



**City of Jacksonville, Texas**

*The Star in East Texas*

## REQUEST FOR PROPOSALS

### REPLACEMENT OF CURRENT SCADA SYSTEM

**RFP # 2018-02-50**  
**DUE DATE: October 19, 2017**

**CITY OF JACKSONVILLE, TEXAS**  
**315 S Ragsdale**  
**Jacksonville, TX 75766**  
**(903) 586-3510**  
[www.jacksonvilletx.org](http://www.jacksonvilletx.org)

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## **SECTION I – INTRODUCTION**

The City of Jacksonville is soliciting proposals to replace the current SCADA system used for the water system inside the city limits.

Submissions should include the bid requirements as one (1) UNBOUND original in a **sealed** envelope with the reference **RFP 2018-02-50 SCADA SYSTEM** marked on the envelope.

Responses must be received by 3:00 p.m. on October 19, 2017 at which time Proposals will be opened, announced and recorded prior to review by committee. All Proposals should be addressed to:

City of Jacksonville  
Tandi Dickey  
Finance Department  
215 E Rusk  
Jacksonville, TX 75766

## **SECTION II – TERMS AND CONDITIONS**

### ***Receipt of Proposals***

The submitted Proposal(s) must be received in a sealed envelope by the City Finance Department prior to the time and date specified. The mere fact the Proposal was dispatched will not be considered; the firm must ensure the Proposal is actually delivered. Regardless of cause, late submissions will not be accepted or opened and will automatically be disqualified from further consideration. It shall be the Vendor's sole risk to ensure delivery at the designated office by the designated time.

### ***Questions and Inquiries***

Questions and inquiries about this Request for Proposal must be submitted in writing no later than three (3) days prior to the specified due date of the RFP, and may be submitted to: [tandi.dickey@jacksonvilletx.org](mailto:tandi.dickey@jacksonvilletx.org)

The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

### ***Reimbursements***

There is no express or implied obligation for the City of Jacksonville to reimburse responding firms for any expenses incurred in preparing Proposals in response to this Request for Proposal and City of Jacksonville will not reimburse responding firms for

these expenses, nor will City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

### ***Communication***

Prospective bidders shall communicate only with the staff identified herein during the entire RFP process (from this solicitation to award). The City shall not be responsible for any verbal or non-verbal communication between a potential bidder and any other employees or representatives of the City; and such action may be cause for rejection of the subject's Proposal. Only written requirements and qualifications, and addenda as issued by the City of Jacksonville Finance Department will be considered.

### ***Disclosure***

There will be no disclosure of contents to competing firms, and all Proposals will be kept confidential during the review and negotiation process. Except for trade secrets and confidential information which the Firm identifies as proprietary, all Proposals will be open for public inspection **after** the contract award.

### ***Award of the Contract***

Award shall be made to the proposal providing goods and services at the best value for the City, taking into consideration the relative importance of price and other factors set forth in this request for proposal.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected. The City reserves the right to negotiate a contract for the awarded proposal, or allow the contents of the proposal of the successful bidder to become, at our option, a contractual obligation. Failure of the successful bidder to accept this obligation may result in cancellation of the award.

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the proposing vendors. The City of Jacksonville reserves the right to terminate the selection process at any time and to reject any or all Proposals.

The City of Jacksonville reserves the right to accept the Proposal that is, in its judgment, the best and most favorable to the interests of the City of Jacksonville and to the public; to reject the low price Proposal; to accept any item of any Proposal; to reject any and all Proposals; and to waive irregularities and informalities in any Proposal submitted or in the Request for Proposal process, provided; however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposing bidders should not rely upon or anticipate such waivers in submitting their Proposal.

Award of the Contract will be made only after Proposals are recorded and reviewed for compliance with specifications. All responsive bidders will be notified via email when the project is awarded.

The awarded vendor must complete a W9 and Vendor Information Form, as well as electronically file FORM 1295 Certificate of Interested Parties with the Texas Ethics Commission and notify the City of completion.

### ***Addenda***

Any addenda to the Proposal specifications issued during the period between issuance of the RFP and receipt of Proposals are to be considered covered in the Proposal and in awarding a contract they will become a part thereof. Receipt of addenda should be acknowledged by vendors in their Proposal cover letter.

### ***False or Misleading Statements***

If, in our opinion, a Proposal contains false or misleading statements or references that do not support a function, attribute, capability, or condition as contended by the vendor, the entire Proposal may be rejected at the discretion of the City.

### ***Clarification of Proposal***

We reserve the right to obtain clarification of any point in a vendor's Proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a vendor to respond to such a request for additional information or clarification may result in rejection of the vendor's Proposal.

### ***Responsiveness***

Proposals should respond to all requirements of this RFP to the maximum extent possible. Vendors are asked to clearly identify any limitations or exceptions to the requirements inherent in the proposed system. Alternative approaches will be given consideration if the approach clearly offers increased benefits.

### ***City Prerogative to Accept/Reject Proposals***

The City reserves the right to accept or reject any or all Proposals as a result of this request or to cancel, in part or in its entirety, this Request for Proposal if found in the best interest of the City. All Proposals become the property of the City of Jacksonville.

### ***Rejection of Proposal***

Proposals that are not prepared in accordance with these instructions may be rejected/disqualified. If not rejected, the City of Jacksonville may demand correction of any deficiency and accept the corrected Proposal upon compliance with these instructions.

## ***Governing Law***

All Proposals and related documents submitted to the City of Jacksonville by Vendors are governed under the laws of the State of Texas and local ordinances, polices and regulations.

## **SECTION III – BID REQUIREMENTS**

### ***General Information***

The City of Jacksonville is located in Cherokee County in East Texas, north of the county seat, Rusk, and south of Tyler, in neighboring Smith County, on U.S. Route 69. The north-south Highway 69 intersects the east-west U.S. Route 79. The City was founded in 1847 and incorporated in 1921. With a current population of approximately 14,700 in the city limits, it is the principal city of the Jacksonville Micropolitan Statistical Area, which includes all of Cherokee County, and part of the larger Tyler–Jacksonville combined statistical area. The City of Jacksonville has a 14.1 square mile footprint. The City of Jacksonville is a home-rule city that operates under the Council-Manager form of government. The City provides a full range of municipal services as prescribed by statute or charter. These services include police, fire and emergency medical services, parks and recreational facilities, library services, street maintenance and construction, public improvements, general administrative services and water, sewer, and sanitation systems.

### ***Scope of Work***

The contractor shall provide, in a good workmanlike manner, the services called for and described herein which shall consist of all supervision, equipment, labor, and all other items necessary to provide the City with a complete SCADA to include SCADA HMI, MTU, RTUs and associated instrumentation to monitor and control existing facilities as defined in this document. The new system will need to be on a licensed UHF radio and programable logic controllers.

#### **A. Material----**To be furnished by the corporation:

- Computer— Computer specifications must be approved by the City's IT department and include a minimum of a three-year warranty. The computer must be delivered a week before installation to have all antivirus and security software installed. System should include monitor, printer and Microsoft Office.
- HMI software package for the office computer.
- Fully assembled MTU for Office.
- Fully assembled RTU for Dorothy Street elevated storage tank.
- Fully assembled RTU for Well site number one.
- Fully assembled RTU for Well site number two.

- Fully assembled RTU for Well site number three.
- Fully assembled RTU for Well site number four.
- Fully assembled RTU for Well site number five.
- Fully assembled RTU for raw water pump station.
- Fully assembled RTU for elevated storage tank Bolton St.
- Fully assembled RTU for booster Bolton St. booster station. Two pumps to monitor.
- Radio mast and RF equipment for all sites.

**B. Services**----To be provided by the corporation:

- ❖ Obtain FCC licensing for the City for the new radio frequency.
- ❖ PLC and HMI development.
- ❖ Radio, radio mast installation as required.
- ❖ Installation of all electrical conduit, wire, stands, etc., required to connect associated instruments and new panels.
- ❖ Testing and start-up.
- ❖ Training services (minimum of four hours).
- ❖ One-year parts and labor on equipment and services.

**C. Optional Equipment**----Please provide a bid that could add the following to the overall project:

- Monitoring of pumps at the water plant. The water plant has the following pumps:
  - 2— Low lift pumps
  - 4— High lift pumps

***Invoicing***

Invoicing for the project will be completed in two phases. Phase one will be invoiced to the Finance Department and paid upon the 50% completion point and approval of authorized city staff. The second invoice will be submitted at the 100% completion and upon the completion being approved by authorized city staff.

## ***Proposal Requirements***

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the individuals or organizations seeking to undertake the design and installation of a SCADA System for the City of Jacksonville. As such, the substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the organization and the particular staff to be assigned to this engagement.

The proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals.

The proposal include at least the following arranged accordingly.

### **A. PROPOSAL QUALIFICATIONS AND EXPERIENCE**

The proposal should state the size of the organization, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed. Describe all the types of engagements typically performed by your organization including other cities services are provided.

### **B. PROPOSED TIMETABLE FOR INSTALATION**

The individual or organization proposing should include a timetable for installation of the new SCADA system. The City would like to have the formal contract with timetable to include in the November Council Meetings. The contract and timetable should include proposed start date no later than January 3, 2018.

### **C. DESCRIPTION OF MATERIALS AND SERVICES**

The proposal should a detail description of the products and services proposed to meet the specifications requested in the scope of work.

### **D. PROPOSED FEES**

The proposal should contain all pricing information relative to performing the design and installation of the SCADA system as described in this request for proposal. Equipment pricing should be detailed by item as reasonable.

The City will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal. A copy of this RFP as well as the successful proposal will be attached to the contract.

### **E. RATES FOR ADDITIONAL PRODUCTS or SERVICES**

If it should become necessary for the City to request the organization to render any additional services to either supplement the service requested in this request for proposals or to perform additional work, then such additional work shall be

performed only if set forth in an addendum to the contract between the City and the organization. Any such additional work agreed to between the City and the organization shall be performed after the city and the organization have agreed upon the increase in fees.

**F. REFERENCES**

The proposer should include a complete list of cities the organization has provided SCADA system design and installation to over the last five years. The list should include a brief description of the services provided, client contact, and a telephone number.

**G. SUBMISSION FORMAT**

Bidders should submit one unbound original which includes the following:

- A. Title Page
- B. Table of Contents
- C. Transmittal Letter - signed including contact information and email and briefly stating the proposer's understanding of the work to be done, the commitment to perform the changeover within the time period, a statement why the organization believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for ninety (90) days.
- D. Detailed Proposal - following the order set forth in the Proposal Requirements Section of this request for proposal

***Evaluation Criteria***

The City will use a point formula during the review process to score proposals based on each of the criteria described below. The ultimate decision shall be based on all the criteria as well as non-qualified criteria or evaluation of staff. A recommendation will be presented for final selection by the City Council.

The proposal received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Qualifications and Experience	25
Proposed Timetable	15
Proposed Materials and Services	25
Proposed Fees	20
References	15
<b>Total</b>	<b>100</b>

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION