

REQUEST FOR PROPOSALS  
IRRIGATION CONTROLLER ON ATHLETIC FIELDS FOR  
THE CITY OF CASPER PUBLIC SERVICES DEPARTMENT  
PARKS DIVISION

Date: November 21, 2014

Proposals are being requested from qualified vendors to furnish and install all proposed equipment, training, and technical support for a centrally controlled irrigation management system on athletic fields.

**Written (not electronic) proposals will be accepted by the City of Casper Public Services Department, Parks Division, ATTN: Paul Zowada, Parks Supervisor, 1800 East K Street, Casper, Wyoming, until 4:00 p.m., Local time, December 10, 2014.**

**GENERAL**

The City of Casper Athletic department is requesting proposals for the complete retrofit of our existing irrigation controllers. Currently, 20 Rain Bird standalone irrigation controllers operate various athletic fields throughout the City. We are looking to consolidate most controllers and also put them on a central control unit that can be operated by computer or cell phone device-radio. City workstations run on Windows 7, and the City of Casper is supported by a SQL 2008 server environment. All proposed equipment must be new; used equipment will not be considered.

- Mike Lansing field: 29 stations on 2 standalone clocks, would like to move to 1 control clock
- Field of Dreams: 31 stations on 2 standalone clocks, would like to move to 1 control clock
- Cross Roads 1-3 Softball Fields: 17 stations on 1 clock
- Cross roads 4 Baseball Field: 14 stations on 1 clock
- Washington Baseball Field: 11 stations on 1 clock
- 13<sup>th</sup> & Sycamore: 15 stations on 2 clocks, would like to move to 1 control clock
- The soccer complex has various control clocks in different areas of the complex.  
Location 1: 34 stations on 2 clocks, would like to move to 1 control clock  
Location 2: 80 stations on 4 clocks, would like to move to 2 or 3 control clocks  
Location 3: 8 stations on 1 clock
- North Casper Softball, Tani Baseball Field & Wells park: 32 stations on 3 clocks, would like to move to 1 or even 2 control clocks

All controllers must be able to accept 120 volts through three wires (hot, neutral, ground) Upon completion of the installation, equipment will be fully operational and training shall be provided to City of Casper Parks staff at no additional cost. A presentation/demo, done at the Vendor's sole expense, may be requested after receipt of proposals.

## **PROPOSALS**

1. Three (3) copies of the proposals shall be submitted. Proposals must include the following information:

- a. Contact Information.

The Vendor shall provide name, address, and telephone number of the all parties involved in the project, including manufacturers, distributors, installers, trainers, and technical support personnel.

- b. Company Description.

The Vendor shall provide a one page summary of his/her company, the proposed equipment, qualifications and expertise, and support and customer service standards.

- c. Completed Worksheet.

Vendors shall complete and submit the provided specification worksheet with the proposal. Specifications for equipment and features listed may be met or exceeded. Proposals with incomplete worksheets will not be considered.

Worksheet Instructions: Equipment and features specified on the worksheet are identified as required or preferred. Indicate in the "Proposed" column of the worksheet whether the proposed item "does not meet", "meets", or "exceeds" the required or preferred specification as written. Required items are mandatory and require a response in the "Proposed" column; preferred items are not mandatory and can be excluded by writing "omitted" in the "Proposed" column. If the specification is exceeded, indicate details in the "Comments" column. If a proposed item does not meet a preferred or required specification as written, utilize the "Comments" column to explain why the item cannot be met and/or propose an alternate solution. The City of Casper reserves the right to accept or reject any proposed alternates. All proposed items shall be included in the total system cost as indicated in the first row of the worksheet.

- d. Work Description and Schedule.

The Proposal shall include a description and schedule for the retrofit project. The description shall include, at a minimum, where the demolition and installation work will occur, description and schedule of the installation process, and a process to ensure compatibility with existing electricity, station wires, and computer systems.

e. Training.

Proposals shall include a summary and schedule of training topics to be covered.

f. Upgrades and Fees.

Proposals shall include any and all fees that are associated with the product, its software, and how it will communicate. Any future upgrades will also need to be listed and their associated costs.

2. The following items apply to all submitted Proposals:

a. Submission of Proposals:

Three (3) copies of a written (not electronic) proposal must be submitted to the Casper Service Center, Parks Division, at 1800 E. K Street, Casper, WY. Packages should be sent to the attention of Paul Zowada, Parks Supervisor. Each copy should be placed in a sealed package or envelope and externally labeled "Irrigation Control Proposal for Casper Athletic Fields."

b. Addendum or Supplement to Request for Proposal.

In the event that it becomes necessary to revise any of this Request for Proposal (RFP), an Addendum to this RFP will be provided to each Vendor. The City reserves the right to change submission date(s) for any reason, by means of an Addendum or Supplement to the RFP.

c. Late Proposals.

Late proposals will not be accepted. It is the responsibility of the Vendor to insure that the proposal arrives prior to 4:00 p.m., Local Time, December 10, 2014. Three (3) copies of a written (not electronic) proposal must be received by the City of Casper Public Services Department, Parks Division, at 1800 East K Street, Casper, Wyoming, by the aforementioned deadline. Each copy should be placed in a sealed package or envelope and externally labeled "Irrigation Control Proposal for Casper Athletic Fields" and sent to the attention of Paul Zowada, Parks Supervisor.

d. Rejection of Proposals.

The City of Casper reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, and to accept any portion of a proposal or all items if deemed in the best interest of the City of Casper.

e. Response Material Ownership and Protection.

All material submitted regarding this RFP becomes the property of the City of Casper and will only be returned to the Vendor at the City's option. Responses are public record and may be reviewed by any person after the final selection has been made. The City of Casper reserves the right to use any or all ideas presented in reply to this request. Disqualification of a Vendor does not eliminate this right. If proprietary or protected information is provided in the proposal, it must be clearly identified in the proposal with references to appropriate patents, or other applicable state or federal laws.

f. Incurring Costs.

The City of Casper is not liable for any costs incurred by the Vendor prior to issuance of an agreement, contract, or purchase order. This includes any costs associated with a requested demonstration or presentation.

g. Acceptance of Proposal Content.

The contents of the proposal of the successful Vendor may become contractual obligations if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful Vendor to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Vendor may be removed from future solicitations.

**TIMETABLE**

Following is the tentative timetable for this RFP:

1.	Proposals Due	12/10/14
2.	Vendor's Interview/Demo, if requested	12/15/14
3.	Selection of Vendor	12/19/14
4.	Reviewed/Signed Professional Services Contract	1/9/15
5.	Council Award of Professional Services Contract	1/20/15
6.	Completion of Services	3/20/15

Vendors must specifically address any concerns that they have with this timeline under Part D of their proposal. Alternative timelines will be considered, but the system must be fully functional, with all related tasks complete (including system testing and training) prior to the spring watering season.

## **CONTRACT**

The Vendor will be required to sign a contract with the City relating to the work to be performed. Such contract shall include, but is not limited to, the following articles: method of compensation, time of performance, specifications of the equipment, duties of the vendor, termination of the contract, ownership of material, changes, submission of material, and obligations of the City.

## **SELECTION**

The selection of the Vendor will be based upon total cost of the project, ability to meet required and preferred equipment specifications, project team qualifications, demonstrated knowledge and experience, customer service, and willingness to meet time requirements. The City reserves the right to request an interview/demonstration if necessary to make a selection.

In making a proposal, the Vendor hereby certifies that he has reviewed this RFP and is familiar with all conditions contained therein.

City staff will review all proposals. Final selection of the consultant will be made by City Staff and authorized, via contract award, by City Council.