Village of Paw Paw, Michigan

Request for Proposals – Advanced Metering Infrastructure

Electrical meters to integrate with existing water meters

The Village of Paw Paw is seeking proposals from qualified firms for the **sale and installation** of AMI electrical meters that will integrate with the community's existing water metering infrastructure.

Background:

The Village of Paw Paw, Michigan provides water, sewer and electrical utilities to residents within its boundaries. It is seeking a solution for replacement of aging electrical metering equipment. The solution should include the installation of advanced metering technology that will transmit in real-time via two-way communication between the meter and the utility, eliminate manual readings by transmitting usage data automatically, and facilitate the transmission of related usage data from water meters as well.

Existing System Information:

- There are currently 1,582 residential electric meters in the Village system, 408 commercial electric meters, and 15 industrial meters.
- There are currently 1149 water meters which must be integrated with the proposed new AMI metering system. These are Badger meter bases with encoders and Itron ERTs. Respondent's proposed AMI system must be capable of reading Itron meters and licensed to do so. The Village des not intend to replace water meters as a part of this project.

Goals & Objectives:

Respondents should be prepared to provide a turn-key solution for AMI metering that accomplishes all of the following:

- Initial installation for all residential users, and follow-up installation to commercial and industrial users.
    - Provide high-quality, efficient and cost-effective workmanship, including installation warranty
    - Complete project management until completion
    - Timely deployment to complete project in shortest time possible

- Adherence to any relevant state or federal codes and regulations
- Provision of all tools, equipment and personal protective equipment necessary to complete the project safely and efficiently
- Provision of all meters and installed equipment
- Inclusion of a Meter Data Management System
- Inclusion of Demand Energy Response Management System

- **Installed equipment must be capable of the following:**
  - Eliminate manual reads & estimated reads
  - Provide remote disconnection capability
  - Provide utility system outage information
  - Provide option for customer portal
  - Reduce unmetered power delivery
  - Integration with BS & A utility billing software
  - Capability for system growth and expansion in response to future property development
  - Time-based rates?

- **Contractor must provide the following:**
  - Staff training & technical support
  - Communication with users prior to meter installation and upon completion
  - Documentation of existing meter data at the time of installation and communication of same to utility
  - Documentation of meter type and number for each address where installation takes place.

Respondents should provide the following information to constitute a complete response:

- Contractor name, address, phone numbers and the names of principals
- Contractors web site address
- Year established
- Relevant experience of the Contractor with projects of similar type, size and scope, including client references and contacts
- Proposed project team and information related to its relevant qualifications, credentials and experience

- Proposed sub-contractors, if any, including similar relevant information as above
- List of any and all claims arising out of any work performed by the Contractor and proposed sub-contractor during the last 5 years
- Points of contact for this project, including e-mail addresses and phone numbers as applicable
- Contractor warranty for labor and installation of equipment related to this project
- Manufacturer warranty for installed equipment
- Deployment strategy and timeline – please note that project should be completed within 6 months of start
- Cost per meter for initial installation and revisits, including residential single phase meters and commercial/industrial three-phase meters.
- Cost per meter for meters not readily accessible including customer outreach and communication
- Cost per meter for replacement stockpile (20 meters estimated)
- Insurance information, including:
    - Broad form comprehensive general liability insurance in the amount of at least $1,00,000 per occurrence, and $2,000,000 aggregate.
    - Comprehensive auto liability in the amount of $1,000,000 or greater.
    - Workers Compensation coverage information
    - Professional liability in the amount of $1,000,000 per occurrence – to be maintained for the duration of the contract and at least 2 years following project completion.
    - The Village of Paw Paw to be named as an additional insured party on the above coverages.

Questions

All questions regarding this request for proposal shall be submitted by email to both Village Manager Bryan Myrkle at b.myrkle@pawpaw.net and Department of Public Services Director Tim Brandys at t.brandys@pawpaw.net. Answers will be provided as both a response to the email, and posted to the Village of Paw Paw website – www.pawpaw.net.

Amendments

Any additional information required by respondents, revisions in the RFP or clarifications deemed necessary during the open response period shall be posted to the Village of Paw

Paw website. Respondents are advised to check the Village website periodically during the open response period.

Reservation of rights:

The Village of Paw Paw reserves the right to accept any proposal submitted, or none of the proposals submitted, based on what it believes to be in the best interests of the Village of Paw Paw.

Responses should be submitted no later than 12 Noon on Thursday, July 9, 2026 via a hard copy mailed or delivered to the Village Of Paw Paw, Attention: Village Clerk, 111 E Michigan Avenue, Paw Paw, MI 49047. Bids will be opened at that time. If a satisfactory bid is obtained, it is likely to be awarded at a subsequent Village Council meeting.

Questions should be directed to Department of Public Services Director Tim Brandys at (269) 657-3169.