



ADVERTISEMENT FOR BIDS

**Plant SCADA System Upgrade for Third Creek WWTP**

CITY OF STATESVILLE

The City of Statesville will be receiving proposals for an upgraded SCADA System for the Third Creek Water Treatment Plant (WWTP). Proposals will be received at 444 Third Creek Rd, Statesville, NC 28677, on or before **2:00 PM, Tuesday, March 18, 2025**. Bidder is responsible for timely delivery of their bid. The City reserves the right to waive any informality and to reject any or all proposals.

For bidding documents, notifications, and/or instructions, visit our website at:  
<https://www.statesvillenc.net/bid-postings>

**\*PRE-BID NOTICE\***

A **MANDATORY** pre-bid meeting will be held **9:00 AM, Thursday, February 27, 2025**, at 444 Third Creek Rd, Statesville, NC 28677. The purpose of this meeting is to visit all sites and answer any questions about the project. Any firm arriving after 9:00 AM will not be permitted to enter the meeting. **The City will not entertain bids from firms who do not have a representative attend the pre-bid.** A sign-in sheet will serve as the attendance record.

Eva Mendez  
Purchasing Agent

Scott Austin  
Wastewater Plant Superintendent

Published: February 14, 2025

**REQUEST FOR PROPOSALS**  
**for**  
**Plant SCADA System Upgrade for Third Creek WWTP**

**I. PURPOSE**

- A. The City of Statesville is seeking proposals from firms to upgrade the existing Supervisory Control and Data Acquisition (SCADA) system at the City’s Third Creek Wastewater treatment facility (WWTP). The proposed system will be installed at the City’s water treatment plant and communicate with existing programmable logic controller (PLC) equipped with control panels and telemetry from remote facilities for overall system monitoring and control.

**II. SCOPE OF SUPPLY**

- A. The selected firm will install fully operational SCADA System Computer Hardware and Software at the City of Statesville Third Creek Wastewater Treatment Plant for control interface with all major local equipment, monitoring of all facility instrumentation, and integration with existing remote pump station communications. The SCADA computer hardware and software shall be installed and utilized for control and monitoring interface, data logging, reporting, alarming, and server access from local WWTP workstations.
- B. Full system requirements are detailed in the document:  
**“City of Statesville – Third Creek WWTP SCADA Specifications”**

**III. CONTENT OF PROPOSALS**

- A. Each interested firm must submit one proposal in a sealed envelope in accordance with the deadline and delivery address specified in the “Proposal Submittal” section of this RFP.  
**Proposals shall include the following:**
1. A concise description of the firm’s background and experience with similar projects.
  2. Description of proposed system architecture including identification of all computer hardware, computer software, network devices, and any necessary third-party software used to provide SCADA system data logging, reporting, and alarm notification.
  3. List of equipment proposed, including manufacturer and model numbers when the equipment is not directly specified.
  4. Sample representative screen shots of PLC displays and PC software screens. Screen shots may be from previous projects or specific to the proposed system.
  5. References from a minimum of three previous representative systems installed during the previous 5 years.
  6. Fixed lump sum cost to provide the proposed SCADA computer hardware and software.
  7. Annual subscription service and support costs for SCADA system software, including detailed description of included services.
  8. Firm’s standard fee for one eight-hour day of field service, including travel costs. Also include standard hourly fee, if applicable, for telephone support.

**IV. RANKING OF PROPOSALS**

- A. Proposals will be evaluated under the following criteria:
- a. Qualifications and experience of firm;
  - b. References from previous clients including satisfaction with system

- c. performance, reliability, and quality of service;
- c. Understanding of the project, scope of services to be provided, and the proposed overall approach;
- d. Overall proposal price.

**V. SELECTION PROCEDURE**

- A. The City will review all proposals. The City may elect to hold interviews with at least two highest ranked firms, or it reserves the right to select, in writing, a firm it feels is clearly more qualified than others based on the proposals.

**VI. INSTRUCTIONS TO OFFERORS SUBMITTING PROPOSALS**

- A. A **MANDATORY** pre-bid meeting will be held **9:00 AM, Thursday, February 27, 2025**, at 444 Third Creek Rd, Statesville, NC 28677. The purpose of this meeting is to visit all sites and answer any questions about the project. Any firm arriving after 9:00 AM will not be permitted to enter the meeting. The City will not entertain bids from firms who do not have a representative attend the pre-bid. A sign-in sheet will serve as the attendance record.
- B. **Proposing firms shall submit one digital proposal or three (3) printed copies no later than 2:00 p.m. on March 18th, 2025.** Printed proposals shall be provided in sealed envelope clearly marked “SCADA System Proposal”. Digital proposals provided shall be transmitted via email with a single composite pdf attachment and subject line including “SCADA System Proposal” and the firm’s name. Proposing firms are responsible for confirming that their proposal has been received.

**Proposals shall be addressed to:**

Mr. Scott Austin  
Wastewater Plant Superintendent  
City of Statesville – Third Creek WWTP  
444 Third Creek Road  
Statesville, North Carolina 28677  
704-872-9621  
[saustin@statesvillenc.net](mailto:saustin@statesvillenc.net)

**VII. GENERAL PROVISIONS**

**A. Offeror's Representations:**

- a. Each offeror, by submitting a proposal in response to this request for proposals, represents that the offeror has read and understands the contract specifications and has familiarized himself with all federal, state and local laws, ordinances, rules and regulations that in any manner may affect the cost, progress or performance of the work.
- b. The failure or omission of any offeror to receive or examine any form, instrument, addendum or other documents, or to acquaint himself with conditions existing in City, shall in no way relieve any offeror from any obligations with respect to his proposal or to the contract.

**B. Addenda:**

- a. If any party contemplating the submission of a proposal on this request for proposal is in doubt as to the meaning of any part of the plans, specifications or other documents, they should submit a written request for interpretation by 2:00 PM March 10, 2025, thereof to the Wastewater Plant Supervisor and an addendum will be issued by 2:00 PM March 11, 2025. The Addendum will be emailed to the vendors that attended the pre-bid meeting and will be posted on our city website.
- b. Any changes to the request for proposal and contract specifications will be in the form of a written addendum from the City. The addendum will be emailed to the vendors that attended the pre-bid meeting and will be posted on the city website.
- c. Each offeror shall be responsible for determining that all addenda issued by the City for the request for proposals have been received before submitting a proposal for the work.
- d. Each offeror shall acknowledge the receipt of each addendum in his proposal.
- e. The City will issue addenda by email, wherever practicable. If the City does not know a potential offeror's email address, or if emailing is impractical, it will be the offerors responsibility to obtain the addenda and submit signed with the proposal.

**C. Modification of Proposal:**

- a. A proposal may be modified or withdrawn by the offeror any time prior to the time and date set for the receipt of proposals. The offeror shall notify the City in writing of his/her intentions.
- b. Modified and withdrawn proposals may be resubmitted to the City up to the time and date set for the receipt of proposals.

**D. Award of Contract:**

- a. The City reserves the right to waive any informality in proposals and to reject any or all proposals. Chosen firm will be contacted once all city purchasing guidelines have been met and a contract with Purchase Order is issued.
- b. The contract documents shall be subject to and governed by the laws of the State of North Carolina and the City of Statesville. Any dispute arising out of the contract documents, their performance, or their interpretation shall be litigated only in the Circuit Court of the County of Iredell, North Carolina.

**E. Successful Offeror's Performance:**

- a. The successful offeror shall furnish all labor, materials and equipment necessary to fulfill the requirements of the contract in strict compliance with the terms, conditions, specifications and drawings of his proposal and the contract documents. Parts and consumables, may be charged to the City, but unless it would be impracticable to do so, the City will be given the opportunity to purchase parts and consumables directly.
- b. The successful offeror agrees and covenants that his agents and employees shall comply with all City, County, State and Federal laws, and rules and regulations applicable to the business to be conducted under the contract.
- c. The successful offeror shall ensure that his employees observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.
- d. The successful offeror shall cooperate with City officials in performing the work so that

interference with existing City operations will be held to a minimum.

- e. The successful offeror agrees and covenants that he or she shall indemnify and hold the City and its employees and agents harmless against and from all liability, claims, damages and costs, including attorneys' fees of every kind attributable to bodily injury, sickness, disease or death or to damage to or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under the contract, whether or not caused in part by a person or entity indemnified by this agreement.
- f. In case of any contractual default of the successful offeror, the City, after due notice may procure the goods and/or services detailed in the contract from other sources and hold the successful offeror responsible for all damages including, without limitation, attorneys' fees and any other excess cost occasioned thereby.

**F. Employment Discrimination by Contractor Prohibited:**

- a. During the performance of this contract, the successful offeror agrees as follows:
  - i. The successful offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - ii. The successful offeror, in all solicitations or advertisements for employees or on behalf of the successful offeror, will state that such contractor is an equal opportunity employer.
  - iii. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- b. The successful offeror shall include the provisions of the foregoing paragraphs of this section in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

**G. Compensation:**

- a. The successful offeror shall be required to submit a complete itemized invoice on each delivery or service which he or she may perform under the contract.

**H. Cancellation:**

- a. The City reserves the right to terminate the contract immediately (*i*) in the event that the successful offeror discontinues or abandons operations; (*ii*) is adjudged bankrupt or reorganized under any bankruptcy law; or (*iii*) fails to keep in force any required insurance policies or bonds.
- b. Failure of the successful offeror to comply with any section or part of its contract will be considered grounds for immediate cancellation of the contract by the City.
- c. If the successful offeror has not breached the contract but the City cancels it, the offeror will be paid by the City for all scheduled work completed satisfactorily by the successful offeror up to the termination date set in the written cancellation notice.

**I. Historically Underutilized Businesses:**

Pursuant to General Statute 143-1148 and Executive Order #150, the City of Statesville invites

and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises, and non-profit work centers for the blind and severely disabled.

**J. Insurance:**

Bidder shall maintain insurance coverage and will provide Certificate of Insurance to the City naming the City of Statesville as additional insured. Failure to keep insurance in force will be cause for the City of Statesville to immediately cancel the contract.

**Insurance Minimums:** General Liability \$1,000,000, occurrence based; Auto Liability \$1,000,000, combined single limit for bodily injury and property damage; Workers Compensation, statutory limit.

**K. Terms and Conditions:**

By bidding on this proposal, vendors, contractors, and/or subcontractors affirm they have read and accept our Purchasing Terms and Conditions. Our Terms and Conditions can be found at: <https://www.statesvillenc.net/become-a-vendor>

\*\*\*Please see separate specifications document named: **“City of Statesville – Third Creek WWTP SCADA Specifications”**