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Incorporated 1899

# **TOWN OF JEROME, ARIZONA**

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943

**REQUEST FOR PROPOSAL / INVITATION TO BID**

**FOR**

**ADVANCED AUTOMATIC METERING  
INFRASTRUCTURE PROGRAM**

**WATER METER REPLACEMENT PROGRAM**

**PROJECT NO.**

**Submission Deadline: MONDAY, DECEMBER 1, 2025**  
**No later than 4:00 PM – Arizona Time**

**Town of Jerome  
Attn: Town Clerk  
PO Box 335  
600 Clark St.  
Jerome, AZ 86331**

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## NOTICE TO BIDDERS

### REQUIRED BID FORMS

THE FOLLOWING ITEMS MUST BE COMPLETED AND SUBMITTED WITH THIS COMPLETE AND INTACT BID PACKAGE FOR THIS BID TO BE CONSIDERED RESPONSIVE. ANY AND ALL DEFICIENCIES OF ITEMS LISTED BELOW WILL BE CONSIDERED ADEQUATE REASON TO REJECT THE BID IN ITS ENTIRETY.

- COMPLETE BID PACKAGE
- ACKNOWLEDGEMENT OF ADDENDA (SEE PAGE 10)
- BID PROPOSAL EXECUTION SHEET (SEE PAGE 11)
- BID SCHEDULE (SEE PAGE 12)
- SIGNATURES, SEALS & NOTARIES (WHEREVER NECESSARY)

This information is provided for your use in preparing all documents as required for a complete Bid Submittal. Please double-check all requirements and if you have any questions regarding what is required with a submittal, please call, and ask.

## REQUEST FOR PROPOSAL/INVITATION TO BID

### **TOWN OF JEROME ADVANCED AUTOMATED METERING INFRASTRUCTURE PROGRAM**

**Notice is hereby given** that the Town of Jerome Arizona is requesting proposals from qualified person(s) or vendors to provide a water meter replacement program and an implementation of Advanced Metering Infrastructure (AMI) System.

The Town of Jerome will be conducting a meter replacement program along with an implementation of an AMI System. All meters will be replaced in-kind with the equivalent sized meters that have the capability to communicate with an AMI system, can capture granular water meter data, streamline operations and improve subsequent billing processes to provide an enhanced level of customer service to the Town's customers.

The types of work on this project shall include, but not be limited to the following:

- Water Meters
- RF-enabled (radio frequency) endpoints
- Network Software and Infrastructure including Base Station & Repeaters, where necessary and applicable
- Software and equipment training

The procurement time to complete the project is 180 calendar days from the date of the Notice to Proceed.

The Town of Jerome will receive and accept bids until 4:00 p.m. On December 1, 2025, at Jerome Town Hall, 600 Clark St, Jerome, Arizona 86331. Bids received after that time will not be accepted. The Town of Jerome reserves the right to reject any or all bids and to award all or part of the bid. Nevertheless, except when rejections of bids are required by law, the Town reserves the right to waive any informality of the bid. It is the intent of the Town to award a construction contract to the lowest responsible bidder for the project.

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Brett Klein  
Town Manager/Town Clerk

Posting Date:  
Publishing Dates:

## GENERAL PROJECT INFORMATION

The Town of Jerome is located on the side of Cleopatra Hill in the Black Hills of Arizona. The Town is the sole provider of metered water services within town limits as well as specific locations outside of town limits. The system is currently comprised of a variety of meter sizes:

Existing meters have served the community of roughly 450 residents as well as the numerous visitors of the community, some meters being more than 20 years old. Jerome, which does have stretches of exposed water utility lines, experiences “four seasons” with some nights reaching freezing or below freezing temperatures typically from December – March.

### **Project Description**

The Town of Jerome is requesting proposals for the development and implementation of an Advanced Metering Infrastructure (AMI)/ Automatic Meter Reading (AMR) system to be comprised of 332 meters. Current metering practices of the Town include public works employees manually reading all meters then supplying reads to the finance department, who uploads and checks all information before running monthly statements. All meters within the system will be replaced and upgraded with new technology and meters, although it’s anticipated the Town Council may allow users to opt-out at their request. Therefore, it is preferable if your proposed AMI/AMR system is compatible with our current Sensus meters. Installation guidelines will be provided by awarded supplier to the installation company. Town is anticipating this project to move forward as quickly as possible, taking no longer than 6 months for all meters to be installed. Each respondent is requested to provide as much information regarding the scope of this RFP including but not limited to the respondent’s capabilities with respect to project management, the products and components proposed, service, maintenance, warranties and post-installation support and service.

**The intent of this RFP is to solicit cost proposals for services for the implementation of a fixed based advanced metering infrastructure (AMI)/Advanced meter reading (AMR) system and associated management and maintenance thereof as described herein.**

The Town of Jerome wishes to procure an AMI/AMR system which:

1. Provides integrated time interval data daily.
2. Replaces existing water meters (a majority are in utility easements or town rights-of-way) and increases the accuracy of the reads associated with the system through use of modern technology-based products.
3. Increases efficiency of the water system, lowers operating costs, and aids in customer service.
4. Provides water meter reading redundancy.
5. Provides an option which enables the meters to be read in a drive-by method utilizing a mobile reading device capable of reading the same transmitter as the fixed base transmitter, or some other method which equals or exceeds those described.
6. Provides that while in fixed base mode, the system shall have two-way communication capability which allows the system to poll the transmitter at each meter location for a current read, and which also allows for upgrades of the fixed base transmitter firmware as

to incorporate technological advances and/or as deemed useful and necessary by the Town of Jerome.

7. Provides meter leak detection on the distribution and customer sides of the meter.
8. Provides component pricing and after-sales service costs post-completion of the project. Includes warranty information and system specifications.
9. Backhaul of system needs to interface with radio or cellular components as fiber is not available.
10. System will need to interface with the Town's billing software, Caselle.
11. Include any specifications and pricing pertaining to any additional costs, regardless of payment cycle, monthly, quarterly, annually or otherwise, over and above the costs of installation.

**Bid Guidelines:**

As part of this RFP, each respondent shall submit pricing for the water meters, necessary components for operation, software and hardware, battery life and replacement specifications, if boosters/repeaters would be needed, a minimum and maximum price for every meter type listed, the maximum escalation for the percentage of increase after the first five (5) years, and training. Thereafter, if the Town of Jerome determines to proceed with selecting a respondent, the Town and the selected respondent shall enter into negotiations for a final contract; the terms of which shall be generally consistent with this RFP. In conjunction with any contract which may be awarded in this process, the Town of Jerome will reach an agreement on provisions in securing the metering system.

The Town of Jerome is looking for longevity from this project, such as, it is expected that the new system will have a 20-year life span with warranties to ensure product life starts at the time of installation of said unit. Battery life as well as the instructions for replacing batteries in the system needs to be indicated in the RFP response bid as well as the associated price. All meter sizes must be compatible with the system that will be provided, system must allow for future development and growth of Town, and any upgrades/changes to the system and/or meters must be agreed to, in writing, by the Town Manager before proceeding.

**Smart Utility Network Vendor References**

RFP vendors must provide three (3) references for utility systems of similar sizes (or larger), customer count, similar service area (i.e. weather/location) as Jerome that are successfully using the proposed system version. Proposer needs to show a minimum of five (5) years' experience in the field.

**Project Objectives – Short Term**

The Town of Jerome wishes to acquire and implement an AMI/AMR System to satisfy the needs of the community. The following are short term goals for Jerome:

- Reduce water loss
- Improve water conservation/water accountability
- Replace all meters in the system to AMR/AMI system
- Reduce current labor required by Public Works department and Utility department in completing monthly billing.
- Improve customer service

- Install all components of system within one year to 18 months.
- System that supports direct communication to meters in the field.

### **Project Objectives – Long Term**

Future objectives are as follows:

- Reduction in time reading meters to allow more time to be spent on infrastructure projects.
- Improve response times to potential problems.
- Asset management
- Availability of information for emergency preparedness.

### **Proprietary Information**

All materials submitted in response to this solicitation, including samples, shall become the property of the Town and are therefore subject to public release, upon request. Vendors shall clearly mark any proprietary information contained in their submittal with the words “Proprietary Information.” Vendors shall not mark any Solicitation Form as proprietary. Marking all or nearly all of a submittal as proprietary may result in rejection of the submittal.

Vendors should be aware that the Town is required by law to make its records available for public inspection. All vendors, by submission of material marked proprietary, acknowledge, and agree that the Town will have no obligation to advocate for nondisclosure in any form nor will the Town assume any liability to the vendors in the event that Town must legally disclose these materials.

### **Minimum Qualifications**

Vendors shall possess the qualifications and Arizona licenses as required by law, in addition to having extensive knowledge, expertise and experience for the products they are recommending. Selected vendors will be required to execute and meet the terms of the Town’s standard General Services Contract, including insurance requirements, in a form acceptable to the Town Attorney. Approval of the Town Council may also be required for award of a contract. A Sample agreement has not been provided with this request, however Bidders are encouraged to include a sample agreement with their bid package, if available.

### **Bid Submittal Delivery**

Submit proposals to:

Town of Jerome  
Attn: Brett Klein  
Town Clerk  
PO Box 335  
Jerome, AZ 86331  
928-634-7943

Proposals may also be sent to the following email: [b.klein@jerome.az.gov](mailto:b.klein@jerome.az.gov)

Bids may be hand delivered, but must be received by 4:00 p.m. December 1, 2025, to 600 Clark St. Jerome, AZ 86331, and **must** specify attention to Brett Klein, Town Clerk.

## EVALUATION CRITERIA

The Town reserves the right to and will likely reject any responses that do NOT meet the minimum criteria described in this RFP. For responses meeting or exceeding the minimum criteria, the Town will review each Request for Proposals based on the criteria shown below. The Town intends to select the most highly qualified vendor based on demonstrated competence and qualifications to negotiate a contract.

### A. General Information

- a. Brief overview of the vendor and legal organization of the company
- b. Submission requirements met
- c. SAM.gov Unique Entity ID number (UEI) as required by grant funding.
- d. Description of at least three (3) but no more than five (5) similar projects in which the vendor participated for each applied service category. Describe the vendor's role in the project and scope of work that demonstrates the vendor's expertise. Provide the name and contact information for each project.

### B. AMI Information Requirements

- a. Communication Propagation Study with a "Fixed Based" Communication system for the AMI system.
- b. Explain if the AMI system will include any cellular network.
- c. Explain if the AMI includes a free or paid customer engagement web portal.
- d. Explain if the AMI provides top-of-the-hour time-synchronized readings across the entire system with at least an update every hour.
- e. Explain if the meters, endpoints, and AMI infrastructure is manufactured by the same company.
- f. Explain if the current meters and endpoints will be able to integrate with the AMI system.
- g. Describe if the system can identify unauthorized usage on marketed accounts.
- h. Describe if the system can configure high or low usage parameters and identify accounts in violations.
- i. Explain how many users the system can support at one time.
- j. Explain if the software enhancements, upgrades, updates, and patches are included in the pricing structure or if it will be an annual cost for these items.

### C. Endpoint Information and Requirements.

- a. Describe the endpoint collection process and if it collects at the top of the hour and synchronized with 15-minute reads from the water meter.
- b. Describe if the endpoint had two-way communication.
- c. Describe the temperatures the endpoint can withstand storage and operating.
- d. Describe if the endpoint can be installed via pit or remote.
- e. Describe the network firmware updates.
  - i. Are they able to be done remotely, with infrared or local updates.
- f. Explain the environments that the endpoints can withstand, including flooding or submerged pit application.
- g. Describe the warranty for the endpoints and if it is included.



D. Customer Portal Information and Requirement

- a. Explain if the customer portal is owned and developed by the AMI manufacturer.
- b. Explain if the web portal will be accessible through a standard internet browser.
- c. Explain if the customer portal will allow the customer to set up a leak notification through the portal and let the customer be notified via email.
- d. Explain if the utility customer service representative will be able to see the same view as the customer or if the web portal will be different for the customer and the utility staff.
- e. Explain if the customer will be able to export consumption data in Comma Separated Value (CSV) format.

E. Training Information and Requirement

- a. Describe who will be providing the training. Example, Manufacturer Certified Trainers
- b. Describe if there will be web-based training for future head end system updates and upgrades and if there will be any cost that may be associated with the training.
- c. Describe if training materials for end users will be available online or in electronic form.

## INSTRUCTIONS TO RESPONDENTS/BIDDERS

### General

No clarification as to the meaning of the plans, specifications or other pre-bid documents will be made to any Bidder orally. Should conflicts occur between drawings and/or specifications, the Bidder shall be deemed to have estimated the most expensive interpretation of the conflict, unless the Bidder asks for written clarification before submission of the Bid. All requests for such clarification shall be in writing to:

#### Questions:

Brett Klein

Town of Jerome

PO Box 335

Jerome, AZ 86331

[b.klein@jerome.az.gov](mailto:b.klein@jerome.az.gov)

To be given consideration, a request for written clarification must be received at least four (4) days prior to the bid opening. All such clarifications any supplemental instructions will be in the form of a written addendum to the specifications. All such addenda will be transmitted to the Bidder two (2) days prior to the bid opening. All addenda so issued shall become part of the Contract Documents.

Attention is called to the sheets in this Bid Manual that include the words “**REQUIRED FOR SUBMITTAL**” on the bottom of the page. These sheets should be used and submitted with the returned bid package that is submitted to the Town of Jerome, or pages with similar or like formatting containing all of the same information should be returned with the bid package.

Bids shall be made upon the Proposal Form(s) contained in and submitted with this RFP/IFB. All papers bound with or attached to the proposal forms are necessary parts and must not be detached.

Each Bid must be submitted in an envelope, addressed to Brett Klein, Town of Jerome, 600 Clark St. PO Box 335, Jerome, Arizona 86331. Bids will be returned unopened if not properly sealed when submitted.

Each envelope containing a BID must be plainly marked on the outside as “TOWN OF JEROME ADVANCED AUTOMATIC METERING INFRASTRUCTURE PROGRAM.” The envelope should bear on the outside the name of the Bidder and their address. If forwarded by mail, the envelope containing the BID must be enclosed in another envelope addressed to Brett Klein at **Office of Town Manager, Town of Jerome, 600 Clark St, PO Box 335, Jerome Arizona 86331.**

#### 1. Acknowledgement of Addendums

If any addendums are published prior to the bid due date, the acknowledgement page must be signed by the contractor and returned with the bid documents. If they are not included, the bid will be disqualified.

## BID TIMELINE

### **Town of Jerome – ADVANCED AUTOMATIC METERING INFRASTRUCTURE PROGRAM**

#### BID PACKAGE AVAILABLE

October 15, 2025  
Electronically from Brett Klein  
Or on the Town website  
Town of Jerome  
[b.klein@jerome.az.gov](mailto:b.klein@jerome.az.gov)  
Phone: (928) 634-7943  
[www.jerome.az.gov](http://www.jerome.az.gov)

#### BIDS DUE

December 1, 2025, 4:00PM  
Office of the Town Clerk  
Town of Jerome  
600 Clark St.  
PO Box 335  
Jerome, AZ 86331

#### ANTICIPATED CONTRACT AWARD

January 14, 2026

#### ANTICIPATED NOTICE TO PROCEED

To be agreed upon  
(No later than February 15, 2026)

Questions regarding the specifications of the project should be directed in writing to Brett Klein at the Town of Jerome (email: [b.klein@jerome.az.gov](mailto:b.klein@jerome.az.gov))

## BIDDING DOCUMENTS

(The following information on the following documents in this section is **required** to be submitted as your bid.)

## Town of Jerome

### A. PROPOSAL

To: Honorable Mayor & Council  
600 Clark St.  
Jerome, AZ 86331

In compliance with the Advertisement for Bids, by the Town Manager, the undersigned Bidder:

Having carefully examined the bidding documents and being familiar with the conditions to be met, hereby submits the following proposal for furnishing the material, equipment, labor and everything necessary for the completion of the work listed and agrees to execute contract documents and furnish the required Bonds and Certificates of Insurance for the completion of said work, at the locations and for the prices set forth on the BID SCHEDULE.

Understands that procurement of this project shall be in accordance with all applicable Standard Specifications and as otherwise required by the General Provisions and Special Provisions.

Understands that this proposal shall be submitted with a proposal guarantee of cash, certified check, cashier's check or surety bond (in accordance with Title 34, A.R.S.) for an amount not less than ten percent of the total amount bid.

Agrees that upon receipt of Notice of Award from the Town of Jerome, they will enter into contract negotiations and execute the contract documents.

Work shall commence no later than 30 days, after the Notice to Proceed and shall be completed within 180 calendar days, beginning with the day following the starting date specified in the Notice to Proceed. The time allowed for completion of the work includes lead time for obtaining the necessary material and/or equipment. Bidder agrees to pay, as liquidated damages, 2 times the sum as stated in the latest revision of the MAG Specifications. Liquidated Damages shall be based upon the final contract amount.

The Bidder hereby acknowledges receipt of and agrees his proposal is based on the following Addenda. (If there are no addenda, write NONE below).

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The Town of Jerome retains the right to reject any or all proposals and to waive minor defects and technicalities or withhold the award, as may be deemed best for the interest of the Town.

This proposal shall be valid for a period of thirty (30) days after the bid deadline.

THIS PROPOSAL IS SUBMITTED BY \_\_\_\_\_  
\_\_\_\_\_, a corporation organized under the laws of the State of Arizona, a partnership consisting  
of \_\_\_\_\_ or individual trading as \_\_\_\_\_  
\_\_\_\_\_ of the City of \_\_\_\_\_ and is the holder of Arizona State  
Contractor's License(s):

Classification(s) \_\_\_\_\_  
No. (s) \_\_\_\_\_

Respectfully Submitted,

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
By (Officer & Title)

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
(Officer and Title)

\_\_\_\_\_  
Witness (if Bidder is an Individual)

***REQUIRED FOR SUBMITTAL***

Town of Jerome

**B. BID SCHEDULE**

Firm Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

PURSUANT to an in compliance with the Bid Package, Notice of Invitation to Bid, Instructions to Bidders, and the Bid Documents relating to the construction of:

**TOWN OF JEROME  
ADVANCED AUTOMATIC METERING INFRASTRUCTURE PROGRAM**

This is to certify that the above documents, as well as the site upon which work is to be performed and any and all conditions affecting the work, have been carefully examined, that the amount and nature of work to be accomplished is thoroughly understood and that at no time will misunderstanding of the drawings, specifications or conditions to be overcome be alleged or pled as a basis for change orders, damages or non-performances.

I (We) acknowledge that the following Bid Schedule and table is for the convenience of the Town of Jerome to analyze the individual components of the Bid and to provide a means for partial payments during the project. The sum of the extended unit prices shall be the final price for the product procurement in accordance with the technical specifications. The total price listed on the Bid Schedule shall be the same as listed on the proposal to the Town of Jerome.

**BID SCHEDULE INSTRUCTIONS:**

1. All Items will be paid for as Lump Sums. The “ENGINEERS ESTIMATED QUANTITY” and the “CONTRACTORS UNIT PRICE” will be used as a means of computing progress payments and as a basis for any Change Orders incurred.
2. The Owner reserves the right to recalculate the following Schedules if they appear malapportioned.
3. The Lump Sum amounts indicated below are to include the Supplier’s cost of administration, mobilization, bonds, insurance, and any other miscellaneous items required for the project.

<b>BID SCHEDULE</b> Town of Jerome Advanced Automatic Metering Infrastructure Program					
		Est. Qty	Units	Unit Price	Total Price
<b>CIVIL BASE BID</b>					
1	¾ x 5/8" AMR Meter	299			
2	1" threaded AMR Meter	17			
3	1 ½" flanged AMR Meter	13			
4	2" AMR Meter	2			
5	4" AMR Meter	1			
6	AMR System Software	1			
7	AMR System Training	1			
8	AMR Data Collection Hardware/Software	1			
9	FCC Registration	1			
<b>SUBTOTAL COSTS – BASE BID</b>					
<b>GRAND TOTAL, BASE BID</b> (This number to be used for the Contractors Bid Bond)					

**GRAND TOTAL – BASE BID (in words)**

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**NOTE: All Quantities Shown are approximate and are furnished solely for the contractor's convenience. The quantities provided will be the lump sum that payment will be made on. The individual items are for use by the Town to analyze bids, use as a basis for any supplemental agreements, and for partial progress payments.**

***REQUIRED FOR SUBMITTAL***



C. NON-COLLUSION CERTIFICATE



ADVANCED AUTOMATIC METERING INFRASTRUCTURE PROGRAM

Company Name: \_\_\_\_\_

The undersigned Vendor hereby certifies as follows:

To the best of his/her knowledge, the person, vendor, association, partnership, or corporation herein, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in the preparation and submission of a bid to the Town of Jerome for consideration in the award of this solicitation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Signature

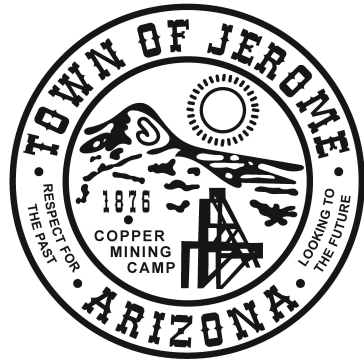
\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Written Name

\_\_\_\_\_  
Email Address

**REQUIRED FOR SUBMITTAL**

**D. CERTIFICATE OF OWNERSHIP**



**ADVANCED AUTOMATIC METERING INFRASTRUCTURE PROGRAM**

Company Name: \_\_\_\_\_

The undersigned Vendor hereby certifies as follows:

To the best of his/her knowledge, the person, vendor, association, partnership, or corporation herein, are the only person, vendors, corporations, partnerships, or other associations having any direct or indirect financial interest in the Vendor’s business as legal or equitable owner, creditor (except current bills for operating expenses), or holder of any security or other evidence of indebtedness.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Written Name

\_\_\_\_\_  
Email Address

***REQUIRED FOR SUBMITTAL***

**E. VENDOR QUALIFICATIONS, REPRESENTATIONS, AND WARRANTIES**



**ADVANCED AUTOMATIC METERING INFRASTRUCTURE PROGRAM**

Company Name: \_\_\_\_\_

The undersigned Vendor hereby certifies as follows:

- X1 Taxes and Leins – Vendor has no unsatisfied tax or judgement lien on record.
- X2 Vendor’s Examination – Vendor has made its own examination, investigation and research regarding the requirements of the solicitation including but not limited to the work to be done, services to be performed, any conditions affecting the work and services, the type and quantity of labor, equipment, facilities necessary to perform. Vendor fully understands the character of the work and services, the manner in which payment is to be made, the terms and conditions of the draft agreement and the solicitation. Vendor acknowledges and agrees that it has satisfied itself by its own examination, investigation, and research, and that it will make no claim against the Town because of erroneous estimates, statements, or interpretations made by the Town. Vendor hereby proposes to furnish all materials, equipment, and facilities and to perform all labor which may be required to do the work within the time required and upon the terms and conditions provided in the draft agreement and the solicitation, and at the prices as bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Written Name

\_\_\_\_\_  
Email Address

***REQUIRED FOR SUBMITTAL***