



**ELECTRIC WATER SEWER STORMWATER**

3 Industrial Loop Drive | PO Box 1589 | Hannibal, MO 63401 | (573)-221-8050

[www.HANNIBALBPW.org](http://www.HANNIBALBPW.org)



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## **Hannibal Board of Public Works Hannibal, Missouri**

# **SCADA WIRELESS RADIO NETWORK COMPETITIVE REQUEST FOR PROPOSAL RFP 2024-03**

**JULY 2024**

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**00100 INVITATION TO BID**

The Hannibal Board of Public Works of the City of Hannibal, Missouri, invites you to submit a proposal for the work described below. Contract Documents are available online as instructed in Section B of this document. Questions should be directed to:

Hannibal Board of Public Works  
ATTN: IT Director  
3 Industrial Loop Drive  
PO Box 1589  
Hannibal MO, 63401  
(573) 221-8050  
[it@hannibalbpw.org](mailto:it@hannibalbpw.org)

**A. SUMMARY SCOPE OF WORK**

The Hannibal Board of Public Works is formally requesting proposals from qualified solutions providers with expertise in wireless radio communication specifically designed for SCADA communications. The provider shall provide a detailed response that will meet HBPW requirements and be able to provide continued support into the future.

**B. ON-SITE VISIT (if necessary)**

If there is a need for the solutions provider to visit any or all sites listed below, please contact our office to arrange a date and time prior to the bid opening date.

Hannibal Board of Public Works  
ATTN: IT Director  
3 Industrial Loop Drive  
PO Box 1589  
Hannibal MO, 63401  
(573) 221-8050  
[it@hannibalbpw.org](mailto:it@hannibalbpw.org)

**C. PROPOSAL OPENING**

All proposals, whether mailed or hand delivered, must be in the hands of the IT Director of the Hannibal Board of Public Works at the above address by the Proposal Opening date and time, which is **August 27<sup>th</sup>, 2024, at 10:00AM**. Any proposal received after such date and time, regardless of postmark date, will be rejected.

Proposals will be opened publicly, and the selected contractor will be determined based upon competitive negotiated procurement procedures for proposals as described in this RFP.

All proposals shall be irrevocable for ninety (90) days after the time for opening of proposals.

D. PROPOSAL SUBMITTAL METHODS

FAX AND EMAIL RESPONSES ARE NOT ACCEPTABLE. All proposals must be received by the Hannibal Board of Public Works Purchasing by the opening date and time stated in this document. The method of submittal is at the sole discretion and risk of the Contractor. Preparation for any submittal method should be taken well enough in advance of the posted opening date and time to allow for unexpected issues. The Hannibal Board of Public Works is not responsible for submittal failures of any kind. Contractors mailing proposals or having proposals delivered should allow sufficient time to ensure receipt by the due date and time specified. Mail, express mail and delivered responses must be sealed in an opaque envelope or package and should include two sets of original documents. All bids must be clearly marked on the outside with the RFP number and opening date/time. Proposals are to be addressed to:

Hannibal Board of Public Works  
ATTN: IT Director  
3 Industrial Loop Drive  
PO Box 1589  
Hannibal MO, 63401

END OF SECTION



## **00200 INSTRUCTIONS TO BIDDERS**

### **A. INTERPRETATION TO BIDDER**

A prospective bidder who is in doubt as to the meaning of any part of the requested scope or any addenda thereto, may submit a written request for interpretation. Such requests shall be directed to the Hannibal Board of Public Works IT Director identified in this document:

Hannibal Board of Public Works  
ATTN: IT Director  
3 Industrial Loop Drive  
PO Box 1589  
Hannibal MO, 63401  
(573) 221-8050  
it@hannibalbpw.org

Any such interpretation will be made by written addendum. The Hannibal Board of Public Works will not be responsible for any explanation or interpretation of proposed documents other than by such an addendum. An oral permission or interpretation has no legal force, authority, or effect. Any addenda must be acknowledged in the proposal and will become a part of the Contract Documents. Failure to acknowledge in the proposal all addenda issued may constitute grounds for rejection of that proposal.

All requests for interpretations must be received in the Purchasing Department no later than **five calendar days prior to the proposal opening date**. Requests received after that date will not be answered. Persons submitting a request will be responsible for its prompt delivery.

The terms “bid” and “proposal” are synonymous when used in this document.

### **B. SIGNATURE ON PROPOSALS**

Each proposal must be signed in ink and include the full business address of the bidder. Proposals by partnerships must be signed in the partnership name by one or more of the general partners. Proposals by a corporation must be signed by an officer of the corporation or other person authorized to bind the corporation to the proposal. The names and titles of all persons signing shall be typed or printed below their signatures.

### **C. EVALUATION AND SELECTION PROCESS**

The proposal evaluation and selection process will be conducted under this Request for Proposal (RFP) based on competitive negotiated procurement procedures. Interviews, discussions, negotiations and a Best and Final Offer (BAFO) may be held only with selected firms from those firms who meet the Hannibal Board of Public Works requirements and fall within the competitive range as determined by the Hannibal Board of Public Works. The Hannibal Board of Public Works reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation phase. However, the Hannibal Board of Public Works reserves the right to award a contract to a firm solely based on this initial proposal submitted and without any further interview, discussions, and negotiation.

If the Hannibal Board of Public Works determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Hannibal Board of Public Works may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

Each Proposer must comply with the requirements contained in the RFP. Deviation from the requirements will be evaluated, but may, in the discretion of the Hannibal Board of Public Works, result in rejection of a proposal. The Hannibal Board of Public Works will evaluate each proposal to determine which is the lowest and best (i.e., Best Value). The Board of Public Works reserves the right to waive informalities and to accept or reject any or all proposals submitted.

If the Hannibal Board of Public Works determines that a proposal has failed to meet an acceptable level on any factor listed below, the Board of Public Works may reject that proposal.

**D. BIDDER'S RESPONSIBILITIES**

By submitting a proposal, each bidder represents that they are familiar with, assumes full responsibility for having familiarized themselves with, and will comply with the content of the Contract Documents, the nature of the work, the locality, permits, licenses, and all local conditions, together with all applicable Federal, State, and local laws and ordinances.

**E. PROPRIETARY INFORMATION**

Proprietary Information: Pursuant to Section 610.010.15 of the Revised Statutes of Missouri, Hannibal Board of Public Works may close records that relate to scientific and technological innovations in which the owner has a proprietary interest. If you plan to submit such information with your proposal and wish to keep it confidential, please submit it in a separate envelope with your proposal and clearly mark it "CONFIDENTIAL AND PROPRIETARY SCIENTIFIC AND/OR TECHNOLOGICAL INFORMATION." This information must not include prices, terms and conditions, Bidder's qualifications, or any other information submitted in response to this Request for Proposal. Any information that does not fall within Section 610.010.15 or other exception to Missouri's Sunshine Law (Section 610.010 R.S.Mo., et seq.) is a public record and will be disclosed upon request.

**F. ERRORS IN PROPOSALS**

Each bidder must carefully examine their proposal prior to submission. Failure to do so is at the bidder's risk. They are responsible for any errors therein. Claim of oversight is not a basis for permitting withdrawal of a proposal after opening. There shall be no erasures in any proposal. Any changes must be made by striking the portion to be changed with the change noted above the deleted portion, followed by the bidder's initials and date.

**G. PROPOSAL WITHDRAWAL**

Proposals may be withdrawn at any time prior to the time for the opening of proposals.

**H. CONDITIONS AFFECTING THE WORK**

Each bidder should take such steps as they think necessary to ascertain the nature and location of the work and any peculiar local conditions which can affect the work or its cost. Failure to do so will not relieve the bidder of their responsibility for proper estimation of the difficulty or cost of the work. The Hannibal Board of Public Works assumes no responsibility for any understanding or representation made by any person at any time, unless it is included in the Contract Documents, including addenda.

**I. PREVAILING WAGE REQUIREMENT**

This contract is subject to the prevailing wage law. It is agreed that all workers employed by Contractor and any subcontractor under them will be paid not less than the prevailing wage as determined by Missouri Department of Labor and Industrial Relations and Annual Wage Order, and any amendments, attached hereto and made a part hereof. Contractor shall forfeit as a penalty to the Board of Public Works, Hannibal, Missouri, \$100.00 for each worker employed, for each calendar day or portion thereof, such worker is paid less than said wage for work done pursuant to this Contract. It is agreed that the Contract or sums payable to Contractor for the performance of this agreement are not subject to increase because of any change in the amount of such wage determined pursuant to Section 290.210 et. Seq. R.S.Mo., Prevailing wages for renewal years will be the then current Annual Wage Order in effect at the time of renewal and any amendments, if applicable.

Copies of the referenced AWO are available at the following website:

<https://labor.mo.gov/DLS/PrevailingWage/pwBodies>

The Contractor shall be required to complete an affidavit stating that they have complied with the prevailing wage law prior to final payment by Hannibal Board of Public Works. This affidavit is available at the following website or upon request: <https://labor.mo.gov/DLS/PrevailingWage/pwBodies>

**J. REQUIRED AFFIDAVIT FOR CONTRACTS OVER \$5,000 DOLLARS (US)**

Company shall comply with the provisions of Section 285.525 through 285.550 of the Revised Statutes of Missouri. Contract award is contingent on Company providing an acceptable notarized affidavit stating:

1. that Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and

2. that Company does not knowingly employ any person who is an unauthorized alien in connection the contracted services.

Additionally, Company must provide documentation evidencing current enrollment in a federal work authorization program (e.g., electronic signature page from E-Verify program's Memo of Understanding (MOU).)

#### K. SALES TAX EXEMPTION NOTICE

This is to notify Bidders that certain materials incorporated into the project are exempt from Missouri sales tax pursuant to the provisions of Section 144.062 R.S.Mo. The selected Contractor will receive a Project Exemption Certificate and a Missouri Tax Exemption letter from the Hannibal Board of Public Works to use in purchasing materials on a tax-free basis. It will be the contractor's responsibility to provide the documentation to any Subcontractor or Supplier. These documents will be used solely for purchase of materials being directly incorporated into or consumed in the construction of the work under this Agreement.

#### L. OSHA COMPLIANCE

Contractor shall comply with all applicable OSHA rules.

#### M. HARD HAT COMPLIANCE

Contractor shall be responsible for strictly adhering to the Hannibal Board of Public Works hard hat policy. Additionally, no on-site work may be performed unless a hard hat is worn.

#### N. PROMPT PAYMENT

Contractor agrees to pay each Subcontractor, if any are used for this project, under each Purchase Order/Agreement for satisfactory performance of its contract in accordance with Section 34.057 R. S. Mo.

#### O. OSHA CONSTRUCTION SAFETY AND HEALTH TRAINING

CONTRACTOR shall provide proof of annual Occupational Safety and Health Administration (OSHA) construction safety program for its employees, which includes a course in construction safety and health approved by OSHA, or a similar program approved by the department which is at least as stringent as an approved OSHA program, unless such employees have previously completed the required program. All employees are required to complete the program within sixty days of beginning work on such construction project. An employee found on a work site without documentation of the successful completion of the required training shall be afforded twenty days to produce such documentation before being subject to removal from the project. This provision is subject to and Contractor shall comply with all requirements of Section 292.675 R.S.Mo.

#### P. DIVERSITY

The Hannibal Board of Public Works encourages prime and general contractors to consider certified DBE, WBE and MBE's for those construction contracts which have subcontracting opportunities. The Hannibal Board of Public Works requires that Contractor shall comply with all applicable local, state, and federal laws relating to equal employment opportunities.

#### Q. STANDARD BIDDING INSTRUCTIONS AND GENERAL CONDITIONS

Any order arising from this Bidding Event will be subject to the following WHICH ARE INCORPORATED HEREIN BY REFERENCE:

1. Hannibal Board of Public Works Missouri Standard Bidding Instructions

The referenced documents are available upon request or can be viewed from the following URL:  
<https://www.hannibalbpw.org/departments/purchasing/department-overview/>

#### R. LIABILITY AND INDEMNITY

In no event shall the Hannibal Board of Public Works be liable to the Contractor for special, indirect, or consequential damages, except those caused by the Hannibal Board of Public Works' gross negligence or willful or wanton misconduct arising out of or in any way connected with a breach of this contract. The maximum liability of the Hannibal Board of Public Works shall be limited to the amount of money to be paid or received by the Hannibal Board of Public Works under this contract.

The Contractor shall defend, indemnify and save harmless the Hannibal Board of Public Works, its elected or appointed officials, agents and employees from and against any and all liability, suits, damages, costs (including attorney fees), losses, outlays and expenses from claims in any manner caused by, or allegedly caused by, or arising out of, or connected with, this contract, or the work or any subcontract thereunder (the Contractor hereby assuming full

responsibility for relations with subcontractors), including, but not limited to, claims for personal injuries, death, property damage, or for damages from the award of this contract.

The Contractor shall indemnify and hold the Hannibal Board of Public Works harmless from all wages and overtime compensation due any employees in rendering services pursuant to contract awarded from this bid proposal or any subcontract arising therefrom, including payment of all reasonable attorneys' fees and costs in the defense of any claim made pursuant to the Fair Labor Standards Act, the Missouri Minimum Wage Act, or any other federal, state, or local laws.

The indemnification obligations of Contractor hereunder shall not be limited by any limitations as to the amount or type of damages, compensation or benefits payable by or for the Contractor, under any federal or state law, to any person asserting the claim against Hannibal Board of Public Works, its elected or appointed officials, agents, and employees, for which indemnification is sought.

The indemnification obligations herein shall not negate, abridge, or reduce in any way any additional indemnification rights of the Hannibal Board of Public Works, its elected or appointed officials, agents, and employees, which are otherwise available under statute, or in law or equity.

Contractor affirms that it has had the opportunity to recover the costs of the liability insurance required in this agreement in its contract price. Contractor's obligation under this agreement to defend, indemnify and hold harmless any person from that person's own negligence or wrongdoing is limited to the coverage and limits of the applicable insurance.

END OF SECTION

**00300 BID FORM**

A. NAME OF BIDDER:

1. [To be used if Contractor is a corporation]

\_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_, with its principal office and place of business in the City of \_\_\_\_\_, with the address of \_\_\_\_\_.

2. [To be used if Contractor is a partnership]

\_\_\_\_\_, a partnership consisting of \_\_\_\_\_ and \_\_\_\_\_ of the City of \_\_\_\_\_ with the address of \_\_\_\_\_.

3. [To be used by an individual or sole trader]

\_\_\_\_\_, doing business as \_\_\_\_\_ of the City of \_\_\_\_\_, with the address of \_\_\_\_\_.

B. TO:

HANNIBAL BOARD OF PUBLIC WORKS  
3 INDUSTRIAL LOOP DRIVE  
PO BOX 1589  
HANNIBAL, MISSOURI 63401

The undersigned proposes to furnish at their sole risk, cost, and expense all labor, tools, equipment, materials, supplies, facilities, transportation, and other means necessary to perform the work as set out in this RFP in strict accordance therewith, for the prices reflected below:

\*\*\* REFER TO ATTACHMENT A FOR DETAILED BID ITEM DESCRIPTIONS \*\*\*

All items are to be furnished in new and complete working order and installed by contractor. Bid prices shall include all required materials, and labor. Hannibal Board of Public Works will not pay for tools or markup on directly chargeable incurred costs (e.g., freight, rentals, etc.). The Hannibal Board of Public Works does not desire to reuse any existing equipment other than existing enclosures or existing poles/structures unless the Contractor feels there is a need for replacement or update.



Bid response should include an itemized price for each location including all materials including but not limited to:

- Antenna type/style including all mounting brackets.
- Antenna coax including lightning arrestor.
- Wireless radio capable of passing DNP3 protocol traffic, allow connection to existing PLC or end device equipment using a standard RJ-45 connection, capable of encrypting traffic, and specific power supply if necessary. Radio should be able to be upgraded with the manufacturers' standard firmware changes to allow for new features or security updates.
- Wireless "master" radio should be configured with redundancy to provide emergency failover, if necessary. The dual master radio configuration should allow a single IP address to be configured for both radios to simplify programming and communication to the SCADA master headend.
- If additional grounding of the antenna, radio, or coax are necessary; the bid should list these details.
- The configuration of each radio needs to be accessible from a Microsoft Windows based PC, either using specific software or through an internet-based GUI. Each remote radio should be accessible, either across the wired or wireless network, for status monitoring, troubleshooting, programming, or for updates to be applied to reduce the need for site visits.
- If training on the proper installation of all related radio or communication equipment can be provided, please list as an optional service. The Hannibal Board of Public Works Maintenance Electricians are going to be tasked with providing primary support and maintenance of the completed system so a general understanding of the equipment and overall network will be necessary.
- In addition to the equipment manufactures standard product warranty, If any extended warranty or service work the contractor is willing to provide can be made available after project completion, should be listed as an optional service.
- Based on the number of end points and the potential for varying antenna styles or radio types, the Contractor should include what they consider to be an appropriate list of spare equipment to have available. Contractor shall also provide produce resource documentation for each piece of equipment as well as contact information for any resources that are able to furnish these same products should the Hannibal Board of Public Works has a need to purchase additional items or expand the network.

#### C. QUESTIONS / REQUESTS FOR SUBMITTALS

Bidder shall include with submission of proposal sufficient and detailed responses to the following questions and/or requests for submittals. Responses should be submitted in a clear form that corresponds to the numbering format contained herein. Failure to provide this information as instructed may result in rejection of proposal:

1. Bidder to provide complete details as to how their firm is qualified to perform the work identified within this RFP. Details should include, but not necessarily be limited to:
  - Applicable job/contract history including references (complete with owner contact information) from jobs/contracts similar in scope to this this RFP
  - Details, experience and/or resumes for employees that will work on this contract (include training programs, certifications, etc. as applicable to this RFP
  - General company information (years in business, name changes, etc.)
  - Information on applicable prior projects completed for the Hannibal Board of Public Works
2. Safety and Loss Control
  - a. Will a full-time or part-time safety professional be utilized on this Contract? If yes, provide details including the name and contact information for the safety professional.
  - b. Does your organization conduct documented safety inspections? If yes, provide details including the frequency of the safety inspections, who conducts the inspections, etc.
  - c. Provide details regarding your organization's Written Safety Program:
    - i. Written Safety Program is currently on file with Hannibal Board of Public Works (provide most recent revision date)
    - ii. Written Safety Program is included with response to this RFP
    - iii. No Written Safety Program
3. Listing of equipment:
  - a. Type and size of equipment to be used for work under this Contract.

b. Listing of which equipment that will be used on this project.

**EXCEPTIONS**

The undersigned declares that the following list states all variations from and exceptions to the requirements of the Request for Quotation and that otherwise it is the intent that the work will be performed strictly in accordance therewith. If no exceptions are taken, state "NONE". (Note: use separate page, if necessary)

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**SUBCONTRACTORS**

Each bidder must submit with its proposal the names of all Subcontractors and major suppliers of material and equipment that it intends to use on the job. The Board reserves the right to object to any Subcontractor or supplier.

List items to be subcontracted with proposed subcontractor.

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**ADDENDA**

The undersigned declares that the following listed addenda have been received and all changes required by them are included in the bid amount. If no Addenda have been received, state "NONE". (Note: use separate page, if necessary). Bidders are advised that addenda containing additional information and instruction pertaining to this RFP may be issued at any time. It is the bidder's responsibility to verify, prior to the stated proposal opening date/time, as to whether addenda have been issued.

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**AUTHORIZED SIGNATURE**

The undersigned declares that all interested principals are named herein. No other person or firm has any interest in the proposal or agreement to be entered into; that this proposal is made without collusion with any other person, company, or party, submitting a proposal.

The undersigned understands and agrees that the accompanying bid deposit shall become the property of the Hannibal Board of Public Works should his proposal be accepted, and he fail or refuse to execute the agreement and furnish a performance bond, insurance policies, and certificates of insurance as called for within the time provided.

The Bidder recognizes that the Hannibal Board of Public Works reserves the right to accept or reject any or all proposals and to waive any technicality or informality therein.

In making this proposal the undersigned has considered each provision of all said Bid Documents.

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

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

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

Signature: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

END OF SECTION



00400 PERFORMANCE, LABOR, AND MATERIALS BOND

KNOW ALL MEN BY THESE PRESENTS: That \_\_\_\_\_, as principal and \_\_\_\_\_, as surety, are held and firmly bound to the Hannibal Board of Public Works of the City of Hannibal, Missouri, hereinafter referred to as Hannibal Board of Public Works, in the sum of \_\_\_\_\_ and no/100 U.S. DOLLARS (\$ \_\_\_\_\_ U.S.) for the payment of which we, and each of us, hereby bind ourselves, our heirs, our executors, administrators, successors and assigns firmly by these presents; the conditions of this bond are such that:

WHEREAS, the above-named principal did on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ entered into a contract with the Hannibal Board of Public Works of Hannibal, Missouri for:

Specification Title \_\_\_\_\_

NOW, THEREFORE, if the above-named principal shall well and truly:

- 1. Keep and perform all of the contract on his, its, or their part to be kept and performed, and faithfully comply with all laws and regulations applicable thereto and complete the same within the time stipulated therein or within a reasonable time if no time is stipulated; and,
2. Pay for any and all materials, incorporated, consumed or used in connection with the construction of the work afore described, and all insurance premiums both for compensation and for all other kinds of insurance on said work above described, and for all labor performed in the work whether by the principal or by subcontractor or otherwise and at the prevailing hourly rate of wages made applicable to the work as specified by the contract (if prevailing hourly rate wages shall have been so specified). This bond is issued under the terms of Section 107.170 R.S.Mo.

Then this obligation shall be void, otherwise it shall remain in full force and effect.

It is understood and agreed that this bond shall not be avoided because of changes in the plans or specifications for the work, or because of extensions of time for the performance of work, and the surety above-named hereby waives notice of and consents to any such changes or extensions of time.

The parties hereto agree that should any litigation arise out of this bond, the venue thereof shall be in the Circuit Court of Marion County, Missouri, or the US District Court for the Eastern District of Missouri.

IN WITNESS WHEREOF, we have hereto set our hands and seals this \_\_\_\_\_ day of, 20\_\_ , or have caused these presents to be executed by our authorized agent on the same day and year.

Principal: \_\_\_\_\_

Surety: \_\_\_\_\_

END OF SECTION



**00500 AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ entered by and between the HANNIBAL BOARD OF PUBLIC WORKS OF THE CITY OF HANNIBAL, MISSOURI, hereinafter referred to as "Owner" and

- A. [to be used if Contractor is a corporation] \_\_\_\_\_ a corporation organized and existing under the laws of the State of \_\_\_\_\_ with its principal office and place of business in the City of \_\_\_\_\_,
- B. [to be used if Contractor is a partnership] \_\_\_\_\_ a partnership consisting of \_\_\_\_\_ and of the City of \_\_\_\_\_,
- C. [to be used by an individual or sole trader] \_\_\_\_\_ doing business as \_\_\_\_\_ of the City of \_\_\_\_\_, hereinafter referred to as the "CONTRACTOR."

WITNESSETH:

THAT, WHEREAS, Owner has heretofore caused to be prepared certain Contract Documents for furnishing equipment, materials, and labor, and performing work therein fully described, and the Contractor did, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ file with Owner his offer and bid to furnish the material and perform the work described in the Contract Documents on the terms set forth in his offer, and,

WHEREAS, owner duly accepted the proposal and awarded a contract therefore to Contractor, based upon said bid,

NOW, THEREFORE, IT IS AGREED,

- A. The Contract Documents (as defined in the General Conditions) are attached hereto and made a part hereof by reference, and those, together with this agreement, comprise the entire agreement between the parties.
- B. The Contractor agrees, in the manner set forth in the Contract Documents, to furnish all labor, equipment, and materials necessary to perform the work herein described at the price established in the Bid Form of the Contract Documents. Time is of the essence in completion of this contract.

IN WITNESS WHEREOF, the parties have signed this Agreement on the day and year first above written.

**HANNIBAL BOARD OF PUBLIC WORKS OF THE CITY OF HANNIBAL, MISSOURI**

By:

\_\_\_\_\_  
Darrin Gordon  
General Manager

ATTEST: \_\_\_\_\_

Approved as to Form and Content:

\_\_\_\_\_  
Legal Counsel

\_\_\_\_\_  
Date

---

**CONTRACTOR:**

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

\_\_\_\_\_  
By: Authorized Representative's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

ATTEST: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

END OF SECTION



**00600 INSURANCE REQUIREMENTS/HOLD HARMLESS**

Without limiting any of the other obligations or liabilities of the Contractor, the Contractor shall secure and maintain at its own cost and expense, throughout the duration of this Contract and until the Work is completed and accepted by Hannibal Board of Public Works, insurance of such types and in such amounts as may be necessary to protect it and the interests of Hannibal Board of Public Works against all hazards or risks of loss as hereunder specified or which may arise out of the performance of the Contract Documents. The form and limits of such insurance, together with the underwriter thereof in each case, are subject to approval by Hannibal Board of Public Works. Regardless of such approval, it shall be the responsibility of the Contractor to maintain adequate insurance coverage at all times during the term of the Contract. Failure of the Contractor to maintain coverage shall not relieve him of any contractual responsibility or obligation or liability under the Contract Documents.

Successful Contractor must provide a completed Hold Harmless Agreement along with the certificate of insurance, including evidence of the required Additional Endorsement hereunder or the policies shall be filed with the Hannibal Board of Public Works within ten (10) days after the date of the receipt of Notice of Award of the Contract to the Contractor and prior to the start of work. All insurance policies shall provide thirty (30) days written notice to be given by the insurance company in question prior to cancellation of such insurance. Such notices shall be mailed, certified mail, return receipt requested, to:

Hannibal Board of Public Works  
ATTN: Purchasing Department  
3 Industrial Loop Drive  
PO Box 1589  
Hannibal MO, 63401

The minimum coverage for the insurance referred to herein shall be in accordance with the requirements established below:

- |  |             |
|--|-------------|
| A. Workers Compensation Statutory              | \$2,000,000 |
| Workers Compensation – each accident           | \$1,000,000 |
| Employer's Liability:                          |             |
| Bodily Injury by Disease – each employee limit | \$1,000,000 |
| Bodily Injury by Disease – policy limit        | \$1,000,000 |

**Workers' Compensation: Policy or self-insurance plan with statutory limits formally approved by the State of Missouri will be required, even if no employees other than owners. Workers' Compensation coverage shall include a waiver of subrogation in favor of the Hannibal Board of Public Works where permitted by law.**

- |   |             |
|---|-------------|
| B. Commercial General Liability Insurance***, Including Premises, Operations, Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors; Such Coverage Shall Apply to Bodily Injury and Property Damage on an "Occurrence Form Basis" with each Occurrence Limit of | \$1,000,000 |
| In the Aggregate  | \$2,000,000 |
| C. Automobile Liability Insurance*** Covering Bodily Injury and Property Damage for Owned, Non-owned and Hired Vehicles with a Combined Single Limit of:  | \$1,000,000 |
| D. Umbrella or Excess Insurance*** (Following Form)   | \$1,000,000 |

**The Hannibal Board of Public Works shall be added as an Additional Insured on (B), (C), & (D) Insurance, and have separate additional endorsement.**

Contractor shall require any and all subcontractors with whom they enter into a contract to perform Work on this Project, to protect, through insurance, against applicable hazards or risks and shall, upon request of the Hannibal Board of Public Works, provide evidence of such insurance. Contractor shall be liable for all deductible amounts from such insurance and shall indemnify and hold the Hannibal Board of Public Works harmless therefrom. These Insurance Requirements are intended to be minimum coverages, and the Board of Public Works does not warrant that coverages or amounts will be sufficient protection for contractors or Board of Public Works. Contractors will be responsible for any deficiencies thereof.

**NOTE:**

Acord certificate changes regarding cancellation notifications do not lessen the responsibility of vendors to comply with obligations set forth in these insurance requirements. Specifically, the requirement "All insurance policies shall provide thirty (30) days written notice to be given by the insurance company in question prior to material reduction in coverage or protection of Hannibal Board of Public Works or cancellation of such insurance." must be met wherever permitted by law.

Since the requirement cannot be met using the Acord certificate, the requirement can be met by specifically endorsing the Hannibal Board of Public Works onto each policy to receive notifications.

END OF SECTION





## **00700 GENERAL PROJECT REQUIREMENTS**

### **1 GENERAL**

1.01 Contractor shall have a superintendent or responsible foreman on the project at all times when construction is in progress.

### **2 MATERIALS AND EQUIPMENT**

2.01 Consider all labor, tools, equipment, and incidentals necessary to complete the work, as well as any materials not specifically paid under other bid items to be completely covered by the prices bid.

2.02 If any radio locations need to have a taller pole to mount the antenna to; depending on height and pole availability, the Hannibal Board of Public Works Electric Department Line crew may be able to assist with the installation of poles. Advanced notice must be given to the Hannibal Board of Public Works point of contact on this project.

END OF SECTION



**00800 PERMITS**

1 GENERAL

- 1.01 Upon on awarding of the project, the Contractor shall obtain a City of Hannibal Business license available from Hannibal City Hall.

END OF SECTION

**0900 MEASUREMENT AND PAYMENT**

1 GENERAL

- 1.01 Construct the work for the unit prices established by the bid form.
- 1.02 Any delay, additional work or extra cost to the Contractor caused by or resulting from damage to existing underground installations shall not constitute a claim for extra work, additional payment or damages.

2 EXECUTION

- 2.01 The prices quoted for the listed items will be the only items paid for.
- 2.02 Payments will be made at the successful installation and verified communication of each new radio and other associated items.

END OF SECTION



**01000 COORDINATION**

- 1 GENERAL - This Section includes coordination of trades and coordination with owner and other contractors.
  
- 2 MATERIALS – If material is going to be directly shipped to the Hannibal Board of Public Works, advance notice must be given with an itemized list of shipments to be received at the main office location. Deliveries are only accepted Monday – Friday from 7:30am – 3:00pm excluding holidays.
  
- 3 EXECUTION
  - 3.01 Coordinate the work of all site locations with Hannibal Board of Public Works designated employees.
  - 3.02 Coordinate with the designated Hannibal Board of Public Works employee or department for access to each site. The Hannibal Board of Public Works Dispatch office should be contacted at 573-221-0955 for any emergencies and/or to notify dispatch when work begins and is completed at each site.

END OF SECTION

**01100 PROJECT MEETINGS**

- 1 GENERAL
  - 1.01 A pre-construction meeting may be required prior to start of construction at specific locations.
  - 1.02 The Hannibal Board of Public Works or Contractor may at any time request a project meeting to discuss any aspect of work.
  - 1.03 Contractor’s Resident Supervisor or Coordinator of this project must be present at any and all meetings.

END OF SECTION



**ATTACHMENT A**

Below is a table for each of the current SCADA radio locations, a brief description of what each is used for, and the site name for reference. If more information is required for any location, a request can be made to the Hannibal Board of Public Works point of contact or information can be gathered during a scheduled site visit as referenced above. This table should be used for the Contractor to submit an itemized bid for each location in their response to this proposal.

LAT	LONG	NAME	USAGE	ANTHEIGHT	ELEVATION	ANT STYLE	COMMENTS	PATH
39.67421121110	-91.41143903180	MASTER RADIO	ACCESS POINT	140	668.42	OMNI	FIBER CONNECTED TO SERVICE CENTER	Radio output is to service center via fiber
39.71505870540	-91.37991083240	FORD ER	REMOTE	39	678.69	YAGI	FIBER CONNECTED WITH MANUAL RADIO FALL BACK	Output is fiber connected to service center
39.68060744070	-91.41638905900	RED DEVIL RD SUB ER	REMOTE	29	527.37	YAGI	FIBER CONNECTED WITH MANUAL RADIO FALL BACK	Historically it was Routed to the Master Radio
39.73470634460	-91.39414411040	HWY 168 ER	REMOTE	34	674.61	YAGI		Goes to Master Radio
39.69421389280	-91.37287856220	PATCHEN LIFT ER	REMOTE	72	484.26	YAGI		Goes to Master Radio
39.72973865740	-91.40374924480	QUAIL RIDGE ER	REMOTE	35	715.37	YAGI		Goes to Master Radio
39.70744726980	-91.44875309490	MEDICAL DRIVE ER	REMOTE	74	692.99	YAGI		Goes to Master Radio
39.70480409540	-91.44417333190	SHINN LANE ER	REMOTE	40	677.80	YAGI		Goes to Master Radio
39.66356749880	-91.41539697750	LEDBETTER LIFT ER	REMOTE	53	649.88	YAGI		Goes to Master Radio
39.69963314040	-91.35016948430	SOUTHSIDE BOOSTER ER	REMOTE	76	508.92	PARABOLIC		
39.69707684240	-91.34362134620	OAK ST. TOWER	REMOTE	85	726.65	YAGI		Goes to Sprint Tower Access Point which outputs data to the fiber network that goes back to the service center

39.69965806200	-91.39134873970	CLINIC ROAD TOWER	REMOTE	45	670.60	YAGI		Goes to Master Radio
39.70120361490	-91.43586122490	DIEMAKER ER	REMOTE	45	734.29	YAGI		Goes to Master Radio
39.68621139490	-91.41655303240	PARIS GRAVEL ER	REMOTE	13	569.38	YAGI		Used to have radio but now has direct fiber to service center
39.68410952200	-91.42137612400	BEAR CREEK DAM ER	REMOTE	25	583.63	YAGI		Goes to Master Radio
39.70353003600	-91.40459270650	WHITE OAK	REMOTE	30	679.37	YAGI		Goes to Master Radio
39.71419958040	-91.37815030150	SPRINT CELL TOWER	ACCESS POINT	120	729.45	OMNI	RADIO OUTPUT TO FIBER SWITCH	Sprint Tower Access Point outputs data to the fiber network that goes back to the service center
39.69654224630	-91.33723459600	MARION NTU ER	REMOTE	52	688.87	YAGI	Not our substation but we need data from it. In a hole.	We receive metering output which is passed over fiber up a hill to an access point radio that goes to Sprint Tower
39.68609531320	-91.38845686420	RECLOSURE 9151	REMOTE	40	497.45	YAGI		Goes to Oakwood Substation Access Point which outputs data to the fiber network that goes back to the service center
39.71934594270	-91.39768990870	INDIAN MOUNDS	REMOTE	165	650.68	YAGI	FIBER CONNECTED WITH MANUAL RADIO FALL BACK	Output is fiber connected to service center
39.71117675840	-91.38551064280	RECLOSER 9542	REMOTE	40	667.77	YAGI		Goes to Sprint Tower Access Point which outputs data to the fiber network that goes back to the service center
39.71204766720	-91.40194442860	RECLOSER 9333	REMOTE	40	644.70	YAGI		Goes to Sprint Tower Access Point which outputs data to the fiber network that goes back to the service center
39.72828200680	-91.38249664230	BAY AVE ANT	REMOTE	66	662.30	YAGI		Goes to Sprint Tower Access Point which outputs data to the fiber network that goes back to the service center
39.69465886180	-91.35135798740	UNION STREET LS	REMOTE	40	630.69	YAGI		Goes to Sprint Tower Access Point which outputs data to the fiber network that goes back to the service center

39.69654224630	-91.33723459600	SAWYERS CREEK LIFT	REMOTE	60	688.87	YAGI		Output which is passed over fiber up a hill to an access point radio that goes to Sprint Tower
39.72176534640	-91.41848676710	VETERANS ROAD TOWER	REMOTE	39	713.73	YAGI		Goes to Sprint Tower Access Point which outputs data to the fiber network that goes back to the service center
39.72732072700	-91.39202890110	RECLOSER 9322	REMOTE	20	660.90	YAGI		
39.70126931810	-91.43611641740	DIEMAKERS TOWER	ACCESS POINT	165	734.31	OMNI		Goes to Diemakers Radio which then goes to Master Radio
39.70635360890	-91.54495663600	WEST SWITCH (TAP)	REMOTE	40	706.92	YAGI	Not our substation but we need data from it.	Goes to Diemakers Access Point and then back to Master Radio
39.71033656820	-91.43514573900	WEST SUBSTATION	REMOTE	64	689.07	PARABOLIC	FIBER CONNECTED WITH MANUAL RADIO FALL BACK	Output is fiber connected to service center
39.73470634460	-91.39414411040	HWY 168 AP	ACCESS POINT	46	674.61	OMNI		Goes to Hwy 168 Antenna
39.73803193020	-91.40059464460	HWY 168 LS	REMOTE	30	570.51	YAGI		Goes to Hwy 168 Antenna
39.72973865740	-91.40374924480	QUAIL RIDGE AP	ACCESS POINT	77	715.37	OMNI		Goes to Quail Ridge Antenna which points to the Master Radio
39.75025386220	-91.40505509630	CLEARCREEK LIFT	REMOTE	47	483.87	YAGI		Goes to Quail Ridge Antenna
39.73213763370	-91.40366971420	QUAIL RIDGE LIFT	REMOTE	6	646.94	YAGI		Goes to Quail Ridge Antenna which points to the Master Radio
39.71278161680	-91.41461991960	MUSGROVE LIFT ER	REMOTE	73	659.76	YAGI		Goes to Quail Ridge Antenna which points to the Master Radio
39.70626000000	-91.35798000000	SOUTHSIDE SUBSTATION	ACCESS POINT	65		YAGI	FIBER CONNECTION AND USE TO HAVE RADIO FOR BACKUP BUT REMOVED	Output is fiber connected to service center. This substation radio was changed to an AP in order to communicate with the levee pumps

39.7084450000	-91.3540130000	LEVEE PUMP	REMOTE	55	472.00	YAGI		Goes to Southside Substation Access point and then via fiber to Service Center
39.70014890320	-91.35838461100	RECLOSURE 9222		0	478.65		No radio at this location any longer	Fiber output to WWTP fiber network direct.
39.67983682930	-91.39911012220	OAKWOOD SUB ER		35	510.56		FIBER CONNECTED WITH MANUAL RADIO FALL BACK	Output is fiber connected to service center
39.71489412670	-91.37250769290	PLEASANT ST BOOSTER		0	617.39			Used to have radio but now has direct fiber to service center
39.67925251450	-91.40722363970	SERVICE CENTER AP	ACCESS POINT	20	518.62	YAGI	USED AS TEST RADIO AT SERVICE CENTER	This is a test radio at the service center that is used by Electricians to test equipment