

Material Type: Control System Parts
Item Number:
Revision Date: 10/1/2025

CITY OF ATLANTA SPECIFICATION FOR FOXBORO DCS PARTS AND REPAIRS

SCOPE AND CLASSIFICATION - PART I

Scope - This specification describes minimum requirements for the supply of parts, equipment, appurtenances, and ancillary associated services to provide, maintain, replace, inspect and repair the Foxboro Distributed Control Systems (DCS) for the Supervisory Control and Data Acquisition (SCADA) systems installed at the various facilities for the Office of Water Treatment and Reclamation, Department of Watershed Management, City of Atlanta.

Classification - The material(s) must be classified as follows:

Group I - Parts

Group II - Miscellaneous/Services

SPECIFICATION REQUIREMENTS

1. **Definitions**
 - 1.1. “**Parts**” means the components of a unit to be provided by a Preferred Bidder to the City of Atlanta.
 - 1.2. “**Pricing Line**” means the separate pricing that the Bidder submits for each line-item bid.
 - 1.3. “**Service**” means the furnishing of labor, time, or effort to repair or rebuild an entire unit or part(s) of a unit.
2. **Standards And Specifications** – Material(s), goods, Parts or Service(s) being solicited under this IFB must comply with the Federal Occupational Safety and Health Acts, Federal Aviation Administration Standards, and Georgia Occupational Safety and Health Act requirements, where applicable and in effect at time of delivery.
3. **Equipment**. The equipment to be furnished must be currently on production and must be manufacturer's standard model complete with all standard equipment. Bidder must be able to supply 90% of Parts required to maintain this equipment within 24 hours and have access to the remaining 10% of Parts within 72 hours. Failure to meet this requirement may result in termination of the contract. To the extent applicable, and except as otherwise expressly provided in this IFB, all energy consuming equipment purchased will be energy efficient, defined as meeting either Energy Star specification of criteria that puts products in the upper 25% of energy efficiency, as well as meeting quality, performance, and durability requirements.

4. **Parts and Service Warranty.** This Invitation for Bid (IFB) must cover Parts and Service warranty for one (1) year after delivery date. While under warranty, Bidder must replace any damaged or inferior item in a prompt and timely manner. Bidder must submit price information for Parts and Service indicating schedule or rate of discount, which must apply to the City of Atlanta.
5. **Original Manufacturer Part Crossover Numbers.** Bidder must supply original manufacturer part crossover numbers for parts that are not manufactured by the equipment manufacturer after the award of bid, but prior to the delivery of equipment.
6. **Safe Use of Equipment.** Bidder (where applicable) must provide a minimum of four (4) hours instruction on the proper and safe use of the equipment at the Bidder's expense.
7. **Manuals.** Upon request by the City, Bidder must provide parts, service, and operating manuals for each unit of equipment provided and submit electronically, one (1) set of descriptive literature.
8. Without expressed or implied obligation on the part of the City of Atlanta to perform, the Bidder may submit on a separate sheet an option to the City for a multi-year purchase concept covering three (3) years' service and parts for equipment covered by its bid. Include the terms of the multi-year purchase option including terms, price, and expiration date.
 - 8.1. The Code of Ordinance of the City of Atlanta specifically prohibits obligating the City for future budget years.
 - 8.2. In the event options are exercised to purchase units in subsequent years, the provisions as related to parts and services will apply as indicated above.
9. **Reservation of Rights.** The City of Atlanta reserves the right to increase or decrease quantities shown without penalty.
10. **Report of Purchases.** Bidder must provide an itemized report of the annual spend ("Report of Purchases") to the Chief Procurement Officer. The Report of Purchases must be submitted annually within fifteen (15) days after the anniversary date of the Agreement. Failure to submit a Report of Purchases may result in forfeiture of future contracts with the City of Atlanta.
11. **Brand Name or Trade Name Instructions.** If items in this IFB have been identified, described, or referenced by a brand name or trade name description, such identification is intended to be descriptive, but not restrictive and is to indicate the quality and characteristics of products that may be offered. Products may be considered for award if such products are clearly identified in the bids and are determined by the City of Atlanta to meet its needs in all respects.
 - 11.1. All bidders, including bidders whose products may be referenced, must clearly indicate manufacturer/trade name and identifying number in space provided within Pricing Line of this IFB.
 - 11.2. Bidder must not furnish obsolete and/or near-expired products. If the Bidder proposes to furnish another product, such products must be clearly identified in the bid. The

evaluation of bids and the determination as to equality of products offered must be the responsibility of the City and will be based on information furnished by the bidder. Accordingly, to ensure that sufficient information is available the bidder may be required to submit literature and/or samples prior to award. These must be supplied within seven (7) days, if required.

- 11.3. The purchase of any item by the City, as a result of this Invitation for Bid, is not a judgment of one product against another. Consideration of application, need, and price will constitute purchase determination.
12. **Like or Similar Goods.** Bidder is only permitted to provide like or similar goods or services to those identified in its bid, if the goods or services identified in the bid are discontinued or out of stock. Vendor must provide like or similar goods or services at the same price(s) quoted in its bid. The City will not absorb any cost increases for like or similar goods or services.
 - 12.1. Bidder must provide like, or similar goods or services not listed in the bid price (s) at or below standard industry rates.
 - 12.2. Bidder must meet or beat store, municipal, state and federal pricing for items bid on.
 - 12.3. Bidder must provide like and similar goods or a direct substitute not listed on pricing lines at _____% discount from catalog prices.
13. **Quality Assurance**
 - 13.1. **Test and Inspection.** It is the Bidder's responsibility to perform all tests and inspections required by this specification unless otherwise stated in the purchase order, data sheet, and/or contract. The Bidder may use in the process his/her own facility or any recognized independent laboratory acceptable to the City of Atlanta. The City of Atlanta reserves the right to perform any of the tests and inspection requirements where such tests and inspections are needed to further determine compliance with the specification. If such testing is needed, Bidder must pay for all testing costs.
 - 13.2. **Certification.** Material covered by this specification must be manufacturer original parts or approved by the manufacturer for use in the specified systems. Certification to this standard must be provided with the Parts and/or Service. It is Bidder's responsibility to ensure that that all parts and/or services meet industry standards. Full acceptance of the materials must be subject upon findings of suitability as determined under Subsection 13.1.
 - 13.3. **Sampling.** It is the Bidder's responsibility to submit a random sample testing in accordance with this specification. Material furnished must be identical to the sample submitted for performance test and must comply with the requirements set forth herein. If the material does not comply with the requirements of this specification, or is not identical to the original sample submitted, the Bidder must be required to replace all such materials at its own expense. This includes all handling charges and transportation, with the material that does so comply.
 - 13.4. **Quality and Quantity Control** - A system of test and inspection must be used to ensure receipt of the quality and quantity of items supplied. Goods will be promptly

unpacked and inspected; any discrepancies from purchase order or supplier invoice will be reported immediately to the Chief Procurement Officer of the Department of Procurement.

- 13.5. Plant and Facility Inspections - The Department of Procurement may require the Bidder to make their plant and facilities available for inspection or may require additional information concerning the Bidder's ability to comply with the requirements of this specification, or its ability to perform in accordance with delivery requirements and within budget. In addition to the above, Bidder may be required to produce shop orders and backlog orders documentation. Failure to comply with this requirement may cause rejection of the bid package.
 - 13.6. Protection - The Bidder must assume all costs arising from the use of patented materials, devices, or processes incorporated in the materials furnished. The Bidder further agrees to indemnify and hold harmless the City of Atlanta and its duly authorized agents from suits of law or actions of any nature for or on account of the use of any patented materials, equipment devices or processes.
 - 13.7. Travel and Lodging Expenses - The City of Atlanta may require one (1) or more onsite visits to the Bidder's site to assure Bidder's compliance with the City's requirements and other applicable requirements. Suppliers must reimburse the City, in accordance with the City of Atlanta's Code of Ethics provisions, for authorized travel and lodging expenses related to such onsite evaluations after the purchase order has been assigned and occur no later than 30 days after receipt of invoice.
14. Preparation for Delivery
- 14.1. Packing - Packing must be accomplished in accordance with acceptable commercial practices for domestic shipments, unless otherwise stated in the Agreement and/or purchase order. The Bidder must make shipments using the minimum number of containers consistent with the requirements of safe transit, available mode of transportation and routing. It is the Bidder's responsibility to determine that packing is adequate to assure that all materials must arrive at destination in an undamaged condition ready for intended use.
 - 14.2. Marking - All packages must be identified with the City of Atlanta purchase order number and the User Department. Sealed packing lists must be affixed to all cartons showing its content.
 - 14.3. Shipping - The Bidder must follow shipping instructions as stated in the purchase order or Agreement.
15. Subcontracting. If awarded a contract, the use of subcontractors is permitted. However, Bidder must: (i) remain responsible for the goods, installation, delivery, and any services provided by the subcontractor; (ii) remain City's sole point of contact for the goods and/or services provided under the Agreement; and (iii) be solely responsible for the payment of any subcontractor.

- 15.1. Bidder must identify all subcontractors it intends to use in its bid. Failure to disclose all subcontractors in a bid submission will result in termination of an Agreement if awarded.
- 15.2. All subcontractors must complete the subcontractor Illegal Immigration Reform and Enforcement Act (IIREA) Form and the completed subcontractor forms must be included in the Bidder's bid.
16. **Payment Terms.** Bidder will provide payment terms of five percent (5%) 10, net 30 calendar days of invoice price. Otherwise, terms will be net 30 calendar days.
17. **Warranty.** It is the Bidder's responsibility to submit, at time of shipment, the original manufacturer's warranty of the goods/material(s) supplied.
18. **Guarantee.** The material must be guaranteed to be free from defects of construction, conception, and workmanship for a period of at least 12 months or manufacturer's warranty whichever is greatest from date of acceptance. Any part or portion found not in accordance with this specification will be rejected and returned to Bidder at Bidder's expense for immediate replacement.
19. **Price Escalation and De-Escalation.**
 - 19.1 Preference must be given to the bidder submitting the lowest and best firm price as their bid. Should it be found that due to unusual market conditions it is to the best interest of the City of Atlanta to accept a price with an escalation/de-escalation clause, the following must apply:
 - 19.2 The contract price must be frozen for a specified period. This period must be shown on your bid.
 - 19.3 Cost data to support any proposed increase must be submitted to the Chief Procurement Officer of the Department of Procurement not less than 30 days prior to the effective date of any such requested price increase.
 - 19.4 Any adjustment allowed must consist only of bona fide cost increases resulting from such situations as unforeseen raw material cost increase which may be passed on to the consumer.
 - 19.5 No adjustment must be made to compensate a supplier for inefficiency in operation, or for additional profit.
 - 19.6 In the event that market media indicators show that the prices for those materials, goods, or services have overall decreased but the vendor has failed to pass the price decrease onto the City, the City reserves the right to place the vendor in default for cause, cancel the awarded contract, remove the vendor from the City of Atlanta Bidders List for a period deemed suitable to the City, and recuperate any damages from the vendor.

SCOPE AND CLASSIFICATION - PART II

REQUIREMENTS

Vendor must state “Compliance” or “Exception” for the requirements listed below for **each group**. Check marks, dittos, or any other markings may not be accepted, and your bid could be rejected.

1. GROUP I – PARTS

- 1.1 The bid on Foxboro DCS parts and accessories or equivalent must be supplied as stated on pricing lines. Any substitutions must be clearly listed, approved for use with the Foxboro System by the manufacturer and a complete specification sheet must be provided.
- 1.2 All Foxboro DCS parts supplied must be Foxboro manufacturer- certified and within the warranty requirements for Foxboro equipment.
- 1.3 The City reserves the right to request and require the Contractor to furnish additional or other related materials as may be necessary to complete the work, even if such items are not explicitly listed on the bid sheet. The Contractor shall provide such items at the unit prices, catalog prices, or fair and reasonable market value mutually agreed upon, consistent with the terms of this Contract.

2. GROUP II – MISCELLANOUS/SERVICE

- 2.1 Vendor must conduct startup testing, loop checks, and operational verification.
- 2.2 Must provide training for facility staff on replacement procedures, troubleshooting, and diagnostics.
- 2.3 Maintain documentation of all replaced or upgraded parts for compliance and asset management.
- 2.4 Vendor must ensure all persons have proper ID badges to access any City site.
- 2.5 Vendors must provide technician, helper(s) and /or laborer(s) rate quotes for the following:
 - Straight time (up to 40 hours)
 - Over time (over 40 hours)
 - Rate per day/per hour
 - Weekend and Holiday rates

ACKNOWLEDGEMENT

Bidder, by and through its authorized representative, acknowledges that it has read and understands this Invitation for Bid (“IFB”) and has submitted all required documents and information in response to this IFB. Bidder further acknowledges and agrees that if it is awarded a contract, pursuant to this IFB, Bidder will be bound by terms and conditions of the Contract Documents which are, collectively, this IFB, Bidder’s submitted bid documents, any resulting purchase order(s) and the City’s terms and conditions as provided under an applicable purchase order(s), and the Agreement.

[Bidder]:

Legal Name of Firm

Address

City State Zip Code

Authorized Representative/Print

Signature/Title/Date

Area Code/Telephone Number /Email

COA Supplier ID Number