



VILLAGE OF TAHSIS

REQUEST FOR EXPRESSIONS OF INTEREST

01-2016

Water Meters Supply, Installation and Maintenance

Closing Date: June 17, 2016

Closing Time: 5:00 PM Pacific Time

Deliver to:

**Village of Tahsis
977 S. Maquinna Drive
PO Box 219
Tahsis, BC
V0P 1X0**

A. Introduction

The Village of Tahsis Water Regulations and Rates Bylaw No. 581, 2016 provides an option for residential and commercial water consumers to voluntarily elect to have a water meter installed by the Village.

(<http://www.villageoftahsis.com/pdfs/bylaws/581-Water%20Regulations%20and%20Rates%20Bylaw%20No.%20581%202016.pdf>)

This Request for Expressions of Interest (RFEI) is to seek water meter product and technical information from vendors to assist in the Village's review of water meter products and services.

The Village intends to use this RFEI to develop a RFP which will be issued to three (3) shortlisted proponents from this RFEI. From the RFP, the Village will select a single vendor to supply water meters to the Village and possibly to enter into an agreement with the Village to supply, install and maintain the meters.

The Village has a permanent population of about 300 residents. The population increases to about 1,500 in the summer. The water distribution system was installed in the 1960s and 1970s prior to the Village's incorporation as a municipality and has not undergone any major replacement projects since then. Tahsis is located in Nootka Sound on the west coast of Vancouver Island, approximately 160km west of Campbell River.

B. Purpose

The purpose of this RFEI is as follows:

- 1) To identify water metering products that:
 - a. are technologically appropriate for a small, remote and rural coastal community
 - b. are cost effective to install and maintain
 - c. are supported by excellent customer service
 - d. have a proven track record in a similar environment
- 2) To identify companies that can install and maintain their products
- 3) To shortlist three (3) water meter suppliers who will be eligible to participate in a future Request for Proposal (RFP).

C. Requirements

We request literature and/or additional information on the following:

- 1) Water meters from 1/2" (12.5mm) diameter to 8" (200 mm)
- 2) Meter boxes and related appurtenances for exterior installation (at property line)
- 3) Meter chambers and related appurtenances for exterior installation on municipal rights of way or private property
- 4) Specifications (dimensions, weight, flows, accuracy and any other relevant data)
- 5) Compliance with applicable standards (AWWA, CSA, ANSI and other standard setting organizations)
- 6) Compliance with federal and provincial regulations
- 7) Compliance with applicable insurance underwriters (UL and/or FM)
- 8) Description of manufacturer's recommended lifecycle, maintenance procedures and other operational costs and/or requirements
- 9) Data collection system
 - a. Compatibility with Microsoft Office
 - b. Database application
 - c. Compatibility with the Village's municipal accounting software (MAIS)
 - d. Technical support
- 10) Current price list and future price commitment
- 11) References from three (3) municipalities currently using this product including names and current contact information
- 12) Service standards for installing and maintaining water meters
- 13) Per unit (or other quantity measure) or fixed cost for providing installation services

D. Evaluation Process

- 1) Village staff will review the responses to the RFEI. The Village reserves the right to accept any or none of the submissions.
- 2) Responses will be evaluated based on best value and not necessarily lowest cost.

E. Criteria

The responses will be evaluated using the following criteria:

- 1) Lifecycle costs, maintenance procedures and cost – 30%
- 2) Installation service and cost– 30%
- 3) Data collection system features – 20%
- 4) Technical support and availability – 10%
- 5) References – 10%

Please include any additional information regarding your product(s) and services that you wish the Village to consider.

F. Additional Information

- 1) All responses to this RFEI become the property of the Village and will not be returned. By submitting a response, the proponent agrees that the Village has the right to copy the response.
- 2) The responses will be held by the Village subject to the *Freedom of Information and Protection of Privacy Act*.
- 3) The issuance of the RFEI does not create a legal duty or obligation by the Village to any of the proponents.
- 4) This RFEI is not a tender document and does not create a tender process and it is not an offer to contract.
- 5) The Village has the right to adjust the requirements of this RFEI as its needs change.

G. Contact

Submissions can be mailed, faxed or emailed to:

“RFEI – 01-2016 Water Meters”
Village of Tahsis
977 S. Maquinna Dr.
PO Box 219
Tahsis, BC
V0P 1X0

Fax: (250)934-6622

Email: reception@villageoftahsis.com

Contact for this RFEI:

Gabriel Gagnier, Director of Operations and Infrastructure
(250)934-6337
ggagnier@villageoftahsis.com

H. Deadline

Responses must be received not later than **5 PM Pacific Time, June 17th, 2016.**