REGISTER AS A PLAN TAKER

Disclaimer

Any information or changes to the requirements of this bid opportunity will be posted on the website in the form of an addendum.

IT IS **IMPORTANT** THAT YOU REGISTER SO THAT YOU MAY RECEIVE AN EMAIL NOTIFICATION OF ANY NEW ADDENDA. YOU ACKNOWLEDGE, HOWEVER, THAT SINCE THIS IS AN AUTOMATED PROCESS THE CITY CANNOT GUARANTEE THAT YOU WILL BE NOTIFIED.

Failure to register may result in non-acceptance of your submission. The City of Cambridge is NOT responsible for computer malfunctions or delays, therefore, **it is your responsibility to check the website for addenda prior to bid closing**.

Proposal 2010-44
Bulk Water Filling Station

SEALED PROPOSALS marked clearly as to the contents, will be received by the undersigned until:

12:00 Noon, Wednesday, August 18, 2010

The City of Cambridge is looking for companies to supply and install a bulk water supply station located at the Public Works Department Yard at 1310 Bishop St. It will be the proponent's responsibility to provide the specifications for site requirements (i.e. standpipe size, concrete pad dimensions, offset distances from curbs/balusters, shut-off valve, specific power needs, etc.)

A duly authorized official of the proposing company must sign the Proposal document. Full name, address and contact telephone numbers must be included with the submission for the proposal to be considered valid. The completed and signed proposal must be returned to the Purchasing Department on or before the time and date of the receipt of proposals shown above. Late submissions will not be accepted.

Four (4) copies of the submission are required for distribution to the Selection Committee.

For further information regarding this Proposal, please contact Mike Hausser, Director of Asset Management and Support Services at 519.740.4682 ext. 4302. For questions on submitting your proposal, contact Denise Hellyer, Senior Buyer at 519.740.4637, ext. 4515.

Tenders, Quotations and Proposals are to be dropped off at Purchasing Services Counter, 50 Dickson Street, 4th Floor. Submissions received in Purchasing after the closing time will NOT be accepted. The onus is on the bidder to ensure that the bid is received in the proper location and before the closing time.

Tenders, Quotations and Proposals can now be viewed and/or downloaded from our website. Bid results will be posted, when applicable, on the website after opening.
http://www.cambridge.ca/cs_corporate/purchasing_tenders_list.php?

LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED

John Avery, CPPB
Manager of Purchasing and Inventory

PROPOSAL 2010-44
Bulk Water Filling Station

Terms of Reference

The City of Cambridge through this proposal is advising of the need for services to supply and install a bulk water supply station located at the City of Cambridge Public Works Department Yard at 1310 Bishop St. It will be the proponent's responsibility to provide the specifications for site requirements (i.e. standpipe size, concrete pad dimensions, offset distances from curbs/balusters, shut-off valve, specific power needs, etc.)

Minimum requirements have been listed; it will be the responsibility of the proponent to provide specific information regarding the proposed work. Note: these are only minimum requirements; a scoring criteria system will be used by the selection committee where superior aspects of each unit will result in more points for the proponent. A basic outline of the scoring criteria is provided.

Background:

The City of Cambridge uses a bulk filling station to allow various contractors to obtain bulk water. This filling station is the only authorized location where such bulk filling is allowed in the City. Presently, contractors are responsible for setting up a user-account through the Public Works Clerks Office and leave a down payment for water usage for the calendar year. The contractor is then responsible for supplying their own hose to connect to the filling station to fill their water tank. Once filled, the contractor is to notify the Public Works Clerks Office of the volume taken. This volume is tracked by staff for the calendar year, at which point, it is determined if a debit or credit is to be applied against the individual account.

In January 2008, the bulk filling station was upgraded to include a concrete pad, a new insulated shed complete with 100 amp hydro service, lighting and a heater (see Appendix 1: Photos and Measurements). If the existing site conditions as documented in the Appendix are suitable for installation of a new supplied bulk filling station, that option will be favorably considered.

Requirements:

The following are basic requirements for the bulk filling station:

1. The system will provide software and hardware that will provide the following functionality:

    a) Provide the means for a user to pre-pay for any quantity of water to be dispensed at any point in the future.
    b) Issue some kind of key-card or code along with a receipt for the purchase of a quantity of water which the user can utilize at the dispensing station.
    c) Once the user has dispensed the pre-paid quantity of water, they would be required to come into the office and make an additional purchase.
    d) The system shall provide a means to issue a code or key-card to staff to record quantities used by internal staff for O&M program activities. Ideally, the system will be able to associate (or record) an internally identified account number with the associated card issued.
    e) Track the quantity of water available to the user minus the cumulative quantity of water already dispensed.

f) If utilizing key-card devices, costs are minimal and are to be re-usable (i.e re-charged on subsequent water purchases).
g) Ability to produce an electronic download of transactions of water dispensed at the bulk filling station that includes the following information:
    1. Date and Time of transaction
    2. Account #
    3. Qty of Water dispensed
h) Ability to produce an electronic download of sales transactions that includes the following information:
    1. Date and Time of transaction
    2. Account #
    3. Qty of Water Purchased
    4. Value of water purchased
    5. Operator Identifier (what staff person did the sales transaction).

b. Software will be able to facilitate a minimum of 100 user accounts
c. Ideally, the software in the office does not require the use of a Personal Computer. If it does require software to be installed onto a PC with the connection of an external device see section **PC Requirements.**
d. System must provide security that will track and limit access to the means to load accounts/cards with additional purchases.
e. System must be able to do a manual read on the physical meter at the bulk filling station and compare it to consumption transactions for water audit purposes.
f. Data extracted from the bulk filling station and sales records must be suitable for conversion to MS Excel or MS Access that will enable a comparison of sales to dispensed water by account/card for audit purposes.

2. It is anticipated that the system will include software and hardware at the filling station with the following requirements:

    a. An externally mounted key-pad and/or card reader.
    b. A display that displays the quantity of water dispensed for each user's fill-up.
    c. The quantity of water dispensed is reset to 0 upon next user's code/key-card entry (i.e. just prior to next fill-up).
    d. The key-pad and/or card reader is connected to a flow control valve that controls the flow of water dispensed from the station.
    e. The system will limit the quantity of water dispensed based on the remaining quantity of water pre-purchased.
    f. The system will provide the user the means to dispense the pre-paid quantity of water in any number of visits over any number of days.
    g. The system will have multiple mechanisms to prevent unauthorized water dispensing including but not limited to (power failure, disconnection of key pad, PIN activation code, or physical damage to the key pad/card reader, etc.).
    h. The system is to be supplied with an uninterruptible filtered power supply as power or be able to handle variations in voltage at this location as power supply is not of high quality in this particular location.
    i. Ideally, the dispensing station hardware/software does not require a Personal Computer to operate in that location. If it does require software to be installed onto a PC with the connection of an external device see section **PC Requirements.**

j. Identify if the existing concrete pad, insulated shed, heater, electrical service, lighting, and water service will remain as part of the proposed system installation or will need to be replaced as per specifications provided.
k. Hard copy of O & M manual

3. If communication is required between the filling station and a computer terminal in the office, please identify communication specifications (i.e. wireless technology, cabling specifications with max distances). If communication is required, proposal must accommodate a distance of approximately 300m.
4. User Training; please specify content, duration, number of staff, and if MOE Director approved Certified Education Units have been awarded.
5. Minimum 1 year warranty and support services.
6. If using key-cards, an initial supply of 100 devices with guaranteed available on-demand supply for a period of 5 years.

PC and Communications Requirements

If the application needs a PC, it has to be compatible with and satisfy the minimum PC requirements set by the Corporation's Technology Services Division, which is as follows:

Windows XP/2003 or higher
2.4 Ghz Pentium 4
1GB RAM

The preferred option is that no permanent wiring or communication is required between the bulk filling station and equipment in the office. Identify the means in which transaction information is extracted (as per requirements 1-g and 1-h) from the equipment in terms of connection type (i.e. USB, serial, Bluetooth, wi-fi, etc.) and what software needs to be installed on a computer (or portable unit) to be able to extract the information.

If permanent communications is required between the bulk filling station and equipment (computer and/or other device) in the office, the Corporation's preferred method of communication with Bulk Water Dispensing unit would be wired (Ethernet or Serial).

Proponent should also elaborate on Data Backup, Data Maintenance and procedure for disaster recovery (in case complete loss of system).

General

If the proposed system cannot utilize the existing site conditions as noted in the Appendix, the proposal must include all requirements of the site including detailed drawings that include at minimum: dimensions of required concrete pad, position and size of standpipe, location of electrical connection, electrical requirements, location of balusters, minimum offsets of shut-off valve and curb, exterior clearances, etc.

All proposals shall be reviewed against scoring criteria by the selection committee to determine if the proposed solution meets the needs of the Public Works Department. Proponents are allowed to submit only one proposal. Four copies of your submission are required for distribution to the Selection Committee.

It will be the winning Proponents responsibility to provide and install all components as awarded through this proposal (except for site preparations as noted above).

After this review, a short list of the Proponents will be created; these Proponents may be required to demonstrate the superiority of their proposal in a presentation to the Selection Committee, to take place no later than four weeks after the closing of this proposal. If the Proponent believes a live demonstration at an established bulk filling station of their own design/installation will be beneficial, the Selection Committee will travel to this site, as long as it is no further away than 90 minutes by automobile. Each proponent shall be given up to two hours for such presentation/demonstration.

The City will be responsible for site construction as per the provided requirements and drawings.

It is the Proponent's responsibility to meet these minimum criteria in creating a completely functional bulk filling station based on the above including all costs for installation of the proposed equipment (except site preparation). All itemized costs (showing taxes separately) are to be provided. Please make certain that the list of specifications outlining the basic equipment and options are clearly stated where they are necessary so that the Selection Committee can evaluate each specification and their use.

In addition, the Proponent is allowed to outline all the options that are available, along with a description or purpose for their use and individual cost (showing taxes separately) of the options, that can be added to.

The Selection Committee, in reviewing the proposal, will determine on what combination of options produce the best results for the work to be performed and what will be the final cost for the finalized bulk filling station.

Proposals will be submitted and evaluated based on the following criteria, but not weighted in the order shown with many of these components being addressed in the Supplier's Proposal and not limited to the following:

Scoring Criteria Outline:

a) Cost (including any annual support/maintenance fees)
b) References
c) Company History
d) Material and Component Quality
e) Warranty and Service Availability
f) Training
g) Innovative/Bonus Features
h) Field Demonstration (if applicable)

All costing that is outlined in this proposal is to show the taxes separately with delivery F.O.B. 1310 Bishop Street, Cambridge, Ontario.

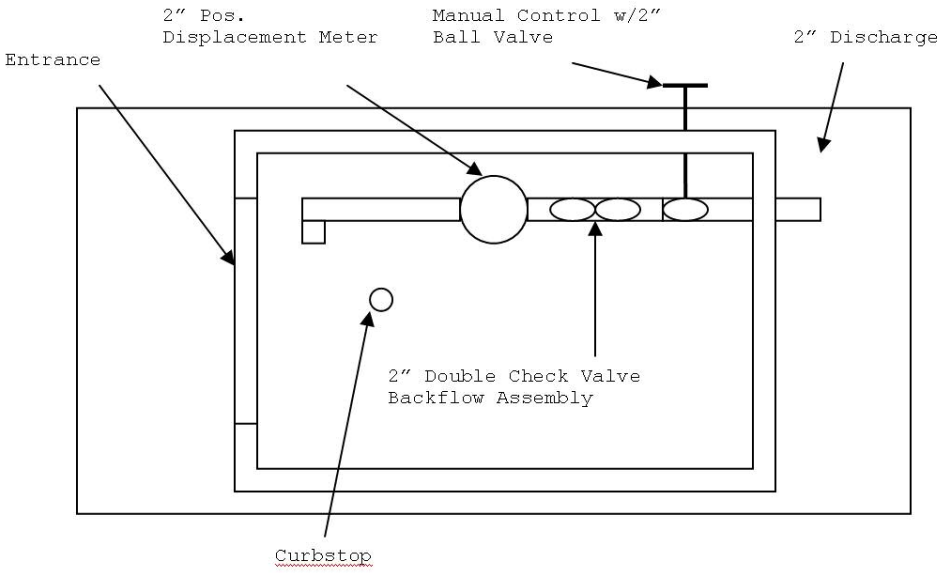
Lowest or any proposal not necessarily accepted.

All questions and requests for site visits to review the existing bulk water filling station can be arranged Monday to Friday, 7:00 a.m. to 3:00 p.m. through:

Mr. Jamie Austin
Operations Manager Compliance
(519) 740-4684 ext. 4361

Appendix 1: Photos and Measurements

Sketch



Approximate Measurements of existing station

Item	**Specification**
Concrete Pad	160” x 49”
Building - Exterior	86” x 48”
Building - Interior	76” x 41”
Breaker Panel	100 amp service 20 amp breaker - heater 15 amp breaker - light
Double Check Valve Backflow Assembly	2”
Water Meter	2” Positive Displacement (Note: City of Cambridge Water Meter Department will supply meter as required by Proponent)

Photos


BULK WATER
FILLING STATION
USER RULES
ON
OFF


BULK WATER
FILLING STATION
USER RULES
ON
OFF