

Scope of Work
RFP #7494 SCADA Maintenance and Service

SPECIFICATIONS

General Instructions

The City of Denton is accepting sealed bids for SCADA Maintenance and Services. The term of the contract will be three years, with option to extend up to two additional years.

Bidders are to state firm price per man-hour on straight time and overtime. Designate hours and days for straight time and overtime. **Time begins when the Contractor reaches the job site and begins work. No separate payment shall be made for mileage or travel time, this cost is to be included in the cost of service in the price per man-hour.**

Bidders shall have an office in the North Texas region and have at least 10 years of experience in water utility SCADA development and maintenance. In addition, the Bidders shall submit a list of SCADA system installations in the state of Texas of similar size and complexity to the City of Denton's Water Production system."

The purpose of this contract is to establish agreed prices between the Contractor, and the City of Denton. Bidders must quote firm prices that will prevail throughout the entire term of the agreement. The successful bidder will be considered by the City of Denton as duly obligated to perform work to the completion of this agreement and will function as an independent contractor.

At the completion of each job performance, a record of time and materials used (with copy on invoices), showing starting and ending times, is to be signed by a City representative on all work performed. Job performance must reflect professional workmanship and reasonable quantity of time as reflected historically for like services.

Work assignments must be authorized by the Water Production Superintendent or his/her designee. Contractor services must be available nights, weekends, and holidays. All work shall be considered routine work and performed on straight time, unless, overtime is authorized by the Superintendent, or his/her designee. All work deemed an emergency must be responded to by the contractor within one (1) hour.

Any parts requested by the Superintendent or his designee shall be ordered and received by the contractor and billed monthly. Submit the percent mark-up along with proof of the original purchase price for repair parts as part of the invoice. The percent mark-up shall be limited to the percentage submitted on the pricing sheet of the contract. **ANY INVOICES submitted to the City for repair parts MUST be accompanied by receipts displaying the ACTUAL COST for verification of the percent mark-up.** The City reserves the right to purchase any major repair parts outside this contract at the city's discretion.

The awarded contractor shall be fully responsible for the safety of his workers and shall provide the minimum described safety equipment as required by Occupational Safety and Health Administration (OSHA). It is the responsibility of the Contractor to become familiar with the provisions of regulations published by OSHA in the Federal Register; to perform all of the responsibilities thereunder, and to indemnify and save harmless the Owner from any penalties resulting from the contractor's failure to so perform.

Upon award, a Certificate of Insurance compliant with Exhibit B Requirements, must be submitted to the Purchasing Office and approved before services may commence. The Certificate of Insurance must remain effective throughout the term of the contract.

This agreement may be terminated by the City at its option upon thirty (30) days notice in writing, if the service to be furnished does not comply with the above detailed specifications, or if the servicing of this agreement does not conform to the requirements detailed herein.

SCADA MAINTENANCE AND SERVICES. These services include the maintenance and upgrade of control system architecture that includes computers, network data communications and graphical user interfaces for high-level process and supervisory management using peripheral devices with programmable logic controllers and discrete PID. These services include the programming of logic controllers and integration of 4-20 milliamp signalization; RTU communication programming; and other communication equipment with the City of Denton's SCADA GE I-FIX system. Services will be provided on an as need basis, as directed by an authorized by the Division Superintendent or his/her designee.

1. Non-Emergency - services shall be to provide, to maintain and correct problems, and repair instrumentation as requested. These services shall be scheduled on an as needed basis, and performed at the Division Supervisor's direction: Cost per hour, Monday through Friday, 8:00 a.m. – 5:00 p.m.
2. Emergency - general instrumentation services shall be to provide, to maintain and correct problems, and repair instrumentation as requested. These services shall be scheduled on an Emergency basis. These services shall be scheduled on an as needed basis and performed at the Division Superintendent's direction: Cost per hour, non-scheduled after hours, weekends, holidays.