

INSTRUCTIONS TO BIDDERS

RFB-TO-176930 – MICROWAVE RADIO SYSTEM

1. GENERAL SPECIFICATIONS

The Metropolitan Water District of Southern California is requesting bids from qualified contractors to provide, deliver, and install one (1) GE Microwave Data Systems (MDS) wireless IP/ethernet microwave radio system in accordance with the terms, conditions, and specifications contained in this solicitation. Only genuine GE MDS brand equipment shall be considered. All equipment and product shall be new and unused, current model year in accordance with the specifications contained herein. No used, slightly used, or product used for demo purposes shall be considered. All equipment and product shall be subject to inspection at successful bidder's shop and destination.

All bidders are cautioned to read the specifications carefully. The specification may include special requirements not commonly offered by the manufacturer. Any and all variations from listed specifications shall be clearly noted by the bidder in writing with the bid submittal.

Metropolitan reserves the right to consider offers which take exceptions to the specification provided those exceptions do not have a material impact on the equipment's performance and the intent of the solicitation. For the purpose of this bid, Metropolitan will not consider "equivalent" product.

2. GENERAL QUALIFICATION REQUIREMENTS

Each Bidder must have adequate resources and experience to execute the specifications under this solicitation. Metropolitan reserves the right to verify these qualifications prior to award of contract.

Metropolitan may make such investigation as it deems necessary to determine the ability of the bidder to provide the products as specified, and the bidder shall furnish to Metropolitan all such information and data for this purpose. Metropolitan reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy Metropolitan that such bidder is properly qualified to provide the specified product. Notice is also given to all bidders that a sworn statement may be required to be furnished of their financial responsibility, technical ability and experience before award is made to any particular bidder.

3. MANDATORY PRE-BID MEETING

Metropolitan has scheduled a mandatory pre-bid meeting for the work covered in this solicitation. The mandatory pre-bid conference will be held on January 9, 2008 at 10:00 a.m. at Metropolitan's F.E. Weymouth Treatment Plant, Building #1 located at 3201 Wheeler Avenue, La Verne CA 91750. Bidders must attend this meeting to be eligible to submit a bid. The purpose of the pre-bid meeting is to familiarize contractors with Metropolitan's requirements, the technicalities of the Scope of Work, and to answer questions related to the RFB. Metropolitan will not accept bids from contractors who do not attend this mandatory meeting.

The mandatory meeting starts promptly at 10:00 a.m. Bidders arriving after 10:15 a.m. will not be permitted. Bidders should allow ample time to locate the facility, pass the security checkpoint, park, and sign in.

To ensure proper accommodations are made, bidders are asked to contact Ms. Terri Okazaki at tokazaki@mwdh2o.com, or 213-217-7574 if they plan on attending the pre-bid meeting.

4. JOB WALK ATTENDANCE

Metropolitan will schedule a job walk for those bidders that attended the mandatory pre-bid meeting held on January 9, 2008. (No exceptions). The job walk will include the various installation sites along the Colorado River Aqueduct from Parker Dam, California to Palm Springs, California. Schedules, maps, directions, and instructions will be given at the pre-bid meeting.

5. REQUIRED SUBMITTALS

If applicable, please submit one set of descriptive information to include **specifications**, catalogs, and drawings, for product proposed.

Submittals may be included as attachments with on-line bid responses, sent via U.S. Mail or courier service, email to the buyer, or faxed to the buyer's attention referencing the bid number to (213) 217-6247.

Mailing address is as follows:

METROPOLITAN WATER DISTRICT
RFB Number: RFB-TO-176930
700 N. Alameda Street, US5-341
Los Angeles, CA 90012

6. DELIVERY SCHEDULE

Product shall be delivered and installed in accordance with the date specified in the bid response.

7. BID PRICING

Bid pricing shall be provided on a line item basis. Pricing for each line item is based upon a specified quantity. Firm prices only will be considered. Pricing shall be valid for a period of 150 days from the bid closing date.

8. FREIGHT

Terms are F.O.B. Destination (City, State); Freight prepaid and included in the total bid price. Bids stipulating other freight terms may not be considered.

9. PAYMENT TERMS

Metropolitan payment terms are Net 30. Bidder may offer a discount for early payment. Only a discount of 20 days or more will be considered in determining the lowest bidder

10. SALES TAX

For purchase of materials or equipment

- Do not include sales and use tax in the bid price. Any applicable sales and use tax shall be added at the time of purchase.

For lump sum purchases (i.e. includes labor to produce a product)

- Bid pricing shall be on a lump sum basis and will include, but not be limited to, all material, labor, equipment, supplies, submittals, freight and tax necessary to provide the products and/or services herein.

For purchase of a service (labor only)

- Sales tax is not applicable to this service

11. TRAINING

Training, if required shall be provided at no cost to Metropolitan.

12. WARRANTY

Unless otherwise specified, equipment and product shall be warranted by their manufacturer for a minimum period of 12 months after acceptance by Metropolitan.

13. CAL/OSHA and S.C.A.Q.M.D.

All material, if applicable must meet CalOSHA requirements and S.C.A.Q.M.D. rules and regulations.

14. BUSINESS OUTREACH POLICY

Eligibility for Small/Disabled Veterans and Regional business reduction points, if applicable, shall be in accordance with Metropolitan's Business Outreach Policy, attached.

15. GENERAL TERMS AND CONDITIONS

Metropolitan's General Terms and Conditions, attached, shall apply to any purchase order resulting from this solicitation. Bidders who take exception to these terms and conditions may be deemed non-responsive.

16. PROTEST OF SOLICITATIONS AND AWARDS

Metropolitan's Protest procedures are available on the Metropolitan website by clicking on the following link:

[Protest Procedures](#)

17. CONFLICT OF INTEREST

The Conflict of Interest Statement, attached, shall be submitted with bid.

18. METROPOLITAN CONTACT

Contact with any other Metropolitan personnel other than the Buyer is prohibited and may be grounds for disqualification.

19. RFB EVALUATION CRITERIA

Metropolitan will evaluate bids on the following three criteria:

1. Responsiveness (conformance and compliance) to the RFB requirements.
2. Responsibility (capability) to perform the requirements.
3. Bid price.

Responsive bids shall conform in all material aspects of the RFB.

Responsible bidder(s) must possess the resources, skill, integrity, and experience necessary to meet Metropolitan's requirements. Past performance may also be a factor in determining responsibility.

Metropolitan reserves the right to reject the bid of a bidder who has failed previously to perform properly on contracts of a similar nature, or a bid where investigation shows the bidder is not in a position to perform the contract.

20. METHOD OF AWARD

Metropolitan intends to award a single contract to the lowest responsive, responsible supplier.

The low bid will be evaluated on the extended bid price submitted using the following factors:

- Less any applicable prompt payment discounts provided by the Bidder
- Less regional, small, and/or disabled veterans business reduction points (per Business Outreach Policy)

Prompt payment (term) discounts, if offered, and applicable Business Outreach incentives/reduction points (for evaluation purposes only) will be applied to extended price and the final extended price calculated. Metropolitan assumes that all invoices are paid within the discount terms (all discounts are taken).

21. ADDENDA

Any addenda issued during the time of bidding, shall be covered in the bid, and shall be made a part of any resultant contract. Addenda to RFB documents, if required, will be posted on Metropolitan's website. It is a bidder's sole responsibility to read all addenda.

22. METROPOLITAN'S OPTIONS

Metropolitan reserves the following options:

1. The right to award in whole or in part.
2. The right to reject all partial bids.
3. The right to reject any or all bids or make no award.
4. The right to issue subsequent Request For Bids (RFB).

5. The right to approve or disapprove the use of particular subcontractors and/or suppliers.
6. The right to waive any informality or irregularity in the bidding process and any bids.
7. The right to accept a bidder's signed offer and issue a purchase order directly to the bidder based on the RFB.

No obligation, either expressed or implied, exists on the part of Metropolitan to make an award or to pay any costs incurred in the preparation or submission of responses by bidders to this RFB. The preparation and submission of a response is solely the responsibility of the bidder.