

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
Northwest Ottawa Water Treatment Plant**

November 10, 2025

**REQUEST FOR PROPOSALS FOR UPDATES TO THE NORTHWEST
OTTAWA WATER TREATMENT PLANT SCADA HARDWARE AND
SOFTWARE SYSTEMS**

The City of Grand Haven shall accept bids for professional services to update the current Supervisory Control and Data Acquisition (SCADA) Wonderware® software and the supporting hardware package at the Northwest Ottawa Water Treatment Plant.

An on-site meeting with prospective contractors is required. Please email Eric Law, Water Plant Superintendent – elaw@grandhaven.org to make arrangements.

Proposals must be delivered in a sealed envelope and will be accepted until 10:00 a.m. on Wednesday, December 17, 2025, at the office of the City Clerk, 519 Washington Avenue, Grand Haven, Michigan, at which time they will be publicly opened and read.

Proposals should include a detailed description of hardware and software systems, as well as technical specifications on compliance with requirements listed herein. Essentially a statement of understanding of scope and timeline.

Information regarding the service can be obtained at the office of the Water Plant Superintendent, 30 Sherman Avenue, Grand Haven, or by calling 616-847-3487, or online from the City's Web site: www.grandhaven.org.

The City Council of the City of Grand Haven reserves the right to reject any or all proposals and/or waive any defect in proposals, and to accept any proposal which it shall deem to be in the best interest of the City.

Eric Law - Superintendent
Northwest Ottawa Water Treatment Plant

End of Notice to Bidders Section

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INSTRUCTIONS TO BIDDERS

1. **SPECIAL CONDITIONS:** Special conditions included in the Bid Document shall take precedence over any provisions stipulated hereunder.
2. **APPLICABLE LAWS:** The revised code of the state of Michigan, Charter of the City of Grand Haven, and all city ordinances insofar as they apply to the laws of competitive bidding, contracts, and the purchases, are made a part hereof.
3. **WORKMEN'S COMPENSATION:** Insofar as Workmen's Compensation is concerned, the bidder or contractor agrees to furnish, upon request, certified copies of policies and adequate certificates pertaining thereto as evidence that bidder carries Workmen's Compensation Insurance.
4. **INFRINGEMENTS AND INDEMNIFICATIONS:** The bidder, if awarded an order or contract, agrees to protect, defend, and save the City from harm against any demand for payment for the use of any patent materials, process, article, or device that may enter into the manufacture, construction, or form as part of the work covered by either order or contract. He/she further agrees to indemnify and save the City harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages sustained by a party or parties, by or from any of the acts of the contractor, his/her servants, or agents.

To this extent, the bidder or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amounts of which will be determined by the City whenever such insurance is deemed necessary. When so required, the types and amounts of insurance to be provided will be set forth in the Instructions to Bidders (See Item 21).

5. **DEFAULT PROVISIONS:** In case of default by the bidder or contractor, the City of Grand Haven may procure the articles of services from other sources and hold the bidder or contractor responsible for any excess costs occasioned thereby.

In case of an error by the bidder in making up a proposal, the City may reject such a proposal upon presentation of a petition accompanied by a sworn affidavit of error which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

6. **PRICING:** Project total is to include an itemized breakdown per unit and the cost of mobilization. This must be specified in the Bid Document. In case of discrepancy in computing the amount of the bid, the unit prices quoted will govern.
 - 6.1. **Itemizing the following is required**
 - 6.1.1. The costs associated with updated perpetual license for AVEVA Intouch SCADA software.
 - 6.1.2. The costs associated with Hardware
 - 6.1.3. The costs associated with Labor

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7. **QUANTITIES:** When approximate quantities are stated, the City reserves the right to increase or decrease the quantity as best fits its needs.
8. **DELIVERY:** Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the bidder, prices quoted will be considered as being based on delivery to the destination designated in the Bid Document and to include all delivery and packing charges.
9. **SPECIFICATIONS:** Unless otherwise stated by the bidder, the proposal will be considered as being in strict accordance with the specifications outlined in the Bid Document.

References to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the bidder, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal and approved by the City.

10. **SAMPLES:** Samples, when requested, shall be filed prior to the opening of bids and must be furnished free of expense to the City and if not destroyed, will upon request be returned at the bidder's expense.
11. **TAXES:** Contractor shall include and be deemed to have included in his bid and contract price, Michigan State Sales and Use Taxes currently imposed by Legislative enactment and as administered by the Michigan Department Treasury, Revenue Division, on the bid date. If the Contractor is not required to pay or bear the burden, or obtains a refund or drawback in whole or in part of any Michigan Sales or Use Tax, interest or penalty thereon, which was required to be, and was deemed to have been, included in the bid and contract price, the contract price shall be reduced by the amount thereof and the amount of such reduction, whether as a refund or otherwise, shall endure solely to the benefit of the City of Grand Haven.
12. **BID INFORMALITIES AND REJECTION:** The City reserves the right to waive any nonconformity, irregularity or informalities in any bid, to negotiate with the selected bidder, and to award the bid in its determination of its best interest.
13. **AWARD:** Unless otherwise specified in the Bid Document, the City reserves the right to accept or reject any item in the bid. Unless otherwise stated in the Bid Document, bidders may submit proposals on any item or group of items, provided however that the unit prices are shown as requested.

As soon as the Award is made, an order or contract document will be sent to the successful bidder for execution and bond if necessary. If the contracts are not executed and returned to the City of Grand Haven within 10 days of the date of sending, the Bid Surety, if required, will be declared forfeited as liquidated damages.

A Bid Surety is not required for this project. *EL – November 10, 2025*

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14. **PAYMENTS:** Partial payments may be made upon presentation of a properly executed claim voucher, unless otherwise stated in the Bid Document. The final payment will be made by the City when the materials, supplies or equipment have been fully delivered and accepted or the work completed to the full satisfaction of the City. Increases in contract costs shall be approved in writing, prior to excess expense being incurred. Approval of increases may require formal action by City Council.
15. **BIDDER'S SIGNATURE:** Each proposal and bid surety form must be signed by the bidder with his/her usual signature. All signatures should be complete full signatures.

Bids by partnership must be signed by one or more of the partners in the following manner: "John Jones and James Smith, D.B.A., Smith Jones Company, by John Jones, a partner".

Bids by corporations must be signed with the names of the corporation, followed by the signature and designation of the president, vice-president or person authorized to bind it in the matter.

16. **SUBMISSION AND RECEIPT OF BIDS:** Inquiries involving an expenditure exceeding the limits established in the City Charter usually require advertising over a period of at least five (5) days prior to the scheduled bid opening. Proposals of this nature are publicly read at 10 o'clock AM (unless otherwise noted) on the date bids are scheduled to be received. Proposals to receive consideration must be received prior to the specified time of opening and reading as designated in the Notice to Bidders.

- *Bidder must use the Proposal Form furnished by the City as none other may be accepted.*
- *The Proposal Form must be returned intact.*
- *Removal of any Proposal Form thereof may invalidate the bid.*

Specifications and plans referred to in this bid document by reference only, need not be returned with the Proposal Form, however, no excision of material physically incorporated in the bid document will be permitted.

Bids are to be submitted in sealed envelopes and identified as requested in the Notice to Bidders. Separate proposals must be submitted on each reference number and proposals shall be typewritten or written in ink.

Proposals having any erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.

17. **INTERPRETATION OF BID AND/OR CONTRACT DOCUMENTS:** No oral interpretation will be made to any bidder as to the meaning of the bid and/or Contract Documents or any part thereof. Every request for such an interpretation shall be made in writing to the City of Grand Haven. Any inquiry received within a reasonable time prior to the date fixed for the opening of bids will be given consideration. Every interpretation made to a bidder will be on file in the Clerks office of the City of Grand Haven. In addition, copies will be kept on file at the City Clerk's office and posted on

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the City website. All bidders shall be bound by such interpretations whether or not received by the bidders.

18. **CHANGES AND ADDENDA TO BID DOCUMENTS:** Each change or addenda issued in relation to this bid document will be on file in the Clerks Office of the City of Grand Haven and posted on the City website. It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda. Information on all changes or addenda issued will be available at the City Clerk's office and the City website.
19. **MANDATORY PRE-CONSTRUCTION MEETING:** Representatives of the successful bidder, including the individual directly responsible for implementation of the work, will attend a pre-construction meeting with representatives of the Northwest Ottawa Water Treatment Plant.
20. **PROJECT COMPLETION:** Every attempt to complete the project prior to **May 15th, 2026** is expected.
21. **INSURANCE REQUIREMENTS:** The Contractor will secure and maintain insurance during the term of the contract from an insurance company authorized to do business in the State of Michigan that will protect contractors and subcontractors and the City from all liability (public liability, personal injury and property damage) claims which may arise from operations under the contract. The Contractor may not start work until evidence of all required insurance has been submitted and approved by the City. The contractor must cease work if any of the required insurance is canceled or expires. Three (3) copies of Certificates of Insurance shall be submitted to be approved by the City prior to the execution of the contract. The certificate shall specifically name the City as an additional insured party. The certificates must contain the agreement of the insurance company notifying the City in writing ten (10) days prior to any cancellation or material alteration of the policy. The Contractor shall not allow any work under the contract to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the City. The limits of insurance shall not be less than the following:
- A. Workers Compensation Insurance in the amount required by Michigan Law.
 - B. General Liability:
 - Bodily Injury and Property Damage combined:

Each Occurrence	\$1,000,000.00
Aggregate	\$1,000,000.00
Personal Injury	\$1,000,000.00
 - C. Automobile Insurance for Vehicles:

Bodily Injury Each Person	\$1,000,000.00
Bodily Injury Each Accident	\$1,000,000.00
Property Damage Each Accident	\$1,000,000.00

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22. **REFERENCES:** Please list three (3) references (Municipal Government) wherein your company has provided mechanical contractor services of this type being proposed for the Northwest Ottawa Water Treatment Plant. Failure to list references may result in your company being disqualified.

CITY	ADDRESS	CONTACT PERSON	TELEPHONE NUMBER
A.			
B.			
C.			

NOTE

Previous experience and performance may be a factor in making the award.

End of Instructions to Bidders Section

**CITY OF GRAND HAVEN
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DEPARTMENT OF PUBLIC WORKS**

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BID DOCUMENTS

1.0 INTRODUCTION:

The Northwest Ottawa Water Treatment Plant (NOWTP) is seeking qualified vendors to provide proposals for the upgrade of its Supervisory Control and Data Acquisition (SCADA) system. The selected vendor will supply and install updated software and hardware packages that are equivalent to or better than the existing system components. The goal of this project is to ensure continued operational reliability, maintainability, and compatibility with current technologies while preserving existing license structures. Where applicable contractors are encouraged to stay within the Schneider Electric brand for software hardware components.

NOWTP will select a contractor to provide all labor, materials, tools, and equipment to complete the specified work.

In addition to providing the total project cost not to exceed amount, contractors are asked to provide a bid sheet with the listed specifications of their proposal.

The NOWTP staff will make every arrangement necessary with prospective contractors to provide access to the current configuration and the operators prior to the bid opening date.

1.2 CONTACT INFORMATION:

Eric Law, Water Treatment Plant Superintendent, will be the primary contact from the City of Grand Haven and can be contacted at 616-847-3487, or email at elaw@grandhaven.org.

1.3 SCOPE OF WORK:

The current SCADA system, originally configured with AVEVA (formerly Wonderware) System Platform 2014 R2 and Historian, will be upgraded to the latest applicable AVEVA software version. The upgrade will include new servers, workstations, and related equipment to ensure compatibility, performance, and supportability.

Software Upgrade

- Upgrade the existing AVEVA System Platform 2014 R2 configuration (including Historian, GR Node, and InTouch/Historian Trend Clients) to the current applicable AVEVA version.
- Maintain the existing perpetual licensing model.
- Preserve all project configurations, historical data, and system objects.
- Validate and test all applications post-upgrade for full operational functionality.
- Provide documentation of the upgraded configuration and any modifications performed.

Hardware Upgrade -Vendor will provide and install the following, or equivalent/better, hardware systems:

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Workstations

1. Six (6) Dell Optiplex 9020 or equivalent desktop computers with the following minimum specifications:
 - ✓ 8 GB RAM (or greater)
 - ✓ 320 GB hard drive (or larger, SSD preferred)
 - ✓ Quad-Core processor (or better)
 - ✓ 64-bit operating system (Windows 10 or latest compatible version)
 - ✓ Microsoft Office and required supporting applications installed
2. Four 27" flat panel monitors
3. Six Uninterruptible Power Supply (UPS) for the six desktop workstation computers
4. Panel Mount NUC PCs
 - ✓ Three (3) Panel-Mount NUC PCs or equivalent
 - ✓ Minimum specifications:
 - 8 GB RAM
 - 200 GB Solid State Drive
 - Dual-Core, 64-bit processor
 - Windows 10 or latest compatible OS
 - ✓ Each NUC PC shall include a supporting UPS.
5. Rack-Mounted Servers
 - ✓ Two (2) rack-mounted servers
 - ✓ Minimum specifications:
 - 16 GB RAM
 - 1 TB RAID storage with swappable drives
 - Supporting UPS

All desktop systems shall include a minimum three (3) year Next Business Day support plan with accidental damage coverage.

DELIVERABLES:

- Complete hardware and software installation and configuration.
- Full system testing and commissioning report.
- Updated as-built documentation, including network diagrams and license inventories.
- End-user training and support documentation.
- Warranty and support documentation for all new hardware.

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1.5 GENERAL CONDITIONS:

A. Quality Control of Work

The City shall have the power to inspect all work for compliance with the specifications and the Contractor shall perform all of the work herein specified to the City's entire satisfaction, approval and acceptance.

The Contractor is responsible for furnishing all labor, materials and equipment to construct and complete the work in compliance with the specifications, and special provisions unless otherwise specified. All material to be incorporated into the work; all labor to be performed; and all equipment, tools and methods to be used shall be subject to the approval of the City. It is the Contractors responsibility to complete the work and deliver a final product which meets all requirements of the specifications.

If any authorized agent of the City shall discover and notify the Contractor of any neglect or disregard of the specifications, such defects shall at once be remedied and further defective work be at once discontinued; but the right of final acceptance or condemnation of the work will not be waived by reason thereof, nor by any act of the City, his / her officers or agents.

B. Suspension of Work

Should the Contractor, with the approval of the City, stop work or should the weather conditions, in the opinion of the City, be such that the work could not be properly and safely performed, then the City may suspend the work until such time as weather conditions shall permit proper application of product. In case of stoppage of work, the Contractor shall, at his / her own expense, store and be responsible for material and protection of the work and be responsible for all accidents as though the work was in progress. Should the work be delayed or suspended with the approval of the City, the time of delay or suspension may be added to the time set for completion of the work.

C. Waivers of Lien Required

It is expressly understood that the City reserves the right to direct that no payment be made to the Contractor should the Water and Sewer Superintendent have reason to believe that said Contractor has failed for any reason to make just payment to any employee, subcontractor or material supplier used or employed by the Contractor in the prosecution of the work, until the City is satisfied that full and proper payment has been made. The Contractor shall secure and file with the City progress and final waivers of lien for all materials incorporated into and labor and equipment employed on the work before payment requests are processed.

D. Partial and Final Acceptance of the Work

Work on this contract is not subject to partial inspection and acceptance. The entire work shall be made in a neat and workmanlike manner and all requirements shall be complied with in detail. The mere fact that some particular part or portion of the work may have been previously inspected, cleaned and set in order will not excuse the Contractor from again cleaning any and all portions so that the entire system of work shall be in proper condition and subject to final inspection by the City and complying with the use intended at the time of

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acceptance by the City. The date of final acceptance of work on this contract is the date that the Contractor is issued final payment by the City.

E. Applicable Regulations and Standards

All the latest and most recent of the standards, regulations, work rules, product specifications and workmanship practices listed will apply to this project unless otherwise approved by the City.

F. Contractors Employees

The Contractor shall employ skilled foreman and laborers and shall, if directed by the City discharge from the site of the work any incompetent, abusive or disorderly employees.

G. Existing Facilities

The Contractor shall protect from damage or overspray of paint on all existing facilities, fixtures, vehicles, houses, and equipment liable to injury by his / her operations and shall, at their own expense, make good all such damages to the satisfaction of the Owner and City.

The Contractor shall clean and maintain all work areas adjoining the project site free from all construction debris at all times. The Contractor is also responsible for the immediate removal of debris from adjacent work areas caused by construction foot traffic entering and leaving the project area.

H. Ordinances and Safety

The Contractor shall observe all laws and ordinances controlling or limiting those engaged in public work. Contractor shall provide and maintain such sanitary accommodations for the use of his / her employees as may be necessary to comply with the State and Local Board of Health requirements. Public nuisances will not be tolerated. Start of work within the City shall be from **7:00 a.m. to 7:00 p.m.**

I. Payment for Completed Work

Any payments made to the Contractor during the progress of the work shall in no way lessen the total and final responsibility of the Contractor, nor in any manner whatsoever waive any of the terms, conditions, covenants or requirements of the contract, nor be considered a ratification of any act on the part of the NWOWTP Superintendent or his representative of the City which in any manner may contravene any of the requirements or provisions of the Contract. During the course of the improvement, if the rate of progress is satisfactory to the Superintendent of the City, and it appears that all claims for labor and materials are satisfied, a progress payment may be requested by the Contractor to the Water and Sewer Superintendent for payment.

End of Bid Documents Section

PROPOSAL FORM

**CITY OF GRAND HAVEN
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DEPARTMENT OF PUBLIC WORKS**

Ms. Maria Boersma, City Clerk
519 Washington Avenue
Grand Haven, MI 49417

Date

Dear Ms. Boersma:

Completely in accordance with your notice, instructions and specifications dated **November 10, 2025**, the undersigned declares that they have carefully examined the requirements of specifications contained herein, and propose to furnish and deliver professional services to the City of Grand Haven to update the current Supervisory Control and Data Acquisition (SCADA) Wonderware® software and the supporting hardware package at the Northwest Ottawa Water Treatment Plant. The City of Grand Haven may, at its sole discretion, award the contract based on what it deems to be in the best interest of the City of Grand Haven.

TOTAL COST NOT TO EXCEED: _____

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In submitting this Bid, Bidder represents, as set forth in the Agreement, that:

Bidder has examined and carefully studied the Bidding Documents and the following Addenda, receipt of all which is hereby acknowledged:

Addendums

All Federal and State taxes have been deducted and all prices are reflected in the Total Cost.

(Bidder's Company Name)

(Bidder's Telephone Number)

(Bidder's Mailing Address)

(Bidder's E-mail Address)

(Bidder's Signature)

(Print Bidder's Name)

End of Proposal Form

October 1, 2025