

**19-020**  
**REQUEST FOR PROPOSALS**  
**METER TECHNICIAN / STAFF AUGMENTATION & TRAINING SUPPORT**  
**PEND OREILLE PUBLIC UTILITY DISTRICT**

Public Utility District No. 1 of Pend Oreille County (the District), is requesting proposals for meter technician services, staff augmentation and training support.

Work will include the following:

1. Training Services
  - a. Pend Oreille PUD requires assistance with development and training of PUD substation technician personnel. This may include training of personnel on protection systems, test equipment, metering equipment as well as various software programs and associated documentation.
2. Staff Augmentation
  - a. Pend Oreille PUD requires testing and commissioning on occasion associated with the development and training of PUD substation technician personnel. This may or may not include training of personnel on protection systems, test equipment and metering equipment as well as various software programs. Occasional independent work may be requested.
3. Task Driven Project Work
  - a. Provide reviews of POPD substation metering replacement program as needed. Provide commissioning support and documentation of testing services performed on all equipment necessary as needed. Provide redlined drawings and review as-built drawings post construction. Complete post construction lessons-learned meeting and provide documentation for posterity.

Proposal Submission

Awarding of an agreement resulting from this RFP will be based upon the most responsive bidder whose offer will be the most advantageous to the District.

The District reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor,
- Accept other than the lowest priced offer,
- Award an Agreement on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one Agreement, if necessary.

The successful candidate's proposal in response to this RFP will be incorporated into the final agreement between the District and the selected candidate(s). Proposals should consist of the following information:

- 1) Introduction
- 2) Team Staffing
- 3) Team Qualifications & Experience
- 4) Detailed and Itemized Pricing that includes expected prices for time, equipment and travel

5) Up to three references

RFP package submittals must be received no later than 5:00 p.m. on April 26, 2019. It is expected that a vendor will be selected on or about May 3, with work to commence shortly thereafter. All questions about the work and/or clarifications must be sent to the contractual contact (listed below) before April 22. Submittals must be mailed to (emails are not accepted):

Pend Oreille PUD  
Contracts Manager: 19-019  
PO BOX 190  
Newport, WA 99156

Contractual Contact

Any questions regarding contractual terms and conditions or proposal format must be directed to:

Kenna Tornow  
Contracts Manager  
[ktornow@popud.org](mailto:ktornow@popud.org)

Women's, minority, and small business enterprises are encouraged to apply. The District is an equal opportunity employer.