



REQUEST FOR QUOTES:

Residential & Small Commercial Smart Timer Installation

RFQ #9201-3401-300-112011

For the

Municipal Water District of Orange County

18700 Ward Street, Fountain Valley 92708

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RFQ Release Date: November 30, 2011

Requests for Clarification Due: December 7, 2011 at 12:00 pm

Response Deadline: December 9, 2011 at 5:00 pm



Municipal Water District of Orange County

Request for Quotes: Residential & Small Commercial Smart Timer Installation
November 30, 2011

1. PURPOSE OF REQUEST FOR QUOTE (RFQ)

The Municipal Water District of Orange County (MWDOC) seeks to hire several qualified landscape contractors to install selected smart irrigation timers. The purpose of this RFQ is to gather information and establish, following a set selection criteria, a list of qualified landscape contractors. MWDOC will determine a standardized installation fee based on standard installation criteria (attached) for the SmartTimer Residential & Small Commercial Installation Program (Program). Through the RFQ responses received, MWDOC would establish a 'set' installation price each successful Program landscape contractor would be paid for the standard installation of the Program smart timer. Through a previous RFQ process, MWDOC has selected two (2) smart timer devices for which bulk purchase prices have been established between the Manufacturer, Distributor, and MWDOC. SmartTimers to be installed in this Program include:

- a. Hunter Solar Sync with the X-Core Controller for irrigation systems with station capacities up to eight zones only
- b. Weathermatic Smartline has been selected to be the program device for irrigation systems with station capacities of nine through sixteen zones only

Purchase and installation of SmartTimers shall commence in January 2012 and is expected to conclude in July 2012. Through this RFQ process, MWDOC seeks to (1) identify a set standard installation rates, (2) solicit participation by installers willing to comply with Program rules, and (3) develop a list of qualified installers which will be provided to end-users (e.g. homeowners) and to be posted on the MWDOC Program website.

2. DESCRIPTION OF MWDOC AND SMARTIMER RESIDENTIAL & SMALL COMMERCIAL INSTALLATION PROGRAM

MWDOC is a wholesale water supplier and resource planning agency. Our efforts focus on sound planning and appropriate investments in water supply development, water use efficiency, water education, public information, legislative advocacy, and emergency preparedness.

MWDOC's service area includes all of Orange County, with the exception of the cities of Anaheim, Fullerton, and Santa Ana. We serve Orange County through twenty-eight retail water agencies.

Within Orange County, local water supplies meet nearly half of our demand. To meet the remaining demand, MWDOC purchases imported water from the Metropolitan Water District of Southern California (Metropolitan). These supplies come from northern California and the Colorado River. MWDOC delivers this water to its twenty-eight member agencies, which provide retail water services to the public.

MWDOC is governed by a seven-member Board of Directors. The directors are each publicly elected to represent their respective divisions within Orange County. MWDOC is a Metropolitan Member Agency and appoints four directors to the Metropolitan Board.

MWDOC SmarTimer Residential & Small Commercial Installation Program will coordinate the purchase and installation of between 650 and 850 smart timers for installation on residential and small commercial properties within the service territories of eight MWDOC member agencies in south Orange County, California (Program Implementation Area). These include: City of San Clemente, City of San Juan Capistrano, El Toro Water District, Laguna Beach County Water District, Moulton Niguel Water District, Santa Margarita Water District, South Coast Water District, and Trabuco Canyon Water District. For all purposes related to this RFQ, the term of the Program extends to July 1, 2012.

As part of the Program, the role of the Installer will be to (1) purchase the Program device at the Program cost from a local distribution house, (2) properly install the controller with associated sensor and program the controller based on the site specific characteristics, (3) provide follow-up site visit(s), as needed, to provide customer service to fine tune smart timer programming, and (4) submit the Program application package to MWDOC including an invoice for the agreed upon 'set' standard installation and device pricing. Following a post installation verification inspection, MWDOC would remit payment for service rendered to the installation contractor once a month.

3. SERVICES SOLICITED IN THE RFQ

- 3.1.** As part of this RFQ, MWDOC requests the Installer to provide a quote for the standard installation of a smart timer with a wireless weather sensor. Attachment 1 served as a framework for the justification for the quoted price.
- 3.2.** For the Installer name to appear on the Program's recommended Installer List, the Installer will be expected to:
 - 3.2.1.** Provide MWDOC with licensure information.
 - 3.2.2.** Participate in Program training workshop.
 - 3.2.3.** Execute a standard Program participation agreement between Installer and MWDOC.

- 3.3.** For eligibility of standard installation rebate from MWDOC, the Installer will be expected to:
- 3.3.1.** Purchase device from a south Orange County distribution house at the Program price agreed upon between product Manufacturer and MWDOC.
 - 3.3.1.1.** The device may be purchased by the Installer at the Program price for the explicit purpose of participation within the Program. Any misappropriation or misuse of the SmarTimer will deem the Installer ineligible for further participation, immediate removal of name from the recommended installer list, and subject to repayment for device costs at the full retail price.
 - 3.3.2.** Complete a MWDOC provided Program application with customer information, this information will be used for post installation inspection verification.
 - 3.3.3.** Verify customer's local water agency by collecting a copy of the site's water bill.
 - 3.3.4.** Provide MWDOC with completed and signed customer application and Program package.
 - 3.3.5.** Provide MWDOC with the installation invoice for the 'set' standard installation price as specified by MWDOC (based on the results of this RFQ). The customer is responsible for additional cost for only those issues MWDOC approves as beyond the scope of a standard installation.
 - 3.3.6.** Provide follow-up site visit(s) as part of standard installation as needed with customer to fine tune programming and/or ensure proper location of sensor. MWDOC may require additional follow-up visits if SmarTimer programming or sensor location is inappropriate as observed during site post installation inspection.

4. INSTALLER TRAINING

The selected Installer must attend a one-day Program training workshop. At the workshop the Installer will be informed of the detailed Program procedural rules, obligations, and expectations. The workshop will also include training by the device manufacturers on proper installation, wiring, and programming of the device and appropriate location for mounting of the wireless weather sensor.

5. CUSTOMER SUPPORT/TRAINING

The selected Installer must provide customer support as needed to ensure proper programming of the device. As part of standard installation follow-up visit(s) may be

required as part of Program participation. These visits are designed for the verification of proper timer programming (irrigation schedule) and adjustments as needed, as well as address any sensor location issues. MWDOC may require additional visits if the SmarTimer programming or sensor location continues to be noted as inappropriate during site inspections.

The devices each have a five year extended warranty.

6. DETAILED PROPOSAL

Installers shall include the following components in their written proposals, labeled and ordered exactly as listed below in sections A through G.

A. Proposal Cover Sheet

Include the attached Quote Cover Sheet.

B. Company Background

Include a description of your company, number of years in business, and relevant experience (number of smart timers installed and programmed, specifically any experience with Hunter and Weathermatic SmarTimers).

Provide hours of operation, locations, and general contact information. Describe primary geographic work area.

Provide names, titles, and specific contact information of all staff that would be involved in the MWDOC SmarTimer Residential & Small Commercial Installation Program.

Include a description of internal company training, and which members of staff that will attend the installation training workshop.

Include three (3) references.

C. Copy of Qualifications

For the purpose of this Program, please provide copies of any irrigation installation certifications, licenses, bonding, or other relevant qualifications. Please also provide a copy of any business licenses held specific to any of the following cities: Aliso Viejo, Coto de Caza, Dana Point, Laguna Beach, Laguna Hills, Laguna Niguel, Laguna Woods, Las Flores, Mission Viejo, Ranch Santa Margarita, San Juan Capistrano, and San Clemente.

D. Communication with MWDOC

Describe, in detail, correspondence methods available to communicate with MWDOC. Provide name, title, email addresses and phone numbers of specific staff designated for correspondence regarding the Program

E. Customer Support

Describe the methods of providing customer support, including follow-up trouble shooting customer service as needed after the installation of the device.

F. Payments

Provide your company's preferred payment method, including payee and address. Invoices may be submitted to MWDOC along with completed customer application and Program package. MWDOC will submit payment of approved invoices within 45 days of approved post inspection. Invoices should be sent to:

Attn: Accounts Payable
Municipal Water District of Orange County
18700 Ward Street
Fountain Valley, CA 91708

G. Attachment 1: Price Quote for Standard Installation Criteria

Fill out Attachment 1 to include installation unit pricing for the devices listed, as appropriate to your proposal. From the information gathered as part of this RFQ, MWDOC will establish 'set' pricing that will remain fixed for the term of the Program. These responses will be used to set the standard installation price for the Program.

7. RESPONSE REQUIREMENTS

7.1. Inquiries

Inquiries concerning this RFQ should be made via e-mail communication by 12:00 p.m. December 7, 2011, to:

Melissa Baum-Haley
mbaum-haley@mwdoc.com
Subject: Inquiry - RFQ SmarTimer Installation Program

Contact with any other MWDOC personnel regarding this RFQ may be grounds for elimination from the selection process. Telephone communication regarding this RFQ may only be initiated by MWDOC.

7.2. Submission of Responses

Any Installer interested in performing the described services must submit a written proposal that meets all criteria set forth in this RFQ. Proposals should be well organized as described in **Section 6**, be clear, concise, and complete. Excessive information or overly lengthy responses will not be viewed favorably.

Submittal of the proposal is solely at the cost of the proposing Installer and MWDOC is in no way liable or obligated for any cost incurred to the proposing Installer in preparing the proposal.

7.3 Submission Instructions

Complete the detailed proposal as described in **Section 6**. All steps must be followed. Any questions regarding these steps must be submitted in writing, by email, to MWDOC by the request for clarification due date.

All proposals must be responsive to the instructions of the RFQ. Proposals that do not meet all RFQ requirements and instructions may be rejected at the sole discretion of MWDOC.

Installers should submit the complete RFQ package by 5:00 p.m., December 9, 2011:

- Two (2) original signed hard copies of the RFQ package, stapled in the upper left-hand corner, mailed in a sealed envelope to:
Attn: Melissa Baum-Haley
Municipal Water District of Orange County
18700 Ward Street
Fountain Valley, CA 91708

Any response received after the deadline as noted above will NOT be considered. Submissions must be organized exactly as outlined in **Section 6**. Failure to follow these instructions may eliminate your submittal from consideration. MWDOC is not responsible for any lost responses.

8. EVALUATION COMMITTEE

A committee selected by MWDOC staff members will evaluate each proposal based on compliance with the requirements of this RFQ and on the evaluation criteria below. MWDOC reserves the right to retain all responses submitted and to use any idea set forth in a response, regardless of whether that response is selected. Please do not submit any documents or information with your proposal that you consider “proprietary”, “trade secrets”, or otherwise confidential.

8.1. Evaluation Criteria

Proposing installation contractors will be evaluated based on the following criteria:

- 8.1.1.** Quality of response, i.e. have submittal response instructions been followed
- 8.1.2.** Installation price
- 8.1.3.** References, please provide three (3) that can be contacted
- 8.1.4.** Experience
- 8.1.5.** Training (previous and internal)
- 8.1.6.** Value added features

8.2. Next Steps

Following submission of this RFQ, MWDOC will define a 'set cost' Program installation contractors will invoice MWDOC following the list of a standard installation (Attachment 1). Submission to this RFQ does not require the Installer to participate nor require MWDOC to select the Installer as a participant in the Program. If the Installer accepts the terms of the program, the Installer must attend training to prior to participation and execute a standard program participation agreement with MWDOC.

QUOTE COVER SHEET

All blanks in the Cover Sheet must be completed, and the Cover Sheet must be signed by a representative of Respondent with legal authority to bind the Respondent to all quotes submitted herein.

Name of Business/Organization: _____

Mailing Address: _____

City, State, Zip Code: _____

Physical Address (If Different): _____

City, State, Zip Code: _____

Contact Person: _____

Title: _____

Telephone Number: (____) _____

Fax Number: (____) _____

E-mail Address: _____

CERTIFICATION OF QUOTE: On behalf of Respondent, the undersigned certifies that all quotes submitted herein will be honored by Respondent for a minimum period lasting until June 30, 2012. The undersigned certifies that he or she is legally authorized to so bind Respondent.

Date

Signature

Printed/Typed Name

General Information

Tax/Legal Status of Business:

Corporation Sole Proprietorship Partnership
 Public Not for Profit Other _____

Date business was established: _____

Federal Taxpayer ID Number: _____

State Contractor ID Number (C27 classification): _____

Do you carry any of the following certifications, if yes, please provide a copy of proof:

CLCA Water Management Landscape Industry Certified Irrigation Module
 Irrigation Association Certifications Other _____

----- Submit this Quote Cover Sheet -----

Attachment 1 - Price Quote for Standard Installation Criteria

Please read the following information carefully before filling out Attachment 1: Please fill out Attachment 1 in its entirety. The purpose of this attachment is to develop a 'set' or fixed pricing for "Standard Installation" for the installation of a Smart Timer with a wireless weather sensor.

The list below includes those minimum items MWDOC will require as part of a standard smart timer installation. Additional items are encouraged and may be included on supplemental pages.

Overall System Maintenance

- Confirm current system is in initial working condition
- Verification of solenoid valve functionality
- Check for visible leaks, at the solenoid, in lateral lines, and at the heads
- Check for broken and/or misaligned heads
- Check for mismatched precipitation rate within zones
- Check for uniformity of distribution within zones
- Observation of zone location
- Observation of zone head type(s)
- Observation of zone plant type(s)
- Recommend additional irrigation efficiency improvements
- Note with the customer the following:
 - notation of zone head type(s)
 - notation of zone plant type(s)
 - notation of zone location
- Report of Overall System Maintenance
- Including a quote for any necessary repairs
- Informing participant of additional available rebates
- Other:

Replacement of Timer

- Observation and written documentation of original schedule
- Provide customer and MWDOC with notation of original schedule
- Removal of original device
- Rewiring new device at the wall
- Leave original device with end-user (e.g. homeowner)
- Disposal of original device, if requested by customer
- Other:

Installation of Wireless Weather Sensor

- Climb a ladder (if necessary)
- Mount sensor
- Test sensor functionality
- Verify signal between sensor and timer is active
- Other:

Programming of Timer Schedule

- Input parameters needed for device to function in “Smart” mode
- Verify allowable watering days and hours
- Provide customer and MWDOC with written copy of program
- Provide customer with device manual
- Show customer how the unit works
- Verify customer understands how controller works, obtain customer’s initials they understand on the Program provided application
- Return to site to verify proper programming (if necessary, if requested)
- Other:

Standard Installation Set/Fixed Cost: \$ _____

Percentage of Smart Timer installations you currently considered “standard”: _____%

Any value added installation activities that could be included as part of the Standard Installation: _____

Most common issue(s) requiring additional cost: _____

----- Submit this Attachment 1 -----