



Knoxville Utilities Board

## Request for Proposal

Proposal Title: **Water Leak Detection Equipment & Training**

Proposal Number: **1262**

Date Issued: **May 7, 2018**

Response Due Date: **May 15, 2018**

Time: **10:00 AM, EST**

KUB Contact: **Shari Hurst**

Phone Number: **(865) 558-2461**

E-mail address: **Shari.Hurst@kub.org**

The Knoxville Utilities Board will receive sealed Proposals in the Procurement Department, 4505 Middlebrook Pike, Knoxville, Tennessee 37921.

***Subject to the instructions, conditions, specifications, Addenda, and any other elements of this Request for Proposal, including those incorporated by reference.***

This *Request for Proposal* is prepared in a Microsoft Word Format. Any alterations to this document made by the Proposer may be grounds for rejection of the *Proposal*, cancellation of any subsequent award, or any other legal remedies available to the Knoxville Utilities Board.

Submit sealed Proposal responses to:

Physical Location

Knoxville Utilities Board  
Procurement Department  
4505 Middlebrook Pike  
Knoxville, TN 37921-5599

-OR-

Mailing Address

Knoxville Utilities Board  
ATTN: Procurement Department  
P.O. Box 59017  
Knoxville, TN 37950-9017

The outside of the sealed box / container / envelopes containing the response shall be marked as follows:

***Proposal Title:*** **Water Leak Detection Equipment & Training**

Proposal Number: **1262**

Due on: **May 15, 2018 (no later than 10:00am, EST)**

-OR-

E-mail the *Proposal* response to [bids@kub.org](mailto:bids@kub.org) with "**1262 Water Leak Detection Equipment & Training**" in subject line by same date and time.

Note: If responses are sent via E-mail to [bids@kub.org](mailto:bids@kub.org) Proposer will receive an auto response within a reasonable time frame; otherwise please follow-up with **Shari Hurst** (865) 558-2461 and/or re-send your response.

**I. Statement of Intent** – The Knoxville Utilities Board (KUB) exists under the laws of the State of Tennessee and is an independent agency of the City of Knoxville. KUB provides electricity, gas, water, and wastewater services to more than 479,000 customers in the city of Knoxville and parts of seven surrounding counties.

This Request for Proposal (RFP) is issued by KUB to solicit proposals for the purchase of water leak detection equipment to conduct leak surveys on its water distribution system. The RFP requests the Proposer to supply equipment, and training for KUB personnel. KUB will evaluate all proposals and determine which company can provide the combination of equipment and training that best meet KUB’s objectives. KUB reserves the sole right to reject any or all proposals or enter into an agreement with the Proposer’s company based on the results of KUB’s evaluation. Entering into an agreement with KUB to provide stated equipment, services or other associated work does not obligate KUB to purchase any equipment.

**II. Project Overview** – KUB is currently seeking to purchase water leak detection equipment, and have the Proposer provide training on the operation and software (see attached price sheet and specifications).

**III. RFP Timeline – The following schedule is anticipated:**

RFP Issue Date	May 7, 2018
<b>RFP Due Date – all proposals received</b>	<b>May 15, 2018, 10:00 AM, EST</b>
Award	May 21, 2019
<b>*Desired delivery to KUB, 4505 Middlebrook Pike, (Electric Storeroom) Knoxville, TN 37921, on or before <u>June 25, 2018.</u></b>	

**IV. RFP Submittal Requirements** – Proposer’s RFP submittal must contain and meet the following requirements:

**A. Appendix I** – Price Sheet

**B. Proposal Submission** - The quality and completeness relative to the description given in the RFP.

**C. Proposer’s experience** – Providing equipment and training, experience with utilities, and staff experience and qualifications.

**D. Appendix II** – References

**E. Appendix III** – Signed Terms & Conditions (Please list any exceptions on a separate sheet)

**V. Initial Training**

Training to be given within 2 weeks following delivery of equipment.

Goal: Educate and equip new leak detection personnel to use equipment and have basic understanding of detection methods

Training to have a classroom component and field component

Classroom Training:

1 to 4 hour duration

Software Overview

Equipment Technical Overview

Principles and Techniques

Field Training:  
1 to 2 day duration (minimum)

**VI. Follow-up Training**

Training to be scheduled for 60-90 days after purchase of equipment.  
Goal: Demonstration and discussion of techniques and methods. Train personnel by pinpointing leaks specified by buyer, discussing problems, and demonstrating proper use of equipment.  
Field Training:  
2 day duration (minimum)

**VII. Insurance – Awarded Firm shall maintain the following insurance coverage for training:**

- Worker's Compensation and Employers' Liability Insurance - providing coverage in compliance with the laws of the State of Tennessee and with Employers Liability limits sufficient to be scheduled as covered an underlying policy in the umbrella/excess.
- Comprehensive General Liability (Bodily Injury and Property Damage) Insurance on an occurrence basis including personal and advertising injury, in an amount not less than \$1,000,000.00 per occurrence, \$1,000,000.00 aggregate
- Automobile Liability Insurance covering any auto – Bodily injury and property damage combined single limit - \$1,000,000.00 on each occurrence.

**VIII.**

**Equipment Specifications:**

<b>SPECIFICATION A - ACOUSTIC LOGGER KIT</b>	
<b>LOGGER TECHNICAL SPECIFICATION</b>	
Sensor Sensitivity	3V/g to 10 V/g
Sampling period	1 sec.
Measurement epochs	Multiple Measurements
Data memory	8 Megabits Minimum
Infra-red (Or Equivalent) communications range	1 Ft. Minimum
Power supply	Rechargeable Battery or Equivalent
Operating life	10 years Minimum
IP rating	IP68
Operating temperature	-5°C to 45°C
Dimensional Requirements	2" Dia. Maximum
Weight	1 lb. Maximum
<b>LOGGER CONTROL MODULE SPECIFICATION</b>	
Display	Daylight visible LCD or Equivalent
Data memory	32 Megabits Minimum
PC communications	USB or Equivalent
Power supply	Rechargeable Battery or Equivalent
Operating life	8 hours Minimum
Operating temperature	-5°C to 45°C
Weight	1 lb. Maximum

<b>SPECIFICATION B - MULTIPOINT AND HYDROPHONE CORRELATING LOGGER KIT</b>	
<b>CORRELATING LOGGERS</b>	
<b>Sensor</b>	
Type	Integral Accelerometer 10V/g (or Equivalent)
Frequency range Sensitivity	1- 2400 Hz
Attachment	Magnet
<b>Sampling</b>	
Resolution	24-bit
Epoch duration	60 seconds (or similar)
Max total recording time	180 seconds (or similar)
<b>Memory</b>	
Data store	32 Mb static RAM
<b>Communications</b>	
Type	Optical (Or Equivalent High Speed Comm)
<b>Power Supply</b>	
Type	Battery (Replaceable)
Operating life	>3 years
<b>Physical</b>	
Material	Aluminum
Waterproof rating	IP68
Operating Temperature	-10 to +50deg C
<b>HYDROPHONE CORRELATING LOGGERS</b>	
<b>Sensors</b>	
Sensitivity	-195dB
Frequency range	1- 2400 Hz
Attachment	Pipe adaptors
<b>Sampling</b>	
Resolution	24-bit
Epoch duration	60 seconds (or similar)
Max total recording time	180 seconds (or similar)
<b>Memory</b>	
Data store	32 Mb static RAM
<b>Communications</b>	
Type	Optical (Or Equivalent High Speed Comm)
<b>Power Supply</b>	
Type	Battery (Replaceable)
Operating life	>3 years
<b>Physical</b>	
Material	Aluminum
Waterproof rating	IP68
Operating Temperature	-10 to +50deg C
<b>CORRELATING LOGGER COMMUNICATION DEVICE</b>	
Host Communications	USB or Equivalent
Power Supply	Battery
Physical	IP65

SPECIFICATION C - GROUND MICROPHONE SYSTEM	
<b>GROUND MICROPHONE SYSTEM</b>	
Sensor type	Ceramic piezoelectric within windproof housing
Sensitivity	15 - 25V/g
Frequency response	10 – 5000 Hz
Wireless Communications Range	Wireless Communication greater than 15 ft.
Power	Battery Power for minimum 8 hours continuous use
Water Protection	IP65
<b>PROCESSOR SPECIFICATION</b>	
Operation	Listening and minimum noise display, filter controls
Filters	Hi Frequency and Low Frequency Filter Options
Display	8" x 6" or greater LCD w/ Minimum noise or log modes
Power	Battery Power for minimum 8 hours continuous use
Water Protection	IP65

**IX. PROPOSAL EVALUATION CRITERIA - The proposal shall be organized in the following order of importance:**

- A. Appendix I – Price Sheet**
- B. Proposal Submission -** The quality and completeness relative to the description given in the RFP.
- C. Proposer’s experience –** Providing equipment and training, experience with utilities, and staff experience and qualifications.
- D. Appendix II – References**
- E. Appendix III – Signed Terms & Conditions** (Please list any exceptions on a separate sheet)

**X. EVALUATION PROCEDURES**

- A. Evaluation Team:** An evaluation team consisting of KUB representatives will review and independently rate each Proposer’s proposal.
- B. Evaluation Criteria:** Proposals will be evaluated on the criterion specifically detailed in Section X.
- C. Oral Presentations:** During the evaluation process, the evaluation team may, at its discretion, request any of the Proposers to make oral presentations. Such presentations will provide Proposer an opportunity to answer any questions the evaluation team may have about the proposal.
- D. Short Listing:** In the event two or more Proposals appear to be favorable, KUB may in its sole discretion, short list two or more Proposers for further study and examination which may include requests for additional information or Oral Presentations. In the event of short listing all proposers shall be notified of the firms selected to be on the short list. All proposals, regardless of short list status remain valid for the time indicated in the RFP documents.
- E. Final Selections:** The selection of a Contractor will be determined on the basis of which proposal is in the best interest of KUB based on the factors described in the proposal evaluation criteria of this RFP. KUB reserves the right to reject any or all proposals, to waive technicalities or informalities and to accept any proposal determined to be in the best interest of KUB. KUB will not be responsible for misinterpretations that are caused by failure of a Proposer to follow the RFP format or to give proper and specific

references when citing referenced material. The selection criterion is described in the RFP. KUB reserves the right, in its discretion and without incurring any liability to any Proposer, to modify or terminate this RFP at any time prior to the execution of a definitive agreement, and to accept or reject any proposal for any reason.

- F. Right to Reject Proposals:** Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this RFP unless exceptions are clearly and specifically noted in the proposal. KUB reserves the right without prejudice to reject any or all proposals and exceptions.

End of RFP

## Appendix I - References

List references that most closely reflect similar scope within the past five (5) years. Complete a separate Reference Listing for each Reference.

Name of Company, Utility, City, etc

---

Address:

---

---

---

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Name of Company, Utility, City, etc

---

Address:

---

---

---

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Name of Company, Utility, City, etc

---

Address:

---

---

---

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Service Dates: \_\_\_\_\_

**Request for Proposal Terms and Conditions – Appendix III**

**Water Leak Detection Equipment, Control #1262**

1. **Proposer must utilize KUB Appendix I / Price Sheet attached, and do not leave any blanks, or make any edits to the form (unless information is requested).**
2. Proposer must acknowledge and accept the Terms and Conditions (Exhibit A) by completing the information below, and submitting with proposal package.
3. **Proposer must acknowledge any Addendums (if applicable) and include with proposal package.**
4. KUB must have written notice of any conflicts, errors, or discrepancies which may be discovered in the Proposal Documents (48 hours prior to the proposal opening), and they will be addressed in an addendum, if applicable.
5. Proposals will be evaluated in the following order of importance:
  - a. **Appendix I** – Price Sheet
  - b. **Proposal Submission** - The quality and completeness relative to the description given in the RFP.
  - c. **Proposer’s experience** – Providing equipment and training, experience with utilities, and staff experience and qualifications.
  - d. **Appendix II** – References
  - e. **Appendix III** – Signed Terms & Conditions (Please list any exceptions on a separate sheet)
6. **Email to [bids@kub.org](mailto:bids@kub.org).**
7. New companies must provide a completed W-9 (Request for Taxpayer Identification Number and Certification) or Social Security Number for 1099 Reporting.

**It is the intent of the Proposer that the materials and services work be performed in strict accordance with the Purchase Order Terms and Conditions (Exhibit A), and the Proposer agrees to the stipulations listed above.**

Date:

Signed:

\_\_\_\_\_

\_\_\_\_\_

Title:

\_\_\_\_\_

Company:

\_\_\_\_\_

## EXHIBIT A

### Terms of Purchase Order

The Knoxville Utilities Board ("KUB"), a municipal utility created and existing pursuant to the Charter of the City of Knoxville, a municipality existing under the laws of the State of Tennessee; hereby orders the services, goods and/or equipment on the front of this purchase order ("P.O."), subject to and upon the express terms and conditions printed and written on the front and reverse hereof. All invoices, labels, shipping documents and correspondence must contain the purchase order number printed on the form hereof.

1. Acceptance-Vendor(s) acceptance of this order is expressly to the terms and conditions contained herein and acceptance with any additional conditions or modifications to this P.O. will be deemed a rejection of this order. If no notification is received by KUB within 15 days after vendor's receipt of the P.O. or if shipment of any good and/or equipment of any part is made, then it shall constitute an acceptance by the vendor(s) of the terms and conditions of this P.O.
2. Performance-Performance of this P.O. must be in accordance with its terms, dating, and conditions. No variation or modification of this P.O. is binding upon KUB unless such variation or modification is agreed to in writing by an authorized representative of the Procurement Department of KUB.
3. Delivery-Time of delivery at KUB's designated receiving facility is of the essence with respect to this P.O. If goods, equipment, or services delivery fail in any respect to conform to the terms of this P.O. or are otherwise non-conforming, KUB may in its sole discretion (1) reject the whole or (2) accept the whole or (3) accept any part and reject the balance or (4) cancel the order and order the equipment, goods, and/or services from another source and recover from the seller any additional costs incurred in ordering from another source and any other remedies under the Uniform Commercial Code codified at T.C.A. §§47-2-101 et. seq.
4. Price-Unless otherwise stated in this P.O., the price for the goods, equipment, and/or services covered hereby shall be the price quoted or contract price to KUB. Any allowable discount for prompt payment is to be calculated from the date the invoice is received in proper form or from the date the goods or equipment is received whichever date is later. Payment of invoices for major equipment, which is ordinarily tested or inspected for conformity to specifications before being put into service, will be held until certain testing or verification is completed, but not in excess of sixty (60) days from receipt of equipment, unless equipment is found to be defective or non-conforming.
5. Count-KUB's count of goods and materials shall be accepted as conclusive on all shipments. Charges for extras including but not limited to packing, loading, drayage, dunnage, or cartage shall not be accepted unless specifically stated on this P.O. No charges will be accepted for packaging, boxes, drums, barrels, reels, cores, etc.
6. Amendments-No agreement or understanding with respect to the amendment or modification of this P.O. shall be binding upon KUB unless approved in writing by an authorized representative of the Procurement Department of KUB. Each transaction between KUB and vendor is separate and distinct. No waiver of any breach of any terms or condition of this P.O. shall be construed as a waiver of any subsequent breach of that term or condition of the same or different nature of this or any other P.O. or contract of KUB related to the goods, equipment, and/or services ordered under this P.O.
7. Compliance-By accepting this P.O. vendor represents, warrants, and guarantees that all applicable provisions of federal, state, and local laws, ordinances, codes, rules, and regulations which are applicable to the manufacture and/or sale of the goods, services, and/or equipment have been complied with by the vendor. Vendor agrees to indemnify and hold KUB harmless against all losses, expenses violations, or alleged violations of this section by vendor or by any of its subsidiaries or affiliates. KUB and vendor agree that this provision of indemnity does not in any way constitute a waiver by KUB of its protections under the Governmental Tort Liability Act as codified in T.C.A. §§29-20-101 et. seq.
8. Nondiscrimination-KUB is an equal opportunity employer and as such requires that its vendors not discriminate on the basis of race, color, sex, religion, or ethnic origin. Acceptance of this P.O. constitutes vendor's acknowledgement of this provision. KUB encourages the use of small-business, minority, and women-owned business enterprises.
9. Choice of Law-This order and any subsequent contract related to this P.O. shall be governed by and construed with the laws of the State of Tennessee.
10. Force Majeure-Upon any discontinuance or substantial interference with KUB's business by reason of fire, flood, earthquake, and other acts of God, embargo, civil disturbance, acts of terrorism, governmental regulation or causes beyond KUB's control, KUB shall have the option of canceling any unfilled portion of this P.O. upon reasonable notice to vendor.
11. Default - KUB may by written notice of default to Vendor cancel the whole or part of this P.O. or exercise any other remedy provided to KUB by law or in equity including any remedy under the Uniform Commercial code as codified at T.C.A. §§47-1-101 et. seq. in any of the following circumstances 1) Vendor fails to make delivery of the goods within the time specified, 2) Vendor is in breach of any of the terms or conditions of the P.O. or 3) Vendor becomes insolvent or makes assignment for the benefit of creditors, or if there shall be instituted by or against Vendor any proceedings under any bankruptcy, reorganization, arrangement, readjustment or debt or insolvency law of any jurisdiction or for the appointment of a receiver or trustee in respect to any of vendor's property.
12. Title VI - Supplier shall comply with the requirements of all federal statutes relating to nondiscrimination, including but not limited to, Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin ("Title VI"). No person on the grounds of race, color, or national origin shall be excluded from participation in, denied benefits of, or be otherwise subject to discrimination in the performance of this PO. The Supplier shall upon request, show proof of such nondiscrimination.