

Request for Proposal (RFP) for the Installation of 1,000 Meter Adapters

RFP Number: 2023-03001

Issue Date: October 18, 2023

Submission Deadline: November 24, 2023 (extended)

Contact Person: Bryan Magnus, Business Development Lead

Contact Email: bmagnus@utilidata.com

1. Introduction

Utilidata, a grid edge software leader with over a decade of experience in grid operations, invites qualified and experienced entities to submit proposals for the installation of 1,000 meter adapters in the Town of North Elba NY (Lake Placid). The meter adapters house Utilidata's smart grid chip, the industry's first scalable distributed computing solution for the grid. We are seeking vendors with the requisite qualifications, including qualified electricians, to handle the removal and installation of active electricity meters (both residential and commercial) and meter adapters.

These installations are being done as part of a New York State Energy Research and Development Authority (NYSERDA)-funded project. As such and per the Omnibus Procurement Act of 1992, Utilidata seeks to encourage and include minority and women-owned business enterprises as bidders to this project.

2. Scope of Work

The scope of work for this project includes, but is not limited to:

2.1. Receive delivery and store in an environmentally controlled and secure area, 1,000 meter adapters which will be provided directly by Utilidata.

2.2. Installation of the meter adapters at designated locations within the town of North Elba between the months of March 2024 and July of 2024. The installation process entails:

- a) Temporarily remove existing electric live meter
- b) Properly ground the meter adapters within the meter socket
- c) Install the meter adapters and confirm activation
- d) Reinstall the existing electric meter

2.3 The installation of the 1,000 residential and commercial meter adapters will be divided up into segments over the anticipated installation timeframe:

- March - April 2024: 100 single phase units followed by 600 (3 waves of 200 units) additional units after NYSERDA approval to proceed
- May 2024: Final 250 single phase units following NYSERDA second approval to proceed
- Timing TBD: 50 Commercial units

3. Proposal Submission

Interested vendors should submit their proposals in electronic format to the above listed Contact Person no later than the submission deadline. The subject line of the email should include "RFP for Installation of 1,000 meter adapters - [Your Company's Name]."

4. Proposal Requirements

The proposal should include the following:

4.1. Company Information: Provide an overview of your company, including its history, experience, size, number of licensed electricians and relevant qualifications, including work on NYSERDA-funded or other government-funded projects.

4.2. Project Staffing: Provide a description of the size of the team assigned to this project based on the anticipated timeline in section 2.3.

4.3. Cost Estimate: Include a comprehensive cost estimate for the entire project, broken down by item and service, including costs for failed installation attempts.

4.4. Insurance: Provide proof of insurance with at least the limits of liability as set forth below:

- Commercial General Liability Insurance
 - \$1,000,000 Each Occurrence Limit (Bodily Injury and Property Damage)
 - \$2,000,000 General Aggregate per project
 - \$2,000,000 Products & Completed Operations Aggregate
 - \$1,000,000 Personal and Advertising Injury Limit
- Business or Commercial Automobile Liability Insurance
 - \$1,000,000 combined single limit per accident
- Workers' Compensation and Employers' Liability Insurance as required by New York State
- Excess of Umbrella Liability (to overlay Employer's Liability, Automobile Liability, and Commercial General Liability coverages above)
 - \$5,000,000 Occurrence/Aggregate
- Please see additional insurance requirements in section 8. Terms and Conditions.

4.5. References: Provide a list of at least three references from clients for whom you have completed similar projects, and a summary of relevant prior experience.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

5.1. Experience and Qualifications of the Vendor.

5.2. Technical Approach and Methodology, including consideration for failed installation attempts due to factors outside of the contractor's control (i.e. weather, site accessibility).

5.3. Cost Competitiveness.

5.4. Project Staffing.

5.5. References.

6. Questions and Clarifications

All inquiries and requests for clarifications regarding this RFP should be submitted in writing to the above listed Contact Person by the Submission deadline. Utilidata will provide responses to these inquiries as promptly as possible.

7. Contract Award

Utilidata reserves the right to award the contract to the vendor that best meets our requirements and offers the most favorable terms. The award notification will be sent to the selected vendor on November 1st, 2023.

8. Terms and Conditions

The selected vendor will be required to enter into a formal contract with Utilidata, which will include all terms and conditions related to the project, payment details, insurance requirements, a Vendor Assurance of No Conflict of Interest or Detrimental Effect form, a written sexual harassment prevention policy addressing sexual harassment in the workplace and annual sexual harassment training to all employees, and other relevant matters. Contactors/entities will be required to comply with the laws of the State of New York.

Insurance requirements will include and are not limited to: purchasing and maintaining insurance with the limits specified above that provides a defense and indemnity to Utilidata with respect to liability for bodily injury, property damage and personal and advertising injury caused in whole or in part by the entity's acts or omission; provide proof of insurance before the work commences; in the event that insurance company(ies) issuing the requisite policy(ies) deny coverage to Utilidata, the entity will, upon demand by Utilidata, defend and indemnify Utilidata at the entity's expense;

and names Utilidata, along with its agents, officers and employees, as an additional insured on the entity's Business or Commercial Liability Policy, all of which must be primary and noncontributory with respect to these additional insureds.

The confidentiality of information submitted in response to this RFP cannot be guaranteed. New York's Freedom of Information Law, Public Officers Law, Article 6 provides for public access to information NYSERDA and its divisions possess. Public Officers Law, Section 87(2)(d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to Utilidata that the entity wishes to have treated as proprietary and confidential trade secret information should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be excepted. See Public Officers Law, Section 89(5) and the procedures set out in 21 NYCRR Part 501.

Utilidata looks forward to receiving your proposal and working with a qualified vendor to complete this important project.