

**SOLICITATION FOR:**  
IFB# 26-32 Water Meter Parts



**CITY OF SOMERVILLE, MASSACHUSETTS**

**RELEASE DATE:** 12/31/2025  
**QUESTIONS DUE:** 01/07/2026 by 12PM EST  
**DUE DATE AND TIME:** 01/15/2026 by 1PM EST

Anticipated Contract Award	01/16/2026
Est. Contract Commencement Date	01/19/2026
Est. Contract Completion Date	06/30/2028

**DELIVER TO:**  
**City of Somerville**  
**Procurement & Contracting Services**  
**Attn:** Jordan T. Remy  
Deputy Chief Procurement Officer  
jremy@somervillema.gov  
**93 Highland Avenue**  
**Somerville, MA 02143**

**CITY OF SOMERVILLE, MASSACHUSETTS**  
**Enclosed You Will Find a Request for Bid For:**  
IFB# 26-32 Water Meter Parts

**SECTION 1.0**  
**GENERAL INFORMATION ON BID PROCESS**

**1.1 General Instructions**

Copies of the solicitation may be obtained from the Procurement & Contracting Services Department on and after 12/31/2025 per the below-noted City Hall hours of operation.
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City Hall Hours of Operation:	
Monday – Wednesday	8:30 a.m. to <b>4:30</b> p.m.
Thursday	8:30 a.m. to <b>7:30</b> p.m.
Friday	8:30 a.m. to <b>12:30</b> p.m.

All Responses Must be Sealed and Delivered To:
Procurement & Contracting Services Department City of Somerville 93 Highland Avenue Somerville, MA 02143
<i><b>It is the sole responsibility of the Offeror to ensure that the bid arrives on time at the designated place. Late bids will not be considered and will be rejected and returned.</b></i>
Bid Format:
Submit one, original (1) sealed bid package; it must be marked with the solicitation title and number.
In an effort to reduce waste, <b>we discourage the use of 3-ring binders.</b>
All bids must include all forms listed in the Bidders Checklist (and all documents included or referenced in <b>Sections 2.0 - 4.0</b> ). <b>If all required documents are not present, the bid may be deemed non-responsive and may result in disqualification of the bid unless the City determines that such failure(s) constitute(s) a minor informality, as defined in Chapter MGL 30B.</b>
A complete bid must also include a cover letter signed by an official authorized to bind the Offeror contractually and contain a statement that the bid is firm for ninety (90) days. <b>An unsigned letter, or one signed by an individual not authorized to bind the Offeror, may be disqualified.</b>
The Offeror's authorized official(s) must sign all required bid forms.
The Price Form in <b>Section 3.0</b> must be completed. No substitute form will be accepted unless otherwise stated. Pricing must remain firm for the entire contract period.
All information in the Offeror's response should be clear and concise. The successful response will be incorporated into a contract as an exhibit; therefore, Offerors should not make claims to which they are not prepared to commit themselves contractually.
The successful Offeror must be an Equal Opportunity Employer.
The City of Somerville values a diverse workforce and believes it contributes to a work product and customer experience that best reflects the community in our city. Applicants are highly encouraged to include any certifications and documents that recognize the diversity of the Offeror's work force, including ownership of the offering firm/organization, executive leadership, management, and

employees proposed for the work in Somerville, including diversity of sub-consultants. **Please use the supplier diversity form (see Section 4.0) with supporting documentation to share your diversity data with the City.**

## 1.2 Bid Schedule

Key dates for this Invitation for Bids:	
IFB Issued	12/31/2025
Deadline for Submitting Questions to IFB	01/07/2026 by 12PM EST
Bids Due	01/15/2026 <b>by 1PM EST</b>
Anticipated Contract Award	01/16/2026
Est. Contract Commencement Date	01/19/2026
Est. Contract Completion Date	06/30/2028

<b>Responses must be delivered by 01/15/2026 by 1PM EST to:</b>	City of Somerville Procurement & Contracting Services Attn: Jordan T. Remy 93 Highland Avenue Somerville, MA 02143
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## 1.3 Submission Instructions

If you are submitting your bid online via [Bidexpress.com](https://www.bidexpress.com), then you do not need to also submit a sealed bid package as instructed below. Email is not an acceptable method of submission of bids.

Please submit ***one sealed bid package*** with the following contents and marked in the following manner:

<b>Contents of Sealed Bid Package</b>	<b>Marked As</b>
<b>Envelope 1: Sealed Bid:</b> Shall Include (1) original and one (1) electronic copy. [Electronic copies are to be submitted on USB drives and are to be saved in Adobe Acrobat format. ("Read only" files are acceptable.)]	<b>To Be Marked:</b> IFB# 26-32 Water Meter Parts
<b>Please send the complete sealed package to the attention of:</b>	Jordan T. Remy Deputy Chief Procurement Officer Procurement & Contracting Services Somerville City Hall 93 Highland Avenue Somerville, MA 02143
<b>Live Bid Opening Link:</b>  Join Zoom Meeting: IFB 26-32 Water Meter Parts Opening Time: Jan 15, 2026 01:00 PM Eastern Time (US and Canada) Join Zoom Meeting <a href="https://us02web.zoom.us/j/89264564290?pwd=POhtK75DJznbA5EgU8obCt7ym1hqa2.1">https://us02web.zoom.us/j/89264564290?pwd=POhtK75DJznbA5EgU8obCt7ym1hqa2.1</a>  Meeting ID: 892 6456 4290 Passcode: 372768	
<b>Methods of Bid Submission</b> Bidders may submit bids in any of the following ways. All bids will be timestamped and must be received no later than due date and time.  1) Sealed bids can be sent to City Hall through the US Postal Service or other delivery service (e.g. FedEx, UPS).  2) BidExpress.com is an online bidding platform where bidders can submit all required documents. The fee to use this service is approximately \$50.00 unless your company has a subscription with BidExpress. You can access the bid package and forms via the City of Somerville BidExpress page at: <a href="https://www.bidexpress.com/businesses/33100/home">https://www.bidexpress.com/businesses/33100/home</a> A user guide is attached for your reference.  3) For any technical assistance while submitting the online bid, please contact the BidExpress Customer support team at <a href="https://www.bidexpress.com">www.bidexpress.com</a> . Bidders may submit bids in any of the following ways. All bids will be timestamped and must be received no later than due date and time.	

## Bid Format

Responses shall be prepared on standard 8.5 x 11 inch paper (charts may be landscaped but must be on 8.5 x 11 inch paper) and shall be in a legible font size (12). All pages of each response shall be appropriately numbered (and with consecutive page numbering across tabs). **In an effort to reduce waste, please DO NOT USE 3-RING BINDERS.**

*Elaborate format and binding are neither necessary nor desirable.* All bids will clearly identify the Offeror's name, solicitation number, and formal solicitation title.

## Cover Letter

Submit a cover letter that includes the official name of the firm submitting the bid, mailing address, e-mail address, telephone number, fax number and contact name. The letter must be signed by an official authorized to bind the bidder contractually and contain a statement that the bid is firm for ninety (90) days. An unsigned letter, or one signed by an individual not authorized to bind the Offeror, may be disqualified.

## Qualifications & Experience

The Offeror shall include qualifications and experience of the firm (or sole proprietor). The Offeror shall identify the year the firm was established, the total number of employees currently employed, and the number of employees focused on this engagement. This section should also describe work that is similar in scope and complexity that the Offeror has undertaken in the past. A discussion of the challenges faced, and solutions developed are highly recommended. The Offeror may include any additional literature and product brochures. The Quality Requirements Form (Section 2), or set of basic business standards, must be submitted with bid.

## References

The Offeror shall list at least three relevant references, which the City may contact. The City of Somerville reserves the right to use ourselves as a reference. References shall include the following information:

●The name, address, telephone number, and email address of each client listed above.	
●A description of the work performed under each contract.	●The amount of the contract.
●A description of the nature of the relationship between Offeror and the customer.	
●The dates of performance.	●The volume of the work performed.

## 1.4 Questions

**Questions are due: 01/07/2026 by 12PM EST**

**Questions concerning this solicitation must be delivered in writing to:**

Jordan T. Remy  
Deputy Chief Procurement Officer  
Somerville City Hall  
Procurement & Contracting Services Department  
93 Highland Avenue  
Somerville, MA 02143  
**Or emailed to:**  
jremy@somervillema.gov

**Or faxed to:**

617-625-1344

Answers will be sent via an addendum to all Offerors who have registered as bid holders. Bidders are encouraged to contact the Procurement & Contracting Services Department to register as a bid document holder to automatically be alerted as to addenda as they are issued. It is the responsibility of the Offeror to also monitor the bid portal on the City's website for any updates, addenda, etc. regarding that specific solicitation. The web address is: <https://www.somervillema.gov/procurement>

**If any bidders contact City personnel outside of the Procurement & Contracting Services Department regarding this bid, that bidder may be disqualified.**

## **1.5 General Terms**

### **Estimated Quantities**

The City of Somerville has provided estimated quantities, which will be ordered/purchased over the course of the contract period. These estimates are estimates only and not guaranteed.

### **Bid Signature**

A response must be signed as follows: 1) if the Offeror is an individual, by her/him personally; 2) if the Offeror is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the Offeror is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation (& with corporate seal).

### **Time for Bid Acceptance and City Contract Requirements**

The contract will be awarded within 90 days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between the City of Somerville and the Offeror that is most advantageous and responsible. The Offeror's submission will remain in effect for a period of 90 days from the response deadline or until it is formally withdrawn, a contract is executed, or this solicitation is canceled, whichever occurs first. The Offeror will be required to sign a standard City contract per the City's general terms included herein as Appendix A.

### **Holidays are as follows:**

New Year's Day	Martin Luther King, Jr. Day	Washington's Birthday	Patriots' Day
Memorial Day	Juneteenth Independence Day	Independence Day	Labor Day
Indigenous Peoples' Day	Veterans' Day	Thanksgiving Day	Thanksgiving Friday
Christmas Eve (half day)	Christmas Day		

Please visit <http://www.somervillema.gov/> for the City's most recent calendar. \*Under State Law, all holidays falling on Sunday must be observed on Monday.

If the awarded Offeror for their convenience desires to perform work during other than normal working hours or on other than normal workdays, or if the Offeror is required to perform work at such times, the Offeror shall reimburse the City for any additional expense occasioned the City, thereby, such as, but not limited to, overtime pay for City employees, utilities service, etc. UNLESS otherwise specified in these provisions, services will be performed during normal work hours. When required services occur on holidays, work will be performed on either the previous or following workday, unless specified otherwise.

### **Unforeseen Office Closure**

If, at the time of the scheduled bid opening, the Procurement & Contracting Services Department is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid due date will be postponed

until 2:00 p.m. on the next normal business day. Bids will be accepted until that date and time. In the event of inclement weather, the Offeror is responsible for listening to the media to determine if the City has been closed due to weather.

### **Changes & Addenda**

If any changes are made to this solicitation, an addendum will be issued. All proposers on record as having picked up the solicitation will be alerted via email as to the posting of all addenda. The City will also post addenda on its website (<https://www.somervillema.gov/procurement>). No changes may be made to the solicitation documents by the Offerors without written authorization and/or an addendum from the Procurement & Contracting Services Department.

### **Modification or Withdrawal of Bids, Mistakes, and Minor Informalities**

An Offeror may correct, modify, or withdraw a bid by written notice received by the City of Somerville prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_\_\_" to the address listed in Section 1. Each modification must be numbered in sequence and must reference the original solicitation. After the bid opening, an Offeror may not change any provision of the bid in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the proposer will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the proposer will be notified in writing; the proposer may not withdraw the bid. A proposer may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

### **Right to Cancel/Reject Bids**

The City of Somerville may cancel this solicitation, or reject in whole or in part any and all bids, if the City determines that cancellation or rejection serves the best interests of the City.

### **Unbalanced Bids**

The City reserves the right to reject unbalanced, front-loaded, and conditional bids.

### **Brand Name “or Equal”**

Any references to any brand name or proprietary product in the specifications shall require the acceptance of an equal or better brand. The City has the right to make the final determination as to whether an alternate brand is equal to the brand specified.

### **Electronic Funds Transfer (EFT)**

For EFT payment, the following shall be included with invoices to the point of contact:

- Contract/Order number; Contractor’s name & address as stated in the contract;
- The signature (manual or electronic, as appropriate) title, and telephone number of the Offeror’s representative authorized to provide sensitive information;
- Name of financial institution; Financial institution nine (9) digit routing transit number;
- Offeror’s account number; Type of account, i.e., checking or saving.

### **Other Applicable Laws**

In addition to applicable federal and state laws, the City has several ordinances that apply to the services requested in this contract. Such ordinances include but are not limited to: [living wage ordinance](#), [ordinance to protect vulnerable road users](#),<sup>[1]</sup> and [ordinance to protect against wage](#)

[theft](#). Workplace safety is of paramount importance to all workers who perform services on City contracts and all bidders must certify that they will disclose any citations they may have received for OSHA violations.

*[1] The ordinance to protect vulnerable road only applies to contracts where the vendor and/or its subcontractors use large vehicles in the City of Somerville to perform the work of the contract.*

#### **Notice and Certification Pursuant to Somerville Wage Theft Ordinance**

All Offerors, bidders, respondents have an affirmative duty to report to the Procurement & Contracting Services Department and provide a copy of any criminal or civil judgment, administrative citation, or final administrative determination, order, or debarment, relating to wage theft, against the bidder or any of its subcontractors entered within the five years prior to bid submission.

If you are the successful bidder, you and any of your subcontractors have an affirmative duty to report any criminal or civil judgment, administrative citation, final administrative determination, order, or debarment against the bidder or any its subcontractors while your contract with the City is in effect, within five business days of receipt.

You may not contract with the City if you have been either voluntarily or involuntarily debarred by the federal government, any agency of the Commonwealth of Massachusetts or any other state for the entire term of the debarment.

You may not use any subcontractor who has been debarred by the federal government or any state government during the period of that subcontractor's debarment.

You must post notices in accordance with M.G.L. c. 151 § 16 in a conspicuous location accessible to all of their employees in English and the primary language of the employee(s) at the particular workplace.

If not all employees would have reasonable access to the notice if posted in a single location, then you must inform the purchasing agent or other City Department of the number and location of postings in order to ensure that you provide reasonable notice to all of your employees.

As a condition of this bid, the bidder (a.k.a. Offeror, respondent) hereby certifies that neither the bidder nor any of the bidder's subcontractors have been subject to a criminal or civil judgment, administrative citation, final administrative determination, order, or debarment resulting from a violation of M.G.L. c. 149, M.G.L. c. 151, or 29 U.S.C. § 201 et seq. within five years prior to bid submission.

In the alternative, the Bidder hereby discloses a criminal or civil judgment, administrative citation, administrative determination, or debarment, within five years prior to bid submission. Included with the Bid is a copy of the same, in addition to documentation demonstrating that all damages, fines, costs, and fees have been paid.



**IFB# 26-32**  
**SECTION 2.0**  
**RULE FOR AWARD /**  
**SPECIFICATIONS/SCOPE OF SERVICES**

**Rule For Award**

The contract shall be awarded to the responsible and responsive Bidder submitting the lowest total price. The contract will be awarded within ninety (90) days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between the City and the apparent lowest responsive and responsible bidder.

**1.1 General**

The work to be performed under this contract consists of supply of requested water meters and related parts, as outlined in this scope of work.

**1.2 Warranty**

The bidder warrants that (1) the Supplies sold are merchantable, (2) that they are fit for the purpose for which they are being purchased, (3) that they are absent of any latent defects and (4) that they are in conformity with any sample which may have been presented to the City.

The bidder guarantees that upon inspection, any defective or inferior Supplies shall be replaced without additional cost to the City. The Vendor will assume any additional cost accrued by the City due to the defective or inferior Supplies.

The bidder guarantees all Supplies for a period of one (1) year, or as otherwise specified herein.

**2. Specifications/Scope of Work**

**2.1 Scope of Work**

The Somerville Water and Sewer Department is responsible for maintaining, repairing and improving the City's 118 miles of water mains, 1,500 fire hydrants and ~15,600 water service connections and meters, ensuring high-quality and dependable service. Since 2022, the City of Somerville has been engaged in a comprehensive water meter replacement program aimed at modernizing its water metering infrastructure to improve meter accuracy, efficiency, revenues, and customer service. This replacement program implemented Metron-Farnier Single Jet Cold Water Meters with cellular Advanced Metering registers that include the WaterScope software, Metron's proprietary product. This technology provides real-time data, leak detection, and enhanced customer service capabilities. These features are integral to the City's objectives of improving water management and customer service.

Meters range in size from 5/8" to 8"; all 3" and larger meters are installed with an inline test provision and have proper inlet and outlet control valves. There are a few large settings that have bypass lines, but not all. There is also a small number of pit set meters, both small and larger sizes. There is also a need for hydrant meters, a 3" meter to account for what water is flowed from hydrant when applicable. The City is seeking to procure only the meters for these hydrant meters, other parts of the hydrant meter (i.e. backflow) will not be procured under this contract.

While the metering replacement program is nearly complete, the City requires help with supply necessary meters and related parts needed for the remaining replacements and any ongoing maintenance and repair activity to keep all components working at peak efficiency. For this reason, the City needs a Supplier to provide single-jet meters equipment with Cellular Based Advanced Metering Analytics (AMA) system software that can provide a direct interface to the City of Somerville Utility Billing System (UBS). The Single Jet Cold Water Meter supply will range in size from 5/8" to 8", and may require additional parts including extension antennas and extension wires.

## 2.2 Specifications

1. Pursuant to M.G.L. c. 30B, the City seeks to procure the supply, delivery, management, and billing interface of Residential and Commercial single-jet water meters, cellular integral digital registers, and related cellular support for a complete metering and cellular-based meter reading system that includes functionality with WaterScope water management software.
2. The City of Somerville is requesting bids for supplying residential and commercial water meters with integrated meter interface units (MIUs) in order to complete the final phase of the City's buildout of approximately 16,000 customer accounts in its city-wide water and sewer system, including delivery of all compatible water meters, as well as maintain the metering system after the buildout is complete.
3. The City has a separate Water Meter Replacement, Repairs, Testing, and Maintenance contract with a Meter Maintenance Contractor (MMC), these meters may be installed by this MMC, or by the City.
4. To ensure standardization and full compatibility with the existing Automated Meter Reading System, furnished meters must be comparable to the Metron-Farnier Single Jet Cold Water Meters with cellular Advanced Metering Analytics. The meters must include cellular registers and be compatible with WaterScope software. **Detailed specifications are included under Technical Specifications.**
5. The meters indicated by size and description on the Price Proposal Form represent an estimate of the size and number of total meters that will be required and may be subject to change.
6. The Offeror shall furnish all materials, equipment, and incidentals necessary to install the meters. The Offeror shall also furnish all materials, equipment, and incidentals necessary to train and support the Owner's personnel or agents in the proper installation of the meters with MIUs
7. The work shall also conform to such additional Addenda to these Specifications as may be published or exhibited prior to the opening of Proposals.
8. Materials which are necessary in the work, but which are not specifically referred to in the Specifications, but implied by the Contract, shall be furnished by the Offeror at his own cost and expense, and shall be such as will correspond with the general character of the work, as may be determined by the Engineer, whose decisions as to the necessity for and character of such materials shall be final and conclusive. It is the intent of the Specifications to produce a complete, finished job whether shown in detail or not.

## **CELLULAR BASED ADVANCED METERING ANALYTICS DETAILED SPECIFICATIONS**

The single-jet meters shall be equipped with cellular enabled registers offering direct communication through existing cellular networks to provide City with necessary meter reads and interval data for the various uses described below. Supplier shall supply cellular registers capable of communicating through different Cat-M1 LTE carriers to minimize the possibility of “no service” cellular areas and capable of providing one (1) minute data resolutions.

The Cellular Based Advanced Metering Analytics (AMA) system software must provide a direct interface to the City of Somerville utility billing system (UBS). The software must provide the interface, account syncing and verification, utility management reports, and serve as the focal point for two-way communication between the City customer service representatives (CSR's) and the metering endpoints. The Proposer will be required to contact the UBS provider, any cost associated with making the interface connection between the Proposer provided AMA system and the City provided UBS will be paid by the City.

A user-friendly software format will be provided by the successful Proposer (Contractor) that provides access to all the primary functions of the AMA system. No personally identifiable customer information will be stored in the AMA system; all this data will remain in the care, and custody of the City's utility billing system. An interface will be developed by the Contractor that permits file download and upload between the AMA software and the City utility billing software in a seamless fashion. Once completed, file transfer should easily be performed by City CSR's and also have the ability to be automatically scheduled with no CSR interaction.

A mapping tool technique will be provided that permits the City to track and edit any activity within the AMA software environment. This tool shall permit the CSR's to create report headers, footers, and adjust, or limit, data field widths. The tool shall also allow the CSR's to test sample files downloaded from the billing system and upload files for operational verification.

### **Billing Operation**

The majority of interaction between the CSR's and billing cycle process should be fully automated. The CSR's will primarily focus their attention on regular updates to the AMA platform regarding new installations, shut-offs and service disconnects. The general billing cycle process shall allow:

- 1) CSR's to create download files of all current accounts on the AMA network. These files should be created on a daily basis to facilitate staggered billing cycles.
- 2) CSR's to update and account records and load them into the AMA platform.
- 3) CSR's to load updated files into meter data management tables for report generation and facilitating the billing process.
- 4) CSR's to identify meters having alert flags and process accordingly.

### **Daily Reports**

Once the data process is configured and scheduled, a daily report must be generated to record all functions performed the prior day. Reports should show a status and time, synced through the atomic clock, for each function within the process. The CSR's should get an immediate snapshot of the system status and any priority problems to address. Reports should be configured to permit Email to a list of management personnel or to simply print out at a specific time. There should also be a provision to produce additional reports for functions such as maintenance so field service can be scheduled in the most efficient manner.

### **Additional Specifications for Cellular Based Advanced Metering Analytics (AMA) System**

- System shall utilize an existing cellular network to backhaul data directly from the meter to cloud based storage.
- No additional infrastructure shall be required; no data collectors will be permitted.
- Manufacturer must be able to provide RSSI (signal strength) value for specific meter locations prior to installation with nothing more than GIS coordinates or an address.
- All data must be channeled through a VPN (virtual private network) within the cellular network for data security.

### **Electronic Registers**

- All new meters shall include an 8-digit electronic register that includes an embedded cell modem for communications.
- The electronic registers shall store the most recent 32,000 points of data usage in one (1) minute intervals, continuously without effect on the battery life, with resolution down to one magnetic turn of the measuring element of the meter. Vendor shall include proof of resolution for all specified meter types supplied and meters to be retrofitted in the field.
- Registers shall include on-board data storage for interval consumption data at a minimum of 111 days that can be accessed via a field tablet for additional customer service.
- Registers shall communicate with cellular network daily to upload reading data, usage data, and to synchronize their internal clocks. All meter readings must be synchronized to within 1 second of the atomic clock and be time stamped at midnight for all daily meter status and meter reading transmission.
- During daily communications, the register shall also perform any required two way functions such as backfilling no fewer than 9 days of missing interval data, accepting reconfiguration commands and allowing for periodic firmware updates.
- Registers must have no moving parts, induce zero drag on the measuring element and improve low flow accuracy. Vendor shall include proof of accuracy improvement.
- Register manufacturer must certify that the calibration of the meter will not be materially changed with the new register installed.
- Register must be capable of sending real-time high usage, leak or other custom alerts.

### **Remote Cellular Based Transceivers**

- Remote Transceivers shall be used when electronic registers already exist and retrofitting those registers is not desirable.
- Remote transceivers shall be compatible with and accept the electronic encoded register output as well as pulse output registers. (Badger, Neptune, Sensus, Elster, MasterMeter and Zenner)
- Remote Transceiver shall provide the same storage and functionality as the integral electronic registers described above.
- Remote Transceivers shall include an eight-digit LCD display of the meter read.

### **Cloud Based Storage**

- Reading and Interval Data shall be stored in a cloud-based database administered by the manufacturer that has security measures equal or greater than Microsoft Azure.
- Software shall be located at the Utility billing office to synchronize private customer data such as name, address etc. with cloud storage of reading and interval data.

- The Manufacturer shall create the software upload conversion file which shall be compatible with the City's existing billing software.
- Cloud storage shall store usage data for a period of at least one (2) years.

### **Data Accessibility**

The Utility shall have complete access to all usage data for each end customer of the City for purposes of:

- • billing dispute resolution
- • leak detection
- • excessive usage detection
- • back-flow detection
- • monitoring and enforcing irrigation restrictions by address and/or time/day
- • disabled meter detection
- • High and Low Temperature (registers must have thermal-coupling)
- The Manufacturer shall provide web-based, user-friendly software for use by utility personnel.
- The Manufacturer shall provide the City with the ability to grant customers web-based access to view their own usage data at no additional cost to the utility.
- The Manufacture shall develop and offer to utility a suite of reporting tools for mining the cloud usage database in order to reduce system losses, reduce unaccounted for water, enforce usage restrictions, etc.

For security purposes, the City shall retain sole possession of all private customer data such as name and address. This private data shall remain on site at the City and access by the manufacturer shall not be required.

### **Cellular Meter Registers**

Meter registers shall have embedded cell modems that communicate meter reads and interval usage data through existing cellular network daily. Water usage data intervals must be a minimum of 5 minutes usage as is required for system flow rate analytics, irrigation analysis, peak demand determination and accurate unaccounted for water analytics. Systems offering 15, 30, 60 interval usage data will not be considered due to lack of granularity necessary for the analytics. Registers shall have on board memory to store more than 100 days of interval data in order to "back fill" any missing interval data due to any missed transmissions.

Registers shall record the smallest "changes of state" of the meter chamber magnet utilizing robust tunneling magneto resistive sensors to maximize analytic resolution. Reading network shall be limited to cellular carrier only. No single purpose, wireless meter reading networks involving proprietary network infrastructure shall be considered. Cellular endpoint shall display signal strength on LCD display at installation to ensure desired connectivity.

1. The registers shall be a solid-state liquid filled crystal display (LCD) or solid-state LCD with built-in cellular technology for reading data upload to a web-based cloud environment
  - (a) All data transmitted shall be the property of the City for a minimum of ten years
  - (b) Cellular network charges, SaaS (Software as a Service) and Naas (Network as a Service) must be included in the pricing to provide ten years of service.
  - (c) Cellular network connectivity must be guaranteed for ten years without any device upgrade costs.
2. The register's housing and lid, if applicable, shall be made of bronze or polymer.
3. The registers shall be sealed permanently against moisture and dirt with an IP68 rating.

4. The registers shall be a solid-state electronic LCD type.
5. The registers shall be magnetically driven. No intermediate gearing shall be allowed.
6. The registers shall be tamper proof and secured to the main case in such a manner that a  
tamper ring can be easily detected.
7. The registers shall be configurable for either cubic feet or gallons upon request before or after  
being installed by the manufacturer or the City.
8. The registers lens window shall be Tritan plastic and in accordance with the following:
  - (a) The lens window shall be break resistant and scratch resistant,
  - (b) No liquid filled registers shall be accepted,
  - (c) UV rated cure adhesive for sealing,
  - (d) Urethane is required for all wire connections (potting).
  - (e) The register shall be able to withstand 100 % humidity (submersible), and
  - (f) The display shall have a minimum range of 0-degrees Fahrenheit (F) to +140-degrees F.
9. The registers shall have on-board data logging with programmable intervals for either  
1-minute or 5 minutes and on-board memory of at least 65,000-data points.
10. The registers shall be field serviceable without interruption of the meter's  
operation-ability to allow water flow.
11. The register box must be securely attached to the main case and be securely held in  
place.
12. The name of the manufacturer and the units of measure shall be clearly visible and  
identifiable and located on the exterior of the register, register box or lid.
13. The register shall be supplied mounted to the meter body.
14. All internal components shall be of non-corrosive materials as proclaimed by AWWA  
C7 12 standard.
15. Such device to be available from and supported by the meter manufacturer for a period  
of at least 10-years.

### **Cloud-based Data Collection**

In order to reduce internal IT demands on the City, vendor shall provide cloud storage of reading and interval data. Reading data shall be provided, on demand, to the City in a file format compatible with the City's existing billing system from the cloud-based server. Cloud server shall store a minimum of three years' individual meter usage data at 5 minute or smaller intervals from each metered service for future analytic purposes.

### **Data Access**

All City departments that desire access to water usage information shall be granted access through vendor portal. The City's system administrator shall determine the user's level of access to the different tools within the cloud portal.

Utility customers shall also have access to manage their own water usage but have access limited to only the data associated with their particular accounts.

### **Alerts**

System shall provide same day alerts to City Staff as well utility customers, if desired, of costly or dangerous conditions including, but not limited to:

1. Continuous Leak - Constant use of Water
2. Threshold Leak - Constant use of Water above a City defined Flow Rate in gpm
3. Intermittent Leak - High Flow Rate, Short duration (< 1 hr) leaks consistent with leaking toilet valves
4. Unauthorized Use - Metered use on services that should not have use
5. Threshold Backflow - Reverse flow above a defined volume that can be hazardous
6. Zero Use – Triggered on a City selected period of no use. Useful for tamper detection and meter issues
7. Irrigation Violation – Alert triggered on probable irrigation event occurring at wrong time of day or on a prohibited day
8. Potential Freeze Warning - Alert when water Temperature drops below 36 degrees.
9. Low Battery Alert - notification sent 6 months prior to battery end-of-life.

**Warranty:**

The manufacturer and/or vendor shall furnish a warranty for the water meter registers that states that the water meter registers shall be free from all defects in materials and workmanship under normal use in accordance with the following requirements:

- (a) Registers which are supplied with the water meters for a minimum of ten (10) year time period from time of delivery.

**Acceptable Cellular Based Meter Reading Manufacturer(s):**

Metron-Farnier

- Prism VN Digital Register with Embedded Cellular Technology
- Or equal

## **SPECIFICATIONS FOR 5/8" - 1" COLD WATER METERS, SINGLE-JET TYPE, MAGNETICALLY DRIVEN, WITH CELLULAR BASED METER READING REGISTER**

The City of Somerville has selected the single-jet style meter for all City water services due to its extreme low flow sensitivity and its ability to pass some level of debris entrapped in the water system. The water system at Somerville is very old and normal valve operation and flushing tends to dislodge small pieces of debris and sediment that stops other style water meters. For this reason, only meters meeting the AWWA C 712 standard are acceptable. Any meters presented that can meet, exceed, or are equal in capacity and performance will be considered. Positive displacement or battery powered (electronic) meters will not be considered.

### **Project Requirements:**

#### **Work Includes:**

Furnish all materials, equipment, and incidentals necessary to supply single-jet cold water meters and cellular integral digital registers, including meters and registers for pit applications.

#### **Quality Assurance:**

All meters and cellular based registers systems shall be the products of the same manufacturer. Meter manufacturers must have been manufacturing meters for at least ten (10) years and shall have a minimum of five (5) years production experience with all sizes of the model quoted for model standardization.

All meters and cellular integral registers shall allow for and be compatible with future upgrades of the manufacturer's product and be the manufacturer's most recent model for the meter and registers specified herein.

Proposers must submit an affidavit of compliance from the manufacturer that the meters furnished comply with all applicable requirements of this specification. Failure to meet any part of the specification shall be sufficient cause for rejection.

#### **Products:**

This specification covers cold water meters in sizes 5/8", 5/8" x 3/4", 3/4" x 3/4", 1", and the materials and workmanship employed in their fabrication. The meters must be of the type known as single-jet type meters, which perform and measure accurately with sand and debris in the water. Meters shall conform to AWWA C712 standard, or latest revision.

#### **Size:**

The physical characteristics for the nominal size of meters:

- 5/8" X 1/2" = 3/4" Straight Meter Thread, 7.5" Overall Length, Face-to-face.
- 5/8" X 3/4" = 1" Straight Meter Thread, 7.5" Overall Length, Face-to-face.
- 3/4" X 3/4" = 1" Straight Meter Thread, 9" Overall Length, Face-to-face.
- 1" X 1" = 1.25" Straight Meter Thread, 10 3/4" Overall Length, Face-to-face.

#### **Capacity:**

The nominal capacity ratings and the related pressure loss limits shall be those shown below:

- 5/8" X 1/2", 5/8" X 3/4" = 1/4 to 30 GPM, Maximum
- 3/4" = 1/2 to 30 GPM, Maximum.
- 1" = 1 to 70 GPM, Maximum



**Cases:**

All meters shall have an outer case with separate, removable measuring element. Casings shall not be repaired in any manner. The inlet and outlet shall have a common axis. Connection flanges shall be parallel. Main cases shall be of a copper alloy containing not less than 75 percent copper as stated in American Water Works Association Standard C700 or may be of non-corrosive composite material. Both considerations must be in full compliance with NSF-61 Standards as of January 2022. 5/8", 5/8" X 3/4", 3/4" X 3/4", and 1" Meters shall have a composite meter chamber.

**Connections for 5/8", 5/8" X 3/4", 3/4" X 3/4", and 1" Meters:****Main-Case Connections**

Main-case connections for meters 5/8", 5/8" X 3/4", 3/4" X 3/4", and 1" sizes shall be meter casing spuds having external straight threads conforming to American National Standard Institute (ANSI) B2.1 as far as the specifications apply. Main case shall be of top load design to facilitate meter access.

**Coupling Tailpieces**

Coupling tailpieces (City supplied) needed for the single-jet meters shall have internal taper pipe threads conforming to (ANSI) B2.1 and internal diameters that are approximately equal to the nominal thread size of the tailpieces.

**Registration Accuracy:**

The meters shall meet the flow requirements as listed under the AWWA C712 standard for Single-jet water meters, or better.

**Pressure Requirement:**

Meters supplied under this specification shall operate without leakage or damage to any part at a working pressure of 150 psi.

**Workmanship and Materials:**

All meters shall carry, at a minimum, the following published guarantees. All meters shall be guaranteed for one (1) year on workmanship and materials. The meters shall be guaranteed to meet AWWA New Meter Accuracy Standards for a period of five (5) years. At the expiration of this period, the meters shall be guaranteed to meet AWWA Repaired Meter Accuracy Standards for fifteen (15) years. Cellular integral registers shall be guaranteed for at least ten (10) years from the date of installation. All guarantees are the responsibility of the manufacturer.

All water meters shall have parts assembled in the United States of America and castings done in a country on the designated list for the Buy American Act as follows.

- (a) Cast shall mean molten metal poured into a mold to create Casting(s) for a finished product,
- (b) Incidental parts may be purchased/obtained from other countries to provide a finished product, in accordance with these Material Specifications, and
- (c) Assembled shall mean castings and sourced parts are put together to build a finished product, or
- (d) The finished product shall be sold and shipped from a company headquartered in the United States of America.

**Warranty:**

The manufacturer and/or vendor shall furnish a warranty for the water meters that states that the water meters shall be free from all defects in materials and workmanship under normal use in accordance with the following requirements:

- (a) Lead-free brass main case for a minimum twenty (20) year period chrome time of delivery,
- (b) All other components which are supplied with the water meter installation for five (5) year period from time of delivery,
- (c) The supplier of the Water Meter Unit shall be fully responsible for all components and warranties of the Water Meter unit and shall replace and/or repair defective parts or the whole water meter.

**Meter Numbers:**

The meter serial number shall be plainly stamped under the meter register or on meter main case and shall be easily visible from above the meter. Dimpled type stamping methods on the main case are not acceptable. A bar code shall also be affixed to each meter for electronic inventory tracking. Manufacturer's serial numbers shall run consecutively for each meter in the group ordered and shall be stamped on the top of the register or register cap.

**Bottom Plates:**

Not Applicable

**Chambers:**

Chambers shall be made of copper alloy containing not less than 85 percent copper or of a suitable synthetic polymer. The impeller shall rotate on a vertical axis and permit minor sand, silt, or debris to pass through the meter without stopping the meter or interfering with the meter accuracy.

**Measuring Chamber Impeller:**

Measuring chamber impeller shall be of a hardened polymer and resistant to abrasion or breakage. Meters shall utilize only one (1) measuring element, which shall be impeller style, to achieve the performance required. No meters using two (2) or more measuring elements, such as combination meters or compound meters shall be accepted; 100% of water flow must be directly measured by the single-jet element to achieve performance; propeller type or proportional meters shall not be accepted and sampling meters such as ultrasonic and magnetic meters shall not be accepted.

**Drive Spindle:**

Upshaft or drive spindle shall be made of tungsten carbide and pivot on a sapphire type bearing. The driving magnet shall be securely fastened to drive spindle in a manner preventing loss of magnetic connection during normal operation of the water meter.

**External Fasteners:**

All external fasteners, if applicable, shall be stainless steel as described in American Water Works Association standard C700.

**Tests:**

All meters shall comply with American Water Works Association test requirements for new cold water inferential type water meters. Each meter shall be furnished with a tag, attached to the meter, identifying the meter by manufacturer's serial number and, preferably, a bar code representation of the meter serial number. A test record shall accompany each new meter.

**Acceptable Water Meter Manufacturer(s) and Models:**

#### Metron-Farnier Spectrum

- 5/8" X 1/2" Spectrum 30D - NPSM Composite
- 5/8" X 3/4 Spectrum 30D - NPSM Composite
- 3/4" X 3/4" Spectrum 30D - NPSM Composite
- 1" Spectrum 30D, Bronze Alloy or Composite, NSF 61
- Or equal

## **SPECIFICATIONS 1 1/2" to 6" COLD WATER METERS, SINGLE-JET TYPE, MAGNETICALLY DRIVEN, WITH CELLULAR BASED METER READING REGISTER**

### **Quality Assurance:**

All meters and encoder systems shall be the products of the same manufacturer. The encoder system shall have been in service in the United States for at least five (5) years. Meter manufacturers must have been manufacturing meters for at least ten (10) years and shall have a minimum of five (5) years production experience with all sizes of the model quoted for model standardization.

All meters and meter encoder registers shall allow for and be compatible with future upgrades of the manufacturer's product and be the manufacturer's most recent model for the meter and registers specified herein.

Proposers must submit an affidavit of compliance from the manufacturer that the meters furnished comply with all applicable requirements of this specification. Failure to meet any part of the specification shall be sufficient cause for rejection.

### **Products:**

This specification covers commercial single-jet water meters in sizes 1 1/2", 2", 3", 4", and 6" along with the materials and workmanship employed in their fabrication. The inferential meters must be of the type known as single-jet type meters, which perform and measure accurately with sand and debris in the water. Meters shall conform to AWWA C712 standard or latest revision.

### **Size:**

The operating and physical characteristics shown in Table 1 and Table 2 shall determine the nominal size of meters.

### **Capacity:**

The nominal capacity ratings and the related pressure loss limits shall be those shown in Table 1 for the safe maximum operating capacities.

### **Length:**

The lengths of the meters shall be the face-to-face dimensions of the spuds shown in Table 2.

### **Cases:**

All meters shall have an outer case with separate, removable measuring element. Casings shall not be repaired in any manner. The inlet and outlet shall have a common axis. Connection flanges shall be parallel.

### **Connections for 1 1/2" through 6" Meters:**

Main-case connection for meters 1 1/2" or larger shall be flanged. Flanges for the 1-1/2" and 2" size meter assemblies shall be of the 2-bolt oval flange configuration.

The 3" through 6" size meter assemblies shall have flanges of the Class 125 round type, flat faced and shall conform to ANSI B16.1 for specified diameter, drilling and thickness.

### **Registration Accuracy:**

The meters shall meet the following requirements for accuracy:

At any flow rate within normal test flow limits specified in Table 1, the meter shall register not less than 98.5% and not more than 101.5% of the water actually passed through the meter.

At the minimum test flow rate specified in Table 1, the 1 ½", 2", 3", and 4" meters shall register not less than 95% and not more than 101.5% of the water actually passed through the meter.

**Pressure Requirement:**

Meters supplied under this specification shall operate without leakage or damage to any part at a working pressure of 150 psi.

**Workmanship and Materials:**

All meters shall carry, at a minimum, the following published guarantees. All meters shall be guaranteed for one (1) year on workmanship and materials. The meters shall be guaranteed to meet AWWA New Meter Accuracy Standards for a period of five (5) years. At the expiration of this period, the meters shall be guaranteed to meet AWWA Repaired Meter Accuracy Standards for fifteen (15) years. Registers shall be guaranteed for at least ten (10) years from the date of installation. All guarantees are the responsibility of the manufacturer.

All water meters shall have parts assembled in the United States of America and castings done in a country on the designated list for the Buy American Act as follows.

- (a) Cast shall mean molten metal poured into a mold to create Casting(s) for a finished product,
- (b) Incidental parts may be purchased/obtained from other countries to provide a finished product, in accordance with these Material Specifications, and
- (c) Assembled shall mean castings and sourced parts are put together to build a finished product, or
- (d) The finished product shall be sold and shipped from a company headquartered in the United States of America.

**Warranty:**

The manufacturer and/or vendor shall furnish a warranty for the water meters that states that the water meters shall be free from all defects in materials and workmanship under normal use in accordance with the following requirements:

- (a) Lead-free brass main case for a minimum twenty (20) year period from time of delivery,
- (b) All other components which are supplied with the water meter installation for five (5) year period from time of delivery,
- (c) The supplier of the Water Meter Unit shall be fully responsible for all components and warranties of the Water Meter unit and shall replace and/or repair defective parts or the whole water meter.

**Main Cases:**

Main cases shall be of a copper alloy containing not less than 75 percent copper as stated in American Water Works Association Standard C700 or may be of non-corrosive composite material. Both considerations must be in full compliance with NSF-61 Standards as of January 2022. Main case shall be of top load design to facilitate meter access.

**Register Boxes:**

All register boxes shall be equipped with a register cap that shall completely cover the register lens. The magnetic drive register and gear train shall be encased by the register housing and permanently sealed at the factory.

**Meter Numbers:**

The meter serial number shall be plainly stamped on the meter register or meter main case and shall be easily visible from above the meter. Dimpled type stamping methods on the main case are not acceptable. Paper or plastic number labels affixed to the register are not acceptable. Manufacturer's serial numbers shall run consecutively for each meter in the group ordered and shall be stamped on the top of the register or register cap.

**Bottom Plates:**

Not Accepted - top load style only.

**Chambers:**

Chambers shall be made of copper alloy containing not less than 85 percent copper or of a suitable synthetic polymer. The impeller shall rotate on a vertical axis and permit minor sand, silt, or debris to pass through the meter without stopping the meter or interfering with the meter accuracy.

**Measuring Chamber Impeller:**

Measuring chamber impeller shall be of a hardened polymer and resistant to abrasion or breakage. Meters shall utilize only one (1) measuring element, which shall be impeller style, to achieve the performance required. No meters using two (2) or more measuring elements, such as combination meters or compound meters shall be accepted; 100% of water flow must be directly measured by the single-jet element to achieve performance; propeller type or proportional meters shall not be accepted and sampling meters such as ultrasonic and magnetic meters shall not be accepted.

**Drive Spindle:**

Upshaft or drive spindle shall be made of tungsten carbide and pivot on a sapphire type bearing. The driving magnet shall be securely fastened to drive spindle in a manner preventing loss of magnetic connection during normal operation of the water meter.

**External Fasteners:**

All external fasteners, if applicable, shall be stainless steel as described in American Water Works Association standard C700.

**Tests:**

All meters shall comply with American Water Works Association test requirements for new cold water inferential type water meters. Each meter shall be furnished with a tag, attached to the meter, identifying the meter by manufacturer's serial number and, preferably, a bar code representation of the meter serial number. A test record shall accompany each new meter.

**Acceptable Manufacturer(s) and Models:**

Metron-Farnier Spectrum

- 1 ½" Spectrum 88D
- 2" Spectrum 130D
- 3" Spectrum 175D, 500D
- 4" Spectrum 500D, 1000D
- 6" Spectrum 1000D
- Or equal

**TABLE 1****Meter Performance**

The table below shows the minimum acceptable accuracy range of the water meters specified.

	<b>Low Flow Accuracy</b>	<b>Normal Operating</b>
<b>Meter Size</b>	(95%-101%)	Range (98.5%-101%)
5/8" x 3/4"	0.1 gpm	0.25-30 gpm
3/4" x 3/4"	0.125 gpm	0.125 to 30 gpm
1"	0.25 gpm	0.25-70 gpm
1.5"	0.25 gpm	0.25-105 gpm
2"	0.25 gpm	0.25 - 175 gpm
3"	0.25 gpm	0.25 - 350 gpm
4"	0.25 gpm	.25 - 500 gpm
6"	.75 gpm	.75 - 1000 gpm

**TABLE 2**

<b>Meter Size</b>	<b>Body Material</b>
5/8" x 3/4"	Fiberglass Composite
3/4" x 3/4"	Fiberglass Composite
1"	Lead free Copper Alloy or Fiberglass Composite
1.5"	Lead free Copper Alloy
2"	Lead free Copper Alloy
3"	Lead free Copper Alloy
4"	Lead free Copper Alloy
6"	Lead free Copper Alloy

## **SPECIFICATIONS 6" to 8" COLD WATER METERS, SINGLE-JET TYPE, MAGNETICALLY DRIVEN, WITH CELLULAR BASED METER READING REGISTER**

### **Quality Assurance:**

All meters and encoder systems shall be the products of the same manufacturer. The encoder system shall have been in service in the United States for at least five (5) years. Meter manufacturers must have been manufacturing meters for at least ten (10) years and shall have a minimum of five (5) years production experience with all sizes of the model quoted for model standardization.

All meters and meter encoder registers shall allow for and be compatible with future upgrades of the manufacturer's product and be the manufacturer's most recent model for the meter and registers specified herein.

Proposers must submit an affidavit of compliance from the manufacturer that the meters furnished comply with all applicable requirements of this specification. Failure to meet any part of the specification shall be sufficient cause for rejection.

### **Products:**

This specification covers commercial single-jet water meters in sizes 6" and 8" along with the materials and workmanship employed in their fabrication. The inferential meters must be of the type known as single-jet type meters, which perform and measure accurately with sand and debris in the water. Meters shall conform to AWWA C712 standard or latest revision.

### **Capacity:**

The nominal capacity ratings and the related pressure loss limits shall be those shown in Table 1 for the safe maximum operating capacities.

### **Length:**

The lengths of the meters shall be the face-to-face dimensions of the spuds shown in Table 2.

### **Cases:**

All meters shall have an outer case with separate, removable measuring element. Casings shall not be repaired in any manner. The inlet and outlet shall have a common axis. Connection flanges shall be parallel.

### **Registration Accuracy:**

The meters shall meet the following requirements for accuracy:

At any flow rate within normal test flow limits specified, the meter shall register not less than 98.5% and not more than 101.5% of the water actually passed through the meter.

At the minimum test flow rate specified, the meters shall register not less than 95% and not more than 101.5% of the water actually passed through the meter.

### **Pressure Requirement:**

Meters supplied under this specification shall operate without leakage or damage to any part at a working pressure of 150 psi.

### **Workmanship and Materials:**



All meters shall carry, at a minimum, the following published guarantees. All meters shall be guaranteed for one (1) year on workmanship and materials. The meters shall be guaranteed to meet AWWA New Meter Accuracy Standards for a period of five (5) years. At the expiration of this period, the meters shall be guaranteed to meet AWWA Repaired Meter Accuracy Standards for fifteen (15) years. Registers shall be guaranteed for at least ten (10) years from the date of installation. All guarantees are the responsibility of the manufacturer.

All water meters shall have parts assembled in the United States of America and castings done in a country on the designated list for the Buy American Act as follows.

- (e) Cast shall mean molten metal poured into a mold to create Casting(s) for a finished product,
- (f) Incidental parts may be purchased/obtained from other countries to provide a finished product, in accordance with these Material Specifications, and
- (g) Assembled shall mean castings and sourced parts are put together to build a finished product, or
- (h) The finished product shall be sold and shipped from a company headquartered in the United States of America.

**Warranty:**

The manufacturer and/or vendor shall furnish a warranty for the water meters that states that the water meters shall be free from all defects in materials and workmanship under normal use in accordance with the following requirements:

- (d) Lead-free brass main case for a minimum twenty (20) year period chrome time of delivery,
- (e) All other components which are supplied with the water meter installation for five (5) year period from time of delivery,
- (f) The supplier of the Water Meter Unit shall be fully responsible for all components and warranties of the Water Meter unit and shall replace and/or repair defective parts or the whole water meter.

**Main Cases:**

Main cases shall be of a copper alloy containing not less than 75 percent copper as stated in American Water Works Association Standard C700 or may be of non-corrosive composite material. Both considerations must be in full compliance with NSF-61 Standards as of January 2022. Main case shall be of top load design to facilitate meter access.

**Register Boxes:**

All register boxes shall be equipped with a register cap that shall completely cover the register lens. The magnetic drive register and gear train shall be encased by the register housing and permanently sealed at the factory.

**Meter Numbers:**

The meter serial number shall be plainly stamped on the meter register or meter main case and shall be easily visible from above the meter. Dimpled type stamping methods on the main case are not acceptable. Paper or plastic number labels affixed to the register are not acceptable. Manufacturer's serial numbers shall run consecutively for each meter in the group ordered and shall be stamped on the top of the register or register cap.

**Bottom Plates:**

Not Accepted - top load style only.

**Chambers:**

Chambers shall be made of copper alloy containing not less than 85 percent copper or of a suitable synthetic polymer. The impeller shall rotate on a vertical axis and permit minor sand, silt, or debris to pass through the meter without stopping the meter or interfering with accuracy.

**Measuring Chamber Impeller:**

Measuring chamber impeller shall be of a hardened polymer and resistant to abrasion or breakage. Meters shall utilize only one (1) measuring element, which shall be impeller style, to achieve the performance required. No meters using two (2) or more measuring elements, such as combination meters or compound meters shall be accepted; 100% of water flow must be directly measured by the single-jet element to achieve performance; propeller type or proportional meters shall not be accepted and meters such as ultrasonic and magnetic meters shall not be accepted.

**Drive Spindle:**

Upshaft or drive spindle shall be made of tungsten carbide and pivot on a sapphire type bearing. The driving magnet shall be securely fastened to drive spindle in a manner preventing loss of magnetic connection during normal operation of the water meter.

**External Fasteners:**

All external fasteners, if applicable, shall be stainless steel as described in American Water Works Association standard C700.

**Tests:**

All meters shall comply with American Water Works Association test requirements for new cold water inferential type water meters. Each meter shall be furnished with a tag, attached to the meter, identifying the meter by manufacturer's serial number and, preferably, a bar code representation of the meter serial number. A test record shall accompany each new meter.

**Acceptable Manufacturer(s) and Models:**

Metron-Farnier Spectrum

- 6" Enduro 2800D
- 8" Enduro 2800D
- 6" Enduro 3600D
- 8" Enduro 3600D

## Quality Requirements

Quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. **Please complete the Quality Requirements form, below, and submit it with your completed bid.** The City of Somerville may disqualify any response that does not meet the minimum quality requirements. A "No" response to items 1, 2, or 3, or a failure to respond to any of the following minimum standards, may result in disqualification of your bid.

QUALITY REQUIREMENTS		YES	NO
1.	Will the supplied water meters integrate with the cellular-based Advanced Metering Analytics (AMA)?		
2.	Will the supplied water meters arrive factory calibrated and meet or exceed the American Water Works Association's (AWWA) Accuracy Standards?		
3.	Will the supplied water meters be compatible with the City's existing Automated Meter Reading (AMR) system, and require no additional integration cost?		
4.	Optional: Are you a Mass. Supplier Diversity Office MBE/WBE certified minority or woman owned business? Additional minority designations may be submitted by attaching supporting documentation.		

In order to provide verification of affirmative responses to items 1, 2, and 3 under the quality requirements listed in the Quality Requirements Form, Offeror must submit written information that details the general background, experience, and qualifications of the organization. Subcontractors, if applicable, must be also included.

**Period of Performance**

The period of performance for this contract begins on or about 01/19/2026 and ends on or about 06/30/2028. If applicable, optional renewal years may be exercised by the sole discretion of the City (see cover page for anticipated contract term).

**Place of Performance**

All services, delivery, and other required support shall be conducted in Somerville and other locations designated by the Department point of contact. Meetings between the Vendor and City personnel shall be held at the City of Somerville, Massachusetts, unless otherwise specified.

**Vendor Conduct**

The Vendor's employees shall comply with all City regulations, policies, and procedures. The Vendor shall ensure that their employees present professional work attire at all times. The authorized contracting body of the City may, at his/her sole discretion, direct the Vendor to remove any Vendor employee from City facilities for misconduct or safety reasons. Such rule does not relieve the Vendor of their responsibility to provide sufficient and timely service. The City will provide the Vendor with immediate written notice for the removal of the employee. Vendors must be knowledgeable of the conflict of interest law found on the Commonwealth's website <https://www.mass.gov/info-details/gl-c-268a-the-conflict-of-interest-law-as-amended-by-c-248-acts-of-2024>. Vendors may be required to take the Conflict of Interest exam.

**Vendor Personnel**

The Vendor shall clearly state the name of the proposed project manager. All proposed staff must demonstrate the ability to carry out the specified requirements.

**Confidentiality**

The Vendor agrees that it will ensure that its employees and others performing services under this contract will not use or disclose any non-public information unless authorized by the City. That includes confidential reports, information, discussions, procedures, and any other data that are collected, generated or resulting from the performance of this scope of work. All documents, photocopies, computer data, and any other information of any kind collected or received by the Vendor in connection with the contract work shall be provided to the City upon request at the termination of the contract (i.e., the date on which final payment is made on the contract or at such other time as may be requested by the City or as otherwise agreed by City and the Vendor). The Vendor may not discuss the contract work in progress with any outside party, including responding to media and press inquiries, without the prior written permission of the City. In addition, the Vendor may not issue news releases or similar items regarding contract award, any subsequent contract modifications, or any other contract-related matter without the prior written approval of the City. Requests to make such disclosures should be addressed in writing to the Vendor's point of contact.

**Deliverables**

Vendor shall provide for all day-to-day supervision, inspection, and monitoring of all work performed to ensure compliance with the contract requirements. The contractor is responsible for remedying all defects and omissions to the supplies or services provided to ensure that said deliverables meet the requirements as detailed in the contract specifications.

**IFB# 26-32**  
**SECTION 3.0**  
**PRICING**

By signing this Price Form, the Proposer certifies the following bulleted statements and offers to supply and deliver the materials and services specified below in full accordance with the Contract Documents supplied by the City of Somerville entitled: Water Meter Parts

- The bids will be received at the office of the Chief Procurement Officer, Somerville City Hall, 93 Highland Avenue, Somerville, MA 02143 no later than **01/15/2026 by 1PM EST**
- If the **awarded** vendor is a Corporation a “Certificate of Good Standing” (produced by the Mass. Sec. of State) must be furnished with the resulting contract (see Section 4.0.)
- **Awarded Vendor** must comply with Living Wage requirements (see Section 4.0; only for services)
- **Awarded Vendor** must comply with all applicable laws, including but not limited to the [Somerville Wage Theft Ordinance](#).
- **Awarded Vendor** must comply with insurance requirements as stated in Section 4.0.
- The Chief Procurement Officer reserves the right to accept or reject any or all bids and/or to waive any informalities if in her/his sole judgment it is deemed to be in the best interest of the City of Somerville.
- The following prices shall include delivery, the cost of fuel, the cost of labor, and all other charges.
- This form to be enclosed in sealed bid package.

**Please provide Unit Price for the following and include any additional fees not listed:**

Please quote on the following items. Prices are to include delivery, the cost of fuel, and all other charges related to the services listed below. Prices are to remain the same for the entire contract period. Below is a listing of the service activities that may be required of the Vendor over the course of the next two and a half (2.5) years. Please quote a unit price for all line items included in the pricing form.

One contract will be awarded to the responsible and eligible bidder offering the lowest prices.

This contract is solely for the purchase and supply of water meters and related parts. It does not include installation services, which are covered under a separate contract. Additionally, this contract does not include software licenses, software installation, integration, connection, or training of City employees. Any such services must be procured separately until distinct agreements.

This is a goods and services contract and shall not be construed as a Public Works or Construction contract, nor an IT services agreement. Any services beyond the scope of this contract must be itemized and procured through separate contractual arrangements.

No.	Description	Year 1 (January 2026 – June 2027)			Year 2 (July 2027 – June 2028)		
		Estimated Quantity Each	Unit Price	Total Price (Estimated Quantity X Unit Price)	Estimated Quantity Each	Unit Price	Total Price (Estimated Quantity X Unit Price)
Residential & Intermediate							
1.	5/8" Meter (Metron Farnier)	700	\$	\$	250	\$	\$
2.	3/4" Meter (Metron Farnier)	25	\$	\$	15	\$	\$
3.	1" Meter (Metron Farnier)	25	\$	\$	10	\$	\$
4.	1.5" Meter (Metron Farnier)	80	\$	\$	10	\$	\$
5.	2" Meter (Metron Farnier)	80	\$	\$	10	\$	\$
Large Commercial							
6.	3" Meter (Metron Farnier)	25	\$	\$	10	\$	\$
7.	4" Meter (Metron Farnier)	20	\$	\$	10	\$	\$
8.	6" Meter (Metron Farnier)	2	\$	\$	1	\$	\$
9.	8" Meter (Metron Farnier)	1	\$	\$	1	\$	\$
10.	Hydrant Meter - 3" Meter (Metron Spectrum Hydrant)	15	\$	\$	10	\$	\$
Miscellaneous Supply							
11.	Extension Antennas	125	\$	\$	75	\$	\$
12.	Extensions Wires	125	\$	\$	75	\$	\$
13.	Parts Markup: All meter repair parts or any parts used for right-sizing or replacement will be itemized and billed at Contractor cost + %	TBD	N/A	N/A	TBD	N/A	N/A
Annual Total (Sum of items 1 to 13 per year)		\$			\$		
TOTAL COST (sum of the annual total for 2 years) in Figure		\$					
TOTAL COST (sum of the annual total for 2 years) in Words							

<b>Name of Company/Individual:</b>	
<b>Address, City, State, Zip:</b>	
<b>Tel #</b>	<b>Email:</b>
<b>Signature of Authorized Individual</b>	
<p>Please acknowledge receipt of any and all Addenda (if applicable) by signing below and including this form in your bid package. Failure to do so may subject the proposer to disqualification.</p> <p><b>ACKNOWLEDGEMENT OF ADDENDA:</b></p> <p><b>Addendum #1</b> ____ <b>#2</b> ____ <b>#3</b> ____ <b>#4</b> ____ <b>#5</b> ____ <b>#6</b> ____ <b>#7</b> ____ <b>#8</b> ____ <b>#9</b> ____ <b>#10</b> ____</p>	

**IFB# 26-32**  
**SECTION 4.0**  
Water Meter Parts  
**BIDDERS' CHECKLIST**

**Please ensure all documents listed on this checklist are included with your bid. Failure to do so may subject the proposer to disqualification.**

**Required with Sealed Bids**

- \_\_\_\_\_ Cover Letter
- \_\_\_\_\_ Price Form (Section 3.0)
- \_\_\_\_\_ Acknowledgement of Addenda (if applicable)
- \_\_\_\_\_ Quality Requirements (Section 2.0)
- \_\_\_\_\_ Somerville Living Wage Form (if applicable)
- \_\_\_\_\_ Certificate of Non-Collusion and Tax Compliance
- \_\_\_\_\_ Certificate of Signature Authority
- \_\_\_\_\_ Reference Form (or equivalent may be attached)
- \_\_\_\_\_ Prevailing Wage Rate Compliance Form
- \_\_\_\_\_ Supplier Diversity Form
- \_\_\_\_\_ Vulnerable Road Users Ordinance
- \_\_\_\_\_ W9

**Required with Contract, *Post Award***

- \_\_\_\_\_ Certificate of Good Standing (will be required of awarded Vendor; please furnish with bid if available)
- \_\_\_\_\_ Insurance Specifications (will be required of awarded Vendor; furnish sample certificate with bid, if possible)



**APPENDIX A**  
**City's General Terms and Conditions**

## INSURANCE SPECIFICATIONS

### INSURANCE REQUIREMENTS FOR AWARDED VENDOR ONLY:

Prior to commencing performance of any work or supplying materials or equipment covered by these specifications, the contractor shall furnish to the Office of the Chief Procurement Officer a Certificate of Insurance evidencing the following:

#### A. GENERAL LIABILITY - Comprehensive Form

Bodily Injury Liability.....\$ One Million

Property Damage Liability.....\$ One Million

#### B. COVERAGE FOR PAYMENT OF WORKER'S COMPENSATION BENEFIT PURSUANT TO CHAPTER 152 OF THE MASSACHUSETTS GENERAL LAWS IN THE AMOUNT AS LISTED BELOW:

WORKER'S COMPENSATION.....\$ Statutory

EMPLOYERS' LIABILITY.....\$ Statutory

#### C. AUTOMOBILE LIABILITY INSURANCE AS LISTED BELOW:

BODILY INJURY LIABILITY.....\$ STATUTORY

1. A contract will not be executed unless a certificate (s) of insurance evidencing above-described coverage is attached.
2. Failure to have the above-described coverage in effect during the entire period of the contract shall be deemed to be a breach of the contract.
3. All applicable insurance policies shall read:  
**"CITY OF SOMERVILLE" as a certificate holder and as an additional insured** for general liability only along with a description of operation in the space provided on the certificate.

#### Certificate Should Be Made Out To:

**City Of Somerville  
c/o Procurement and Contracting Services Department  
93 Highland Avenue  
Somerville, MA 02143**

**Note: If your insurance expires during the life of this contract, you shall be responsible to submit a new certificate(s) covering the period of the contract. No payment will be made on a contract with an expired insurance certificate.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		FAX (A/C, No):	
	PHONE (A/C, No, Ext):			
INSURED	E-MAIL ADDRESS:			
	INSURER(S) AFFORDING COVERAGE			NAIC #
	INSURER A:			
	INSURER B:			
	INSURER C:			
	INSURER D:			
INSURER E:				
INSURER F:				

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

DESCRIPTION OF PROJECT, SOLICITATION NUMBER AND THAT THE CITY OF SOMERVILLE IS A CERTIFICATE HOLDER AND ADDITIONAL INSURED

**CERTIFICATE HOLDER****CANCELLATION**

CERTIFICATES SHOULD BE MADE OUT TO:

CITY OF SOMERVILLE  
c/o PURCHASING DEPARTMENT  
93 HIGHLAND AVE  
SOMERVILLE, MA 02143

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



## SECRETARY OF THE COMMONWEALTH'S

### CERTIFICATE OF GOOD STANDING

#### **CERTIFICATE OF GOOD STANDING as provided by the Secretary of the Commonwealth**

The **Awarded Vendor** must comply with our request for a **CURRENT "Certificate of Good Standing" provided by the Secretary of the Commonwealth's Office**

NOTE: A Certificate of Good Standing provided by the Department of Revenue will NOT be accepted. The Certificate *must* be provided by the Secretary of the Commonwealth's Office.

If you require information on how to obtain the "Certificate of Good Standing" or Certificate of Registration (Foreign Corporations) from the Commonwealth of Massachusetts, please call the

Secretary of The Commonwealth's Office at (617) 727-2850 (Press #1) located at One (1) Ashburton Place, 17 Floor, Boston, MA 02133 or you may access their web site at:  
<http://corp.sec.state.ma.us/CorpWeb/Certificates/CertificateOrderForm.aspx>

If your company is incorporated outside of Massachusetts and therefore is a "foreign corporation", but is registered to do business in Massachusetts, please comply with our request for the Certificate of Registration from the Commonwealth of Massachusetts. If your company is a foreign corporation, but is not registered to do business in Massachusetts, please provide the Certificate of Good Standing from your state of incorporation.

Please note that without the above certificate (s), the City of Somerville cannot execute your contract.

#### **IMPORTANT NOTICE**

Requests for Certificates of Good Standing by mail may take a substantial amount of time. A certificate may be obtained immediately in person at the Secretary's Office at the address above. Also, at this time, the Secretary of State's Office may not have your current annual report recorded. If this is the case, and you are therefore unable to obtain the Certificate of Good Standing, please forward a copy of your annual report filing fee check with your signed contracts. Please forward your original Certificate of Good Standing to the Purchasing Department upon receipt.



## **Certificate of Authority (Limited Liability Companies Only)**

**Instructions:** Complete this form and sign and date where indicated below.

1. I, the undersigned, being a member or manager of

\_\_\_\_\_,  
(Complete Name of Limited Liability Company)

a limited liability company (LLC) hereby certify as to the contents of this form for the purpose of contracting with the City of Somerville.

2. The LLC is organized under the laws of the state of: \_\_\_\_\_.
3. The LLC is managed by (**check one**) a     Manager or by its     Members.
4. I hereby certify that each of the following individual(s) is:
- a member/manager of the LLC;
  - duly authorized to execute and deliver this contract, agreement, and/or other legally binding documents relating to any contract and/or agreement on behalf of the LLC;
  - duly authorized to do and perform all acts and things necessary or appropriate to carry out the terms of this contract or agreement on behalf of the LLC; and
  - that no resolution, vote, or other document or action is necessary to establish such authority.

<u>Name</u>	<u>Title</u>

5. **Signature:**\_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Printed Title:**\_\_\_\_\_

**Date:** \_\_\_\_\_



## **Certificate of Authority (Corporations Only)**

**Instructions:** Complete this form and sign and date where indicated below.

1. I hereby certify that I, the undersigned, am the duly elected Clerk/Secretary of

\_\_\_\_\_  
**(Insert Full Name of Corporation)**

2. I hereby certify that the following individual \_\_\_\_\_  
**(Insert the Name of Officer who Signed the Contract and Bonds)**

is the duly elected \_\_\_\_\_ of said Corporation.  
**(Insert the Title of the Officer in Line 2)**

3. I hereby certify that on \_\_\_\_\_  
**(Insert Date: Must be on or before Date Officer Signed Contract/Bonds)**

at a duly authorized meeting of the Board of Directors of said corporation, at which a quorum was present, it was voted that

\_\_\_\_\_  
**(Insert Name of Officer from Line 2) (Insert Title of Officer from Line 2)**

of this corporation be and hereby is authorized to make, enter into, execute, and deliver contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

4. **ATTEST:**

**Signature:** \_\_\_\_\_  
**(Clerk or Secretary)**

**AFFIX CORPORATE SEAL HERE**

**Printed Name:** \_\_\_\_\_

**Printed Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
**(Date Must Be on or after Date Officer Signed Contract/Bonds)**



**SOMERVILLE LIVING WAGE ORDINANCE CERTIFICATION FORM**  
**CITY OF SOMERVILLE CODE OF ORDINANCES SECTION 2-397 et seq.\***

**Instructions:** This form shall be included in all Invitations for Bids and Requests for Proposals which involve the furnishing of labor, time or effort (with no end product other than reports) by vendors contracting or subcontracting with the City of Somerville, where the contract price meets or exceeds the following dollar threshold: \$10,000. If the undersigned is selected, this form will be attached to the contract or subcontract and the certifications made herein shall be incorporated as part of such contract or subcontract. **Complete this form and sign and date where indicated below on page 2.**

**Purpose:** The purpose of this form is to ensure that such vendors pay a “Living Wage” (defined below) to all covered employees (i.e., all employees except individuals in a city, state or federally funded youth program). In the case of bids, the City will award the contract to the lowest responsive and responsible bidder paying a Living Wage. In the case of RFP’s, the City will select the most advantageous proposal from a responsive and responsible offeror paying a Living Wage. In neither case, however, shall the City be under any obligation to select a bid or proposal that exceeds the funds available for the contract.

**Definition of “Living Wage”:** For this contract or subcontract, as of 7/1/2025 “Living Wage” shall be deemed to be an hourly wage of no less than \$18.28 per hour. From time to time, the Living Wage may be upwardly adjusted and amendments, if any, to the contract or subcontract may require the payment of a higher hourly rate if a higher rate is then in effect.

**CERTIFICATIONS**

1. The undersigned shall pay no less than the Living Wage to all covered employees who directly expend their time on the contract or subcontract with the City of Somerville.
2. The undersigned shall post a notice, (copy enclosed), to be furnished by the contracting City Department, informing covered employees of the protections and obligations provided for in the Somerville Living Wage Ordinance, and that for assistance and information, including copies of the Ordinance, employees should contact the contracting City Department. Such notice shall be posted in each location where services are performed by covered employees, in a conspicuous place where notices to employees are customarily posted.
3. The undersigned shall maintain payrolls for all covered employees and basic records relating hereto and shall preserve them for a period of three years. The records shall contain the name and address of each employee, the number of hours worked, the gross wages, a copy of the social

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\* Copies of the Ordinance are available upon request to the Procurement & Contracting Services Department.

Form: \_\_\_\_\_  
Contract Number: \_\_\_\_\_

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security returns, and evidence of payment thereof and such other data as may be required by the contracting City Department from time to time.

4. The undersigned shall submit payroll records to the City upon request and, if the City receives information of possible noncompliance with the provisions the Somerville Living Wage Ordinance, the undersigned shall permit City representatives to observe work being performed at the work site, to interview employees, and to examine the books and records relating to the payrolls being investigated to determine payment of wages.

5. The undersigned shall not fund wage increases required by the Somerville Living Wage Ordinance by reducing the health insurance benefits of any of its employees.

6. The undersigned agrees that the penalties and relief set forth in the Somerville Living Wage Ordinance shall be in addition to the rights and remedies set forth in the contract and/or subcontract.

**CERTIFIED BY:**

**Signature:** \_\_\_\_\_  
(Duly Authorized Representative of Vendor)

**Title:** \_\_\_\_\_

**Name of Vendor:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**INSTRUCTIONS: PLEASE POST**

**NOTICE TO ALL EMPLOYEES  
REGARDING PAYMENT OF LIVING WAGE**

Under the Somerville, Massachusetts' Living Wage Ordinance (Ordinance No. 1999-1), any person or entity who has entered into a contract with the City of Somerville is required to pay its employees who are involved in providing services to the City of Somerville no less than a "Living Wage".

The Living Wage as of **7/1/2025** is **\$18.28** per hour.

For assistance and information regarding the protections and obligations provided for in the Living Wage Ordinance and/or a copy of the Living Wage Ordinance, all employees should contact the City of Somerville's Procurement & Contracting Services Department directly.

Form:\_\_\_\_\_  
Contract Number:\_\_\_\_\_

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## **Non-Collusion Form and Tax Compliance Certification**

**Instructions:** Complete each part of this two-part form and sign and date where indicated below.

### **A. NON-COLLUSION FORM**

I, the undersigned, hereby certify under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

**Signature:** \_\_\_\_\_  
(Individual Submitted Bid or Proposal)  
Duly Authorized

**Name of Business or Entity:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **B. TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support, as well as paid all contributions and payments in lieu of contributions pursuant to MGL 151A, §19A(b).

**Signature:** \_\_\_\_\_  
(Duly Authorized Representative of Vendor)

**Name of Business or Entity:** \_\_\_\_\_

**Social Security Number or Federal Tax ID#:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## SOMERVILLE ORDINANCE TO SAFEGUARD

## VULNERABLE ROAD USERS

CITY OF SOMERVILLE CODE OF ORDINANCES ARTICLE VIII, SEC. 12-117 et seq.

Prospective contractors must familiarize themselves with the City of Somerville's Ordinance to Protect Vulnerable Road Users. The full text of this local law can be found [here](#).

1. **Request for Inspection:** Inspections are conducted on Thursdays from 4pm-7pm at the Somerville Department of Public Works, located at 1 Franey Road. Each inspection takes approximately 20 minutes.
  - a. Any vendor covered by this Ordinance shall complete an inspection request form and email it to [fleetinspections@somervillema.gov](mailto:fleetinspections@somervillema.gov).
  - b. Please submit request form no later than 3pm on the Tuesday before the requested inspection date.
2. **Fee:** The fee for the initial inspection is \$100. The fee for a renewal inspection (every two years) is \$50.
  - a. Payment of the fee is due upon scheduling of the inspection. The fee can be paid via check or credit card. Checks should be made out to the City of Somerville and include the vendor's phone number.
3. **Approval:** Vehicles inspected and approved by the Fleet Division will have an inspection approval sticker affixed to the windshield of the vehicle. A copy of the inspection report and certificate of inspection shall be issued to the vendor.
  - a. Inspection stickers are not transferable.
  - b. Any major overhaul of safeguard equipment shall be required to be re-inspected.
4. **Rejection:** If a vehicle is rejected for failing to comply with any of the technical specifications outlined in the ordinance, it shall be corrected and henceforth re-inspected within 30 days at no additional fee.
  - a. If a second inspection results in a rejection, a fee of \$50 will be required for any subsequent inspections.
  - b. Any vendor who fails to comply within 60 days of their first inspection may be subject to having their contract cancelled.
5. **Questions:** Please direct questions about vehicle inspections to Department of Public Works, at: [fleetinspections@somervillema.gov](mailto:fleetinspections@somervillema.gov) or call 617-625-6600 ext. 5100

### Acknowledgement

In accordance with Sec. 12-119 "Requirements" in the Ordinance, bidders must sign the following:

Unless certified that the Ordinance is not applicable to this contract or otherwise waived by the City, I acknowledge that my company has installed (or will install prior to commencing work for the contract) side guards, cross-over mirrors or equivalent blind spot countermeasures, convex mirrors or equivalent blind spot countermeasures, side-visible turn signals, and appropriate warning signage, in accordance with SCO Chapter 12, Article VII on all large vehicles it uses or will use within the City of Somerville in connection with any contract.

\_\_\_\_\_  
Authorized Signatory's Name

\_\_\_\_\_  
Date

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

I certify that the Ordinance does not apply to this contract for the following reason:

☐ Vehicles do not meet or exceed Class 3 GVWR

☐ Vehicles do not exceed 15 MPH

☐ No vehicles on project

☐ Other: \_\_\_\_\_

# ORDINANCE REQUIREMENTS

## LATERAL PROTECTIVE DEVICES (SIDE GUARDS)

- Vehicles must have device installed between the front & rear wheels to help prevent injuries to vulnerable road users, particularly from falling underneath the vehicle.



## SIDE-VISIBLE TURN SIGNALS

- Vehicles must have at least one turn signal lamp on each side of the vehicle that is visible from any point to the left and right side along the full length of the vehicle.



## CONVEX MIRRORS

- Vehicles must have mirrors which enable the driver to see anything that is three feet above the road and one foot in feet of or along side of the vehicle.



## CROSS-OVER MIRRORS

- Vehicles must have mirrors that enable the driver to see anything at least three feet tall passing one foot in front of the vehicle and the area in front of the bumper where direct vision is not possible.

## SAFETY DECALS

- Vehicles must have a minimum of three reflective decals on the rear and sides.
- The decals must be "safety yellow" in color and include language or images that warn of blind spots.

# COMMON QUESTIONS

**WHAT TYPES OF VEHICLES DOES THIS ORDINANCE APPLY TO?** This ordinance applies to Class 3 or above vehicles with a gross vehicle weight rating exceeding 10,000 lbs., except for an ambulance, fire apparatus, low-speed vehicle with max speed under 15 mph, or agricultural tractors.

**CAN TOOL BOXES BE USED AS SIDE GUARDS?** Yes, as long as the tool box meets all of the required measurements in the ordinance.

**IF I RENT TRUCKS FOR A JOB, DO THOSE VEHICLES NEED TO BE INSPECTED AND PERMITTED?** Yes.

**DO SUBCONTRACTORS' TRUCKS WORKING ON A CITY CONTRACT NEED TO BE INSPECTED & PERMITTED?** Yes.

**WILL THE CITY DO AN OFF-SITE INSPECTION FOR LARGER FLEETS?** Yes, depending on the availability of inspectors and the distance to the site.

# REGISTER FOR AN INSPECTION

Email inspection forms to: [FleetInspections@SomervilleMA.gov](mailto:FleetInspections@SomervilleMA.gov)



CITY OF SOMERVILLE

# TRUCK SIDE GUARD ORDINANCE

Collisions with large vehicles are disproportionately likely to result in cyclist and pedestrian fatalities. The City of Somerville's Ordinance to Safeguard Vulnerable Road Users aims to prevent cyclists and pedestrians from the risk of being struck by a large vehicle because of limited driver visibility and lack of side-visible turn signals, as well as falling under the sides of large vehicles and being caught under the wheels.

The ordinance applies to large motor vehicles that are Class 3 or above with a gross vehicle weight rating (GVWR) exceeding 10,000 pounds, except for an ambulance, fire apparatus, low-speed vehicle with a maximum speed under 15 mph, or an agricultural tractor.

