

Request For Proposal (“RFP”)

For Preferred Providers of

Water Metering Services for the

Selwyn Rakaia Groundwater Zone

and

Canterbury

1.0 Overview

1.1.1 About this Request for Proposal (RFP)

Since 2006 the Canterbury Regional Council, known by its promotional name, Environment Canterbury, has been committed to a restorative programme for lowland streams in the Rakaia-Selwyn groundwater zone. More than 600 groundwater consents in this groundwater zone are therefore in the process of being reviewed. The installation of water meters and reporting of water usage are going to be required for all Consent Holders.

Water Metering services are also being implemented in response to the expectation that in 2009 the Ministry for Environment's National Environment Standards (NES) for Measurement of Water Takes regulations will be implemented requiring water metering to be installed by all water take Consent Holders in New Zealand. Under this regulation it also specifies that Consent Holders are required to report their actual water taken to the consenting authority.

This RFP is for groundwater consented takes and is not considering surface takes specifically, but components of this RFP can be applied to surface takes as well. The open channel monitoring will be addressed through the NES or on an individual consent basis.

The '*Rakaia-Selwyn Cluster Group*' with representatives from the Consent Holders in the area was established. This group actively liaises and collaborates with Environment Canterbury to ensure actions required to meet this commitment remain open, transparent and consistent to their community.

As a part of this restorative programme Environment Canterbury has been invited to facilitate the Rakaia-Selwyn Cluster Group's Water Metering Project initiative in identifying the most appropriate and cost effective water metering systems. This process is by way of Request for Proposals to seek proposals for preferred **Service Providers** for the **supply** and/or **installation** of a range of different water metering services to Consent Holders in the Selwyn-Rakaia groundwater zone. Environment Canterbury will be considering extending this Water Metering Project regionally with the view to utilise the Rakaia-Selwyn Cluster Group's RFP Panel's systems and processes.

Base Principles:

1. Metering and associated technology has to be fit for purpose;
2. Be cost effective;
3. Be future proof.

With consideration to these principles the Rakaia-Selwyn Cluster Group's Water Metering RFP's objective is to;

1. Enable Consent Holders to access the most cost effective technology for improving efficiency of on-farm water application; and
2. Reduce on-going compliance costs.

Therefore, serious consideration will be made to technologies with telemetry that enables for future adaptive management of groundwater zones and optimization of surface water resources under Category 3 below.

1.1.2 Water Metering Services Categories:

Category 1. Supply of Technology

- A. Water Meters
- B. Data Loggers / Telemetry Systems
- C. Other Products
 - i) Soil Moisture Probes
 - ii) Climate Stations
 - iii) Rain Gauges
 - iv) Water Level Measurement Equipment

Category 2. Installation Services

- A. Water Meters
- B. Data Loggers and Other Products
- C. Telemetry Systems

Category 3. Supply of Data Services

Responders are able to submit Proposals for any or all of the three service categories.

Responders may submit Proposals as an individual organization or as a consortium/alliance.

In order to assist Consent Holders to future-proof installations significant consideration will be given to service providers that are able to supply and install the range of appropriate technologies required by the Consent Holder.

The preferred Service Providers will be responsible for the supply and/or the installation of the technologies and take responsibility for the **ongoing service management** and customer liaison with Consent Holders who choose these services.

1.1.3 Rakaia Selwyn Water Meter Request For Proposal (RFP) Panel

Representatives appointed from the Rakaia-Selwyn Cluster Group, Irrigation New Zealand and Environment Canterbury form the '*Water Meter RFP Panel*' to establish protocols and proposals for water metering services. It was agreed that Environment Canterbury would facilitate and oversee this request process. This process will provide consistency with technology options, installation and service provision for Consent Holders who choose to take advantage of these services.

1.1.4 Water Meter RFP Panel and Service Provider Relationship

A defined list of Service Providers and an approved equipment list from these Service Providers will be made available to enable Consent Holders to select options that meet specified requirements from Environment Canterbury for groundwater abstraction from well and surface water. Service Providers ideally will be based, or have representation, within the Selwyn Rakaia and/or Canterbury region. The following is a brief outline of the relationship – (more detail is contained in Section 3 of this RFP):

- After Environment Canterbury receives a Consent Holder's consent application requiring water metering, Environment Canterbury will provide the water metering information as determined by the Water Meter RFP Panel which will include but not be limited to options for water meter requirements that best meet the relevant Consent Holders' regulatory needs. They will provide details of the selected range of water meters, specifications and installation Service Providers and any estimated associated costs will

be provided. The Water Meter RFP Panel reserves the right to include in the list more than one technology or equipment model choice as appropriate;

- The Consent Holder will contact the Service Provider and arrange for the purchase of the product and/or installation;
- On installation, the Service Provider completes the Installation and Certification Form (Appendix 3) and submits this to Environment Canterbury;
- The expectation is that the Service Provider(s) will then become responsible for any ongoing service relationship with the Consent Holder and provide excellent customer service exercised with the degree of skill, care and diligence and ongoing support reasonably expected of suitably qualified and experienced Service Providers in similar circumstances. The Service Provider must provide regular information about ongoing performance to Environment Canterbury.
- For the avoidance of doubt the role of the Rakaia-Selwyn Cluster Group and Environment Canterbury is to assist Consent Holders in selecting Service Providers. There is no guarantee that by inclusion on the Approved Service Provider list that any subsequent contracts will be entered into between the respondents and Consent Holders.

1.1.5 Water Metering Contract Manual

This RFP must be read in conjunction with the Water Metering Services Contract Manual which sets out the level of expectations of the service to be entered into between the Service Providers and the Water Meter RFP Panel. Any matters defined in the Water Metering Services Contract Manual shall, unless the context requires otherwise, have the same meaning in this RFP.

In the event of there being any conflict between this RFP and the provisions of the Water Metering Services Contract Manual the provisions of the RFP shall prevail and have priority over the provisions in the Water Metering Services Contract Manual.

2. Request for Proposal Terms and Conditions

2.1.1 About this Request for Proposal

This RFP is issued by the Water Meter RFP Panel on behalf of the Rakaia-Selwyn Cluster Group and in consultation with Environment Canterbury. Environment Canterbury may also consider this RFP as an expansion of similar services for Canterbury.

This RFP consists of three parts:

- 1) RFP Terms and Conditions;
- 2) Service Overview (and its appendices);
- 3a) Response Requirements – Non-price Information; and
- 3b) Response Requirement – Price Information.

The indicative timeline for this RFP is:

Pre-Proposal Workshop	Mon 27 th April 2009
RPF Notification	Sat 2 nd May 2009
RFP closure date	Wed 3 rd June 2009 at 2pm
Notification of RFP approval list	Fri 12 th June 2009
RFP appointment start	Wed 1 st July 2009

Any Proposal must be received no later than Wednesday 3rd June 2009 at **2.00pm** (the **closing date**).

Proposals should be provided by the closing date, in sealed packaging. Proposals must be placed in the Proposal box at the main reception desk at Environment Canterbury, marked:

ATTENTION:

Water Meter RFP Panel
C/- Manager Water Metering
Environment Canterbury
58 Kilmore Street
PO Box 345
Christchurch

The Water Meter RFP Panel's policy is not to accept late Proposals.

2.1.2 Proposal layout and clarifications

Proposals must clearly separate out and indicate:

1. the Non-Price Information; and
2. in a separate sealed envelope your pricing information, clearly marked as “Pricing Information” and your organisation’s title.

The Water Meter RFP Panel will be using a responsive process where non-price proposals will be analysed by;

- | | |
|----------|-------------------------------------|
| Stage 1. | Organisation resources and systems; |
| Stage 2. | Technology/Service; |
| Stage 3. | Price. |

Proposals will need to meet requirements for Stage 1 before consideration for Stage 2 options. Failure to keep pricing information (Stage 3) separate or failure to address the information requirements within this RFP may render Proposals invalid.

Proposals should address all points raised in the RFP and, where applicable, use the numbering system set out in the RFP. The Water Meter RFP Panel may receive any subsequent corrections or amendments to any Response, or additional information, prior to the closing date.

Proposals are to clearly indicate on the appropriate check sheets and mark where technology specifications are referenced within the Response. The Water Meter RFP Panel may ask a Respondent to further explain or clarify, in writing, areas of an RFP response. Short-listed Respondents may be invited to present to the Water Meter RFP Panel on their capabilities and to answer questions.

All proposals become the property of the Water Meter RFP Panel and will be retained by Environment Canterbury for that purpose and will not be returned to Respondents.

2.1.3 Evaluation

The Water Meter RFP Panel will evaluate proposals on such basis as it considers appropriate and will have regard to the following criteria:

- The meeting of Environment Canterbury’s and the Rakaia-Selwyn Cluster Group requirements in this RFP;
- The ability and credibility of the Respondent in the disciplines required to carry out the tasks effectively and experience in similar services;
- Cost effectiveness and total cost (refer appendix 1);
- Ability to work co-operatively and successfully with the Water Meter RFP Panel and Environment Canterbury;
- The availability of resources necessary to meet the needs identified in the RFP; and
- The Respondent’s approach to the RFP, the quality and clarity of the proposals and the degree to which the Respondent demonstrates a clear understanding of the scope and objectives of the solution required.

- The Respondent's approach to consideration of the use of locally based service providers.

Environment Canterbury may choose to approach Approved Service Providers if there is a consideration to extend similar services to other areas in Canterbury.

Note: The above criteria are in no particular order, are not exhaustive and will not necessarily carry equal weight. The Water Meter RFP Panel is not required to select the lowest priced Proposal or any Proposal in deciding whether a Respondent is to be included in the list of Preferred Service Providers.

Post evaluation, the Water Meter RFP Panel intends to make available on request a summary of information used in its evaluation, such as the number of Proposals received, the range of scores and prices, and relevant feedback to the specific Respondent

No further correspondence or communication will be entered into in regard to the evaluation and the Water Meter RFP Panel's decision-making process.

Contact Information during this RFP.

All requests for information are to be made to:

John Young,
Manager Water Metering,
Environment Canterbury,
58 Kilmore Street,
PO Box 345,
Christchurch, New Zealand.
Phone: DDI(03) 308 7682, Fax: (03) 308 213, Mobile 0274 362345,
Email: john.young@ecan.govt.nz

Respondents are not to contact other employees of Environment Canterbury or the Water Meter RFP Panel in relation to this RFP. Only those communications that are in writing from the above are duly authorised communications on behalf of the Water Meter RFP Panel.

The Water Meter RFP Panel will make relevant questions of Respondents and Water Meter RFP Panel's reply available to all Respondents.

Respondent Contact

Respondents must nominate one person within their organisation as their contact person responsible for their Proposal to this RFP and to whom the Water Meter RFP Panel may address any questions relating to the Proposal, and should include a contact telephone, facsimile number and email address.

Deemed Compliance

The terms and conditions in this RFP and the Water Meter Contract Manual will apply to any Responses and information submitted in response to this RFP. Submission of a Proposal will be deemed to be an acknowledgement and acceptance by the Respondent of all these terms and conditions as set out in the RFP and the Water Meter Contract Manual.

Respondents will be deemed to have:

- Examined the Water Meter Contract Manual, the RFP and any documents referenced in the RFP and any other information made available by the Water Meter RFP Panel for the purpose of the RFP;
- Considered all the risks, contingencies and other circumstances having an effect on their Proposal; and

- Satisfied themselves as to the correctness and sufficiency of their Proposal including price.

2.1.4 Disclaimer

The Rakaia-Selwyn Cluster Group, the Water Meter RFP Panel or Environment Canterbury is not committed contractually or in any way to recipients who respond to this RFP. The issue of this RFP does not commit or otherwise oblige the Rakaia-Selwyn Cluster Group, the Water Meter RFP Panel or Environment Canterbury to proceed with any Proposal or any negotiations or contractual arrangements.

Variation to Requirements and RFP Cancellation

The Water Meter RFP Panel reserves the right to vary, cancel, amend or withdraw all or part of this RFP at any time prior to finalising any list of Approved Preferred Providers.

Preparation Costs

The Respondent shall not be entitled to reimbursement of any costs (including legal costs) incurred in responding to this RFP, the preparation and presentation of any Proposal or in relation to subsequent discussions or negotiations with the Water Meter RFP Panel in any circumstances.

2.1.5 Confidentiality

All information contained in this document and given in response to any inquiries is for the sole purpose of allowing Respondents to respond to this RFP is confidential except where otherwise specified in this RFP. No information regarding this RFP may be used by any Respondent in any other context, nor divulged to any third party without the specific written authority of the Water Meter RFP Panel.

The RFP may not be copied in part or in whole except for the purpose of preparing a Proposal. This document and any other documents supplied by the Water Meter RFP Panel remains the Water Meter RFP Panel's property. The Water Meter RFP Panel and Environment Canterbury reserve the right to request the immediate return of all documents supplied and any copies made of it at any time. Respondents should clearly mark as "Commercial-in-Confidence" all information submitted by them in their Proposal that is confidential in nature. Any third party receiving information from Respondents relating to this RFP is to be similarly constrained.

2.1.6 Advertising and Statements

No advertising, press release or other information relating to the acceptance or submission of any Proposal shall be published in any newspaper, magazine, journal or other medium without the prior written consent of the Water Meter RFP Panel.

No Respondent shall make any public statements to third parties in relation to this specification or the inclusion in any subsequent Approved Service Provider list without the written permission of the Water Meter RFP Panel.

2.1.7 Governing Law

This RFP shall be governed by New Zealand law and any dispute shall be submitted to the exclusive jurisdiction of the New Zealand courts.

2.1.8 Terms of relationship

The Water Metering Contract Manual sets out the level of expectation of the services to be entered into between Approved Service Providers and the Water Meter RFP Panel.

Fundamental to this Request process is determining capability and competence of the industry to perform to these expectations over the appointment period.

A copy of the Water Metering Services Contract Manual is available to Consent Holders through Environment Canterbury's website www.ecan.govt.nz or on request from Customer Services Environment Canterbury ph 0800 324 636.

3. Service Overview and Requirements

Appointment period and basis

The Water Meter RFP Panel intent is to have a small team of preferred Service Providers that in the Water Meter RFP Panel's sole discretion best matches the objectives of the Rakaia Selwyn Cluster Group and Environment Canterbury. Environment Canterbury may add or remove to the list of Approved Service Providers on any basis it may determine at any time.

Related to the Approved Service Providers will be an approved equipment list. Over the term of the appointment, it is expected that Service Providers will propose new products that will enhance cost effectiveness and efficiencies. There will be a process agreed with the Water Meter RFP Panel to include products on the approved equipment list. This will include approval of any variations that may arise in relation to product availability and pricing.

This appointment process for Service Providers to be on the Approved Service Providers list is for a three year period. Extensions of Approved Service Provider status may be granted at the Water Meter RFP Panel's sole discretion for a further period of two years.

The appointments on the Approved Service Provider list, does not guarantee any particular volumes of work to the Approved Service Provider(s) from Consent Holders. Consent Holders will be given a list of Preferred Service Providers and it will be up to the Consent Holders to determine where they purchase their equipment or water meter system.

Scope of Services

Respondents may choose to submit for one or more categories but serious consideration will be given to suppliers or consortiums/alliances that can submit for all categories requested of this RFP. Consortium/alliance relationships must be documented. Ensure that your organisation describes this relationship with the other party(s) as part of the RFP response for 'Methodology and Systems', (See Question 8 below).

The expectation is that Respondents must have a good appreciation of the work involved in the installation of their products.

Outlines of the Service Provider and technology specifications are listed in the following Appendices:

Appendix 1 Water metering technology specifications.

Appendix 2 Water meter installation requirements.

Appendix 3 Installation and commissioning form

Appendix 4 Water meter data reporting services.

Appendix 5 Anticipated water meter numbers

Appendix 6 Response Checklist Forms.

Appendix 7 Price Proposal Forms.

3.1 Water Meter Services Contract Manual

Sent with this RFP is a Water Meter Services Contract Manual that will form the basis of the level of service expected between the Service Provider and the Water Meter RFP Panel. A copy of this will be forwarded to all Consent Holders as part of the information provided below.

3.2 Installation Processes

The following is an outline of the main installation programme for Rakaia- Selwyn Groundwater Zone for the review process.

- a) Environment Canterbury informs the Consent Holders in the Rakaia-Selwyn Groundwater Zone that are part of the consent review process of the Water Meter RFP Panel's Approved Service Providers.
- b) The Consent Holders contact their preferred Service Provider from the list to arrange installation and service contract.
- c) Consent Holder and Service Provider collectively inform Environment Canterbury and reports on installation by using the form provided (Appendix 3).

The following is an outline for the Canterbury-wide installation programme after the NES has been gazetted.

- a) Environment Canterbury informs the Consent Holders throughout the region of the requirements for meeting the NES. Information will include water meter installation and reporting requirements and a list of Canterbury region Approved supply and Service Providers that were selected as part of the Water Meter RFP Panel's proposal process.
- b) Consent Holders contact their preferred Service Provider from the list to arrange installation and service contract.
- c) Consent Holder and Service Provider collectively inform Environment Canterbury and reports on installation by using the form provided (Appendix 3).

Notes:

- All installations must enable monitoring of compliance with all consent conditions.
- Service Providers should allow for an opportunity to communicate with and educate Environment Canterbury to ensure familiarity with their services to help and appropriately identify any issues in regard to technologies and/or installation.
- Consent Holders may contact the Service Providers for more information and to view product examples.
- The final scope of installation is the Service Provider's responsibility. Variations from standard installation requirements must be approved in writing by the Manager Water Metering, Environment Canterbury before proceeding (Appendix 2).

3.3 Ongoing Service Relationship

The Service Provider is expected to assume responsibility for the ongoing service relationship. It is the responsibility of the Consent Holder to ensure that all work(s) undertaken is satisfactory. Neither the Water Meter RFP Panel nor Environment Canterbury expects to get enquiries from Consent Holders or service providers in relation to routine equipment performance and/or service requirements.

The Water Meter RFP Panel is interested in how well the Service Provider can assist Consent Holders to operate the water meter equipment appropriately and maintain a high level of ongoing customer services. This will be continuously assessed by the Water Meter RFP Panel. Environment Canterbury may choose to assist in settling installation and performance issues on behalf of the Water Meter RFP Panel.

4. Response Requirements – Non Price Information

Price information needs to be submitted separately in a sealed envelope and will not be opened until the Non-Price attributes have been fully assessed.

Non-Price Information includes:

- Questions 1-22 below, grouped under the specific headings;
- The Form of Expression of Interest;
- The Checklist for Service/Technologies (e.g. one per category in the Proposal, if applicable), refer appendix 6; and
- A completed checklist for compliance with the Health and Safety in Employment Act 1992. (refer appendix 6)

Please note:

Respondents may supply relevant additional information in the body of the Proposal or as an attachment.

The Water Meter RFP Panel may seek further information on financial status, past performance and customer relations from sources other than the formal responses to this RFP.

The Water Meter RFP Panel will be grading Proposals for each category. The price grading formula below will be one of the factors used in calculating an overall index to determine a Service Provider ranking for each category:

$$\text{Grade} = 5 + 5 \times \frac{(\text{Median Conforming Proposed Price} - \text{Proposed Price})}{(\text{Median Conforming Proposed Price})}$$

Attribute weighting will be applied within the following ranges depending on category;

- Organisation resources and systems 50%
- Technology ranging from 25% to 40%
- Installation and Third Party services 15% to 45%
- Price ranges from 5% to 35%

GENERAL

1. Provide an executive summary of the competitive advantages of the Proposal and how this will fit with the objectives of the Rakaia Selwyn Cluster Group and Environment Canterbury's objectives.

ORGANISATION PROFILE AND RESOURCES

2. Provide a organisation profile that includes:
 - a. Name and address of organisation;
 - b. A brief history of the organisation including your core business areas;

- c. Type of legal entity, e.g. partnership, company, etc; and
 - d. Details of existing/proposed representation in Canterbury.
3. If you intend to subcontract any aspects of the service delivery, please provide a profile for each subcontractor, and outline:
 - a. Name, address of organisation and contact person;
 - b. What services they will provide including qualifications; and
 - c. Length of your relationship with the subcontractor.
 4. Provide the name, title and contact information for the main person authorised to represent your organisation in this RFP process.
 5. Provide details including certifications of your organisation with the equipment and services requested.
 6. Provide contact details of at least two referees where your organisation has successfully been a service provider.
 7. In relationship to the RFP where your organisation is in consortium/alliance please provide a copy of the Memorandum of Understanding or any such legal agreement that clearly describes your organisations legal position with these parties.

METHODOLOGY AND SYSTEMS

8. Describe the business/management processes used by your organisation, and how these management processes are applied.
9. Provide confirmation of your organisation's ability to manage the anticipated volumes indicating lead times and product storage (if applicable).
10. Detail how your organisation manages customer complaints, issues and disputes including management of sub-contractor relationships.
11. Detail how your organisation ensures that your organisation has skilled and trained staff and/or subcontractors, ensure that the technology is installed to manufacturers' specifications and able to be operated appropriately, their qualifications and experience.
12. For water metering and/or data logging equipment; detail how your organisation engages with the customer to ensure that they understand your organisation's availability and ability to provide ongoing service support. (E.g. what customer training, manuals, service information etc. will be provided).
13. For water metering installation; outline processes that provide completed installation, commissioning and calibration reports to Environment Canterbury within the timeframes set within the resource consent.
14. For water metering and/or data logging; what processes are in place to ensure that the design of water meter system(s) enables verification and compliance of the resource consent conditions by Environment Canterbury at all times.
15. For water metering; how does your organisation calibrate installations and what calibration system(s) are used.

16. Over what time period would pricing be fixed, and on what basis would your organisation be seeking pricing variations and notifications.
17. For telemetry data services; detail how your organisation will engage with the customer so that the customer can take advantage of the information to improve on-farm water management.
18. For data services (i.e. water use data and calibration reports); detail how your organisation will make the compliance information available on a cost effective basis to Environment Canterbury.

In questions 8 – 18 above please only respond to the appropriate question which applies to your organisation.

PRODUCT SPECIFICATIONS - GENERAL

19. For the technology brands and models being provided, please provide evidence of your organisations level of relationship with the original equipment manufacturer.
20. Support your organisations application with any specific relationships with manufacturers; such as:
 - a. Accreditation and authorisations;
 - b. Manufacturer and personnel contact details; and
 - c. History of relationship.
21. Provide documentation of any Pattern Approval certification and International Standards Organisation (ISO) standards that your organisation has applied in the manufacture and accuracy rating of Water Meters.
22. Provide cost effectiveness of technology options and examples.

For additional Product Specification refer to the Appendix 1.

5. Response Requirements – Price Information

(to be provided in a separate sealed envelope)

PRICING NOTES

All prices must be GST exclusive.

Respondents are to complete details related to each category on the attached pricing form (appendix 7) taking copies of relevant forms as may be required to list all product brands and models.

Please indicate if your Proposal is for all three categories.

Prices must include **all** costs associated with the supply and/or installation including but not limited to building consents and compliance certification.

For further clarification on technology installation refer to Appendix 2

DECLARATION OF INTEREST (Must be completed and included in the Response)

I hereby declare that:

1. All relevant documentation for this RFP has been read and understood and that all conditions of contract will be adhered to in every respect.
2. The Respondent acknowledges that RFP Questions and Answers 1 to _____ have been received and acknowledged.
3. Neither the Respondent nor anyone acting on the Respondent's behalf has or in any way offered nor will in any way offer inducement in order to find favour in submitting proposals or in undertaking the services specified, and that the prices specified in the Proposal has not been and will not be fixed or adjusted under or by agreement with any other Service Provider.
4. Neither the Respondents nor anyone acting on the Respondent's behalf has attempted in any way to fix the prices specified in the Proposal or otherwise engage in anti-competitive behaviour.
5. All relevant information submitted for this RFP is true and correct as at this date.
6. No alterations have been made to the RFP forms except as required to complete the Response.

Organisation Name: _____

Postal Address: _____

Contact Person: (Print) _____

Phone: _____

Mobile: _____

Fax: _____

Signed by: _____

Position: _____

Date: _____

APPENDICES

<u>Appendix 1</u>	Water metering technology specifications.
<u>Appendix 2</u>	Water meter installation requirements.
<u>Appendix 3</u>	Installation and commissioning form.
<u>Appendix 4</u>	Water meter data reporting services.
<u>Appendix 5</u>	Anticipated number of water meters.
<u>Appendix 6</u>	Response Checklist Forms.
<u>Appendix 7</u>	Price Proposal Forms.

APPENDIX 1 TECHNOLOGY SPECIFICATIONS

Water Meters:

Non-Mechanical Flow Meters Performance Requirements and Operating Conditions

- For 50mm to 2000mm pipe diameters.
- Where Water quality must be free of matter that would adversely affect the performance of the non mechanical meter

Non-Mechanical Description	Requirements
Power Supply	Be able to operate at all times in environments where power supply is not always available
Output	Pulse output (if not combined with a data logger)
Operating Environment	Minimum of IP 65 indoor or IP 67 outdoors 0-95% Relative Humidity, - 5 °C to 50°C Non-condensing Ambient temperature operating range –10°C to +50°C (0°C to +50°C indoor installation)
Accuracy	+/- 2% accuracy over complete velocity range as supplied +/- 5% accuracy over complete velocity range as installed Flow range 0.3m/s to 2.5m/s full pipe flow
Display	(if not combined with a data logger) Cumulative flow totaliser (cubic meters, m ³) Instantaneous flow rate Record error functions e.g. Disconnection, alarms
Security	Device must be tamperproof and be designed to show signs of tampering and malfunction
On going costs	On-going maintenance cost and frequency of calibration under various water quality conditions

Mechanical Flow Meters Performance Requirements and Operating Conditions

- For 25mm to 450mm pipe diameter
- Where water quality must be free of matter that would adversely affect the performance of the mechanical meter

Mechanical Description	Requirements
Power Supply	Be able to operate at all times in environments where power supply is not always available
Output	Pulse output capable
Accuracy	+/- 2% accuracy over complete velocity range as supplied +/- 5% accuracy over complete velocity range as installed Flow range 0.3m/s to 2.5m/s full pipe flow
Operating Environment	Minimum of IP 65 indoor or IP 67 outdoors 0-95% Relative Humidity, - 5°C to 50°C Non-condensing Ambient temperature operating range –10°C to +50°C (0°C to +50°C indoor installation)
Display	Cumulative flow totaliser (cubic meters, m ³)
Security	Device must be tamperproof and be designed to show signs of tampering and malfunction Device must be data secure
On going costs	On-going maintenance cost and frequency of calibration under various water quality conditions

Data Loggers:

Note: Data logger and telemetry systems can be one physical unit in which case the requirements of the combined systems will have to meet both Data Logger and Telemetry specifications.

Data Logger Description	Requirements
Logging Features	Memory - 12 months minimum cyclic data storage onsite unless unit is telemetered Non volatile memory 15 minute incremental data (or equivalent timestamp data) which can read and displayed as instantaneous flow rate and totalised volume
Security	Device must be data secure Record error functions e.g. Disconnection, alarms
Operating Environment	Ambient temperature range –10 to +50 degrees C (0 to +50 degrees C indoor installation) Minimum of IP 65 indoor or IP 67 outdoors Be able to operate at all times in environments where power supply is not always available
Communications	Open standard communication protocols e.g. Serial, Bluetooth, USB or infrared to Laptops, Desktops or PDA's or equivalent technology OR: wireless or cellular
On going costs	On-going maintenance cost, frequency of technology upgrades etc.

Telemetry Equipment:

Telemetry Description	Requirements
Data	Minimum data retrieval frequency on daily basis Secure storage of retrieved data Exportable common data format from retrieved data Remotely retrieve and interrogate data SMS or email alarm capability Record error functions e.g. Disconnection, alarms
Display	Flow rate and totalised volume real-time reports
Operating Environment of transmitting equipment	Ambient temperature range –10 to +50 degrees C (0 to +50 degrees C indoor installation) Minimum of IP 65 indoor or IP 67 outdoors Operate in environments where power supply is not available at all times
Communications	Secure and reliable Future proof – e.g. protocols 3G compatible
On going costs	On-going maintenance cost, frequency of technology upgrades etc.

Other Measuring Equipment:

Description	Requirements
Soil Moisture Probes	Accurately measure soil moisture fluctuations of representative soil volume over a season Suitable for soil type Operate in environments where power supply is not available (at all times) Suitable information presentation for application of irrigation scheduling
Climate Stations	Equivalent sensors or required sensors to calculate Evapotranspiration Suitable information presentation for application of irrigation scheduling Telemetry capability
Rain Gauges	Accurately measure rainfall and ability to be telemetered
Water Level Measurement Equipment	Accurately measure water level in Wells on a continues and or manual basis Suitable information presentation. Appropriate Data Logging capabilities or compatibility with data logger systems (if applicable) Telemetry capability (if applicable)

APPENDIX 2: Water meter installation requirements for fully charged pipes

Introduction	
Purpose	Installation of water meters in accordance with the manufacturer's specifications is necessary for your meter to be accurate as it claims. Every design has a certain amount of tolerance to non-stable velocity conditions in the pipe, but all units require proper piping configurations to operate efficiently. Proper piping provides a normal flow pattern for the device. Without it, accuracy and performance are adversely affected. These requirements provide a guide to the minimum requirements needed to achieve these.
Target Audience	This Requirement is intended for holders of water take permits which are required to install water meters.

Key Cross-Connection Terms and Definitions	
Discharge side of meter	Means downstream of the meter
Data logger	Means an electronic device that records data over time either with a built in instrument, sensor or via external instruments and sensors.
Intake side of the meter	Means upstream of the meter
Pipeflow	Means water moving through a closed conduit under pressure.
Pipework	Means the plumbing that houses the water meter.
Volume display unit	Means the part of the meter that displays the measurement results.
Water meter (a "meter")	Means an instrument that continuously measures and records the volume of water passed through a pipe and includes any ancillary device attached to or incorporated in the instrument. The instrument must be able to measure and display the cumulative flow volume and allow for readings to be taken to determine the instantaneous flow rate of water passing to be taken to determine the instantaneous flow rate of water passing through the pipeline.

Key Installation Issues

The following minimum requirements must be adhered to:

Requirements	Description
Location of Meter	Meters are to be located as close as practical to the point of extraction. There must be no off-take of water between the point of extraction and the meter. It is preferable that the meter is mounted on the discharge side of the pump to reduce interference. The measuring mechanism of the meter must be located in straight clean pipe of uniform, circular cross section and without any fittings or obstructions. In all cases the meter must be installed so that at all flow rates there is a full pipe of water on both the intake and discharge sides of the meter. Fluid profile distortion occurs when an obstruction – such as a partially open valve or poorly mounted flange gasket – partially blocks the pipe. Swirl occurs when fluid moves through pipe bends in different planes. Avoid locating butter-fly valves upstream of the meter. Obstructions upstream and near the flow meter can cause errors ranging beyond 50%. The preferred location of all meters is above ground. No meter shall be installed deeper than 1.5 metres below ground level. Where a meter is installed underground sufficient space must be provided to facilitate easy access for maintenance and reading at all times. Meters located down 0.5 metres below ground will require a suitable meter box to house the meter. For meters located between 0.5 metres and 1.5 metres, an access pit must be provided.
Pipe Lengths	In addition, subject to any specific installation requirements, a minimum length of ten (10) diameters of straight rigid pipe¹ must be fitted on the intake side of the meter and a minimum of five (5) diameters of straight rigid pipe¹ on the discharge of the meter to minimize flow disturbance. Where this requirement cannot be met, it may be acceptable for the meter to be installed with a minimum of five (5) diameters of straight rigid pipe¹ upstream of the meter and a minimum of two (2) diameters of straight rigid pipe¹ immediately downstream. This will only be considered in those circumstances on a case by case basis where the meter manufacturer

¹ All references to “x diameters of straight pipe” refer to a straight length of pipe that has the same internal diameter as the internal diameter of the meter and equivalent in length to at least x times the diameter.

	warrants (in writing) that the meter will operate to the required accuracy under the revised conditions. Applications for such considerations must be made to the Manager Water Metering Environment Canterbury PO Box 345 Christchurch with the required documentation before proceeding with any works. In circumstances where it is impractical to install a meter with the same diameter of pipe work, reducers with correct tapers may be used. It is acceptable to install a smaller meter into the existing pipe work. However this is conditional on the use of a 6 to 1 ratio taper followed by a minimum length of ten (10) diameters of straight rigid pipe¹ must be fitted on the intake side of the meter and a minimum of five (5) diameters of straight rigid pipe¹ on the discharge of the meter followed by a 6 to 1 ratio taper back out to the existing pipe work to minimize flow disturbance. A water meter may be fitted onto a vertical pipe work (as usually found in wells) provided it is certified for that purpose by the meter manufacturer endorsing its installation on upward flow direction. In circumstances where the meter is not located at a fixed point and is used in conjunction with a portable pump, the meter and associated pipework can be disconnected from the portable pump for transport purposes and relocation.
Power Requirements Earthing of Meter	If a meter relies on mains power source it must be hard wired to ensure that the power service cannot be deliberately interrupted. In the case where the water meter is mounted in pipe work which is part of an electrical earthing circuit, in order to minimize the risk to operational staff, there shall be a permanent shunt for the water meter and its associated fittings.
Additional Considerations	The meter must not be installed in a section of pipe where there may be air pockets or the pipe does not run full of water. If it is likely that air will become entrapped near the meter an air valve must be installed. A meter approved for operation in full flowing pipes, shall be installed so that it is completely filled with water under all conditions during operation. Non-pressurized systems may require elbows or pipe elevation to ensure that this requirement is met. Any filtering equipment must be installed on the intake side of the meter.

	Any backflow preventer must be installed on the discharge side of the meter. The meter must be installed in the correct direction to flow. Where the meter is to be fitted to plastic or polythene pipelines, it must be supported by a concrete thrust block or fabricated steel bracing to ensure stability.
Access to Meter	The meter must be accessible at all times and mounted in a way that allows for both easy access and reading of the display unit.
Control of Vegetation	The surrounding area must be kept clear of vegetation and other obstructions.
Presence of Stock	Where the potential for the meter is to be located in an aggressive environment, the meter shall be protected from risk of damage due to external environmental conditions (such as stock, corrosion etc).
Qualified Installer	All meters requiring on-site configuration as specified by the manufacturer are to be installed by an installer certified by the manufacturer as having undergone training by the manufacturer in the installation of the particular meter and that the installer is competent to perform such installations.
Security	After completion of water meter installation the installation shall be sealed (i.e. tamper proof) in such a way there is no possibility of dismantling, altering or removing the water meter or any adjacent components (e.g. data loggers, telemetry equipment etc) without visibly damaging the protective devices.

Signing off on the installation

Upon the completion of the water meters installation a certificate validating that the meter is ready for use and a detailed (as-built) plan of the installation shall be signed off by the installer and resource consent holder and submitted to the appropriate Regional Council or Unitary Authority within one month by the person responsible for the installation. A copy of the certification form can be found on the Environment Canterbury website.

APPENDIX 3 INSTALLATION AND COMMISSIONING FORM

TO: Compliance & Enforcement (Rural)
 Environment Canterbury
 PO Box 345, CHRISTCHURCH
 Ph: (03) 3653828 Fax: (03) 3653194

Consent number: **CRC**_____

If multiple consents are involved, state all consent numbers the water meter is recording for.

Well number(s): _____/_____

If multiple wells are involved state all Wells numbers the water meter is recording the water flow for.

CONTACT DETAILS

Consent Holder: _____

Consent Contact: _____

Address: _____

Phone: _____ Fax: _____

Mobile: _____

Email: _____@_____

WORKS DETAILS

Pump

Pump Type: Submersible, Surface or Mobile (Circle the type)

Maximum Discharge Capacity is _____ (liters/sec.) (Gal/min) (Indicate units)

Flowmeter

Flowmeter Make: _____ Meter size: _____ (mm)

Model: _____

Serial Number: _____

Pulse Output: YES / NO

Volume Unit Per Pulse: _____

Multiplier: _____

Meter Operating Position (*circle mounting method used*): Vertical OR Horizontal

Insertion meters only:

Insertion Depth: _____ (mm)

K factor: _____

Ultrasonic meters only:

Transducer size: _____

Transducers Sealed: Yes / No (*circle which option*)

Transducer spacing: _____ (mm)

Transducer mounting (*circle which option*): *Reflect* or *Direct*

Data Logger

Data Logger Type: _____ Serial Number: _____

Seal Number: _____ (if appropriate)

Installation Details

Pipe type (circle which option): **Ductile Iron** OR **Mild Steel** OR **PVC** OR **Polyethylene**
OR **Other** (please describe)

Pipe wall thickness: _____ (mm)

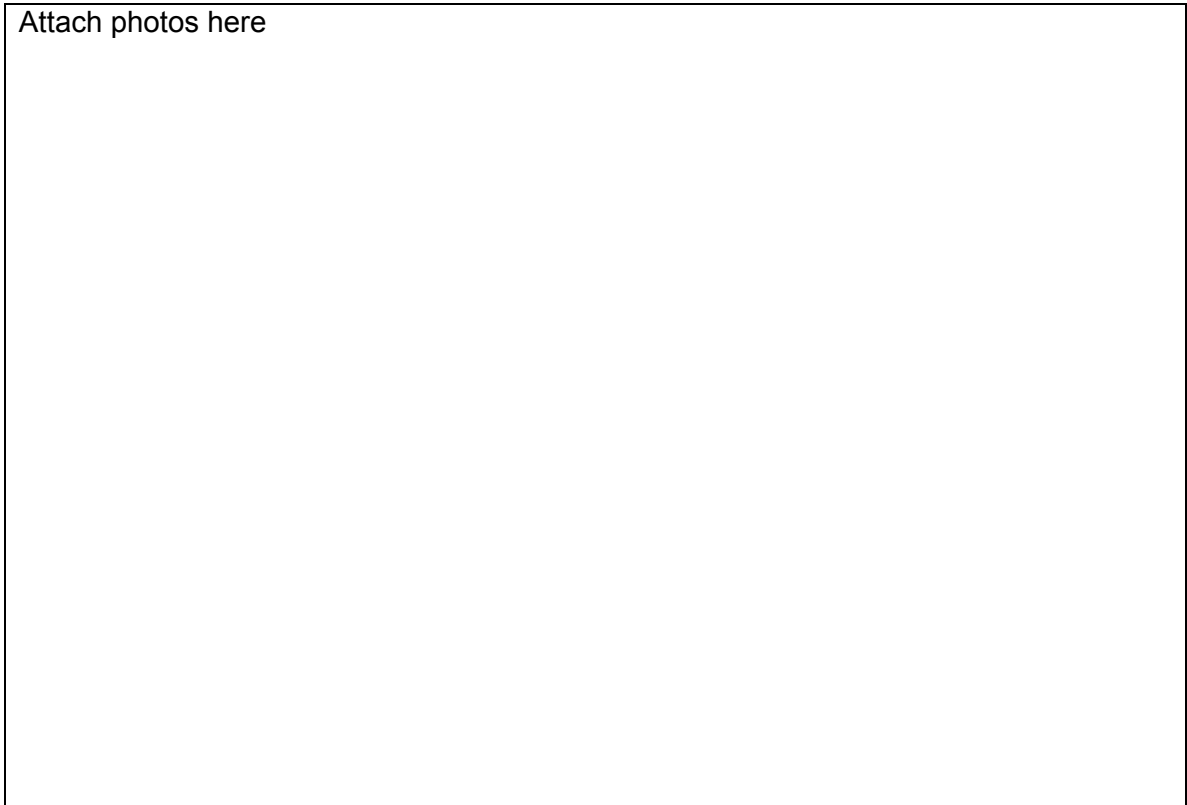
Pipe internal diameter _____ (mm)

Distance of straight, unobstructed pipe upstream of flow meter: _____ (mm)

Distance of straight, unobstructed pipe downstream of flow meter: _____ (mm)

Please include a photograph(s) of the completed installation showing the position of the water meter in proximity to the bore riser:

Attach photos here



WATER METER CALIBRATION DETAILS

Well number(s): _____/_____

Flow meter Serial Number: _____

Do you have a WET calibration certificate? YES / NO
(If yes please attach a copy of the certificate to this document)

Has the meter been checked against a calibrated portable flow meter? YES / NO

If yes, what was flow rate on the portable flow meter? _____ L/s

And what was the flow rate of the water meter? _____ L/s

Calibration meter type and model: _____

Date calibration meter last calibrated: _____

START UP RECORD INFORMATION

Date (ddmmyy)	Time (hhmm)	Meter Reading (m ³)

CERTIFICATION

We certify that the above flow meter has been installed and commissioned in accordance with the manufacturer's specifications and in accordance with Environment Canterbury's requirements. A wet calibration certificate from the manufacturer is attached in accordance with Environment Canterbury's requirements.

Installed by: _____ (*please print name*)

Signed (*by installer*): _____

Company: _____

Date: _____

Consent Holder: _____ (*please print name*)

Signed: _____

Date: _____

COMMISSIONING CHECK SHEET

Commissioning is required to ensure the meter is ready for use and able to be validated. The commissioning process shall be conducted by a certified installer or his delegate. Steps in the commissioning process shall consist of, but not limited to those listed below.

The commissioning process shall be as follows:

1. Check that the meters or measurement instrument have been pattern approved or hold other certification acceptable to Environment Canterbury.
2. Check that the instruments have been installed in accordance with the requirements specified in the approved certificate and the manufacturer's installation instructions.
3. Check the installation complies with the meter design.
4. Where applicable, check that the flow computer has been programmed with any revised parameters and the Well Number is used as the data identifier.
5. Where applicable, check the correct version of software has been installed.
6. Check installation of seals to ensure the integrity of the meter.
7. Check the materials and lining of the pipe to ensure that the pipe conforms to the requirements of pattern approval.
8. Check the installation for leaks.
9. Record all measurement and configuration data used in the flow computer and make this information available to the parties undertaking validation.

APPENDIX 4 WATER METER DATA REPORTING SERVICES

Proposals for services are requested by Environment Canterbury for the collection and reporting of the water usage data by other providers (the “Data Providers”). The following services are required for the Rakaia Selwyn zone:

1. Telemetry services that will be the required for water takes with an annual allocation greater than 375000m³ **or** having a maximum instantaneous flow rate over 10L/s and having a minimum flow condition.
2. Data Logger (only) services that will be required for water takes between an annual allocation of 100000m³ and 375000m³
3. Water meter calibration reporting services.

Quarterly water meter readings will be required in Rakaia Selwyn groundwater zone for takes with an annual allocation of less than 100000 m³.

This requirement is indicative for other major groundwater zones in Canterbury only.

1. Services for Telemetered Water Takes

- **Data Retrieval**
 - The Data Providers ensures that the data is retrieved at least daily to the Data Providers’ computer system.
 - The data timeliness should be within 24 hours in the irrigation season.
 - The maximum acceptable data gap per season is less than 2 days.
- **Data Storage**
 - The data should be securely stored at the Data Providers’ computer systems with adequate backup systems.
- **Reporting**
 - The data has to be available over the internet in the form of plots to the Consent Holder as well as Environment Canterbury staff. Graphs of water usage of the last week and of all of current irrigation season up to date are the minimum requirement. The maximum flow rate and consent restrictions (minimum flow sites) and seasonal allocation should be shown.
 - When the user is part of water sharing regime, the water usage information should be available for general public viewing. The data might have to be integrated into one web page that presents the water sharing regime. This may be on one of the Data Providers web sites or alternatively Environment Canterbury’s web site.
 - When the Consent Holder exceeds the maximum flow rate or other consented volumes the Data Provider has to report this to Environment Canterbury by e-mail or other electronic way within one day of occurrence. The Consent Holder should get a notification by an agreed system.
 - When the system fails to log or to transfer data, the Data Provider is responsible to ensure the system is logging within 2 days. The total data gap should be less than two days per season. Telemetry outage can be up to 2 weeks as long as the system is logging unless the take is part of a water sharing regime and on low flow restrictions.

2. Services for Non-Telemetered water takes

- The Data Provider downloads the data from the loggers in the field at least once a year at the end of the irrigation season (for irrigation takes).
- The data should be securely stored on the Data Provider’s computer system.

For All takes with data loggers or telemetry

- A yearly report to Environment Canterbury is expected from the Data Provider including;
 - Whether the consent was exercised within the consent conditions and/or the level of compliance.
 - Periods when the flow rate was exceeded, how much the annual volume was over/under, absolute and as a percentage,
 - Data capture and estimated amount of usage over the data gaps.
 - The amount of actual water use per *day* including estimates over data gaps.
 - An audited data file transfer with comments where changes have been made (e.g. spikes removed, periods with data gaps, etc, corrections to flow rates and calibrations applied).
- Environment Canterbury can at any time request a data transfer of the raw water usage data file.
- Verification/Calibration Reports
 - As part of the reporting services the third party is expected to provide a check whether the calibration of the meter is up to date. There is a five yearly requirement for magnetic and in-line ultra sonic flow meters, a three yearly for clamp on ultrasonic and a yearly calibration on the mechanical meters. If the meter is due for re-calibration the third party has to contact the responsible meter Service Provider.

3. For takes with only a water meter requirement

- The Data Provider records the water meter reading quarterly and reports to Environment Canterbury.
- These meters should be calibrated / verified once in the five years or when the meter seems to be out of calibration.

Notes:

- A method of data transfer will be developed so a high level of automatic data transfer is possible between the Third Parties and Environment Canterbury. Third parties having experience in this area will be preferred.
- Environment Canterbury will make all the data available that is needed to run the Data Provider service through a similar highly automated way. The current version of Rivers on Restriction web pages will be available through the internet by XML or possibly 'REST' services. This will include all necessary consent information, consent parameters like maximum flow rate, annual allocation, links to minimum flow site data and instant flow data or assessments for these sites.
- The well or swap number is the main reference number on these automated reports for archiving and processing but consent number, water meter serial number are important too.
- The water use data is information that can be included in irrigation scheduling services and in this way improving farm profitability, promoting efficient water usage and reducing leakage of nutrients. Data Providers being able to provide these additional services will be preferred in the process.
 - Water irrigation scheduling
 - Meteorological information advice
 - Soil moisture
 - Pump efficiencies/maintenance
 - Water trading

APPENDIX 5

EXPECTED NUMBERS OF WATER METERS PER GROUNDWATER ZONE

Excluding surface water takes as per 10 Feb. 2009.

The number of required water meters will lay between the number of consents and the number of unique wells in the zone as it can't be predicted whether one water meter can be installed per consent or that one water meter per well needs to be installed. The percentage of already installed water meters is estimated to be between 5 and 15%.

Zone Code	Zone Name	Consent	Well Per Zone	Wells per Consent	Unique Wells*
SW	Selwyn-Waimakariri	920	1103	1.20	1049
RS	Rakaia Selwyn	632	1078	1.71	1035
CW	Christchurch/West Melton	579	781	1.35	754
ER	Eyre River	362	449	1.24	436
Va	Valetta	262	417	1.59	393
MH	Mayfield-Hinds	242	389	1.61	371
OO	Orari-Opihi	242	375	1.55	329
AL	Ashburton-Lyndhurst	242	361	1.49	332
Ch	Chertsey	213	332	1.56	309
AR	Ashburton River	209	298	1.43	292
LP	Levels Plain	173	269	1.55	239
RO	Rangitata-Orton	84	179	2.13	177
As	Ashley	113	153	1.35	138
CB	Culverden Basin	95	129	1.36	122
Cu	Cust	92	120	1.30	118
oa	Outside	87	113	1.30	110
Wp	Waipara	72	88	1.22	77
Ko	Kowai	45	64	1.42	61
PA	Pareora	40	57	1.43	56
W1	Waitaki-DnSt Dam	34	51	1.50	50
Fa	Fairlie	24	38	1.58	36
Ma	Makikihi	28	35	1.25	35
WM	Waimate	25	30	1.20	29
PB	Parnassus Basin	17	27	1.59	27
KF	Kaikoura Mt Fyffe	16	21	1.31	21
WH	Waihao	16	17	1.06	16
Ot	Otaio	12	15	1.25	15
KK	Kaikoura Kowhai	10	14	1.40	14
W3	Waitaki-UpSt Dam	10	13	1.30	13
HK	Hook	11	12	1.09	12
HB	Hanmer Basin	5	7	1.40	7
W2	Waitaki-Hakataramea	3	6	2.00	6
LF	Loburn Fan	5	5	1.00	5
WC	Whitneys Creek	1	1	1.00	1

* Number of wells on multiple consent can involve the same well, the unique number of wells is the total number of unique wells on all the consents for that zone.

For the Rakaia Selwyn Groundwater zone the expected number of water meters per diameter size is:

Water Meter Size diameter (mm)	Applied Maximum flow L/s for diameter to max flow rate	Number Based on 1 meter per Consent	Number Based on 1 meter per Well	Best Guess*
25	2	7	25	28
50	6	53	85	55
80	12	70	150	84
100	20	48	112	64
150	40	194	350	282
200	60	99	179	156
250	100	169	156	186
TOTAL		640	1057	855

* Best guess includes:

- An estimate of the percentage of already installed meters per category,
- the number of wells on a consent
- the individually allocated rate per well on consents with multiple wells
- does not include pipe work down/up sizing

For some consents with multiple wells the decision whether to install a meter on each well or to install one meter for one total take can be difficult. The aim of the meter configuration has to be that compliance with the consent conditions can be monitored at all times. This might not require a water meter on every well.

For all groundwater zones (including Rakaia Selwyn) in the Canterbury the expected number of water meters per diameter size is:

Water Meter Size diameter (mm)	Applied Maximum flow L/s for diameter to max flow rate	Number Based on 1 meter per Consent	Number Based on 1 meter per Well	Best Guess*
25	2	240	303	271
50	6	744	832	788
80	12	671	780	725
100	20	500	687	593
150	40	892	1527	1209
200	60	532	965	748
250	100	510	776	643
?	>100	244	178	211
TOTAL		4433	6148	5290

APPENDIX 6 CHECK LIST FORMS

COMPLIANCE WITH THE HEALTH AND SAFETY IN EMPLOYMENT ACT 1992

NAME OF CONTRACT: WATER METER RFP PANEL PROPOSAL

RESPONDENT: _____

	Yes
• The Respondent agrees to comply with Health and Safety in Employment Act 1992 (the "Act")	☐
• The Respondent has a written Safety Policy/Safety Manual	☐
• The Respondent has a system of Hazard Identification.	☐
• The Respondent has nominated a person responsible for compliance with the Act.	☐
• The Respondent has a list of approved staff and agrees to inform supervisor of staff changes prior to any works commencing.	☐
• The Respondent agrees to have an Accident/Incident Register.	☐
• The Respondent agrees to supply appropriate safety equipment and ensure that all employees are trained in the use of this.	☐
• The Respondent accepts the responsibility to ensure that any Sub-Contractor or third parties on site complies with the contract at all times.	☐

Respondent's signature: _____

Date: _____

ORGANISATION CHECKLIST

Organisation Name: _____

<u>Documentation</u>		<u>Reference</u> (as appropriate)	<u>Comments</u>
Organisation Resources	Executive Summary		
	Management Processes		
	Administrative Systems		
	Quality Assurance System		
Organisation References	Appropriate Authorisations		
	Liability Insurance		
	Letter of Intent/Support		
Organisation Experience	Time in Industry		
	Industry Support		
	Organisation Qualifications		
Organisation Track Record	Demonstrated		
	Industry recognition		
	Security		

TECHNOLOGY CHECKLIST

(Photocopy as required)

Organisation Name: _____

Circle as appropriate: Water Meter Data Logger Telemetry Rain Gauge
Soil Probe Climate Station Water Level Measuring Equipment

Brand/Model: _____

<u>Documentation</u>		<u>Reference</u> (as appropriate)	<u>Comments</u> (in addition to RFP response)
Performance	Specifications		
	Operating Environment		
	Standards / certification		
Support	Industry		
	Customer Service		
Installation	Authorisations		
	Procedures		
Cost Effectiveness	On Going Costs		

THIRD PARTY SERVICE PROVIDER CHECKLIST

Organisation Name: _____

Service: _____

<u>Documentation</u>		<u>Reference</u> (as appropriate)	<u>Comments</u>
Project Management	Experience		
	Qualifications		
	Procedures		
	Alliances		
Reporting Systems	Reporting systems and processes		
	Compliance and advisory services		
	Calibration service		
Customer Services (To Consent Holder)	Support Services		
	Manuals – Documentation		
	Training		
	Additional on-farm services		
	On-Going Costs		

SERVICE INSTALLER CHECKLIST

Organisation Name: _____

Installation of: _____

<u>Documentation</u>		<u>Reference</u> (as appropriate)	<u>Comments</u>
Project Management	Experience		
	Qualifications		
	Procedures		
	Alliances		
Reporting Systems	Reporting systems and processes		
	Compliance and advisory services		
	Calibration service		
Customer Services (To Consent Holder)	Support Services		
	Manuals – Documentation		
	Training		
	On-Going Costs		

PRICE PROPOSAL FORM

Organisation Name: _____

Schedule of Quantities and Prices for Proposed Items

<u>ITEM</u>	<u>PRODUCT/SERVICE</u>	<u>UNIT/PRICE</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Signed: _____

Date: _____