



MORIN BUILDING  
8570 EXECUTIVE PARK AVENUE  
FAIRFAX, VIRGINIA 22031

**October 31, 2024**

To: All Prospective Bidders

Issued by: Daniel W. Gardner, Procurement Specialist I

Subject: Addendum # 1 to IFB #24-275 - Furnishment and Delivery of Encoder Meters

The purpose of this addendum is to make modifications to the IFB by:

Answering questions received by the deadline and revising the Bid Due Date to be November 6, 2024. See attached modified Cover Sheet, Section 2.1 Overview, Attachment 1 – Bid Submission Form, and Attachment 3 – Pricing Schedule. Modifications are highlighted in **red** for additions and **black** for deletions.

**I Questions and Answers**

<b>Questions</b>	<b>Answers</b>
When does the delivery schedule start?	The revised delivery schedule with modified quantities starts January 2025 and ends December 2025.
Bottom covers: Breakable cast iron. Can we supply Synthetic polymer on the 5/8 and the 5/8x3/4?	Synthetic Polymer is accepted for the bottom cover.
Each meter shall include a serialized bar coded tag or sticker. Is this needed?	Yes.
Registers shall display 7 digits with either 6 number wheels plus a fixed zero figure as the right-hand digit or 7 number wheels. Can the register have and display 8 numbered wheels. The last numbered wheel is a 1/10th of a gallon to help identify usage/leaks as you move forward to automation?	That's acceptable as long as we have the correct billing format with register dials. We bill by the thousand of gallons.
The manufacturer name and 8-digit serial number shall be imprinted on each register lid and outer case. Is this needed?	Yes.
Does the register serial number ID have to match the meter ID?	No, we can work with that as long as a file is supplied with ID/Serial Numbers for warehouse. For example when brought into stock the ID Number

	can be the meter number but the serial number must come over also as a Model Number.
Does a connector have to be used or can it be pigtail wire coming off the register?	Pigtail is accepted as long as it's the correct wiring.
If a connector is needed, can we use the Neptune connector VS using the nicor?	N/A – see above.
Touch pads shall be programmed for three-wire installation and to read in the thousand gallons. Can the register read all gallons and the part about reading in thousand gallons be taken care of in the billing software(As you move to AMR/AMI, the radio device will have to read all the dials so you can have features that include leak and tamper data-It is needed)?	That register can have 8 -10,etc, dials and can read for example, 100 gallons, tens of gallons , or gallons, etc. But on 5/8 - 1 inch meters we are reading from left to right the first four registers for billing. The 4th dial from left to right must measure in a thousand gallons. A small amount of these meters will be wired to wall mounts so they need programmed correctly for billing by the thousand of gallons.
Each register ID number and meter serial number shall be the same. Can the register ID be different from the meter serial number?	Yes, will accept that as long as files are provided with both on delivery and Serial Number and ID Number are tied together like a ID and Model Number for each meter.

## II Acknowledgement

Acknowledge your receipt of, and compliance with, this Addendum by either signing the attached acknowledgement, or referencing its receipt and your compliance, in your bid.

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM # 1**

I certify that the information contained in the proposal submitted on behalf of the below named firm incorporates any and all changes to the original specification. I further certify by my signature below, that I am fully authorized to acknowledge receipt of the above addendum and also bind the below named firm to the terms, conditions and specifications of the IFB and any changes thereto made by this addendum.

**ACKNOWLEDGED BY:**

**FOR:** \_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Printed/typed name

\_\_\_\_\_  
Title



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## INVITATION FOR BIDS

**Number:** IFB 24-275

**Requirement:** Furnishment and Delivery of Encoder Meters

**Date Issued:** October 25, 2024

**Optional Virtual:  
Pre-Bid Conference:** October 29, 2024  
1:00 PM Local Prevailing Time

**Deadline for Questions:** October 30, 2024  
Prior to 2:00 PM Local Prevailing Time

**Bid Due Date:** November 5 6, 2024  
Prior to 2:00 PM Local Prevailing Time

**Bids to be Delivered to:** Procurement Department  
Fairfax Water  
8570 Executive Park Avenue  
Fairfax, Virginia 22031

**Procurement Contact:** Daniel W. Gardner, CPPB, VCA  
Procurement Specialist I  
Telephone: (703) 289-6247  
E-Mail: [dgardner2@fairfaxwater.org](mailto:dgardner2@fairfaxwater.org)

End Of Cover Sheet

## SECTION 2

### 2 SPECIFICATIONS & SCOPE OF WORK

#### 2.1 Overview

FW is soliciting Bids from qualified Bidders to provide FW with a guaranteed annual purchase of ~~11,200~~ 9,472 5/8” Encoder Meters, ~~11,200~~ 9,472 5/8x3/4” Encoder Meters, and 120 1’ Encoder Meters (Encoder Meters). Contractor shall deliver according to the schedule herein:

Month	5/8”	5/8 x 3/4”	1”
2nd Thursday of January, 2025	<del>800</del> 368	<del>800</del> 368	10
2nd Thursday of February, 2025	<del>800</del> 368	<del>800</del> 368	10
2nd Thursday of March, 2025	<del>800</del> 368	<del>800</del> 368	10
2nd Thursday of April, 2025	<del>800</del> 368	<del>800</del> 368	10
2nd Thursday of May, 2025	1200	1200	10
2nd Thursday of June, 2025	1200	1200	10
2 <sup>nd</sup> Thursday of July, 2025	1200	1200	10
2 <sup>nd</sup> Thursday of August, 2025	1200	1200	10
2 <sup>nd</sup> Thursday of September, 2025	800	800	10
2 <sup>nd</sup> Thursday of October, 2025	800	800	10
2 <sup>nd</sup> Thursday of November, 2025	800	800	10
2 <sup>nd</sup> Thursday of December, 2025	800	800	10

FW may order modifications to the delivery schedule in writing, and such written orders shall be confirmed by the Contractor the next business day after the written order. Such modifications may only change the date of the scheduled delivery.

On FW receipt, Encoder Meters, will be inspected for conformance with the Contract Documents. After acceptance by FW of Encoder Meters, FW will receive the Encoder Meters. and payment will be made according to Section 3.20 – Payment.

FW may require additional Encoder Meters beyond that of the Core Services. Additional Encoder Meters shall be at the same Bid Prices as those Encoder Meters for the Core Services.

Orders shall be made in accordance with Section 3.31, Contractor Selection and Award of Individual Contracts.

**End Of Section 2.1**

**ATTACHMENT 1  
BID SUBMISSION FORM**

THE UNDERSIGNED UNDERSTANDS AND ACKNOWLEDGES THE FOLLOWING:

THE OFFICIAL, TRUE, AND COMPLETE COPY OF THE SOLICITATION DOCUMENTS, WHICH SHALL INCLUDE ANY ADDENDUMS THERETO, IS THE ELECTRONIC COPY OF THE SOLICITATION DOCUMENTS AVAILABLE FROM FW'S WEBSITE AT:

<https://www.fairfaxwater.org/contracts> .

POTENTIAL BIDDERS ARE RESPONSIBLE FOR DETERMINING THE ACCURACY AND COMPLETENESS OF ALL SOLICITATION DOCUMENTS THEY RECEIVE, INCLUDING DOCUMENTS OBTAINED FROM FW, AND DOCUMENTS OBTAINED FROM ALL OTHER SOURCES.

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID (AUTHORIZED AGENT).

NAME (PRINTED): \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**TRADE SECRETS OR PROPRIETARY INFORMATION:**

Trade secrets or proprietary information submitted by a Bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, §2.2-4342. Public inspection of certain records, F., of the Virginia Public Procurement Act states that the Bidder, Offeror or Contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

Please mark one:

- No, the Bid I have submitted does not contain any trade secrets and/or proprietary information.
- Yes, the Bid I have submitted does contain trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or other materials to be protected and list all applicable page numbers of the Bid containing such data or materials:

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State the specific reason(s) why protection is necessary:

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If you fail to identify the data or other materials to be protected and state the reasons why protection is necessary in the space provided above, you will not have invoked the protection of §2.2-4342. Public inspection of certain records, F., of the of the Code of Virginia. Accordingly, effective upon the award of Contract, the Bid will be open for public inspection consistent with applicable law.

**CERTIFICATION OF NON-COLLUSION:**

The undersigned certifies that this Bid is not the result of, or affected by, any act of collusion with another person (as defined in Code of Virginia Section 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia §18.2-498.1 et seq.).

THE PROPER FULL LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER DOCUMENTS REQUIRED BY THE SOLICITATION TO BE SUBMITTED WITH THIS BID FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED ADDENDUMS, MUST

**BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY AND CONTRACTUALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED:**

**AUTHORIZED SIGNATURE \_\_\_\_\_**

**PRINT NAME AND TITLE \_\_\_\_\_**

SUBMITTED BY: (LEGAL NAME OF ENTITY)					
ADDRESS:					
CITY/STATE/ZIP:					
TELEPHONE NO:			FACSIMILE NO.:		
THIS FIRM IS A: • INSERT NAME OF STATE _____ ___ CORPORATION, ___ GENERAL PARTNERSHIP, ___ LIMITED PARTNERSHIP, ___ UNINCORPORATED ASSOCIATION, ___ LIMITED LIABILITY COMPANY, ___ SOLE PROPRIETORSHIP					
IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA?					
IDENTIFICATION NO. ISSUED TO THE FIRM BY THE SCC:					
ANY BIDDER EXEMPT FROM SCC AUTHORIZATION REQUIREMENT SHALL INCLUDE A STATEMENT WITH ITS BID WHY THEY ARE NOT REQUIRED TO BE SO AUTHORIZED					
IS YOUR FIRM OR ANY OF ITS PRINCIPALS CURRENTLY DEBARRED FROM SUBMITTING PROPOSALS OR BIDS TO FW, OR ANY OTHER STATE OR POLITICAL SUBDIVISION IN THE COMMONWEALTH OF VIRGINIA?					
BIDDER STATUS:	MINORITY OWNED:		WOMAN OWNED:	NEITHER:	
DOES YOUR FIRM HOLD EXCLUSIVE CONTRACTUAL AUTHORIZATION TO DISTRIBUTE PARTICULAR MANUFACTURER(S)? IS YOUR FIRM NOT AUTHORIZED TO DISTRIBUTE PARTICULAR MANUFACTURERS LISTED IN SECTION 2? PLEASE DESCRIBE ALL BELOW.					



**Bid Item 2a: 5/8 X 3/4" Encoder Touch Read, Unit Extended Price From Cell E9F15 (Core Services)**

In Figures: \$ \_\_\_\_\_

In Writing: \_\_\_\_\_ Dollars

Manufacturer Make and Model: \_\_\_\_\_

**Bid Item 3a: 1" Encoder Touch Read, Unit Extended Price From Cell E10F22 (Core Services)**

In Figures: \$ \_\_\_\_\_

In Writing: \_\_\_\_\_ Dollars

Manufacturer Make and Model: \_\_\_\_\_

**Bid Item 1c: Encoder Meter, 5/8", Touch Read, Single Register with Wall Mount, Extended Price From Cell F10 (Additional Services)**

In Figures: \$ \_\_\_\_\_

In Writing: \_\_\_\_\_ Dollars

Manufacturer Make and Model: \_\_\_\_\_

**Bid Item 2c: Encoder Meter, 5/8x3/4", Touch Read, Single Register with Wall Mount, Extended Price From Cell F17 (Additional Services)**

In Figures: \$ \_\_\_\_\_

In Writing: \_\_\_\_\_ Dollars

Manufacturer Make and Model: \_\_\_\_\_

**Bid Item 3c: Encoder Meter, 1", Touch Read, Single Register with Wall Mount, Extended Price From Cell F24 (Additional Services)**

In Figures: \$ \_\_\_\_\_

In Writing: \_\_\_\_\_ Dollars

Manufacturer Make and Model: \_\_\_\_\_

**The Following Documents are Attached to and Made Part of this Bid:**

1. Fully completed Attachment 1 Bid Submission Form.
2. Fully completed Attachment 2 References.
3. Fully completed Attachment 3 Pricing Schedule, printed from the Excel file.

If awarded the Contract, I will comply with the requirements of this solicitation and any resulting Contract.

BIDDER NAME: \_\_\_\_\_

AUTH. SIGNATURE: \_\_\_\_\_

**End Of Attachment 1 – Bid Submission Form**

**Attachment No. 3 - Pricing Schedule**  
**IFB 24-275**  
**Furnishment and Delivery of Encoder Meters**

*Instructions: Bidder shall bid a Unit Price in the cells highlighted in yellow in US Dollars, to the nearest penny. For example, a Bidder may Bid \$1.05, but may not Bid \$1.052.*

**Bid Item 1**

Bid Item	Description	Quantities	Unit Price	Extended Price
1a	Encoder Meter, 5/8", Touch Read, Single Register - Core Services	<del>11,200</del> 9,472		
1b	Encoder Meter, 5/8", Touch Read, Single Register - Additional Services	432	\$ -	\$ -
1c	Encoder Meter, 5/8", Touch Read, Single Register with Wall Mount - Additional Services	432		\$ -

*Note: Unit Price shall include all delivery, overhead, and other costs to FW, and shall be interpreted as the whole cost to FW for delivery FOB Destination to Fairfax County, Virginia. Wall Mounts will not be required for the Core Services. Wall Mounts may or may not be required for the Additional Services; requirements will be issued per Purchase Order.*

**Bid Item 2**

Bid Item	Description	Quantities	Unit Price	Extended Price
2a	Encoder Meter, 5/8x3/4", Touch Read, Single Register - Core Services	<del>11,200</del> 9,472		
2b	Encoder Meter, 5/8x3/4", Touch Read, Single Register - Additional Services	432	\$ -	\$ -
2c	Encoder Meter, 5/8x3/4", Touch Read, Single Register with Wall Mount - Additional Services	432		\$ -

*Note: Unit Price shall include all delivery, overhead, and other costs to FW, and shall be interpreted as the whole cost to FW for delivery FOB Destination to Fairfax County, Virginia. Wall Mounts will not be required for the Core Services. Wall Mounts may or may not be required for the Additional Services; requirements will be issued per Purchase Order.*

**Bid Item 3**

Bid Item	Description	Estimated Quantities	Unit Price	Extended Price
3a	Encoder Meter, 1", Touch Read, Single Register - Core Services	120		\$ -
3b	Encoder Meter, 1", Touch Read, Single Register - Additional Services	25	\$ -	\$ -
3c	Encoder Meter, 1", Touch Read, Single Register with Wall Mount - Additional Services	25		\$ -

*Note: Unit Price shall include all delivery, overhead, and other costs to FW, and shall be interpreted as the whole cost to FW for delivery FOB Destination to Fairfax County, Virginia. Wall Mounts will not be required for the Core Services. Wall Mounts may or may not be required for the Additional Services; requirements will be issued per Purchase Order.*

**End of Attachment No. 3 - Pricing Schedule**

END OF ADDENDUM # 1