



RE: SCADA BID DOCUMENTS

Background:

Included in the 2023 budget is a CIP project for the replacement of the Water Departments SCADA infrastructure (Project # W2023-01). The need for a new system is two-fold, the city needs to add SCADA to the three new well and tower sites we obtained with the purchase of RDE and Tuscan Hills and the existing SCADA hardware and software is over 20 years old and has become antiquated and unsupported.

The new infrastructure will provide hardware and software at all 12 well sites and a master control center at Nixa Utilities 11111 Kathryn facility. When completed, the new SCADA system will provide the Water Quality Dept. with the ability to monitor and control all the well and tower facilities owned by the City of Nixa. This monitor and control capabilities can also occur remotely, greatly enhancing our ability to track the systems performance on a 24 hour basis.

Analysis:

The SCADA upgrades the city is pursuing are substantial and we want to make sure we get it right the first time. To ensure that we get complete and consistent bids, the city enlisted the services of Olsson & Associates to assist in the preparation of the bid specifications. The development of detailed specifications and design documents will give Nixa the opportunity to review proposals that are equivalent and consistent in the expected product delivery. To ensure that all prospective bidders are fully aware of the needed parameters, included in the RFP is a mandatory pre-bid meeting with prospective bidders, Olsson, and City Staff. We will physically visit all 12 sites to provide bidders with a complete understanding of the needs of the new system.

Recommendation:

Staff recommends approval of the resolution authorizing the posting of the RFP for a SCADA system replacement.

MEMO PREPARED BY:

Travis Cossey | Asst. Director Nixa Utilities & Public Works

417-725-2353

RESOLUTION NO. 2023-52

A RESOLUTION OF THE COUNCIL OF THE CITY OF NIXA AUTHORIZING THE CITY ADMINISTRATOR TO SOLICIT PROPOSALS FOR NEW SCADA INFRASTRUCTURE AT CITY WATER WELL SITES.

WHEREAS Chapter 2, Article V, Division 1, of the Nixa City Code authorizes the City Administrator to purchase supplies, materials, equipment, and services on behalf of the City when a competitive procurement method is utilized; and

WHEREAS Section 2-165 of the Nixa City Code requires the City Administrator to obtain an authorizing resolution from the City Council prior to soliciting for purchases totaling \$10,000.00 or more; and

WHEREAS City staff is seeking authorization to solicit proposals for the replacement of the Water Division's SCADA infrastructure (CIP Project #W2023-01); and

WHEREAS the City Council desires to authorize City staff to undertake the purchase described herein.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NIXA, AS FOLLOWS, THAT:

SECTION 1: The City Administrator, or designee, is hereby authorized, pursuant to Section 2-165 of the Nixa City Code, to undertake the purchase described in "Resolution Exhibit A," which said Exhibit is attached hereto and incorporated herein by this reference. Accompanying documents to "Resolution Exhibit A," specifically the documents referenced as "SCADA Upgrade Specifications" and "SCADA Upgrade Plans" are on file in the Office of the City Clerk for public inspection and are incorporated herein by this reference as though said documents were fully set forth herein.

SECTION 2: The City Administrator and the officers of the City are hereby authorized to do all things necessary or convenient to carry out the terms and intent of this Resolution.

SECTION 3: This Resolution shall be in full force and effect from and after its final passage by the City Council and after its approval by the Mayor, subject to the provisions of section 3.11(g) of the City Charter.

[Remainder of page intentionally left blank. Signatures follow on next page.]

RESOLUTION NO. 2023-52

47 **ADOPTED BY THE COUNCIL THIS 23rd DAY OF October, 2023.**

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ATTEST:

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52 _____
PRESIDING OFFICER

CITY CLERK

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55 **APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2023.**

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ATTEST:

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60 _____
MAYOR

CITY CLERK

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63 APPROVED AS TO FORM:

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66 _____
CITY ATTORNEY



RFP-046-2023/Water

SCADA Upgrades-Water

Issue Date: 10/24/2023

Questions Deadline: 11/22/2023 12:00 PM (CT)

Response Deadline: 12/5/2023 10:00 AM (CT)

Contact Information

Contact: Stephanie Ewing
Address: Purchasing
715 W. Mt. Vernon St.
PO Box 395
Nixa, MO 65714
Phone: (417) 449-0555
Email: sewing@nixa.com

Event Information

Number: RFP-046-2023/Water
Title: SCADA Upgrades-Water
Type: Request for Proposal
Issue Date: 10/24/2023
Question Deadline: 11/22/2023 12:00 PM (CT)
Response Deadline: 12/5/2023 10:00 AM (CT)
Notes: The City of Nixa is issuing a Request for Proposal for the procurement of SCADA Upgrades for the Water Department.

The City highly encourages electronic submissions via this online bidding system as it expedites the process and helps to alleviate errors. However, paper bids will still be accepted, if necessary. If you are manually submitting a bid, all bid content must be in a sealed envelope. Bids must be delivered by the stated close date and time. **NO EMAILED OR FAXED** bids will be accepted.

Public unsealing of bid responses will take place at:
City of Nixa
Purchasing
715 W. Mt. Vernon St.
Nixa, MO 65714

Please submit any questions regarding this bid in writing to the Purchasing Manager, Stephanie Ewing at sewing@nixa.com.

All quantities listed in this bid are estimated and can be changed +/- upon ordering. The City of Nixa reserves the right to accept or refuse any or all bids.

Ship To Information

Contact: Jason Stutesmun
Address: Water
Water Quality
1010 Eaglecrest
Nixa, MO 65714
Phone: (417) 725-2353
Email: jstutesmun@nixa.com

Billing Information

Contact: Accounts Payable
Address: Finance
City Hall
715 W. Mt. Vernon Street
PO Box 395
Nixa, MO 65714
Phone: (417) 725-3785
Email: accountspayable@nixa.com

Bid Activities

Mandatory Pre-Bid Meeting

11/9/2023 9:00:00 AM (CT)

Due to the complexity of this project, the City is conducting a **mandatory pre-bid meeting**. ***If you plan on submitting a response, you must attend this meeting.***

Bid Attachments

23-10-12_Nixa Water - SCADA Upgrades_Specs_IFB_TO CITY_B21-02459.pdf

SCADA Upgrade Specifications

[View Online](#)

23-10-12_Nixa Water - SCADA Upgrades_PLANS_IFB_TO CITY_B21-02459.pdf

SCADA Upgrade Plans

[View Online](#)

BID PERFORMANCE SECURITY.pdf

Bid/Performance Bond Information

[View Online](#)

Contract for Services_Final 2023.docx

Contract For Services

[View Online](#)

Terms and Conditions-Formal RFB.pdf

Terms and Conditions

[View Online](#)

Affidavit of Business Entity.pdf

E-Verify

[View Online](#)

Vendor Application.pdf

Vendor Application Form

[View Online](#)

W-9.pdf

W-9 Form

[View Online](#)

No Bid Response Form.pdf

No Bid Response Form

[View Online](#)

Requested Attachments

Bid Response Specifications

Please upload SCADA Specifications for your proposed product.

Bid Bond

(Attachment required)

Please upload the Bid Bond document here.

E-Verify

(Attachment required)

Please download the "Affidavit of Business Entity" located on the Attachment tab. Complete the document and upload it here.

Additional Documentation

Additional Documentation may be added to provide information regarding your product.

Vendor Application Form/W-9

If you are new to the City of Nixa, or have not done business with the City within the last year, please upload the Vendor Application and W-9 forms here.

No Response Form

If you are not planning on responding to this bid, please download the "No Response Form", located on the Attachment tab. Complete the document and upload it here.

Bid Attributes

1 Introduction

There are attributes, including this one, associated with this bid. Some are notes and require no response, but most have a required response. ****Please select each page on the right-hand side of the blue bar below (at the bottom of this list of attributes) in order to view the next page of Bid Attributes, if necessary.****

2 Attachments Required

Be sure to upload all required documents and forms to the "Response Attachments" Tab.

3 Proposal Opening

Any bid received later than the specified time shall be disqualified.

Questions pertaining to the bid should be addressed in the Questions Tab or directly to the Purchasing Department at 417.449.0555.

If the City of Nixa office where bids/proposals are to be submitted is closed due to inclement weather, natural disaster, or for any other cause including if the electronic bid system is unavailable on the due date, the deadline for submission shall be extended until the next City calendar business day, unless the bidder is otherwise notified. The time of day for submission shall remain the same.

4 PROPOSAL REQUIREMENTS

The following items require an answer.

5 General Terms and Conditions

Download the General Terms and Conditions, located on the "Attachments" tab. Thoroughly review and indicate below.

I have downloaded, read and agree.
(Required: Check if applicable)

6 Bid Specifications/Requirements

Download the Bid Plans and Specification sheets, located on the "Attachments" tab. Please ensure you thoroughly review in order to completely understand the service needed.

I have downloaded, read and understand.
(Required: Check if applicable)

7 Contract for Services

Download the Contract for Services, located on the "Attachments" tab. ***If there are any changes you would like to be made or addressed, please let us know at this time. Thoroughly review, upload any changes to the "Response Attachments-Additional Documentation".*** Indicate below you have read and understand the Contract will be used unless other terms have been agreed to prior to Bid Award.

I have downloaded, read and acknowledge.
(Required: Check if applicable)

8 Evaluation Criteria

The following categories and criteria will be considerations in the evaluation and determination of the most qualified and capable individual and/or firm and must be included in all responses. The sequence of the listing is not intended to reflect relative weight of each category:

- o Technical competencies as evidenced by the professional qualifications and related work experience.
- o Previous experience with related work.
- o Positive references shall be considered.
- o Pricing to complete the Services.
- o The respondent's understanding of the Services to be performed and a description of the technical approach to be taken to accomplish the Services.

I acknowledge.
(Required: Check if applicable)

9 Bid/Performance Bond Requirements

Download the Bid Bond and Performance Bond requirement information located on the "Attachments" tab. Thoroughly review and indicate below.

I have downloaded, read and agree to comply.
(Required: Check if applicable)

10 Bid Award

The City of Nixa reserves the right to award Bids by line item, group of items, all or none, or a combination thereof; to reject any and all Bids or waive any minor irregularity or technicality in Bids received.

Awards will be made to the Vendor whose Bid best serves the City's best interest. This decision can be made based on price, delivery lead times, specifications, or a combination thereof.

I acknowledge.
(Required: Check if applicable)

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1 **Anti-Collusion Statement**

By offering a submission to this Bid, the bidder certifies the bidder has not divulged, discussed, or compared the Bid with other bidders and has not colluded with any other bidder or parties whatsoever. The bidder also certifies, and in the case of a joint Bid, each party thereto certifies as to their own organization, that in connection with this Bid:

Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other bidder or with any competitor.

Any prices and/or cost data for this Bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the scheduled opening directly or indirectly to any other bidder or to any competitor.

No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.

The only person or persons interested in this Bid, principal or principals are named therein and that no person other than therein mentioned has any interest in this Bid or in the contract to be entered into.

No person or agency has been employed or retained to solicit or secure the contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee exempting bona fide employees or established commercial agencies maintained by the Purchaser for the purpose of doing business.

I affirm that I am duly authorized to execute this contract; that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

I agree.
(Required: Check if applicable)

1
2 **Deviations and Exceptions**

If your company intends to deviate from the Specifications listed in the attached documents, all such deviations and exceptions must be listed here, with complete and detailed conditions and information included. The City will consider any deviations or exceptions in its bid award decisions. The City reserves the right to accept or reject any proposals based upon any deviations indicated below. If none, please enter N/A (Not Applicable).

(Required: Maximum 4000 characters allowed)

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3 **Vendor Application/W-9**

If you have never done business with the City of Nixa, or if it has been over a year since conducting business with the City, please download the Vendor Application Form and the W-9 Form located on the "Attachments" tab, complete and upload in the "Response Attachments" tab.

I acknowledge.
(Optional: Check if applicable)

Bid Lines

1 Please give the total cost amount to install SCADA upgrade.
(Response required)

UOM: EA _____ Price: \$ _____ Total: \$ _____

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By signing below, the bidder shall hereby declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions. The bidder shall further agree that the language of this RFP shall govern in the event of a conflict with his/her bid. In addition, the bidder shall further agree that upon receipt of an authorized purchase order from the City of Nixa or when a Contract Resolution is signed and issued by an authorized official of the City of Nixa, a binding contract shall exist between the bidder and the City of Nixa.

Print Name

Signature