



Addendum #2	Water Testing Devices ITB # FY23-ITB-09
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To: All Prospective Bidders
Date: April 4, 2023
Subject: **Addendum # 2– ITB # FY23-ITB-09 – Water Testing Devices**

Please note the specification changes/modifications below for the ITB.

Item #	Page #	Section #	Specification	Modifications and Questions
1	8	1.9	N/A	Question: On this bid, can you advise if the city will be returning the device samples after evaluation? Or does the city plan to keep these device samples? Answer: Please review Exhibit A of this Addendum for details.
2	11	1.22	Evaluation of Water Testing Devices	Modification: Section 1.22 has changed and will be replaced with Section 1.22 as outlined in this Addendum as Exhibit A.
3	11	1.22	Evaluation of Water Testing Devices	Question: Will there be a pricing proposal document for the bid in terms of evaluation? Answer: Yes, a pricing sheet will be included with an addendum with the approved products.
4	12	1.27	Procurement Schedule	Modification: The Procurement Schedule has changed and is replaced with the schedule as outlined in this Addendum as Exhibit B.
5	25	N/A	N/A	Modification: The Device Evaluation Form – Attachment A of the ITB has changed and is replaced with the Device Demo Participation Form as outlined in this Addendum as Attachment A.

In order to constitute a complete bid response you must acknowledge receipt of this addendum with the Addenda Receipt Confirmation Form in Section 4 of the ITB in your Bid. ***Any Bidder not acknowledging receipt of an issued addendum may not be considered.***

In the event additional changes or clarifications to this ITB are warranted, all Bidders are responsible for monitoring the charlottewater.org site for additional addenda.

We appreciate your interest in doing business with the City of Charlotte and look forward to receiving a Bid from your company.

Sincerely,

Leigh Murray
Procurement Officer

cc: ITB Team
ITB File

DEVICE DEMO PARTICIPATION FORM**ITB # FY23-ITB-09****WATER TESTING DEVICES**

By completing this form you are indicating that you would like to participate in a demonstration of your product. In order to be considered for the demonstration process please email a completed copy of this form to Leigh Murray at Elizabeth.Murray@charlottenc.gov on or before Tuesday, April 11, 2023 at 4:00 P.M. EST.

Company Name and Address:	
Contact Name:	
Contact Number:	
Contact Email:	
Do you have availability to provide a demonstration of your product(s) during the month of April? Is there a preference for in person vs. virtual? (In person demonstrations are recommended by city staff.)	
Device #1 Portable Turbidimeter Manufacturer / Part #: Warranty Included (yes/ no)? Please explain your warranty plan.	
Device #2 Chlorine, Pocket Colorimeter Manufacturer / Part #: Warranty Included (yes/ no)? Please explain your warranty plan.	
Additional Maintenance Service Agreement Options Available (yes/ no)?	
Would you like for your device to be returned to you upon completion of field testing and evaluation? If yes, please indicate how you would like for it to be returned.	

****If you are only providing one Device for demonstration and evaluation, please make a note on this form beside the Device name.**

****Attach additional documentation as needed.**

Addendum Exhibit A:
ITB # FY23-ITB-09
WATER TESTING DEVICES

1.22 Demonstration and Evaluation of Water Testing Devices:

1.22.1 A device demonstration will be required for the products requested in Section 3 of the ITB. The demonstration process will include an opportunity for the Bidder to bring their product(s) for field testing to a Charlotte Water location for a scheduled meeting or to provide a virtual demonstration opportunity to City staff. Bidders are asked to complete and return Attachment A, Device Demo Participation Form, provided as part of Addendum 2. Submit your completed form by the date requested in Section 1.27 and via email to the Procurement Officer Leigh Murray at Elizabeth.Murray@charlottenc.gov . By submitted this form, Bidders agree to participate in the demonstration of the requested products at an agreed upon time. If Bidders have already mailed a device for evaluation, please note that the City will hold the device until a demonstration can be scheduled. Attachment A, Device Demo Participation Form must be submitted by the date and time indicated in Section 1.27.

1.22.2 After the device demonstration has taken place, City staff will use the additional sample devices that Bidders provide to further test and evaluate the products in the field. A copy of the operating manual is required.

1.22.3 All Devices submitted will become the property of the City upon receipt by the City in accordance with Attachment A – Device Demo Participation Form.

1.22.4 Devices must be an exact and true representation of the actual Products that will be offered in response to the ITB. Devices shall be provided at no cost to the City.

1.22.5 At the time of Device Demonstration, the City request two (2) device samples of each requested product to be provided to be used for further testing. The devices will be tested and evaluated in the field by City staff. It is acceptable if only one (1) device sample of each product can be provided to be used for this purpose.

1.22.6 The City reserves the right to require additional Devices for further testing if the City deems it necessary. In such event, the Bidder shall provide the requested additional Devices within five (5) business days at no cost to the City.

1.22.7 Upon receipt of the Devices, a committee of City staff (the “Evaluation Committee”) will conduct a field-testing evaluation. The Evaluation Committee will inspect the Devices received for compliance with the Specifications listed in Section 3 of the ITB. It is anticipated that the evaluation of the Devices may take two (2) to four (4) weeks to complete. The field testing evaluation will not begin until after an in person or virtual Device Demonstration has taken place.

1.22.8 During the evaluation phase, the City reserves the right to contact Bidders as the City deems necessary with questions or concerns regarding the Devices submitted or with requests for additional documentation, Devices or information. Bidders must promptly comply with all such requests.

1.22.9 The City will evaluate the merits of the grade or quality of the Devices based on the information furnished by the Bidder. The City is not responsible for locating or obtaining any information not identified in the request for approval. The City shall be the sole judge in determining the product acceptability of all products.

1.22.10 The City shall notify the Bidder of the decision in writing and post any approved Device in the form of an addendum to the ITB on the Internet at charlottewater.org . The pricing sheet with the approved products and suppliers will be issued via addenda.

Addendum Exhibit B:
ITB # FY23-ITB-09
WATER TESTING DEVICES

1.27 Procurement Schedule

The following chart shows the schedule of events for the conduct of this ITB. The key events and deadlines for this process are as follows, some of which are set forth in more detail in the Sections that follow:

DATE	EVENT
Friday, March 17, 2023	<i>Issuance of ITB:</i> The City issues this ITB.
Tuesday, March 28, 2023	<i>Non-Mandatory Pre-Bid Meeting</i> to be held virtually per the details indicated in Section 1.28 at 9:00 A.M. EST
Tuesday, April 11, 2023	<i>Device Demo Participation Form Deadline:</i> Per the details indicated in Section 1.22 as outlined in Attachment A of this addendum. Forms are due by 4:00 P.M. EST.
Thursday, April 13, 2023	<i>Submission of Written Questions:</i> Questions are due by 3:00 P.M. EST
Friday, May 19, 2023	Last Addendum will be posted
Tuesday, June 13, 2023	<i>Bid Opening.</i> Bids are due by 10:30 A.M EST in accordance with Section 1.7. at Charlotte Water, Procurement Department.
Monday, July 10, 2023	<i>Contract Award by Council.</i>
Tuesday, August 15, 2023	<i>Anticipated Contract Effective Date</i> Company begins providing the Products and Services.

**This schedule of due dates are replacing the due dates in any corresponding sections of the ITB. The Microsoft Teams information will remain the same for the Bid Opening.*