register (U.S. gallons)</u>
5/8"x 3/4"	10	10,000,000
3/4"	10	10,000,000
1"	10	10,000,000
1 1/2"	100	100,000,000
2"	100	100,000,000

**Measuring Chamber:** The measuring assembly shall be of the nutating disc style (no oscillating piston type meters allowed) with all parts made of a suitable material to provide the length of service that is standard for the water meter industry. The measuring assembly must be a separate unit from the main case. The thrust roller inserts, thrust roller plates, and the magnet spindle shall be stainless steel. The maximum nutations or oscillations per U.S. gallon shall be as follows:

$$\begin{aligned} 5/8" \times 3/4" &= 50 \\ 3/4" \text{ full} &= 32 \\ 1" &= 12 \end{aligned}$$

**Strainers:** All meters shall be provided with strainers installed in the meters. Strainers shall be rigid, fit snugly, be easy to remove, and have an effective straining area at least double that of the main case inlet.

**Length and Connections:** The lengths of the meters shall be the face-to-face dimensions of the spuds or flanges listed in the table below.

<u>Meter Size</u>	<u>Meter Length</u>	<u>Connections</u>
5/8" x 3/4"	7 1/2"	1" Meter casing spuds
3/4"	7 1/2"	1" Meter casing spuds
1"	10 3/4"	1-1/4" Meter casing spuds
1 1/2"	13"	Elliptical flanged ends
2"	17"	Elliptical flanged ends

## **Group 1 – Positive Displacement Water Meters- Continued Specifications for 5/8" X 3/4", Full 3/4", 1", 1½" and 2"**

**Companion Flanges:** Each 1-1/2" and 2" meter shall be provided with 1 brass companion flange of the elliptical type, faced, drilled and tapped in conformance with ANSI B2.1. A vertical NPT tapped boss shall be provided on the 1-1/2" and 2" meters either on the meter housing or spool piece. If spool piece is provided, the entire laying length for the 1 ½" will be 13" and for the 2", the laying length will be 17". 1 each brass flange, 2 each gaskets, 4 each high grade stainless steel bolts and 4 each high grade stainless steel nuts shall be furnished with each meter. These items shall be boxed with each individual meter.

**Flow Accuracy Test:** The manufacturer shall be required to furnish a certificate showing that each meter has been tested for accuracy of registration and that each meter complies with the accuracy and capacity requirements of AWWA C-700 Standard for Cold-Water Meters-Displacement Type, when tested in accordance with AWWA Manual M6, Water Meters-Selection, Installation, Testing, and Maintenance. Each meter delivered shall be supplied with the meter accuracy test data attached to the meter.

**Electronic Meter Reading Capabilities:** All meters bid under this contract must be completely functional with the City of Irving's Automated Meter Reading (AMR) system without any modifications to current software and hardware. Meters bid under section I – Direct Read meters, must be able to have an AMR compatible register installed at a future date. The City shall purchase absolute digital encoder. Add-on devices will NOT be allowed. Register must be (pre-wired) factory potted with pre-sized wire for in-line connector fitted to Itron 60W (**or similarly connected**) Pit ERT Module with permanent sealed end cap wire with in-line connector. In-line connector shall be provided with tamper proof plugs. Meters shall be completely functional upon installation and programming. Meter register must be hermetically sealed and read in U.S. Gallons and magnetically driven. ERT end cap and wire in-line connector to meter vendor, must be a permanent waterproof connection with a ten (10) year guarantee. Itron 60W (**or similarly connected**) Pit ERT Module shall be "wysiwyg" (what you see is what you get), pre-programmed, unformatted, in "Bubble-up" mode and shall be set-up to detect cut wire tampering,. All register box lens shall be of high impact tampered glass or plastic; oil filled registers are NOT acceptable. All ERTs will have a standard 8" pigtail with inline connector and cap. All 2" and smaller meters and registers will have a 5' factory potted pigtail with inline connector and cap. All 3" and larger meters will have a 25' factory potted pigtail with inline connector and cap.

## **Group 2 – Class I – Vertical Turbine Water Meters Specifications for 2”, 3”, 4” and 6”**

Meters furnished under these specifications shall be of the Class I turbine type water meter which registers flow by recording the revolutions of an in line rotor set in motion by the force of flowing water striking the blades. All turbine water meters shall conform to AWWA Standard C-701, latest revision, as well as the following additional City of Irving minimum specifications for turbine water meters, and be included on the City of Irving's "Approved Products" listing. Each vendor shall supply with the bid an affidavit that the meters proposed for bid comply with all applicable current AWWA standards for Cold-Water Meters-Turbine Type for Customer Service, i.e., current AWWA Standard C-701 for Class I Turbines.

**Main Case:** The main case shall be made of cast bronze composition on 1 ½”, 2”, 3”, 4” and 6” sizes. The main case shall withstand a working pressure of one hundred fifty (150) pounds per square inch without seeping or distortion affecting the free operation of the measuring unit. The size, model and direction of flow through the meter shall be cast in raised characters on the outer case. The manufacturer's meter serial number shall be imprinted on the main case, top portion of the main case and the top portion of the register. The main case shall be designed for easy removal of all internal parts without disturbing the connections to the pipeline. All bolts shall be of stainless steel composition.

**Register Housing:** The register housing shall be constructed of either bronze or a suitable synthetic polymer. Register assemblies shall be secured to the main case in a tamper resistant fashion to prohibit unauthorized removal. Seal screws/wires, tamperproof screws or locking devices are acceptable. The manufacturer's serial number of the meter shall be plainly imprinted on the register lid or assembly and main case. The name of the manufacturer shall be plainly imprinted on the register.

**Register Technology:** The register shall be true absolute encoder register that provides direct electronic transfer of meter reading information. Minimally, a MIU device shall read the encoder register.

The encoder register shall send ASCII format (American Standard code for Information Interchange) to the interrogation device. The encoder register shall transmit the complete odometer wheel reading, 6 digits. An 8-digit register identification number that has been factory set and never duplicated shall also be sent to the reading device.

**Register:** Registers shall be straight reading U.S. gallons. The register lens must be made so as to resist breaking, scratching and abrasion and must be designed so as to help keep the surface free of dirt. Center-sweep test hands shall be provided on all registers.

The register must be housed separately from the measuring chamber and shall have a magnetic coupled drive. The register shall be designed for meter pit installation utilizing a method of water and moisture protection for all internal components. The register that is furnished with the meter shall be the same register that was on the meter when it was tested for accuracy. The register must be interchangeable within the same meter size. Register face plates shall be imprinted with the manufacturer's name, model number, meter size, along with the month and year of manufacture.

**Group 2 - Class I Vertical Turbine Water Meters - Continued  
Specifications for 1 ½”, 2”, 3”, 4” and 6”**

Numerals on the number wheels indicating 1,000 U.S. gallons and larger shall be black on a white background. Numerals on the number wheels indicating 100 U.S. gallons and less shall be white on a black background. The number of numeral wheels shall conform to the following:

<u>Size</u>	<u>Maximum Indication 1st. Dial (U.S.gallons)</u>	<u>Maximum Capacity of Register (U.S.gallons)</u>
1 ½”	100	10,000,000
2”	100	10,000,000
3”	1,000	100,000,000
4”	1,000	100,000,000
6”	1,000	100,000,000

In addition to the register housing the meter register must be sealed for moisture protection and for use in pit meter settings. The register must be constructed with connections for future upgrades. The register must be capable of transmitting information up to 100 feet away.

**Electronic Meter Reading Capabilities:** All meters bid under this contract must be completely functional with the City of Irving’s Automated Meter Reading (AMR) system without any modifications to current software and hardware. Meters bid under section I – Direct Read meters, must be able to have an AMR compatible register installed at a future date. The City shall purchase absolute digital encoder. Add-on devices will NOT be allowed. Register must be (pre-wired) factory potted with pre-sized wire for in-line connector fitted to Itron 60W (**or similarly connected**) Pit ERT Module with permanent sealed end cap wire with in-line connector. In-line connector shall be provided with tamper proof plugs. Meters shall be completely functional upon installation and programming. Meter register must be hermetically sealed and read in U.S. Gallons and magnetically driven. ERT end cap and wire in-line connector to meter vendor, must be a permanent waterproof connection with a ten (10) year guarantee. Itron 60W (**or similarly connected**) Pit ERT Module shall be “wysiwyg” (what you see is what you get), pre-programmed, unformatted, in “Bubble-up” mode and shall be set-up to detect cut wire tampering,. All register box lens shall be of high impact tampered glass or plastic; oil filled registers are NOT acceptable. All ERTs will have a standard 8” pigtail with inline connector and cap. All 2” and smaller meters and registers will have a 5’ factory potted pigtail with inline connector and cap. All 3” and larger meters will have a 25’ factory potted pigtail with inline connector and cap.

**Measuring Turbine:** The measuring assembly shall be based on the turbine principle of measuring and shall be easily removable as a complete unit from the meter main casing or body without disturbing the connections to the pipeline.

## **Group 2 – Class I Vertical Turbine Water Meters - Continued Specifications for 1 ½”, 2”, 3”, 4” and 6”**

All internal metallic parts shall be made of non-corrosive metal. All measuring impellers, vanes or rotors shall be made of suitable synthetic polymer and shall be mounted on a horizontal axis, or vertical axis in the center of the measuring element with rotations of the turbine transmitted to the register by means of magnets. All bearings shall be of suitable material to allow for operation at maximum rated capacity for continuous duty. Straightening vanes of corrosion resistant material as required shall precede the rotor.

**Strainer:** Each meter shall be provided with either an internal or external strainer. The strainer shall have an effective straining area at least twice that of the meter main case inlet. The strainer material and all bolts and nuts shall be of stainless steel composition. Strainers shall be rigid and easily removable. Strainer connections shall conform to the main case. 2”, 3”, 4” and 6” external strainer cases shall be of cast bronze-minimum 75% copper. Gaskets, high grade stainless steel bolts and high grade stainless steel nuts shall be provided for attaching the strainer to the meter. These items shall be boxed with each individual meter.

**Main-Case Connections:** End case connections for both the meter and strainer shall be flanges. The flanges shall be of the round type, faced and drilled, and shall conform to ANSI B16.1 cast-iron pipe flange, Class 125.

**Companion Flanges:** Round brass companion flanges, gaskets, high grade stainless steel bolts and high grade stainless steel nuts shall be provided for attaching the strainer to the meter. These items shall be boxed with each individual meter.

**Test Plug:** Each meter shall be provided with test ports equaling 2” IPT near the outlet for field testing purposes. Any meter without a test plug shall be provided with a test spool conforming to the attached City of Irving minimum specifications for test spools (Attachment A). Test spool connections if required shall conform to the main case. Gaskets, high grade stainless steel bolts and high stainless steel nuts shall be provided for attaching the test spool to the meter. These items shall be boxed with each individual meter.

**Flow Accuracy Test:** The manufacturer shall be required to furnish a certificate showing that each meter has been tested for accuracy of registration and that each meter complies with the accuracy and capacity requirements of AWWA C701, Standard for Cold-Water Meters-Turbine Type, for Customer Service, when tested in accordance with AWWA Manual M6, Water Meters-Selection, Installation, Testing, and Maintenance. Each meter delivered shall be supplied with the meter accuracy test data attached to the meter.

**Laying Length:** The laying length includes the strainer and test plug. Laying lengths are as follows:

- 1 ½” Turbines shall have a laying length of 13”
- 2” Turbines shall have a laying length of 17”.
- 3” Turbines shall have a laying length of 12”.
- 4” Turbines shall have a laying length of 14”.
- 6” Turbines shall have a laying length of 18”.

## **Group 3 – Class II Turbine Water Meters Specifications for 2”, 3”, 4”, 6”, 8” and 10”**

Meters furnished under these specifications shall be of the Class II turbine type water meter which registers flow by recording the revolutions of an in line rotor set in motion by the force of flowing water striking the blades. All turbine water meters shall conform to AWWA Standard C-701, latest revision, as well as the following additional City of Irving minimum specifications for turbine water meters, and be included on the City of Irving’s “Approved Products” listing. Each vendor shall supply with the bid an affidavit that the meters proposed for bid comply with all applicable current AWWA standards for Cold-Water Meters-Turbine Type for Customer Service, i.e., current AWWA Standard C-701 for Class II Turbines.

**Main Case:** The main case shall be made of cast bronze composition on 2”, 3”, 4”, 6”, 8” and 10” sizes. The main case shall withstand a working pressure of one hundred fifty (150) pounds per square inch without seeping or distortion affecting the free operation of the measuring unit. The size, model and direction of flow through the meter shall be cast in raised characters on the outer case. The manufacturer's meter serial number shall be imprinted on the main case, top portion of the main case and the top portion of the register. The main case shall be designed for easy removal of all internal parts without disturbing the connections to the pipeline. All bolts shall be of high grade stainless steel composition.

**Register Housing:** The register housing shall be constructed of either bronze or a suitable synthetic polymer. Register assemblies shall be secured to the main case in a tamper resistant fashion to prohibit unauthorized removal. Seal screws/wires, tamperproof screws or locking devices are acceptable. The manufacturer's serial number of the meter shall be plainly imprinted on the register lid or assembly and main case. The name of the manufacturer shall be plainly imprinted on the register.

**Register Technology:** The register shall be true absolute encoder register that provides direct electronic transfer of meter reading information. Minimally, a MIU device shall read the encoder register.

The encoder register shall send ASCII format (American Standard code for Information Interchange) to the interrogation device. The encoder register shall transmit the complete odometer wheel reading, 6 digits. An 8-digit register identification number that has been factory set and never duplicated shall also be sent to the reading device.

**Register:** Registers shall be straight reading U.S. gallons. The register lens must be made so as to resist breaking, scratching and abrasion and must be designed so as to help keep the surface free of dirt. Center-sweep test hands shall be provided on all registers.

The register must be housed separately from the measuring chamber and shall have a magnetic coupled drive. The register shall be designed for meter pit installation utilizing a method of water and moisture protection for all internal components. The register must be interchangeable within the same meter size. Register face plates shall be imprinted with the manufacturer's name, model number, meter size, along with the month and year of manufacture.

### Group 3 – Class II Turbine Water Meters – Continued

Specifications for 2", 3", 4", 6", 8" and 10" numerals on the number wheels indicating 1,000 U.S. gallons and larger shall be black on a white background. Numerals on the number wheels indicating 100 U.S. gallons and less shall be white on a black background. The number of numeral wheels shall conform to the following:

<u>Size</u>	<u>Maximum Indication 1st. Dial (U.S.gallons)</u>	<u>Maximum Capacity of Register (U.S.gallons)</u>
2"	100	100,000,000
3"	100	100,000,000
4"	100	100,000,000
6"	1,000	1,000,000,000
8"	1,000	1,000,000,000
10"	1,000	1,000,000,000

In addition to the register housing the meter register must be sealed for moisture protection and for use in pit meter settings. The register must be constructed with connections for future upgrades. The register must be capable of transmitting information up to 100 feet away.

**Electronic Meter Reading Capabilities:** All meters bid under this contract must be completely functional with the City of Irving's Automated Meter Reading (AMR) system without any modifications to current software and hardware. Meters bid under section I – Direct Read meters, must be able to have an AMR compatible register installed at a future date. The City shall purchase absolute digital encoder. Add-on devices will NOT be allowed. Register must be (pre-wired) factory potted with pre-sized wire for in-line connector fitted to Itron 60W **(or similarly connected)** Pit ERT Module with permanent sealed end cap wire with in-line connector. In-line connector shall be provided with tamper proof plugs. Meters shall be completely functional upon installation and programming. Meter register must be hermetically sealed and read in U.S. Gallons and magnetically driven. ERT end cap and wire in-line connector to meter vendor, must be a permanent waterproof connection with a ten (10) year guarantee. Itron 60W **(or similarly connected)** Pit ERT Module shall be "wysiwyg" (what you see is what you get), pre-programmed, unformatted, in "Bubble-up" mode and shall be set-up to detect cut wire tampering,. All register box lens shall be of high impact tampered glass or plastic; oil filled registers are NOT acceptable. All ERTs will have a standard 8" pigtail with inline connector and cap. All 2" and smaller meters and registers will have a 5' factory potted pigtail with inline connector and cap. All 3" and larger meters will have a 25' factory potted pigtail with inline connector and cap.

**Measuring Turbine:** The measuring assembly shall be based on the turbine principle of measuring and shall be easily removable as a complete unit from the meter main casing or body without disturbing the connections to the pipeline.

## **Group 3 – Class II Turbine Water Meters - Continued Specifications for 2", 3", 4", 6", 8" and 10"**

All internal metallic parts shall be made of non-corrosive metal. All measuring impellers, vanes or rotors shall be made of suitable synthetic polymer and shall be mounted on a horizontal axis, or vertical axis in the center of the measuring element with rotations of the turbine transmitted to the register by means of magnets. All bearings shall be of suitable material to allow for operation at maximum rated capacity for continuous duty. Straightening vanes of corrosion resistant material as required shall precede the rotor.

**Strainer:** Each meter shall be provided with either an internal or external strainer. The strainer shall have an effective straining area at least twice that of the meter main case inlet. The strainer material and all bolts and nuts shall be of stainless steel composition. Strainers shall be rigid and easily removable. Strainer connections shall conform to the main case. 2", 3", 4", 6", 8", and 10" external strainer cases shall be of cast bronze-minimum 75% copper. Gaskets, high grade stainless steel bolts and high grade stainless steel nuts shall be provided for attaching the strainer to the meter. These items shall be boxed with each individual meter.

**Main-Case Connections:** End case connections for both the meter and strainer shall be flanges. The flanges shall be of the round type, faced and drilled, and shall conform to ANSI B16.1 cast-iron pipe flange, Class 125.

**Companion Flanges:** Round brass companion flanges, gaskets, high grade stainless steel bolts and high grade stainless steel nuts shall be provided for attaching the strainer to the meter. These items shall be boxed with each individual meter.

**Test Plug:** Each meter shall be provided with test ports equaling 2" IPT near the outlet for field testing purposes. Any meter without a test plug shall be provided with a test spool conforming to the attached City of Irving minimum specifications for test spools (Attachment A). Test spool connections if required shall conform to the main case. Gaskets, high grade stainless steel bolts and high grade stainless steel nuts shall be provided for attaching the test spool to the meter. These items shall be boxed with each individual meter.

**Flow Accuracy Test:** The manufacturer shall be required to furnish a certificate showing that each meter has been tested for accuracy of registration and that each meter complies with the accuracy and capacity requirements of AWWA C701, Standard for Cold-Water Meters-Turbine Type, for Customer Service, when tested in accordance with AWWA Manual M6, Water Meters-Selection, Installation, Testing, and Maintenance. Each meter delivered shall be supplied with the meter accuracy test data attached to the meter.

**Laying Length:** The laying length includes the strainer and test plug. Laying lengths are as follows:

- 2" Turbines shall have a laying length of 17".
- 3" Turbines shall have a laying length of 18".
- 4" Turbines shall have a laying length of 21 1/2" to 23".
- 6" Turbines shall have a laying length of 27".
- 8" Turbines shall have a laying length of 30" to 34".
- 10" Turbines shall have a laying length of 36" to 42".

## **Group 4 – Compound Water Meters Specifications for 2”, 3”, 4”, and 6”**

Compound meters shall consist of a combination of an AWWA Class II turbine meter for measuring high rates of flow and a nutating disc type positive displacement meter for measuring low rates of flow enclosed in a single maincase. All compound water meters shall conform to AWWA Standard C-702, latest revision, as well as the following additional City of Irving minimum specifications for compound water meters, and be included on the City of Irving’s “Approved Products” listing. Each vendor shall supply with the bid an affidavit that the meters proposed for bid comply with all applicable current AWWA standards for Cold-Water Meters-Compound Type for Customer Service, i.e., current AWWA Standard C-702 for Compound Meters.

**Main Case:** The main case shall be made of cast bronze composition on 2”, 3”, 4”, and 6” sizes. The main case shall withstand a working pressure of one hundred fifty (150) pounds per square inch without seeping or distortion affecting the free operation of the measuring unit. The size, model and direction of flow through the meter shall be cast in raised characters on the outer case. The manufacturer’s meter serial number shall be imprinted on the main case, top portion of the main case and the top portion of the register. The main case shall be designed for easy removal of all internal parts without disturbing the connections to the pipeline. All bolts shall be of stainless steel composition.

**Register Housing:** The register housing shall be constructed of either bronze or a suitable synthetic polymer. Register assemblies shall be secured to the main case in a tamper resistant fashion to prohibit unauthorized removal. Seal screws/wires, tamperproof screws or locking devices are acceptable. The manufacturer’s serial number of the meter shall be plainly imprinted on the register lid or assembly and main case. The name of the manufacturer shall be plainly imprinted on the register.

**Register Technology:** The register shall be true absolute encoder register that provides direct electronic transfer of meter reading information. Minimally, a MIU device shall read the encoder register.

The encoder register shall send ASCII format (American Standard code for Information Interchange) to the interrogation device. The encoder register shall transmit the complete odometer wheel reading, 6 digits. An 8-digit register identification number that has been factory set and never duplicated shall also be sent to the reading device.

**Register:** Registers shall be straight reading U.S. gallons. The register lens must be made so as to resist breaking, scratching and abrasion and must be designed so as to help keep the surface free of dirt. Center-sweep test hands shall be provided on all registers.

The register must be housed separately from the measuring chamber and shall have a magnetic coupled drive. The register shall be designed for meter pit installation utilizing a method of water and moisture protection for all internal components. The register must be interchangeable within the same meter size. Register face plates shall be imprinted with the manufacturer’s name, model number, meter size, along with the month and year of manufacture.

**Group 4 – Compound Water Meters - Continued  
Specifications for 2”, 3”, 4”, and 6”**

Numerals on the number wheels indicating 1,000 U.S. gallons and larger shall be black on a white background. Numerals on the number wheels indicating 100 U.S. gallons and less shall be white on a black background. The number of numeral wheels shall conform to the following:

<u>Size</u>	<u>Maximum Indication 1st. Dial (U.S.gallons)</u>	<u>Maximum Capacity of Register (U.S.gallons)</u>
2"	100	10,000,000
3"	100	100,000,000
4"	100	100,000,000
6"	1,000	100,000,000
8"	1,000	100,000,000

In addition to the register housing the meter register must be sealed for moisture protection and for use in pit meter settings. The register must be constructed with connections for future upgrades. The register must be capable of transmitting information up to 100 feet away.

**Electronic Meter Reading Capabilities:** All meters bid under this contract must be completely functional with the City of Irving’s Automated Meter Reading (AMR) system without any modifications to current software and hardware. Meters bid under section I – Direct Read meters, must be able to have an AMR compatible register installed at a future date. The City shall purchase absolute digital encoder. Add-on devices will NOT be allowed. Register must be (pre-wired) factory potted with pre-sized wire for in-line connector fitted to Itron 60W (**or similarly connected**) Pit ERT Module with permanent sealed end cap wire with in-line connector. In-line connector shall be provided with tamper proof plugs. Meters shall be completely functional upon installation and programming. Meter register must be hermetically sealed and read in U.S. Gallons and magnetically driven. ERT end cap and wire in-line connector to meter vendor, must be a permanent waterproof connection with a ten (10) year guarantee. Itron 60W (**or similarly connected**) Pit ERT Module shall be “wysiwyg” (what you see is what you get), pre-programmed, unformatted, in “Bubble-up” mode and shall be set-up to detect cut wire tampering,. All register box lens shall be of high impact tampered glass or plastic; oil filled registers are NOT acceptable. All ERTs will have a standard 8” pigtail with inline connector and cap. All 2” and smaller meters and registers will have a 5’ factory potted pigtail with inline connector and cap. All 3” and larger meters will have a 25’ factory potted pigtail with inline connector and cap.

**Measuring Turbine (for high flows):** The measuring assembly shall be based on the turbine principle of measuring and shall be easily removable as a complete unit from the meter main casing or body without disturbing the connections to the pipeline.

All internal metallic parts shall be made of non-corrosive metal. All measuring impellers, vanes or rotors shall be made of suitable synthetic polymer and shall be mounted on a horizontal axis, or vertical axis in the center of the measuring element with rotations of the turbine transmitted to the register by means of magnets. All bearings shall be of suitable material to allow for operation at maximum rated capacity for continuous duty. Straightening vanes of corrosion resistant material as required shall precede the rotor.

## **Group 4 – Compound Water Meters - Continued Specifications for 2", 3", 4", and 6"**

**Measuring Chamber (for low flows):** The measuring assembly shall be of the nutating disc style (no oscillating piston type meters allowed) with all parts made of a suitable material to provide the length of service that is standard for the water meter industry. The measuring assembly must be a separate unit from the main case. The thrust roller inserts, thrust roller plates, and the magnet spindle shall be stainless steel. The maximum nutations or oscillations per U.S. gallon shall be as follows:

$$5/8" \times 3/4" = 50$$

$$3/4" \text{ full} = 32$$

$$1" = 12$$

**Strainer:** Each meter shall be provided with either an internal or external strainer. The strainer shall have an effective straining area at least twice that of the meter main case inlet. The strainer material and all bolts and nuts shall be of high grade stainless steel composition. Strainers shall be rigid and easily removable. Strainer connections shall conform to the main case. 2", 3", 4" and 6" external strainer cases shall be of cast bronze-minimum 75% copper. Gaskets, high grade stainless steel bolts and high grade stainless steel nuts shall be provided for attaching the strainer to the meter. These items shall be boxed with each individual meter.

**Main-Case Connections:** End case connections for both the meter and strainer shall be flanges. The flanges shall be of the round type, faced and drilled, and shall conform to ANSI B16.1 cast-iron pipe flange, Class 125.

**Companion Flanges:** Round brass companion flanges (2" can be 2-bolt elliptical), gaskets, high grade stainless steel bolts and high grade stainless steel nuts shall be provided for attaching the strainer to the meter. These items shall be boxed with each individual meter.

**Test Plug:** Each meter shall be provided with test ports equaling 2" IPT near the outlet for field testing purposes. Any meter without a test plug shall be provided with a test spool conforming to the attached City of Irving minimum specifications for test spools (Attachment A). Test spool connections if required shall conform to the main case. Gaskets, high grade stainless steel bolts and high grade stainless steel nuts shall be provided for attaching the test spool to the meter. These items shall be boxed with each individual meter.

**Flow Accuracy Test:** The manufacturer shall be required to furnish a certificate showing that each meter has been tested for accuracy of registration and that each meter complies with the accuracy and capacity requirements of AWWA C702, Standard for Cold-Water Compound Meters- Positive Displacement/Turbine Type, for Customer Service, when tested in accordance with AWWA Manual M6, Water Meters- Selection, Installation, Testing, and Maintenance. Each meter delivered shall be supplied with the meter accuracy test data attached to the meter.

## **Section 5 – Fire Hydrant Water Meters Specifications for 3"**

Meters furnished under these specifications shall comply with all performance and material requirements of AWWA Standard C-701, latest revision, as well as the following additional City of Irving minimum specifications for Fire Hydrant Water Meters, and be on the City of Irving's "Approved Products" listing. Each vendor shall supply with the bid an affidavit that the meters proposed for bid comply with all applicable current AWWA Standards for Cold-Water Meters-Turbine Type for Customer Service, i.e., current AWWA Standard C-701. Fire Hydrant Meter must have a Watts 007 2" double check valve with (2) 2" Watts stainless steel ball valves (or equal).

**Main Case:** The main case must be made so that it will not leak under working pressure. The direction of flow must be permanently indicated on the case.

**Register and Register Box:** The register must be housed separately from the measuring chamber and must be magnetically driven. The register shall be straight reading U.S. gallons. The serial number of the meter shall be plainly stamped on the main case. The register box must securely attach to the main case and be securely held in place by tamperproof screws or screws with seal wire holes with seals attached. The register that is furnished with the meter shall be the same register that was on the meter when it was tested.

**Connections:** The meter shall have a bronze 2-1/2" male NST coupling on one end and 2-1/2" female NST swivel coupling on the other end. Meter must come complete with a 2" Watts 007 double check valve with (2) 2" Watts stainless steel ball valves (or equal). The inlet coupling shall incorporate a strainer. Each meter shall be provided with a fire hydrant wrench for attaching the meter to the fire hydrant and operating fire hydrant.

**Flow Accuracy Test:** The manufacturer shall be required to furnish a certificate showing that each meter has been tested for accuracy of registration and that each meter complies with the accuracy and capacity requirements of AWWA C-701, Standard for Cold-Water Meters-Turbine Type, for Customer Service, when tested in accordance with AWWA M6, Water Meters-Selection, Installation, Testing, and Maintenance. Each meter delivered shall be supplied with the meter accuracy test data attached to the meter.

**Group 1 – Positive Displacement Water Meters - Direct Read  
(Group 1, Items 1-21, in its entirety will be awarded to the same vendor.)**

<b>Item</b>	<b>Meter Size</b>	<b>Est. Qty.</b>	<b>Brand</b>	<b>Model #</b>	<b>Warranty Time</b>	<b>Delivery Time</b>	<b>Unit Price</b>	<b>Total Price (est. qty x unit price)</b>
1	5/8" x 3/4"	50						
2	Full 3/4"	1						
3	1"	20						
4	1-1/2"	20						
5	2"	20						

Additional parts furnished at a list less \_\_\_\_% from the manufacturer's suggested retail price list provided with the bid. This price list to be firm for the contract period.

**Group 1 – Positive Displacement Water Meters - Complete Meter with Register, and Itron ERTs  
(Group 1, Items 1-21, in its entirety will be awarded to the same vendor.)**

<b>Item</b>	<b>Meter Size</b>	<b>Est. Qty.</b>	<b>Type</b>	<b>Brand</b>	<b>Model #</b>	<b>Warranty Time</b>	<b>Delivery Time</b>	<b>Unit Price</b>	<b>Total Price (est. qty x unit price)</b>
6	5/8" x 3/4"	1000	Digital						
7	Full 3/4"	25	Digital						
8	1"	300	Digital						
9	1-1/2"	100	Digital						
10	2"	150	Digital						

Additional parts furnished at a list less \_\_\_\_% from the manufacturer's suggested retail price list provided with the bid. This price list to be firm for the contract period.

**Group 1 – Positive Displacement Water Meters - Itron Radio Read Register, and ERTs Only  
(Group 1, Items 1-21, in its entirety will be awarded to the same vendor.)**

<b>Item</b>	<b>Meter Size</b>	<b>Est. Qty.</b>	<b>Type</b>	<b>Brand</b>	<b>Model #</b>	<b>Warranty Time</b>	<b>Delivery Time</b>	<b>Unit Price</b>	<b>Total Price (est. qty x unit price)</b>
11	5/8" x 3/4"	100	Digital						
12	Full 3/4"	10	Digital						
13	1"	125	Digital						
14	1-1/2"	20	Digital						
15	2"	50	Digital						
Additional parts furnished at a list less ____% from the manufacturer's suggested retail price list provided with the bid. This price list to be firm for the contract period.									

**Group 1 – Positive Displacement Water Meters - Itron Radio Read Register Only  
(Group 1, Items 1-21, in its entirety will be awarded to the same vendor.)**

Item	Meter Size	Est. Qty.	Type	Brand	Model #	Warranty Time	Delivery Time	Unit Price	Total Price (est. qty x unit price)
16	5/8" x 3/4"	100	Digital						\$
17	Full 3/4"	25	Digital						\$
18	1"	300	Digital						\$
19	1-1/2"	200	Digital						\$
20	2"	200	Digital						\$
<b>GROUP 1 - SUBTOTAL ITEMS 1-20</b>									\$

Additional parts furnished at a list less \_\_\_\_% from the manufacturer's suggested retail price list provided with the bid. This price list to be firm for the contract period.

**Group 1 – Positive Displacement Water Meters - ERTs Only  
 (Group 1, Items 1-21, in its entirety will be awarded to the same vendor.)**

<b>Item</b>	<b>Est. Qty.</b>	<b>Brand</b>	<b>Model #</b>	<b>Warranty Time</b>	<b>Delivery Time</b>	<b>Unit Price</b>	<b>Total Price (est. qty x unit price)</b>
21	100	Itron 60W					\$
<b>GROUP 1 - GRAND TOTAL – ITEMS 1-21</b>							\$

**Group 1 – Positive Displacement Water Meters**

You must complete the following for each item bid.

Brand Bid \_\_\_\_\_

Positive Displacement Water Meters		5/8" x 3/4"	3/4"	1"	1-1/2"	2"
A	Model					
B	Laying Length (inches)					
C	Height (inches)					
D	Width (inches)					
E	Weight (pounds)					
F	Measuring Device i.e., Disc/piston					
G	Total Disc Nutations or Piston Oscillations per 10 gallons					
H	Main Case Material					
I	Working/Operating Pressure (psi)					
J	Minimum Flow Rate (95%-101% accuracy gpm)					
K	Normal Flow Limits (98.5%-101.5% accuracy gpm)					

**Group 1 – Positive Displacement Water Meters – Continued**

**You must complete the following for each item bid**

**Brand Bid** \_\_\_\_\_

<b>Positive Displacement Water Meters</b>		<b>5/8" x 3/4"</b>	<b>3/4"</b>	<b>1"</b>	<b>1-1/2"</b>	<b>2"</b>
L	Maximum Rate For Continuous Operations (gpm)					
M	Head Loss at AWWA Recommended Maximum Operating Capacity					
N	Maximum Operating Capacity (gpm)					
O	Describe Tamperproof Features of Register					
P	Register Hermetically Sealed (yes or no)					
Q	Center-Sweep Test Hand (yes or no)					
R	Separate Low Flow Indicator or Leak Detector (yes or no)					
S	Register Interchangeability Without Modifications (yes or no)					

**Group 2 – Class I Vertical Turbine Water Meters - Direct Read  
(Group 2, Items 22-42, in its entirety will be awarded to the same vendor.)**

Item	Meter Size	Est. Qty.	Brand	Model #	Warranty Time	Delivery Time	Unit Price	Total Price (est. qty x unit price)
22	1 1/2"	50						
23	2"	75						
24	3"	2						
25	4"	6						
26	6"	6						

Additional parts furnished at a list less \_\_\_\_% from the manufacturer's suggested retail price list provided with the bid. This price list to be firm for the contract period.

**Group 2 – Class I Vertical Turbine Water Meters - Complete Meter with Itron Radio Read Register, and ERTs  
(Group 2, Items 22-42, in its entirety will be awarded to the same vendor.)**

Item	Meter Size	Est. Qty.	Brand	Model #	Warranty Time	Delivery Time	Unit Price	Total Price
27	1 ½"	50						
28	2"	75						
29	3"	8						
30	4"	8						
31	6"	10						

Additional parts furnished at a list less \_\_\_\_% from the manufacturer's suggested retail price list provided with the bid. This price list to be firm for the contract period.

**Group 2 – Class I Vertical Turbine Water Meters  
Itron Radio Read Register, and ERTs Only  
(Group 2, Items 22-42, in its entirety will be awarded to the same vendor.)**

<b>Item</b>	<b>Meter Size</b>	<b>Est. Qty.</b>	<b>Brand</b>	<b>Model #</b>	<b>Warranty Time</b>	<b>Delivery Time</b>	<b>Unit Price</b>	<b>Total Price (est. qty x unit price)</b>
32	1 ½"	50						
33	2"	75						
34	3"	25						
35	4"	50						
36	6"	50						
<p>Additional parts furnished at a list less ____% from the manufacturer's suggested retail price list provided with the bid. This price list to be firm for the contract period.</p>								

**Group 2 – Class I Vertical Turbine Water Meters  
Iron Radio Read Register Only  
(Group 2, Items 22-42, in its entirety will be awarded to the same vendor.)**

Item	Meter Size	Est. Qty.	Brand	Model #	Warranty Time	Delivery Time	Unit Price	Total Price (est. qty x unit price)
37	1 ½"	100						\$
38	2"	100						\$
39	3"	100						\$
40	4"	100						\$
41	6"	100						\$
<b>GROUP 2 - SUBTOTAL ITEMS 22-41</b>								\$
Additional parts furnished at a list less ____% from the manufacturer's suggested retail price list provided with the bid. This price list to be firm for the contract period.								

**Group 2 – Class I Vertical Turbine Water Meters  
ERTs Only  
(Group 2, Items 22-42, in its entirety will be awarded to the same vendor.)**

<b>Item</b>	<b>Est. Qty.</b>	<b>Brand</b>	<b>Model #</b>	<b>Warranty Time</b>	<b>Delivery Time</b>	<b>Unit Price</b>	<b>Total Price (est. qty x unit price)</b>
42	100	Itron 60W					\$
<b>GROUP 2 - GRAND TOTAL ITEMS 22-42</b>							\$

**Group 2 – Class I Vertical Turbine Water Meters**

You must complete the following for each item bid.

Brand Bid \_\_\_\_\_

<b>Class I Vertical Turbine Water Meters</b>		<b>2"</b>	<b>3"</b>	<b>4"</b>	<b>6"</b>
A	Model				
B	Laying Length (inches)				
C	Height (inches)				
D	Width (inches)				
E	Weight (pounds)				
F	Measuring Device i.e., Disc/piston				
G	Total Disc Nutations or Piston Oscillations per 10 gallons				
H	Main Case Material				
I	Working/Operating Pressure (psi)				
J	Minimum Flow Rate (95%-101% accuracy gpm)				
K	Normal Flow Limits (98.5%-101.5% accuracy (gpm)				

**Group 2 – Class I Vertical Turbine Water Meters - Continued**

**You must complete the following for each item bid (Cont)**

**Brand Bid \_\_\_\_\_**

<b>Class I Water Meters</b>		<b>2"</b>	<b>3"</b>	<b>4"</b>	<b>6"</b>
L	Maximum Rate For Continuous Operations (gpm)				
M	Head Loss at AWWA Recommended Maximum Operating Capacity				
N	Maximum Operating Capacity (gpm)				
O	Describe Tamperproof Features of Register				
P	Register Hermetically Sealed (yes or no)				
Q	Center-Sweep Test Hand (yes or no)				
R	Separate Low Flow Indicator or Leak Detector (yes or no)				
S	Register Interchangeability Without Modifications (yes or no)				

**Group 3– Class II Turbine Water Meters - Direct Read  
(Group 3, Items 39-63, in its entirety will be awarded to the same vendor.)**

Item	Meter Size	Est. Qty.	Type	Brand	Model #	Warranty Time	Delivery Time	Unit Price	Total Price (est. qty x unit price)
39	2"	20	Digital						\$
40	3"	1	Digital						\$
41	4"	2	Digital						\$
42	6"	2	Digital						\$
43	8"	1	Digital						\$
44	10"	1	Digital						\$

Additional parts furnished at a list less \_\_\_\_% from the manufacturer's suggested retail price list provided with the bid. This price list to be firm for the contract period.

**Group 3– Class II Turbine Water Meters - Complete Meter with Itron Radio Read Register, and ERTs  
(Group 3, Items 39-63, in its entirety will be awarded to the same vendor.)**

Item	Meter Size	Est. Qty.	Type	Brand	Model #	Warranty Time	Delivery Time	Unit Price	Total Price (est. qty x unit price)
45	2"	125	Digital						\$
46	3"	2	Digital						\$
47	4"	3	Digital						\$
48	6"	2	Digital						\$
49	8"	1	Digital						\$
50	10"	1	Digital						\$

Additional parts furnished at a list less \_\_\_\_% from the manufacturer's suggested retail price list provided with the bid. This price list to be firm for the contract period.

**Group 3– Class II Turbine Water Meters - Itron Radio Read Register, and ERTs Only  
(Group 3, Items 39-63, in its entirety will be awarded to the same vendor.)**

Item	Meter Size	Est. Qty.	Type	Brand	Model #	Warranty Time	Delivery Time	Unit Price	Total Price (est. qty x unit price)
51	2"	50	Digital						\$
52	3"	25	Digital						\$
53	4"	50	Digital						\$
54	6"	50	Digital						\$
55	8"	1	Digital						\$
56	10"	1	Digital						\$

Additional parts furnished at a list less \_\_\_\_% from the manufacturer's suggested retail price list provided with the bid. This price list to be firm for the contract period.

**Group 3– Class II Turbine Water Meters - Itron Radio Read Register Only  
(Group 3, Items 39-63, in its entirety will be awarded to the same vendor.)**

Item	Meter Size	Est. Qty.	Type	Brand	Model #	Warranty Time	Delivery Time	Unit Price	Total Price (est. qty x unit price)
57	2"	25	Digital						\$
58	3"	25	Digital						\$
59	4"	25	Digital						\$
60	6"	25	Digital						\$
61	8"	25	Digital						\$
62	10"	25	Digital						\$
<b>GROUP 3 – SUBTOTAL ITEMS 39-62</b>									\$
Additional parts furnished at a list less ____% from the manufacturer's suggested retail price list provided with the bid. This price list to be firm for the contract period.									

**Group 3– Class II Turbine Water Meters - ERTs Only**  
**(Group 3, Items 39-63, in its entirety will be awarded to the same vendor.)**

<b>Item</b>	<b>Est. Qty.</b>	<b>Brand</b>	<b>Model #</b>	<b>Warranty Time</b>	<b>Delivery Time</b>	<b>Unit Price</b>	<b>Total Price (est. qty x unit price)</b>
63	20	Itron 60W					\$
<b>GROUP 3 – GRAND TOTAL ITEMS 39-63</b>							\$

**Group 3– Class II Turbine Water Meters**

**You must complete the following for each item bid.**

**Brand Bid** \_\_\_\_\_

<b>Class II Water Meters</b>		<b>2"</b>	<b>3"</b>	<b>4"</b>	<b>6"</b>	<b>8"</b>	<b>10"</b>
A	Model						
B	Laying Length (inches)						
C	Height (inches)						
D	Width (inches)						
E	Weight (pounds)						
F	Measuring Device i.e., Disc/piston						
G	Total Disc Nutations or Piston Oscillations per 10 gallons						
H	Main Case Material						
I	Working/Operating Pressure (psi)						
J	Minimum Flow Rate (95%-101% accuracy gpm)						
K	Normal Flow Limits (98.5%-101.5% accuracy (gpm)						

**Group 3– Class II Turbine Water Meters - Continued**

**You must complete the following for each item bid (Continued)**

**Brand Bid** \_\_\_\_\_

<b>Class II Water Meters</b>		<b>2"</b>	<b>3"</b>	<b>4"</b>	<b>6"</b>	<b>8"</b>	<b>10"</b>
L	Maximum Rate For Continuous Operations (gpm)						
M	Head Loss at AWWA Recommended Maximum Operating Capacity						
N	Maximum Operating Capacity (gpm)						
O	Describe Tamperproof Features of Register						
P	Register Hermetically Sealed (yes or no)						
Q	Center-Sweep Test Hand (yes or no)						
R	Separate Low Flow Indicator or Leak Detector (yes or no)						
S	Register Interchangeability Without Modifications (yes or no)						

**Group 4 – Class II Compound Water Meters - Direct Read  
(Group 4, Items 64-80, in its entirety will be awarded to the same vendor.)**

<b>Item</b>	<b>Meter Size</b>	<b>Est. Qty.</b>	<b>Brand</b>	<b>Model #</b>	<b>Warranty Time</b>	<b>Delivery Time</b>	<b>Unit Price</b>	<b>Total Price (est. qty x unit price)</b>
64	2"	1						\$
65	3"	1						\$
66	4"	1						\$
67	6"	1						\$
Additional parts furnished at a list less ____% from the manufacturer's suggested retail price list provided with the bid. This price list to be firm for the contract period.								

**Group 4 – Class II Compound Water Meters - Complete Meter With Itron Radio Read Register, and ERTs  
(Section 4, Items 64-80, in its entirety will be awarded to the same vendor.)**

Item	Meter Size	Est. Qty.	Brand	Model #	Warranty Time	Delivery Time	Unit Price	Total Price
68	2"	1						\$
69	3"	1						\$
70	4"	1						\$
71	6"	1						\$

Additional parts furnished at a list less \_\_\_\_% from the manufacturer's suggested retail price list provided with the bid. This price list to be firm for the contract period.

**Group 4 – Class II Compound Water Meters - Itron Radio Read Register, and ERTs Only  
(Group 4, Items 64-80, in its entirety will be awarded to the same vendor.)**

<b>Item</b>	<b>Meter Size</b>	<b>Est. Qty.</b>	<b>Brand</b>	<b>Model #</b>	<b>Warranty Time</b>	<b>Delivery Time</b>	<b>Unit Price</b>	<b>Total Price (est. qty x unit price)</b>
72	2"	1						\$
73	3"	1						\$
74	4"	1						\$
75	6"	1						\$

Additional parts furnished at a list less \_\_\_\_% from the manufacturer's suggested retail price list provided with the bid. This price list to be firm for the contract period.

**Group 4 – Class II Compound Water Meters - Itron Radio Read Register Only  
(Group 4, Items 64-80, in its entirety will be awarded to the same vendor.)**

<b>Item</b>	<b>Meter Size</b>	<b>Est. Qty.</b>	<b>Brand</b>	<b>Model #</b>	<b>Warranty Time</b>	<b>Delivery Time</b>	<b>Unit Price</b>	<b>Total Price (est. qty x unit price)</b>
76	2"	1						\$
77	3"	1						\$
78	4"	1						\$
79	6"	1						\$
<b>GROUP 4 - SUBTOTAL ITEMS 64-79</b>								\$
Additional parts furnished at a list less ____% from the manufacturer's suggested retail price list provided with the bid. This price list to be firm for the contract period.								

**Group 4 – Class II Compound Water Meters – ERTs Only**  
**(Group 4, Items 64-80, in its entirety will be awarded to the same vendor.)**

<b>Item</b>	<b>Meter Size</b>	<b>Est. Qty.</b>	<b>Brand</b>	<b>Model #</b>	<b>Warranty Time</b>	<b>Delivery Time</b>	<b>Unit Price</b>	<b>Total Price (est. qty x unit price)</b>
80		20	Itron 60W					\$
<b>GROUP 4 – GRAND TOTAL ITEMS 64-80</b>								\$

**Group 4– Class II Compound Water Meters**

**You must complete the following for each item bid.**

**Brand Bid** \_\_\_\_\_

<b>Compound Water Meters</b>		<b>2"</b>	<b>3"</b>	<b>4"</b>	<b>6"</b>
A	Model				
B	Laying Length (inches)				
C	Height (inches)				
D	Width (inches)				
E	Weight (pounds)				
F	Measuring Device i.e., Disc/piston				
G	Total Disc Nutations or Piston Oscillations per 10 gallons				
H	Main Case Material				
I	Working/Operating Pressure (psi)				
J	Minimum Flow Rate (95%-101% accuracy gpm)				
K	Normal Flow Limits (98.5%-101.5% accuracy gpm)				

**Group 4– Class II Compound Water Meters - Continued**

**You must complete the following for each item bid (Continued)**

**Brand Bid \_\_\_\_\_**

<b>Compound Water Meters</b>		<b>2"</b>	<b>3"</b>	<b>4"</b>	<b>6"</b>
L	Maximum Rate For Continuous Operations (gpm)				
M	Head Loss at AWWA Recommended Maximum Operating Capacity				
N	Maximum Operating Capacity (gpm)				
O	Describe Tamperproof Features of Register				
P	Register Hermetically Sealed (yes or no)				
Q	Center-Sweep Test Hand (yes or no)				
R	Separate Low Flow Indicator or Leak Detector (yes or no)				
S	Register Interchangeability Without Modifications (yes or no)				

**Group 5– Fire Hydrant Water Meters Direct Read  
(Group 5 , Items 81-83, Bid in its entirety will be awarded to the same vendor.)**

Item	Meter Size	Est. Qty.	Brand	Model #	Warranty Time	Delivery Time	Unit Price	Total Price (est. qty. x unit price)
81	3" meter only	25						\$
82	3" meter with Watts 007 Double Check and (2) 2" Watts Stainless steel ball valves and fire hydrant wrench	50						\$
83	2" Watts 007 Double Check and (2) 2" Watts Stainless steel ball valves	50						\$
<b>GROUP 5 – GRAND TOTAL ITEMS 81-83</b>								\$
Additional parts furnished at a list less ____% from the manufacturer's suggested retail price list provided with the bid. This price list to be firm for the contract period.								

**Group 5– Fire Hydrant Water Meters**

**You must complete the following for each item bid.**

**Brand Bid** \_\_\_\_\_

<b>Fire Hydrant Water Meters</b>		<b>3"</b>
A	Model	
B	Laying Length (inches)	
C	Height (inches)	
D	Width (inches)	
E	Weight (pounds)	
F	Measuring Device i.e., Disc/piston/Turbine	
G	Total Disc Nutations , Piston Oscillations or turbine revolutions per 10 gallons	
H	Main Case Material	
I	Working/Operating Pressure (psi)	
J	Minimum Flow Rate (95%-101% accuracy gpm)	
K	Normal Flow Limits (98.5%-101.5% accuracy (gpm)	

**Group 5– Fire Hydrant Water Meters**

**You must complete the following for each item bid (Continued)**

**Brand Bid \_\_\_\_\_**

<b>Fire Hydrant Water Meters</b>		<b>3"</b>
L	Maximum Rate For Continuous Operations (gpm)	
M	Head Loss at AWWA Recommended Maximum Operating Capacity	
N	Maximum Operating Capacity (gpm)	
O	Describe Tamperproof Features of Register	
P	Register Hermetically Sealed (yes or no)	
Q	Center-Sweep Test Hand (yes or no)	
R	Separate Low Flow Indicator or Leak Detector (yes or no)	
S	Register Interchangeability Without Modifications (yes or no)	

# CITY OF IRVING

## SUMMARY RESPONSE PAGE for ITB 048M-10F

**COMPLETE LEGAL NAME** of firm submitting bid:

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Contact: \_\_\_\_\_

GROUP 1 \$ \_\_\_\_\_ GROUP 2 \$ \_\_\_\_\_ GROUP 3\$ \_\_\_\_\_

GROUP 4 \$ \_\_\_\_\_ GROUP 5 \$ \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature indicates bidder accepts the specifications, terms and conditions of this solicitation and that bidder is not delinquent on any payment due the City nor involved in any lawsuit against the City.

Print Name \_\_\_\_\_ Title \_\_\_\_\_

**ARE YOU BIDDING as a** \_\_\_\_\_ Corporation \_\_\_\_\_ Non-Profit Corporation  
\_\_\_\_\_ Limited Liability Company \_\_\_\_\_ Partnership  
\_\_\_\_\_ Individual or Sole Proprietor

**M/WBE:** If you are a minority-owned or woman-owned business, please check which type and list any certification number \_\_\_\_\_ Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Asia-India \_\_\_\_\_ Asia-Pacific  
\_\_\_\_\_ Native American \_\_\_\_\_ Woman-Owned Certification # \_\_\_\_\_

**PAYMENT TERMS:** Normal payment terms are 2%/30 days. If offering other terms/discount, please specify \_\_\_\_\_. Discount will be considered in award.

**PAYMENT PREFERENCE:** Check all that apply:  
\_\_\_\_\_ EBT (electronic bank transfer) \_\_\_\_\_ Check \_\_\_\_\_ Credit card

**COOPERATIVE PURCHASES:** Should other governmental entities decide to participate in this contract, would you agree that all terms, conditions, specifications and pricing would apply? Yes \_\_\_\_\_ No \_\_\_\_\_. If other governmental entities choose to participate, each entity will place its own order and be responsible for its own payments.

**REFERENCES:** This solicitation requires references. Please attach to this page a list of five references either currently doing business with you or having purchased goods or services within the past 24 months. For each reference list name, contact person, address, telephone, and e-mail address, and any other pertinent information to help the City of Irving verify the quality of goods or services your firm provides.



## **STANDARD TERMS AND CONDITIONS**

**Attachment A-1 (rev. 12/31/08)**

### **1. Application**

These standard terms and conditions shall apply to all City of Irving (hereafter "City") solicitations and procurements, unless specifically excepted in the solicitation specifications.

### **2. Requirements**

By submitting a bid or proposal, the respondent agrees to provide the City of Irving with the specified goods or services described in the solicitation in accordance with these standard terms and conditions, at the agreed upon bid price and in compliance with the stated specifications and any subsequent addendums issued prior to the date of the bid opening.

### **3. Legal Compliance**

Bidder or proposer must comply with all Federal, State and Local laws, statutes, ordinances, regulations and standards in effect at the time of delivery of goods and services, and must maintain any and all required licenses and certificates required under the same laws, statutes, ordinances, regulations and standards for services and/or goods provided in response to this solicitation.

### **4. Estimated Quantities**

If the solicitation calls for unit pricing on specific items, the quantities described for each item are estimates only and not guaranteed amounts. The actual amount ordered over the contract period may be more or less than the estimate. Quantities represent the City's best estimate, based on past history and anticipated purchases.

### **5. Modifications and Addendums**

The City shall have the right to modify any of the solicitation documents prior to submission deadline and will endeavor to notify potential bidders, but failure to notify shall impose no liability or obligation on the City. All modifications and addendums must be in written form prepared by the City department issuing the solicitation. Bidders are responsible for incorporating any and all modifications and addendums into their bid responses.

### **6. Interpretation of Solicitation Documents**

The City is the final judge of the meaning of any word(s) sentences, paragraphs or other parts of the solicitation documents. Bidders are encouraged to seek clarification, before submitting a bid, of any portion of the bid documents that appears to be ambiguous, unclear, inconsistent, or otherwise in error. Clarifications will be in writing.

### **7. Late Bids**

Bids must be received in the Purchasing Office by the time specified in the solicitation. The City will not accept late bids and is not responsible for the lateness or non-delivery of bids by the Postal Service or any private delivery firm. The time/date stamp in the Purchasing Office shall be the official time of receipt.

8. **Conditional Bids**  
The City will not accept conditional bids which qualify the bidder's response in any way.
9. **Minor Irregularities**  
The City reserves the right to waive any minor irregularities that do not materially affect the scope or pricing of submitted bids.
10. **Responsiveness of Bids**  
The City wants to receive competitive bids, but will declare "non-responsive" bids that fail to meet significant requirements outlined in the solicitation documents.
11. **Discrepancies and Errors**  
In the case of a discrepancy between the unit price and the extended total for a bid item, the unit price will prevail. The unit prices of bids that have been opened may not be changed for the purpose of correcting an error in the bid price.
12. **Identical Bids**  
In the event two or more identical bids are received, and are lowest, responsible and responsive, award will be made as prescribed in the Texas Local Government Code, Chapter 271.901.
13. **Reciprocal Local Preference**  
Some states provide a preference for vendors within their borders and add percentages to bids received from outside states. Where this happens, the state of Texas responds in like manner by applying the same percentage to bids received from vendors who are not from Texas. This applies to the purchase of materials, supplies, equipment and services.
14. **Withdrawal of Bids**  
Bidders may withdraw any submitted bids prior to the bid submission deadline. Bidders may not withdraw once the bids have been publicly opened, without the approval of the City's purchasing manager. Bidders will be allowed to withdraw bids that contain substantial mathematical errors in extension
15. **Disqualification of Bidder**  
The City may disqualify bidders, and their bids not be considered, for any of the following reasons: Collusion among bidders; Bidder's default on an existing or previous contract with the City, including failure to deliver goods and/or services of the quality and price bid; Bidder's lack of financial stability; any factor concerning the bidder's inability to provide the quantity, quality, and timeliness of services or goods specified in the solicitation; bidder involved in a current or pending lawsuit with City; bidder's attempt to influence the outcome of the solicitation through unauthorized contact with City officials outside of those listed in the solicitation documents; and bidder's attempt to offer gifts, gratuities, or bribes to any City employee or elected official in connection with a solicitation.
16. **Cost of Bid**  
The cost of submitting bids shall be borne by the bidders, and the City will not be liable for any costs incurred by a bidder responding to this solicitation.
17. **Inclusive Pricing**  
Bid pricing is to include all expenses, fees and charges related to the delivery of the specified goods or services. The City will not pay any additional charges other than the bid price unless requested by the City on the bid response sheet.

**18. Firm Prices**

Unless otherwise stated in the specifications, bidder's prices remain firm for 120 days from date of bid opening and, upon award, remain in effect for the contract period specified in the solicitation. If formal award has not occurred within 120 days of bid opening, the vendor and the City may mutually agree to extend the firm price period.

**19. Delivery Terms**

Unless otherwise stated in the specifications, all goods delivered through this solicitation shall be FOB City of Irving specified delivery address or site.

**20. Transportation Charges**

Bidder shall be responsible for all charges which relate to the delivery of goods to the City's specified receiving point, and for shipping or transportation charges for returning to bidder any goods rejected as non-conforming to the specifications.

**21. Delivery and Acceptance**

The City will receive only those goods as authorized by City purchase order. Bidder must obtain City employee signature upon delivery. Bidder warrants that all deliveries relating to this solicitation be of the type and quality specified by the City. The City may refuse or reject any delivery failing to meet specifications and shall not be held to have accepted any delivery until after it has made an inspection of same. The City is the final judge as to acceptability of goods under this solicitation.

**22. Failure to Deliver**

If a bidder is unable to deliver the quantity or quality of specified goods, or is unable to deliver goods within a time period when included in the specifications, the City shall be authorized to purchase from any other available source, consistent with State of Texas procurement statutes.

**23. MSDS**

Bidders must submit Material Safety Data Sheets for any hazardous chemical quoted or supplied under this solicitation.

**24. Taxpayer Identification**

Bidders must provide the City with a current W-9 "Request for Taxpayer Identification and Certification" before goods or services can be procured from the bidder.

**25. Taxes**

The City is exempt from all federal excise taxes and all state and local sales and use taxes. If such taxes are listed on a bidder's invoice, they will not be paid. Additionally, bidders cannot use the City's tax exemption status to purchase goods or services related to this solicitation.

**26. Payment**

Payment will be made after receipt of all invoiced goods. Bidder will be paid within thirty days of date invoice is received or date goods are received, which is later. Additional discount may be taken by the City based on the Summary Response Page. The discount date begins with the date the invoice is received or the date all items covered by the invoice is received, whichever is later. Bidder is entitled to interest, at a rate stipulated by state law, if payment is not made within thirty days.

## 27. Outstanding Liabilities

Bidders shall not have outstanding, unpaid liabilities owed to the City. Liabilities may include, but are not limited to, property taxes, hotel occupancy taxes, license or permit fees, and water bills. Bids will be considered non-responsible and not given further consideration if submitted by a bidder with such outstanding liabilities.

## 28. Offset

The City may, at its option, offset any amounts due and payable under a contract award under this solicitation against any debt lawfully due the City from a vendor, whether or not the amount due arises pursuant to the terms of the contract and whether or not the debt has been reduced to judgment by a court.

## 29. Independent Contractors

It is expressly agreed and understood by both parties that the City is contracting with the successful bidder as an independent contractor. The City shall not be liable for any claims which may be asserted by any third party occurring in connection with services performed by the successful bidder, and the successful bidder has no authority to bind the City.

## 30. New Products

The City will accept only new products, such products having not been used or owned by any entity, company or individual except the manufacturer and the manufacturer's distributors. Used or reconditioned products will not be accepted unless specifically requested in the accompanying solicitation.

## 31. Warranties

Bidder warrants that any and all goods delivered are newly manufactured, free from defects in materials and workmanship, and conform in every respect to the City's specifications. Goods are warranted for one year from date of acceptance by the City, following delivery and inspection. If at any time during the twelve months following acceptance of the goods, said goods fail to perform their intended purpose or are discovered to be defective or nonconforming to the City's specifications, the bidder will replace the goods at no cost to the City, including any delivery or installation costs. This warranty shall be unconditional, except it shall not apply to damage caused by clear abuse or misuse by the City. If a manufacturer of goods or of component parts of goods provides a warranty longer than the period provided for herein, the provisions of this warranty shall not be construed to diminish or conflict with the manufacturer's warranty.

## 32. Governing Law

All bids submitted in response to this solicitation and any resulting contract shall be governed by, and construed in accordance with, the charter and ordinances of the City of Irving, and the laws and court decisions of the State of Texas.

## 33. Controlling Document

In the case of a discrepancy between this solicitation and the formal contract, the formal contract will prevail and control.

## 34. Assignment

Bidder shall not assign, transfer, or pledge a contract awarded under this solicitation, in whole or in part, with the prior written consent of the City's purchasing manager. Assignment of this contract, if approved by the City, shall not relieve the bidder's obligations under the contract. Approval by the City of one assignment shall not constitute approval of any future assignment of the contract.

### 35. Termination

If an awarded bidder fails in any manner to fully perform each and all of the terms, conditions and covenants of a contract awarded by this solicitation, he shall be in default and notice of default shall be given to the bidder by the City's purchasing manager. In the event that the contractor continues in default for a period of seven (7) days after receipt of the above-mentioned notice of default, the City may terminate or cancel the contract. The City may also cancel a contract for convenience and without cause with thirty days notice. In any cancellation of contract, the City will pay the bidder for all goods received and accepted, and for all services provided and accepted up to and including the date of termination.

### 36. Indemnification

Bidder shall defend, indemnify, and hold harmless the City of Irving, its officers, agents, employees, appointees and volunteers against any and all claims, lawsuits, judgments, costs and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by bidder's breach of any of the terms or provisions of any contract awarded as a result of this solicitation, or by any negligent or strictly liable act or omission of the bidder, its officers, agents, employees, or subcontractors, in the performance of an awarded contract; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence or fault of the City, its officers, agents or employees, and in the event of joint and concurrent negligence or fault of the bidder and City, responsibility and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without waiving any governmental immunity available to the City under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

### 37. Venue

The obligations of all parties under a contract awarded through this solicitation are performed in Dallas County, Texas, and if legal action is necessary to enforce same, exclusive venue shall be within Dallas County, Texas.

### 38. Funding

State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Orders or other obligations that may arise beyond the end of the current fiscal year shall be subject to approval of budget funds.

### 39. Solicitation Results

The City normally posts solicitation results on-line by the end of the next business day after bids are received. The City's Web site is [www.cityofirving.org](http://www.cityofirving.org). Results are on the Purchasing Solicitation page, in the same place as the original solicitation documents. Posted results are for informational purposes only, not a notice of award.

### 40. Open Records

Bid pricing is not considered confidential and is open to public inspection. Trade secrets and other material considered confidential by the bidder should be clearly marked as such. If a request is made under the Texas Open Records Act to inspect information designated as a trade secret or confidential in a bid, the City will forward the appropriate documents to the Attorney General of Texas who will contact the bidder to request sufficient written reasons as to why the information should be protected from disclosure. Upon review of the bidder's response, the Attorney General will make a determination as to the confidentiality of the requested material(s), or lack thereof, and the City will respond accordingly.



## **GENERAL INSTRUCTIONS TO BIDDERS**

### **Attachment B-1 (rev. 12/31/08)**

#### **1. Securing Specifications**

Free specifications may be downloaded from the Purchasing page of the City's Web site, [www.cityofirving.org](http://www.cityofirving.org). The City of Irving does not charge for specifications. If a third-party offers specifications or bid information for a fee, they do not represent the City. The City may charge for plans and drawings for construction solicitations.

#### **2. Submission of Bids/Late Bids**

Bid pricing must be in US dollars and cents, unless a "percentage off" is requested. Bidders are to provide enough information with their bid to constitute a definite, firm, unqualified and unconditional offer. Bids are to be submitted in a sealed envelope or package and labeled with the bidder's name and the solicitation name & number. All bids must be submitted to the City of Irving Purchasing Division no later than the date and time indicated in the solicitation. All times listed are local times. It is the bidder's responsibility to ensure that bids are delivered/received by the specified time. Late bids will not be accepted and will be returned unopened.

#### **3. Legal Name of Bidder**

In completing the Summary Response Page, the bidder must list the legal name of the bidder's company. This is the name that will be on all contracts, awards, and purchase orders. The Summary Response Page also requires a statement as to the legal status of the bidder (corporation, partnership, sole proprietorship, etc.). The Summary Response Page should be the first document in the bidder's response.

#### **4. Signature**

The signature on the Summary Response Page must be in ink and from an individual with the authority to commit the company to the prices bid and terms stated.

#### **5. Altered Bids**

Any alterations, erasures or strikethroughs made by the bidder prior to submission of the bids must be initialed by the bidder to guarantee authenticity.

#### **6. Cooperative Purchase**

Bidders are given an opportunity on the Summary Response Page to indicate their willingness to allow other public entities to use the bid response as a basis for a contract with their entity, in lieu of competitive bidding. This provision is in compliance with Local Government Code 271.102.

#### **7. Payment Terms, Discount & Type of Payment**

Bidder should state payment terms on the Summary Response Page. If the bidder fails to indicate payment terms, the City will use the default of 2%/30 days. The bidder may also express the method(s) in which he or she wishes to receive payment.

8. **References**  
When references are requested, the Summary Response Page will indicate how many references and will state what other conditions may apply to the references. Bidder will attach a separate page with the requested references.
9. **Conflict of Interest**  
Bidders should review the instructions on conflict of interest (Attachment C-1). Bidders are to complete and submit the Conflict of Interest form (Attachment C-2), when a conflict of interest exists.
10. **Environmental Stewardship**  
Bidders are encouraged to review the City's commitment to the environment (Attachment E-1). Bidders are to complete and submit the Environmental Stewardship form (Attachment E-2).
11. **Good Faith Effort**  
Bidders are encouraged to review information on the City's Good Faith Effort program (Attachment G-1). Bidders are to complete and submit the Good Faith Effort Affidavit (Attachment G-2). Recommended bidder(s) will be required to complete the additional GFE forms as part of the award process.
12. **Addendums**  
It is the bidder's responsibility to alter his bid response based on information updated in one or more addendums to the solicitation. Addendums will be posted on the Purchasing solicitation page of the City's Web site at least four days before the bid due date. Efforts will be made to ensure that bidders receive notice of addendums, but the ultimate responsibility rests with the bidder.
13. **Exceptions**  
If a bidder takes exception to any part of the specifications or solicitation documents, such exception must be requested in writing, to the Purchasing agent/manager listed in the solicitation, at least six business days before the bid due date or within 24 hours of a pre-bid meeting, whichever is earlier. Approved exceptions will be included in an addendum and posted on the Purchasing Solicitation page of the City's Web site.
14. **Checklist**  
A Bidder's Checklist (Attachment B-3) is included with the solicitation package. The checklist is an aid to the bidder in knowing which documents to submit.
15. **Hot Line**  
Vendors may call 888-223-9524 to anonymously report instances of fraud, waste or abuse. Please provide as many details as possible.



**SPECIAL INSTRUCTIONS TO BIDDERS**  
**Attachment B-2 (rev. 12/31/08)**

1. **Bidding Process/Contact Information**

The City of Irving is aware of the time and effort bidders spend in preparing and submitting bids. We will work with you to make the process as easy as possible. If you have questions or concerns about the bidding process, please contact:

Marsha Hughes, Purchasing Agent  
mhughes@cityofirving.org  
972-721-3754

2. **Method of Award**

Award will be made by groups, or in its entirety to the lowest responsive, responsible bidder. Bidders must bid on all lines within a group as indicated to be considered for award. The City reserves the right to award by whichever method is most favorable to the City, but will award to the lowest, responsive, responsible bidder no matter which method is used. Awards totaling \$50,000 or more will be made by the Irving City Council.

3. **Public Bid Opening**

A public bid opening will be held at 3:00 p.m. on November 20, 2009 in the Purchasing Conference room, 845 W. Irving Blvd., Irving, TX 75060.

4. **Required Contract**

This solicitation requires a signed contract prior to award. City's contract is attached and should be signed and submitted with your bid. A

5. **Samples**

This solicitation requires samples. The bidder hereby agrees to furnish, without charge, any samples deemed necessary in evaluating this bid.



## CHECKLIST FOR BIDDERS

Attachment B-3 (rev. 12/31/08)

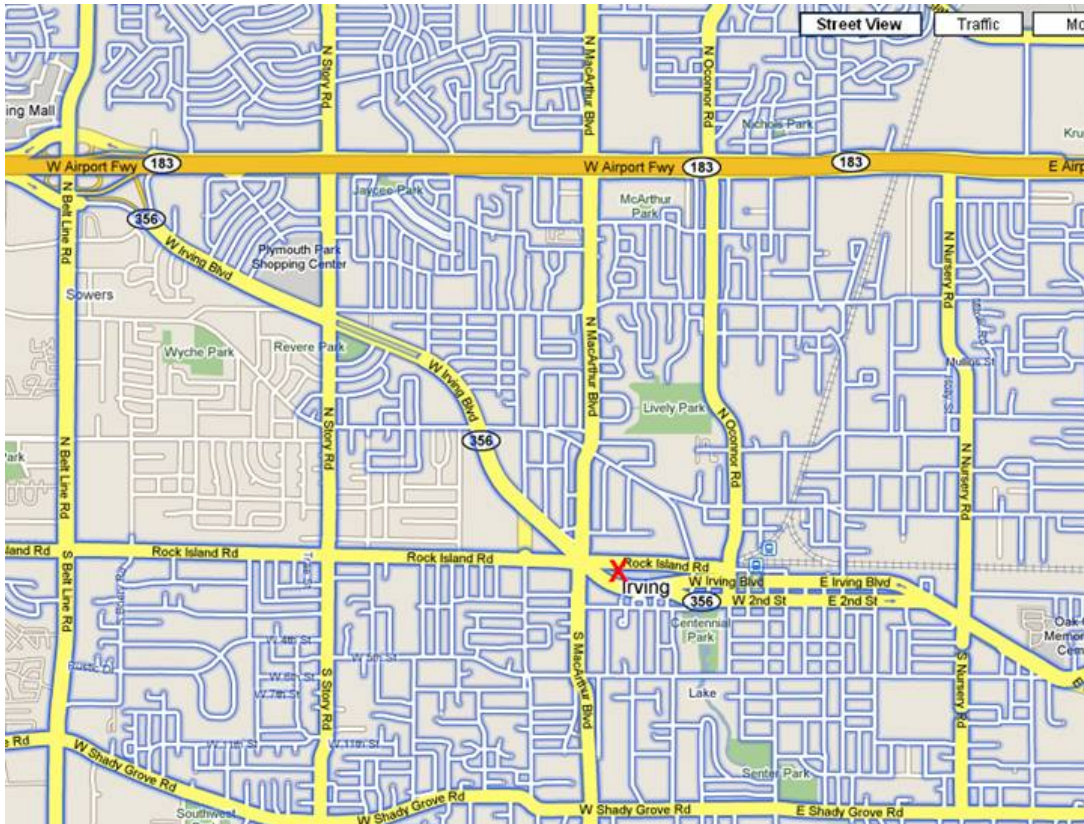
### Documents to be submitted in response to this Invitation to Bid (ITB)

- \_\_\_\_\_ **BID PRICING PAGE:** All lines completed in each group bid as indicated
- \_\_\_\_\_ **BID RESPONSE:** Completed Summary Response Page
- \_\_\_\_\_ **DUE DATE** (Bid must be received & stamped in Purchasing no later than 3:00 pm on November 20, 2009)

***Bids failing to comply with the above will be deemed non-responsive.***

***These items are to be submitted with your response; however, if a document is inadvertently omitted, it must be received before award recommendation.***

- \_\_\_\_\_ **THREE ADDITIONAL DUPLICATE COPIES OF BID**
- \_\_\_\_\_ **GOOD FAITH EFFORT AFFIDAVIT** (Attachment F-2)
- \_\_\_\_\_ **ENVIRONMENTAL STEWARDSHIP** (Attachment E-2)
- \_\_\_\_\_ **CONFLICT OF INTEREST STATEMENT** (If applicable) (Attachment C-2)
- \_\_\_\_\_ **REFERENCES** (As requested on the Summary Response Page)
- \_\_\_\_\_ **STANDARD CONTRACT FOR GOODS** (Attachment H-2)



Location of City of Irving Purchasing Division  
Attachment B-5 (rev. 12/31/08)





**INSTRUCTIONS for  
CONFLICT OF INTEREST QUESTIONNAIRE**  
Attachment C-1 (rev. 12/31/08)

- 1. If you have a conflict of interest in doing business with the City of Irving, use Attachment C-2, Conflict of Interest questionnaire. Conflicts of interest are addressed in Texas Local Government Code, Chapter 176.**
  
- 2. You may consult your attorney on questions arising from the reading of Texas Local Government Code, Chapter 176, and you may contact the Texas Ethics Commission at 512-463-5800 or 800-325-8506.**
  
- 3. If you complete Attachment C-2, Conflict of Interest questionnaire:**
  - **Put the name of bidder and name of company in block #1.**
  - **If any person employed by bidder or bidder's company has any known business conflicts, other than previous contracts awarded through a competitive bidding process, or has an existing relationship with any employee of the City of Irving, list that information in blocks #3, #4 and/or #5 as appropriate.**
  - **Sign in block #6.**
  
- 4. To view a listing of conflict of interest forms filed with the City of Irving, please click**  
<http://cityofirving.org/city-secretary/conflict-of-interest/conflict-of-interest-forms.html>
  
- 5. Listings of City elected officials and local government officers may be found on the City's Web site: [www.cityofirving.org](http://www.cityofirving.org).**
  
- 6. A person failing to file a Conflict of Interest questionnaire, when required by Local Government Code, Chapter 176, commits a Class C misdemeanor.**

**Attachment C-2**

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor or other person doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>		<b>OFFICE USE ONLY</b>  Date Received
<b>1</b>	<b>Name of person doing business with local governmental entity.</b>	
<b>2</b>	<input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b>  (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)	
<b>3</b>	<b>Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.</b>	
<b>4</b>	<b>Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.</b>	

Adopted 11/02/2005

**CONFLICT OF INTEREST QUESTIONNAIRE**

**For vendor or other person doing business with local governmental entity**

**5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?  Yes  No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?  Yes  No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?  Yes  No

D. Describe each affiliation or business relationship.

**6**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

Adopted 11/02/2005

**NO INSURANCE  
REQUIREMENTS  
FOR THIS ITB**

**Attachment D-9 (rev. 12/31/08)**



## **ENVIRONMENTAL COMMITMENT & COMPLIANCE**

**Attachment E-1 (rev. 12/31/08)**

Because the City of Irving is committed to protecting the environment and becoming a successful environmentally sustainable community, it is essential that environmental considerations be a part of all City activities and operations. This commitment is demonstrated through;

- Compliance
- Environmental Sustainability
- Continued Improvement
- Pollution Prevention

As a contactor/vendor/consultant for the City of Irving your environmental performance is critical in meeting the City's commitment to protect the environment and comply with all environmental laws and regulations.

There are many laws and regulations relating to the protection of the environment. In these laws, all persons share responsibility for the environment. It is your responsibility as a contractor to know which laws, regulations, approvals or permits relate to the work you are doing for the City of Irving. It is also your responsibility as a contractor to comply with all applicable laws and ensure all requirements imposed by these laws are met

The City of Irving has a commitment to being good stewards of the environment. We expect your commitment, as a City contractor/vendor/consultant, to the same goal.



**ENVIRONMENTAL STEWARDSHIP**  
**Attachment E-2 (rev. 12/31/08)**

Recognizing the importance of exercising positive environmental stewardship, The City of Irving is pro-active in encouraging environmentally-sound practices in our operations and among our residents, businesses, and suppliers. Please review the specifications or scope of work for this solicitation for any environmental requirements.

Check any of the following which apply to your business operation, and list details:

\_\_\_\_\_ **Recycling** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Energy Efficiency Practices** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Environmentally Preferred** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Water/Energy Conservation** \_\_\_\_\_

\_\_\_\_\_ **Air Quality/Emissions** \_\_\_\_\_

\_\_\_\_\_ **Disposal Practices** \_\_\_\_\_

\_\_\_\_\_ **Other Environmentally Friendly Practices** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Bidder** \_\_\_\_\_

**ITB Number** \_\_\_\_\_ **Date** \_\_\_\_\_



## GOOD FAITH EFFORT PROGRAM OVERVIEW

Attachment F-1 (rev. 12/31/08)

All bid documents and proposal packages must include the signed GFE affidavit affirming the bidder/proposer's intent to comply with the City's Good Faith Effort program. Unless otherwise indicated in the ITB or RFP documents, no other GFE documentation will be required at time of bid or submission. Upon notification of intent to recommend award of contract, the apparent low bidder/most advantageous proposer has up to five (5) business days to submit the appropriate GFE forms to the City's M/WBE Program Administrator. Required GFE forms must be submitted prior to award by City Council.

### The GFE forms are:

- **GFE-1** Good Faith Effort Affidavit (included as Attachment F-2)
- **GFE-2** Schedule of M/WBE Participation
- **GFE-3** Good Faith Effort Log
- **GFE-4** Intent to Perform as a Sub-Contractor
- **GFE-5** Payment Report

***NOTE: Forms GFE-2 thru GFE-5 are available on the City's Web site in the Purchasing section, under "Forms."***

1. All bidders or proposers must submit form **GFE-1**, Good Faith Effort Affidavit.
2. Prime contractors who are tentatively recommended for award and who will meet or exceed the GFE goal must submit the following additional forms:
  - GFE-2** Schedule of M/WBE Participation
  - GFE-4** Intent to Perform as Sub-Contractor (one for each sub-contractor)
3. Prime contractors who are tentatively recommended for award and who will NOT meet or exceed the GFE goal must submit the following form:
  - GFE-3** Good Faith Effort LogIn addition, if the contractor has partial participation toward the goal, the following forms are also submitted:
  - GFE-2** Schedule of M/WBE Participation
  - GFE-4** Intent to Perform as Sub-Contractor (one for each sub-contractor)
4. The awarded contractor will submit the following form monthly to verify that the sub-contracting work is being done as agree upon:
  - GFE-5** Payment Report

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For any GFE communication: Call 972-721-3753 or 972-721-2631



**GOOD FAITH EFFORT AFFIDAVIT**  
**Attachment F-2 (rev. 12/31/08)**

On January 11, 2007, the Irving City Council adopted a policy to equitably and conscientiously include Minority- and Women-owned Business Enterprises (M/WBE's) in the City procurement process for all basic goods, services, professional services, and construction solicitations. The City and its contractors shall not discriminate on the basis of race, color, religion, national origin, or sex in the award and performance of contracts. In consideration of this policy, the City of Irving has implemented the Good Faith Effort (GFE) Program.

**M/WBE Participation Goals**

The GFE Plan establishes subcontracting goals for all prospective bidders, proposers, and submitters to ensure a reasonable degree of M/WBE participation in City contracts. It is the goal of the City of Irving that a certain percentage of work under each contract be executed by one or more M/WBEs.

The following M/WBE participation goals have been established without consideration for a specific ethnicity or gender:

<b><u>Construction</u></b> 30.00%	<b><u>Architectural &amp; Engineering</u></b> 28.00%	<b><u>Professional Services</u></b> 33.00%	<b><u>Other Services</u></b> 20.00%	<b><u>Goods</u></b> 10.00%
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The apparent low bidder/most advantageous proposer shall agree to meet the established goals or must demonstrate and document a "good faith effort" to include M/WBEs in subcontracting opportunities. The apparent low bidder/most advantageous proposer who fails to adequately document good faith efforts to subcontract or purchase significant material supplies from M/WBEs may be denied award of the contract by the City based on the contractor's failure to be a "responsive" proposer or bidder.

**By signing below, I agree to provide the City of Irving with a completed copy of all forms required by Good Faith Effort Program. I understand that if I fail to provide all of the required documents within five (5) business days after notification, my bid or proposal may be deemed "non-responsive" and I may be denied award of the contract.**

ITB Number: 048M-10F

\_\_\_\_\_  
 Typed or Printed Name of Certifying Official of Company

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Certifying Official of Company

\_\_\_\_\_  
 Title

Form GFE-1

**NO BONDING  
REQUIREMENTS  
FOR THIS ITB**

**Attachment G-9 (rev. 12/31/08)**



**INSTRUCTIONS FOR STANDARD CONTRACT**  
Attachment H-1

- 1. The Standard Contract and Acknowledgement, Attachment H-2, must be completed and submitted with the bid response for all annual contracts for goods, and for all solicitations for services, unless a specialized contract will be offered.**
- 2. Date, complete information at the bottom of page one, and sign.**
- 3. Page two requires the signature to be notarized with the proper acknowledgement. Select from one of three versions: Corporate, Partnership or Sole Proprietorship.**

**STANDARD CONTRACT AND ACKNOWLEDGMENT**  
**Attachment H-2**

STATE OF TEXAS       §  
COUNTY OF DALLAS §       KNOW ALL PERSONS BY THESE PRESENTS:  
CITY OF IRVING       §

I.

Conditioned upon Vendor being awarded by the Irving City Council, or award being made administratively, the bid items set out in ITB# 048M-10F and upon order of the City of Irving, Texas, a municipal corporation located in Dallas County, Texas and incorporated as a home rule city under the Constitution of the State of Texas ("City"), Vendor does hereby agree to sell, lease, furnish and/or deliver to City in accordance with the terms of Vendor's submitted Bid Page and the Specifications in above referenced ITB, the items listed as awarded to bidder in the Irving City Council resolution awarding such bid to Vendor, or listed in the Administrative Award. Execution of said Resolution or Administrative Award shall evidence City's acceptance of this contract.

II.

City agrees to pay Vendor for each order at the unit price listed upon the Bid Page and Specifications with payment being subject to any discount terms stated upon the Bid Page, the Summary Response Page, and Specifications, and subject to any payment terms contained elsewhere within this contract and its attachments. Any purchase of items so that the cumulative total of payments under this contract exceeds the amount authorized in the City Council Resolution awarding bid to Vendor will require additional authorization.

III.

It is understood that the following documents, to wit: the Notice to Bidders, the Standard Terms and Conditions, the General Instructions to Bidders, the Special Instructions to Bidders, the Specifications, the Bid Page, and the Summary Response Page are hereby made a part and parcel of this contract and incorporated herein for all purposes.

IV.

The date of any payment, whether net or gross, shall be determined by calculating the number of days after receipt of invoices from Vendor, or after reasonable verification as to quantities and quality herein provided, whichever is later.

V.

Venue of any court action brought directly or indirectly by reason of this contract shall be in Dallas County, Texas. This contract is made and is to be performed in Dallas County, Texas.

VI.

If Vendor fails in any manner to fully perform each and all of the terms, conditions and covenants of this contract, he shall be in default and notice of default shall be given to Vendor by the Purchasing Agent of the City. In the event that Vendor continues in default for a period of seven (7) days after receipt of the above-mentioned notice of default, City may terminate or cancel this contract or at its option may purchase similar units on the open market and recover from Vendor any difference in price thereof.

SIGNED this the \_\_\_\_ day of \_\_\_\_\_, A.D. 2\_\_\_\_\_.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Company Name \_\_\_\_\_

## STANDARD CONTRACT AND ACKNOWLEDGMENT

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### CORPORATE ACKNOWLEDGMENT

THE STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared:

\_\_\_\_\_  
(Print Name) (Print Title)

of the corporation known as \_\_\_\_\_, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that the same was the act of said corporation, that he or she was duly authorized to perform the same by appropriate resolution of the board of directors of such corporation and that she or he executed the same as the act of such corporation for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2\_\_\_\_\_.

\_\_\_\_\_  
Notary  
Public In and For  
County, \_\_\_\_\_

My Commission expires: \_\_\_\_\_

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### PARTNERSHIP ACKNOWLEDGMENT

THE STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day appeared:

\_\_\_\_\_  
(Print Name) (Print Title)

of \_\_\_\_\_ a partnership, known to me to be the person and partner whose name is subscribed to the foregoing instrument and acknowledged to me that the same was the act of the said partnership, and that she or he was duly authorized as a partner of such partnership to perform same for the purpose and consideration therein expressed, and in the capacity therein stated. GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2\_\_\_\_\_.

\_\_\_\_\_  
Notary Public In and For  
County, \_\_\_\_\_

My Commission expires: \_\_\_\_\_

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### SINGLE ACKNOWLEDGMENT

THE STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2\_\_\_\_\_.

\_\_\_\_\_  
Notary Public In and For  
County, \_\_\_\_\_

My Commission expires: \_\_\_\_\_