

City of Tipton, Iowa

Request for Proposals (RFP) Advanced Metering Infrastructure (AMI) System

RFP responses are due at City Hall, 407 Lynn Street, Tipton, IA 52772, by 12 p.m on January 9th, 2026, in sealed envelopes that are marked “Tipton AMI Project.” The City reserves the right to reject all RFP responses, waive formalities, and make a decision that best suits the interests of the citizens of Tipton.

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1. Introduction

The City of Tipton, Iowa (“City”), a municipal corporation located at 407 Lynn Street, Tipton, IA, owns and operates its own electric, gas, and water utilities. For over a century, Tipton has provided dependable utility services to its residents.

To continue improving operational efficiency, accuracy, and customer service, the City seeks to implement an Advanced Metering Infrastructure (AMI) system. The AMI system will provide reliable data collection, outage management, leak detection, and integration with the City’s Tyler Technologies/Sensus Encode billing software.

2. Project Commencement

Commencement of the Project may begin after a “Notice to Proceed” is issued on behalf of the City. A Notice to Proceed will only be issued when all forms required for the Project are received and on file at Tipton City Hall.

3. Scope of Work

3.1 Equipment and Meter Installation

3.1.1 The City will provide AMI-compatible meters for water, gas, and electric services, including all required smart points. The vendor shall furnish all labor and materials necessary to complete the installation.

3.1.2 Vendor shall furnish all necessary materials, fittings, pipe, wiring, incidentals and skilled labor.

3.1.3 Vendor shall coordinate installations for resident’s dependent on electricity, gas, or water for life-saving medical equipment (e.g., ventilators, dialysis). **The City will assist with providing contact information for property owners; however, the City will not provide information identifying persons who require life-sustaining equipment. The vendor is responsible for determining immediate life-saving dependence, not the City.** Service bypass may be required to ensure uninterrupted service.

3.1.4 Vendor shall notify property owners at least 1 day prior to installation unless otherwise agreed. Vendor must make at least 2 direct contact attempts before requesting City assistance.

3.1.5 Vendor shall perform a leak test after each gas meter installation.

3.1.6 Vendor shall maintain sole responsibility for actions of employees and subcontractors. Personnel must be competent, experienced, and courteous.

3.1.7 Vendor or designee shall verify functionality of all installed meters, including relighting pilot lights as necessary.

3.1.8 Vendor shall report to the City of Tipton any concerns regarding faulty, defective, unsafe, or gross code-violating equipment prior to beginning new meter installation. No installation shall proceed until such concerns are addressed in writing with the City.

3.1.9 Vendor shall coordinate meter swaps with billing staff during business hours.

3.1.10 Vendor shall report ending/starting readings, perform data downloads, and provide serial numbers for each meter swap to the City's billing staff. Vendor shall also be responsible for all inaccuracies.

3.1.11 Vendor shall provide weekly electronic uploads (on a mutually agreed upon date) of all completed work (including all data elements required by this RFP) in a format compatible with the City's CIS/billing systems (e.g., API, flat file, or other mutually acceptable format), with next-business-day availability.

3.1.13 Customer Communications & Field Protocols: Vendor shall supply and deliver door hangers and notices with City approved language and materials; leave completion door tags when customers are not present; and follow "do not proceed" rules for unsafe or non-compliant conditions (with immediate City notification).

3.1.14 Operating Hours & Scheduling: Standard installation hours shall be 8:00 AM–8:00 PM, Monday–Friday (non-holiday), unless otherwise approved by the City. Vendor shall provide the City 48 hours' notice of days crews will or will not be working.

3.1.15 Contact Attempts: For electric meter exchanges and where access constraints apply, Vendor shall make up to three contact attempts (no more than one per 24 hours) before elevating to the City for direction, in addition to the two direct requests required in Section 5.1.1.

3.1.16 The vendor shall activate all meters and smart points at their designated installation location to ensure accurate GPS synchronization and correct geolocation within the AMI system.

4. Vendor Coordination

4.1 Vendor shall be responsible for staging, site security, transport, inventory, and associated fees. The City will waive permitting fees, but vendor must obtain necessary permits. Vendor shall coordinate installations and notify customers.

4.2 Additional Coordination Requirements:

4.2.1 Work with City staff to verify operational functionality of all antennas and broadcasting hardware.

4.2.2 Identify incoming water service line material, create inventory, and provide to the City Water Superintendent with photographs of:

- Incoming water service line material

- Each installed meter (gas, water, electric) before and after installation
- Building from street view

4.3 Data Collection and Reporting (Vendor Requirement):

4.3.1 Vendor shall identify incoming water service line material at each property entered, create an inventory, and submit to City Water Superintendent.

4.3.3 Vendor shall use City-provided database link for submissions and is required to supply their own reporting devices with connectivity.

5. Vendor Responsibilities

5.1 Communications and Notifications

5.1.1 Vendor must make two direct requests to property owners before City assistance.

5.1.2 City may provide contact info and addresses upon request.

5.1.3 Ensure life-saving utility-dependent customers are coordinated appropriately.

5.2 Professionalism and Identification

5.2.1 Vendor personnel or designees shall wear professional attire.

5.2.2 Vendor personnel shall wear identifiable clothing and badges.

5.2.3 Vehicles shall be clearly marked and easily identifiable.

5.2.4 All vendor personnel and subcontractors must be properly licensed/certified, and all work shall comply with City Code, local, state, and manufacturer requirements. (Water meters do not require plumbing license).

5.2.5 Background Screening & Fitness for Duty: Prior to assignment, all personnel shall pass, at Vendor's expense, MVR, nationwide criminal, and sex offender registry checks, and a 7-panel drug test; disqualifying results shall result in immediate removal. Vendor shall maintain and provide a current roster of cleared personnel upon request

6. Written Warranty and Support

6.1 Vendor shall provide its own written warranty for labor, installation, and materials for 36 months post-project completion.

6.2 Vendor shall provide optional extended warranty/support options.

6.3 Project warranty shall commence after City acceptance of final meter installation.

6.4 Vendor or contracted designee is required to verify functionality of all installed meters and ensure utilities are working.

6.5 Training Documentation: Upon request by the City of Tipton, Vendor shall provide documented proof of technical training and consumer-contact training for all assigned personnel on AMI hardware, software, and meter forms/classes.

7. Compliance and Safety

7.1 Installations must comply with City Code, state/local/manufacturer requirements, OSHA, and Iowa Utilities Commission standards. Vendor is solely responsible for compliance.

8. Project Management and Communication

8.1 Vendor shall coordinate work with all relevant City departments as necessary.

8.2 Vendor shall communicate effectively with City staff to minimize service interruptions.

8.3 Project Manager & Status: Vendor shall assign a Project Manager and on-site lead; provide weekly status updates (call or meeting) covering production, exceptions, corrective actions, schedule for next two weeks, and risk items.

9. Staging and Equipment Storage

9.1 Vendor shall be solely responsible for locating, arranging, and maintaining suitable staging and storage facilities for all project-related equipment and materials.

9.2 Vendor shall ensure security of the staging site(s) and stored equipment, including implementing appropriate safeguards to prevent theft, vandalism, or damage.

9.3 Vendor shall insure all products, equipment, and materials under their possession and control for the duration of the project.

9.4 The City of Tipton shall not be liable for the storage, security, or insurance of any products, equipment, or materials.

9.5 Warehouse & Access: Vendor shall maintain a physical warehouse suitable for receiving new meters and staging activities; where practicable, within a reasonable distance of City operations (e.g., within ~15 miles). Vendor shall provide City access upon request for audits and inventory checks.

10. Removal and Disposal

10.1 Vendor shall be responsible for the transportation, disposal, and all associated fees related to discarded materials.

10.2 All refuse generated by this project shall be disposed of at the **Cedar Transfer Station**, located at 1202 240th St, Tipton, IA 52772. Phone: (563) 886-6437.

10.3 City may request salvage of specific parts.

10.4 Removed Meter Handling: Unless otherwise directed in writing by the City to salvage specific units, removed meters shall be disposed of per Section 10.2. If the City directs salvage/audit, Vendor shall catalog and return removed meters to the City at an interval of every 1–2 weeks, with box labels matching electronic records (address and serial). Vendor remains responsible for loss or damage of any meters/modules in its possession.

11. Training and Support

11.1 Training shall include utility staff across electric, gas, and water departments as designated by the City.

11.2 Vendor shall work cooperatively with the City of Tipton to ensure full integration with **Tyler Technologies, Sensus technology, and Encode software**, verifying that AMI functionality is fully operational and optimized.

12. Inspections

12.1 City reserves the right to inspect all work.

12.2 At least 10% of all sites will be inspected for craftsmanship, installation, and functionality before acceptance.

12.3 The City also reserves the right to bring in an independent party to inspect all sites, or a representative sample, for craftsmanship, installation, code compliance, manufacturer compliance, and functionality prior to final acceptance.

13. Bonds and Insurance Requirements

13.1 Performance and Payment Bonds

The awarded vendor shall furnish a **Performance Bond** and a **Payment Bond**. Please be advised that your proposal must include the cost of Performance and Payment bonds that must be in effect before work is started. However, you do not have to obtain such bonds as a condition for submitting a proposal. Upon award of the contract, but before the "Notice to Proceed" is issued, the successful vendor must provide these bonds in a form that is acceptable to the City. The successful vendor is advised not to incur any Project costs until bonds have been approved and the "Notice to Proceed" is issued.

13.2 Certificates of Insurance

All quotes MUST be accompanied with a copy of the RFP respondent's certificate of liability insurance in a minimum of \$1 million for each occurrence.

During the term of the Project, the Contractor shall maintain, at its sole expense, the following insurance policies:

- a.) Worker's Compensation as required by the laws of Iowa.
- b.) Comprehensive general liability and property damage with a combined single limit of not less than \$1 million per each occurrence and not less than \$2 million general aggregate.
- c.) Auto liability and property damage, including hired, rented, owned, and non-owned automobiles and vehicles with a combined single limit per each occurrence of \$1 million for bodily injury and property damage.

With respect to "b" and "c" above, the City must be given an insurance certificate that names the City as an **additional insured** prior to the contractor's commencement of the Project.

14. Payment and Billing

The successful bidder(s) may bill the City for work done as the Project progresses, but 3% of each such payment up to the cost of the bid price will be retained according to Iowa Law and until the Project passes its final inspection and lien waivers for all subcontractors, if any, have been submitted. Upon satisfaction of these requirements, the 3% final retainage will be released according to the laws of Iowa. Additionally, payments are only issued after approval by the Tipton City Council. The Tipton City Council meets on the first and third Monday of each month and invoices to be paid must be submitted to Tipton City Hall on the Wednesday prior to a Council meeting to be approved at the Council meeting.

If the RFP respondent wishes to propose an alternative to this, it can be done in the “Exceptions” section of the Quote Form.

Itemized invoices are required for milestone tasks, integration, testing, and documentation.

15. Proposal Submission

Proposals must include:

- Signed checklist (Section 20)
 - Itemized pricing with not-to-exceed clause
 - Unit pricing schedule (per meter type, labor hour, materials)
 - Timeline and staffing plan
 - References
-

16. Evaluation Criteria

Proposals evaluated on compliance, experience, cost, schedule, training/support, emergency responsiveness.

17. References (see Exhibit C)

The City reserves the right not to award the contract to any vendor who does not furnish evidence of prior relevant experience and current capabilities, including manpower and equipment, necessary to enable the contractor to pursue the Project and to successfully complete the work in the time allowed to complete this Project.

18. Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the Cedar County District Court, and all parties to this Agreement waive any objection to the jurisdiction of the district court, whether based on convenience or otherwise. The prevailing party shall be entitled to obtain judgment for costs and attorney fees.

19. Timeline and Penalties

19.1 Vendor must guarantee a completion date.

19.2 Financial penalties will apply for late completion as follows:

- 0–7 days late: \$50/day
- 8+ days late: \$100/day

19.3 Penalties are cumulative and may be withheld from vendor payments.

19.4 Vendors are advised to carefully consider the proposed schedule to avoid delays and penalties.

19.5 If the Vendor claims inability to perform due to extraordinary circumstances (such as acts of God, natural disasters, or declared emergencies), the Vendor must provide written documentation demonstrating the significant impact on project delivery. If the Vendor cannot demonstrate such impact to the City's satisfaction, the City reserves the right to impose **significantly higher daily penalties** as necessary to compel timely completion.

19.6 If the Vendor ceases work or fails to make continuous, good-faith progress on the Project without cause or without written authorization from the City, the Vendor shall forfeit any payments during the stoppage period and the City shall reserve the right to terminate the contract for cause or impose additional penalties.

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20. Exhibits

- Exhibit A: Final Contract
 - Exhibit B: Vendor Proposal / RFP Response (Provided by vendor)
 - Exhibit C: References
 - Exhibit D: Meter Specifications and Quantities
 - Exhibit E: Vendor Checklist
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21. Vendor Submission Checklist

- Company profile and references
 - Itemized and unit pricing
 - Timeline and staffing plan
 - Warranty and support terms
 - Signed confirmation of performance/payment bonds
 - Signed acknowledgment that proposal covers full scope
-

22. Contacts and Questions

General Project:

Brian Brennan, Water Superintendent
bbrennan@tiptoniowa.org | 563-886-4877

Gas:

Darren Lenz, Gas Superintendent
llenz@tiptoniowa.org | 563-886-6187

Electric:

Jon Walsh, Electric Superintendent
jwalsh@tiptoniowa.org | 563-886-6187

Software:

Melissa Armstrong, CFO
marmstrong@tiptoniowa.org | 563-886-6187

23. Deadlines

Proposals must be received by [January 9th, 2026].

24. Proposal's Length of Time

All proposals and pricing with them shall be good for 45 days after opening the RFP responses.

25. Exceptions

Although, this RFP provides a section where respondents can propose exceptions or alternatives, the City maintains the sole ability to adopt any, all, or none of them.

26. Signature

This section must be signed and submitted by the potential contractor/vendor:

"In submitting this proposal, it is understood and agreed by the undersigned that the City has the right to reject any or all proposals or to waive informalities and irregularities and to make a contractual decision that best suits the interests of the citizens of Tipton."

"By signing below, and except for any exceptions I have written in the space that's been provided, I am stating that I understand the Project that I am quoting and agree to comply with its requirements. I also understand that this RFP Instructions Form will be added to the Agreement as Exhibit ____ with its requirements being added to the requirements of the Agreement."

Your signature: _____

Your name and/or company's name: _____

Address: _____

Phone #: _____ Email: _____

Date: _____

Exhibit C

References

Name / Organization	
Phone Number	
Type of Project	<input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> Electrical <input type="checkbox"/> Other
Year of Project	
Approximate Cost	\$
Special Notes about this project	

Vendor shall make copies of this sheet for each additional reference*

Exhibit D

Inventory of Water, Gas and Electric Accounts

The City of Tipton has made its best effort to compile an accurate inventory of all water, gas, and electric meters and associated SmartPoints that will be furnished by the City for this Project. The Vendor shall provide installation pricing only, as the City will supply all meters and SmartPoints. The Vendor is responsible for providing all materials necessary to complete the installation—such as fittings, connectors, wiring, mounting hardware, and any other supplies required for proper installation in accordance with industry standards and manufacturer requirements. The City recognizes that actual field quantities may vary slightly; therefore, the Vendor must also provide unit installation pricing for any additional meters or SmartPoints that may be required to complete the Project.

Water Components

All smart points shall be installed with their antennas located on the exterior of the building*

- (430) Complete 5/8" or 3/4" IPERL Water Meter
- (430) 3 Wire SmartPoint's
- (1110) Install Touch Coupler SmartPoint over oval Touchpad

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Gas Components

- (949) 100GM-A
- (53) 100GM-B
- (139) 300GM
- (20) 500GM
- (1) 600GM
- (27) 700GM For all rotary meters with PTZ heads
- Replace all Sprague & Schlumberger meters as follows (City will provide) ...
- (343) SonixIQ250
- (9) SonixIQ425
- Other Gas Items Needed for Rotary Meters
- (21) AdEM-PTZ To replace current heads on Dresser Rotary Meters
- (21) Click Kit Bracket to go from Dresser/ROOTS to AdEM Head
- (21) Pressure Kit for PTZ

Electric Components

- (1120) 2s Electric Meter Installation and Activation
- (9) 3s Electric Meter Installation and Activation
- (6) 4s Electric Meter Installation and Activation
- (7) 6s CL 200 480v Electric Meter Installation and Activation
- (57) 9s Electric Meter Installation and Activation
- (17) 12s Electric Meter Installation and Activation
- (40) 16s Electric Meter Installation and Activation

Exhibit E

Vendor Check List

- ☐ Company Profile (including legal name, address, and contact information)
- ☐ Evidence of Prior Relevant Experience (with references)
- ☐ Itemized Pricing Proposal (with not-to-exceed clause)
- ☐ Unit Pricing Schedule (per meter type, labor hour, and materials)
- ☐ Timeline and Staffing Plan
- ☐ Warranty and Support Terms (minimum 36-month warranty)
- ☐ Certificate of Liability Insurance (minimum \$1M per occurrence, naming City as additional insured)
- ☐ OSHA and Iowa Utilities Commission Compliance Statement
- ☐ Signed Acknowledgment of All Vendor Responsibilities (Section 5 of RFP)
- ☐ Signed Acknowledgment of All Safety and Compliance Requirements (Section 7 of RFP)
- ☐ Signed RFP Instructions Form (Section 26: Signature)
- ☐ Completed "Exceptions" Section (if applicable)
- ☐ Confirmation of Ability to Provide Performance and Payment Bonds **(only required upon award of the project; cost of bonds must be reflected in proposal pricing, but bonds themselves are not required at submission)**
- ☐ Confirmation of Ability to Coordinate with Tyler Technologies, Sensus, and Encode software
- ☐ Completed Contact Information Sheet for Vendor's Project Manager and Support Staff

VENDOR SIGNATURE REQUIRED

By signing below, the undersigned affirms that:

- The pricing provided is accurate and complete.
- All work will be performed in accordance with the RFP requirements.
- The total project cost will not exceed the amount stated above.

Authorized Representative (print)	
Signature	
Date	