



TOWN OF OLIVER REQUEST FOR PROPOSAL

Fleet GPS/AVL System Supply

Issued: October 20, 2015

NOTE: Should any potential bidders download this Request for Proposal, it is the proponent's responsibility to check for Addendums which will be posted on the Town of Oliver's website (www.oliver.ca)



The Town of Oliver is requesting proposals for the supply of fleet GPS/AVL system. The Town is not necessarily interested in obtaining the lowest price for this product. The quality of the product, performance, delivery, maintenance, service and other factors will be taken into consideration in the evaluation of this RFP.

Proposals with the words "**Fleet GPS/AVL System Supply**" marked on the envelope will be received at the Town of Oliver office at 6150 Main Street, PO Box 638, Oliver, BC, V0H1T0, up to and including **2:00 pm local time, Tuesday, November 10, 2015.**

The supplier is to supply all necessary equipment, freight, manuals and provide training as further described in the RFP.

Further information and instructions may be obtained from the Public Works Office between the hours of 8:00 a.m. and 3:00 p.m., Monday to Friday; Tel: (250) 485-6216.

This is a Request for Proposals only and not a tendering process and will not necessarily give rise to a Contract A "bid contract".

Proposals received after the closing time will be returned unopened.

The Town of Oliver reserves the right to waive information in any Proposal, or reject any or all Proposals or to accept the Proposal deemed most favourable in its interest.

The Town of Oliver

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PART I GENERAL INFORMATION:

Scope of the Proposal:

The Town of Oliver (the Town) is requesting proposals for the supply of fleet GPS/AVL system. The agreement is for a three (3) year term with the option for two additional one year extensions at the option of the Town of Oliver.

This document outlines the overall specifications required, sets out the basic requirements for the proposal document and provides the evaluation criteria to be used as the basis for awarding the assignment.

Background:

A brief summary of the Town and anticipated requirements is as follows – refer to Table A for detailed list

The Town anticipates purchasing all units upon contract award.

Description	# of vehicles
Approx. # of GPS Wired PWR with Switch / Sensor Interface	10
Approx. # of GPS Wired PWR	12
*Optional Price Approx. # of GPS Wired PWR with satellite tracking capability	*2
Approx. Total Purchase	22

Mandatory & Preferred Requirements:

The following is a list of mandatory & preferred requirements:

Item #	MANDATORY Requirement
1	Data ownership – data must be owned by the Town
2	GPS Device – must allow connectivity to switches/sensors
3	GPS Device – must allow driver feedback
4	Driver ID and FOBS – must be able to track vehicle driver using active tracking
5	GPS/AVL 3G capable

Item #	PREFERRED Requirement
1	Carrier – must be able to offer flexibility to use carrier of choice.
2	Seasonal Deactivation – must allow for deactivation for seasonal units to reduce operating cost
3	Update frequency – must be able to provide varied update frequencies, as frequent as 3-60 seconds
4	Driver ID and FOBS – may be able to track vehicle passengers
5	Satellite Activation/Deactivation – allow for month-by-month satellite tracking to reduce operating cost



Submission of Proposal:

Two (2) physical copies of each proposal shall be submitted in a sealed envelope and shall be addressed to:

The Town of Oliver
6150 Main Street
PO BOX 638
Oliver, B.C. V0H1T0
Attention: Director of Operations

Proposals and/or Amendments to Proposals will not be accepted via electronic transmission. Proposals and their envelopes should be clearly marked **Fleet GPS/AVL System**

Closing Date:

Proposals will be received up to and including closing time of **2:00 pm, local time, Tuesday, November 10, 2015.** Proposals received after the closing time will be rejected and returned unopened. Responses will not be opened in public.

RFP Clarification:

If a Proposer has any question about the contents of the RFP, or about any matters relating to it (including as to any clarification, errors or omissions of or in this RFP), the question must be directed in writing, and not orally, to the Town's representative at the contact address set out below before **12:00 noon, Tuesday, November 3, 2015.** The Town's representative will respond to all questions via an addendum which will be posted to the Town of Oliver website **by 4:00 pm within two business days.**

Website: <http://www.oliver.ca/tenders-rfps>

Email: sgoodsell@oliver.ca

Acceptability of Proposals:

- a. Hardcopy Proposals must be submitted in the Proposal Format as outlined in Appendix A
- b. Proposals that are unsigned, incomplete, conditional, unbalanced, obscure, or contain irregularities of any kind, may be rejected as informal.
- c. Proposal Form must contain the Proponent's business or home address and their legal status must be disclosed and must be signed by a duly authorized official.
- d. The Proposal is irrevocable and open for acceptance for a period of thirty (30) days from the date of closing of this Proposal Call.
- e. Proposals will only be considered from reputable firms with proven previous experience on projects involving goods of a similar nature, magnitude and complexity to that which will be covered by the contract.
- f. The Town reserves the right in its sole and absolute discretion to waive any irregularities or insufficiency and to accept the Proposal which it deems most advantageous. If the Town determines that a proposal contains false or misleading information, the Town is entitled to reject that proposal at any time as being invalid.
- g. The Town shall not be obligated either to accept or reject any non-compliance with the requirements of this request.
- h. The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by the Town for purposes of clarification.

Further Terms & Conditions:

- a. This RFP should not be construed as a contract to purchase goods or services or to enter into any other contractual arrangement.
- b. This RFP is not an invitation to tender or an invitation to bid, but is a request for submission of proposals on the terms and conditions described in these RFP documents **and will not necessarily give rise to a Contract A “bid contract”**.
- c. The Town will not be obligated in any manner to any Proposer whatsoever until a written agreement has been duly executed, by authorized Town personnel, relating to any approved proposal. However, proposals should be as detailed and complete as possible to facilitate the formation of a contract based on a proposal or proposals that are pursued.
- d. The Town reserves the right, in its sole and absolute discretion, to re-advertise for proposals.
- e. A qualified proposal is one which meets the needs and specifications of the Town, the terms and conditions contained in the RFP. The preferred proposal is a qualified proposal offering the best value, as determined by the Town.
- f. The Town will decide whether a proposal is qualified by evaluating all of the proposals based on the needs of the Town's, specifications, terms and conditions and price. The Town will examine all proposals and recommend which proposal is in the Town's' best interest.
- g. A proposal which is unqualified is one that exceeds the cost expectations of the Town and/or does not meet the terms and conditions contained in the RFP and/or do not meet the needs and specifications of the Town. The Town reserves the right to reject any or all unqualified proposals.
- h. The Town reserves the right to cancel this RFP at any time.
- i. The Town recognizes that “Best Value” is the essential part of purchasing a product and/or service and therefore the Town may prefer a proposal with a higher price, if it offers greater value and better serves the Town's interests, as determined by the Town, over a proposal with a low price. The Town's decision shall be final.
- j. The Town reserves the right to negotiate with a preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their proposals or re-submit altogether, as determined by the Director of Operations and purchasing committee.
- k. All equipment, goods and workmanship must conform to all Laws and Standards necessary for use in Canada and the Province of British Columbia.
- l. The Successful Proponent, herein named the Vendor, shall guarantee that his proposal will meet the needs of the Town and that any or all item(s) supplied and/or service(s) rendered shall be correct. If the item(s) supplied by the Vendor and/or the service(s) rendered by it are in any way incorrect or unsuitable, all correction costs shall be borne solely by the Vendor.
- m. All proposed prices shall include delivery, applicable customs duties, brokerage charges, F.O.B. the Town's Works Yard or other destination point, as specified the Town, and the Vendor shall bear all risks of loss and/or damage.
- n. Where only one proposal is received, the Town reserves the right not to make public the amount of the proposal. The amount of the proposal will be made public if a contract is awarded. The Town reserves the right to accept or reject a proposal, where only one proposal is received.
- o. The Town reserves the right in their sole discretion to accept or reject all or part of any proposal which is non-compliant with the requirements of this Invitation.
- p. The Town shall not be obligated either to accept or reject any non-compliance with the requirements of this Invitation.

Required Format of Proposal:

Proposals must be submitted in the format described in Appendix A. Proposals shall be well organized and written in a concise, clear, complete and legible manner and must be in English language.

Amendment of Proposals before submission Date:

A Proponent is entitled to amend its proposal at any time before the deadline for submission of proposals. Hardcopy Amendments must be submitted and received prior to closing date and time. Electronic or faxed Amendments WILL NOT be accepted.

Evaluation Process:

The proposals submitted in response to this RFP will be evaluated by an Evaluation Committee formed by the Town staff. Proposals will be evaluated on the basis of the criteria described in Appendix B provided that these criteria may be changed without notice to the proponents.

Innovative Submissions:

In addition to the requirements stated in the RFP, The Parties encourage proponents to respond with innovative and creative submissions. The details of the GPS/AVL system are set out in the Part 3 - **Terms of Reference.**

PART 2 GENERAL TERMS & CONDITIONS

General:

- a. The Supplier shall read and be governed by all aspects and terms of this Request for Proposal.
- b. The Supplier shall supply all tools, equipment, labour and materials necessary and required to supply the goods as specified.
- c. The Supplier must advise the Town of the Supplier's Representative who is authorized to communicate with the Town for the purposes of this RFP.
- d. No verbal agreements or conversation with any officer, agent or employee of the Town, either before or after the execution of the Proposal, shall effect or modify any of the terms or obligations herein contained.

Negotiation:

- a. This is a Request for Proposals ONLY and will not give rise to a Contract A "bid contract". The Town is free to negotiate with any of the proponents and as a result of the negotiation process the Town is not required to treat all proponents equally.
- b. The Town recognizes that "**Best Value**" is the essential part of purchasing a product and/or service and therefore the Town may prefer a RFP with a higher price, if it offers greater value and better serves the Town's interests, as determined by the Town over a RFP with a low price. The Town's decision shall be final.

Additional Information:

The Evaluation Team may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Team may make such requests to only selected Proponents. The Evaluation Team may consider such clarifications or additional information in evaluating a Proposal.

Interviews / Demonstrations:

The Evaluation Team may, at its discretion, invite some or all of the Proponents to appear before the Evaluation Team to provide clarifications of their Proposals. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Proposals.

The Evaluation Team may, at its discretion, invite shortlisted Proponents to provide a product demonstration to the Team.

Negotiation with Preferred Proponent:

If the Town selects a Preferred Proponent, the Town will enter into negotiations with the Preferred Proponent in an attempt to settle one or more agreements necessary to implement the project, as generally described in this RFP. If the Town considers that it is unlikely to settle such agreements with the Preferred Proponent despite having negotiated with the preferred proponent for at **least 45 days** after selection of the Preferred Proponent, the Town is entitled to cease negotiations with the Preferred Proponent and to begin negotiations with another Proponent.

Qualifications and Competency of Proponents:

The Town reserves the right to reject Proposals from Proponents who are unable to provide evidence that they are capable of providing the necessary labour, materials, equipment and adequate financial arrangements for satisfactory performance and provision of goods / services herein specified. Evidence of such competency and experience must be provided, and the proposal shall be evaluated taking such evidence into account.

Financial Stability:

Before the award of any contract, the Proposer may be required to furnish evidence satisfactory to the Town, in its sole and absolute judgement, of the necessary facilities, ability and financial resources to fulfil the conditions of the contract.

Liability:

The Proposer shall ensure that the Town, its officers, agents and employees, are saved harmless from any liability whatsoever arising out of Supplier's performance or non-performance of the term of this Proposal.

Right to cancel RFP and to accept Proposals:

- a. The Town is entitled to cancel this RFP at any time by addendum without liability for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of that cancellation.
- b. This RFP is solely a request for proposal and statements of qualification. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract.
- c. In considering any delivered response to this RFP, the Town reserves the absolute and unfettered discretion to:
 - Accept or reject any proposal that fails to comply with the requirements set out in this RFP for the content of proposals;
 - Assess proposals as it sees fit, without in any way being obliged to select any proposal or Proponents;
 - Assess and select proposals as it sees fit without being obliged in any way to select the proposal that offers the lowest price or cost;
 - Determine whether any proposal or proposals satisfactorily meet the selection criteria set out in this RFP;
 - The right to require clarification after the dates and times set out above from any one or more of the Proponents in respect of proposals submitted;
 - The right to communicate with, meet with or negotiate with any one or more of the Proponents respecting their proposals or any aspects of the project;
 - Reject any or all proposals with or without cause, whether according to the selection criteria set out above or otherwise.
- d. By submitting its proposal to the Town, each Proponent represents and warrants to the Town that the information in its proposal is accurate and complete.
- e. This RFP does not impose on the Town any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the Town is expressly permitted or required by this RFP to "act reasonably", the Town is entitled to act in its sole, absolute and unfettered discretion.

Ownership of Proposals:

- a. All responses to this RFP become the property of Town and may be included as part of any future contractual arrangement.
- b. All writings, programs, plans, drawings and specifications prepared by or on behalf of a Proposer will be, upon creation, and will remain the property of the Town, may be used by the Town for any purpose, and may not be used by a Proposer other than for the purpose of supply the goods and the terms of any contract arising from the Proposer's proposal.

Proposers' Expenses:

Each prospective Proponent is solely responsible for the risk and cost of preparing and submitting its proposal. Neither the Town nor its officials, employees, agents are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost. Proponents are solely responsible for their own expenses in preparing a proposal and subsequent negotiations with the Town.

Limitation of Damages:

The Proponent, by submitting a "Proposal", agrees that it will not claim damages, for whatever reason, relating to the RFP or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal. The Proponent, by submitting a Proposal, waives any claim for loss of profits if no agreement is made with the Proponent.

Firm Pricing:

Proposals must be firm for at least 30 days after the final date. Prices will be firm for the entire contract period. All proposed pricing shall include delivery charges, all applicable customs duties and brokerage charges.

Confidentiality of Proposals:

- a. The Town is subject to the *Freedom of Information and Protection of Privacy Act*. That Act creates a right of access to records in the custody or under the control of the Town, subject to the specific exceptions in that right set out in the Act. The Town will receive all proposals submitted in response to this RFP in confidence, including for the purposes of s.21 of that Act. Because of the right of access to information created by that Act, the Town does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act.
- b. Proponents are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the Town.

Proprietary Information:

If a Proponent considers that any part of its proposal is proprietary, including by reason of its being copyright, the proposal must clearly identify those portions of it that are considered proprietary.

Gifts and Donations:

Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee of the Town.

No Collusion:

Proponents must not communicate, directly or indirectly, with any other Proponents (including through any employees, agents or Suppliers) regarding the preparation, content or submission of this proposal. Each proposal must be submitted without any collusion, or knowledge, in the preparation of or about any other proposal. Submission of a proposal to the Town is deemed to be a representation and warranty by the Proponent submitting that proposal that it has complied with the requirements of this paragraph. If the Town determines that a Proponent has violated this paragraph, the Town is entitled to disqualify that Proponent and to reject its proposal as being invalid.

Waiver and Allocation of Risk:

The Town accepts no responsibility or liability for the accuracy or completeness of this RFP (including any schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the Town (including through the Town's representative or any other individual) and no representation or warranty, either express or implied, is made or given by the Town with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any Proponent or any other person on this RFP or any such information as is described in this paragraph is solely that of each Proponent. Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, and engineering and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal to the Town is deemed to have released the Town from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its proposal.

Special Provision:

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against The Parties in connection with any contract for supply of goods, works or services, are ineligible proponents. Receipt of proposals from such proponents will be disqualified from the evaluation process.

Governing Law:

This RFP and any contract entered into between the Proposer and the Town will be governed by and be in accordance with the laws of the Province of British Columbia

Definition of Contract:

The Town may, at its option, notify a Proposer in writing that its proposal has been accepted and such acceptance shall, at the Town's option, constitute the making of a formal contract for the goods / services as set out in the proposal. Alternatively, the subsequent full execution of a written contract shall constitute the making of a contract for goods / service, and no Proposer shall acquire any legal or equitable rights or privileges whatever relative to the goods / services until The Town has delivered either a signed notice in writing to the Proposer or a fully executed written agreement to the Proposer.

Acceptance of Terms:

All the terms and conditions of this RFP are deemed to be accepted by the Proposer and incorporated in its proposal, except those conditions and provisions which are expressly excluded by the proposal.

Re-Solicitation:

Submission of an RFP does not guarantee inclusion on a resulting short list of pre-qualified candidates. The Town reserves the right in the case of insufficient responses, in the sole opinion of the Town, to cancel the RFP call, and re-solicit for better response, with or without any change being made to the Invitation package.

Contract and or Purchase Terms and Conditions:

The Town's Contract and or Purchase Order Terms & Conditions shall apply to any subsequent Purchase Order or Contract.

Sub-Contracting:

- a. Using a Sub-Contractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful interconnection of the two product or service lines and this must be defined in the proposal.
- b. Sub-Contractor to any firm or individual, whose current or past corporate or other interests may, in the Town's opinion, give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this proposal.

Liability for Errors:

While the Town has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Town, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

Agreement with Terms:

By submitting a proposal the Proponent agrees to all the terms and conditions of this RFP. Proponents who have obtained the RFP electronically must not alter any portion of the document, with the exception of adding the information requested. To do so will invalidate the proposal.

Use of Request for RFP:

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

Contract term:

The agreement is for a three (3) year term with the option for two additional one year extensions at the option of the Town. The agreement shall be reviewed each year and

accepted or cancelled by the Town. Each start date may vary with the 2015 calendar year based on Council budget approval

Obligation to Purchase:

The Town is not obligated to purchase products in the amounts listed on the price sheet. The actual quantities purchased by the Town may be greater or less than the data provided. Terms shall be net thirty (30) days or better after acceptance.

PART 3

TERMS OF REFERENCE

1. INTENT:

The intent of this Request for Proposal is to establish a contract for Vehicle and Equipment Automatic Vehicle Location (AVL) Services. The agreement shall be for the supply of Global Positioning System (GPS) hardware components for the Town Fleet of vehicles and equipment and the provision of WEB user friendly software and interface. The GPS system offered shall offer a tracking system complete with the necessary reporting required to track and manage the Town's Fleet to achieve a return on investment (ROI) and significantly improve driver efficiency and safety.

2. SCOPE OF WORK:

The GPS device proposed shall meet the following minimum requirements:

- i) GPS vehicle tracking device capable of installing in 12V and 24V vehicles and equipment.
- ii) Separate option of 2 GPS vehicle tracking devices capable of tracking & reporting outside cell phone coverage (month-by-month satellite capable).
- iii) GPS hardware sized to enable easy installation in automobiles, pickup trucks and Heavy Duty equipment in a location in the vehicle out of sight of drivers.
- iv) GPS hardware to include built in antenna, external antenna not acceptable
- v) GPS hardware able to interface with vehicle systems that may require tracking of operating systems such as:
 - a. Salt and sand spreader controllers,
 - i. 1 - Freedom 2.1 Certified Power Inc. (Unit #37)
 - ii. 1 – Micro-Trak Road Master salt dispenser (Unit #12)
 - iii. 1 – Force America SSC2100 Spreader (Unit #48)
 - b. Plows, up/down
 - c. Aerial bucket sensors
 - d. Spreader, on/off
 - e. Flailer, up/down, on/off
 - f. Mower, on/off
 - g. Sweeper, on/off
 - h. Crane Truck, crane sensors
- vi) GPS hardware to interface with a minimum of 4 external sensors for equipment capability.
- vii) GPS hardware for trailer tracking with built in motion sensor, sealed with long life batteries.

3. GPS TRACKING

- i) WEB based software accessible 24/7 from any computer with internet access
- ii) Minimum of 2 year of online access to electronic information
- iii) Google Earth 3D Mapping support for real time and historical location

4. WEB SERVICES

- i) Programming interface shall support:
 - i. Current vehicle status
 - ii. Current vehicle odometer readings
 - iii. Alerts via email or cell phone to notify of:
 - a. Vehicle speed
 - b. Rapid acceleration/deceleration
 - c. Excessive engine idle
 - d. Off hours vehicle use
 - e. Vehicle exits approved zone
 - f. Vehicle enters an unapproved zone
 - iv. Vehicle groups identified by department
 - v. Customized access to multiple users
 - vi. Create geo fences
 - vii. Driver ID (Passenger ID as a possible option)

5. GPS TRACKING

- i) Vehicle Location
 - i. Ability to locate vehicle(s) based on real time reporting and tracking
 - ii. Ability to view vehicle(s) activity in real time or reasonable intervals or as historical data
 - iii. Locate vehicle(s) based on address or landmark
 - iv. Option to locate specified 2 vehicles outside cell coverage area (month-by-month satellite tracking)

6. DRIVER ID TRACKING

- i) Supplier to provide detailed information on the installation and operation of Driver ID and key FOBs or similar technology.
- ii) The Reader shall be designed to be installed into the vehicle. The driver touches the Reader with the key FOBs or similar technology. The driver is automatically assigned to the vehicle until a new driver is assigned.

7. REPORTS

- i) The GPS/AVL software shall be capable of providing the following reports exportable to Excel and PDF. The reports available shall include but not limited to the following:
 - i. **Activity Report** – user generated daily reports with 2 minute updates, detailing the activity of vehicle(s) including total kilometers driven, maximum speed reached, and number of stops. Report can be for one or all vehicles in Fleet.
 - ii. **Speed Report** – user accessed report detailing current vehicle speed, maximum speed driven high lighting instances when vehicle exceeds the speed threshold.

- iii. **Idle Time Report** – user accessed report detailing idling activity for vehicle(s) for periods when vehicle was running, but not in motion.
- iv. **After Hours or Odd Hours Report** – report identifying vehicles being used during unauthorized hours as determined by the owner.
- v. **Speed Violations Report** – report detailing vehicle(s) that have exceeded posted road speed limits.
- vi. **Utilization Report** – user generated report detailing vehicle activity or use for each day, week, or monthly period. Report to be shown in a line by line report as well as in a graphical display.
- vii. **Stop Report** – user generated report showing vehicle stops, detailing location, length of stop, daily, weekly or monthly reports.
- viii. **Landmark Report** – user generated report showing activity of vehicles within all owner established landmarks, for a selected or all vehicles.

8. MAPS

- i) The GPS system shall utilize Google based Maps with Street, Satellite, Hybrid and Street view.

9. TRAINING

- i) The supplier shall provide up to two (2) days training on the installation of the hardware and operation of the software program to ensure Town staff is confident in the use of the supplied GPS/AVL system.

10. MAINTENANCE AND SUPPORT

- i) The supplier shall provide details on the maintenance and support program to be included in the bid prior to acceptance by the Town.

11. INSTALLATION

- i) The GPS hardware shall be supplied with all necessary cables, antennas, adapters, connectors and instruction manuals to ensure Town staff are able to complete the installations in a timely efficient manner.

12. HARDWARE COST

- i) The cost of recommended hardware for each vehicle shall be an all found cost.
- ii) The supplier shall recommend which GPS hardware to be installed into each type of vehicle.
- iii) The supplier shall recommend GPS hardware for trailered equipment tracking,
- iv) The Town shall provide a list of vehicle types, make and model.
- v) The supplier shall provide cost for each Driver ID Reader and key FOBs.

13. MONTHLY OPERATING COST

- i) The supplier shall provide price of monthly cost per vehicle based on, 3 second, 5 second, 10 second, 15 second, 30 second, and 60 second transmission frequency updates on mobile vehicles
- ii) The supplier shall provide price for any additional costs per unit such as activation or programming, monitoring.
- iii) The supplier shall provide cost of service for de-activation and re-activation of GPS devices for seasonal equipment.

14. F.O.B. POINTS

The Town has one specific delivery location at 5971 Sawmill Road, Oliver, BC V0H 1T0 (Public Works Yard).

15. LIST OF EQUIPMENT REQUIREMENTS

Refer to the following table:

Table A – Town of Oliver Vehicle/Equipment List

Equipment	Unit #	<u>Legend</u>
2007 GMC 1/2 ton Pick-up	1	12 Vehicles GPS
2009 Ford 1/2 Ton 4x4 Pick-up	3	
2009 Ford 1/2 Ton Pick-up	4	10 Vehicles GPS w/sensors (equipment)
2010 Ford 1/2 ton Pick-up	6	
2011 CHEV 1/2 ton Pick-up	8	
2011 Kabota Mowing (F3680 Diesel)	9	
2011 Might-E Truck (electric)	11	
2012 Ford 2 Ton Flat deck	12	
2013 Case backhoe (580SN4)	14	
2014 Freightliner Crane Truck (HIAB Crane)	15	
2015 Kabota Zero-turn Mower	16	
2015 Kabota Tractor (LA1055 Diesel)	29	
2001 GMC 2 Ton (C6500) Flat/dump	36	
2015 Freightliner Dump Truck	37	
2002 CHEV 1/2 Ton Pick-up	39	
2004 Tennant Sweeper (Sentinel)	42	
2004 CHEV 1 ton Service Truck (3500)	43	
2005 CHEV 1/2 ton Pick-up	44	
2005 CHEV 1/2 ton Pick-up	45	
2006 CHEV ext. Cab Pick-up (Colorado)	46	
2007 International dump truck	48	
2008 Toyota Prius car	49	

PART 4

APPENDICES

APPENDIX A - Proposal Content and Selection

The following criteria will be used to evaluate responses. Awards will be made based on the Best Value offered, and the Best Value will be determined by the Town. Submitted proposals should contain the following content:

- A. Statement of Proponent's Experience & Product Knowledge:
 - Municipal experience

- B. Statement and Detail Quality & performance of equipment offered:
 - quality of training
 - service
 - product support

- C. Statement of Historical Experience & References:
 - references for relevant equipment with similar complexity
 - municipal references

- D. Statement of Degree of Suitability:
 - With Parties requirements
 - Specifications
 - Some GPS Devices must be able to allow connectivity to switches/sensors (mandatory as specified)
 - Driver feedback capable
 - Proposal content
 - Reporting Ability (canned & custom reports)
 - Delivery details
 - Location of data storage
 - 3G network capable
 - Customer ownership of data (mandatory)
 - Years of historical data storage
 - Customer access to data files

- E. Statement of Flexibility to use carrier of choice:
 - Identify availability to use various carriers
 - such as ; TELUS, Rogers and Bell
 - Identify availability and use of month-by-month satellite tracking for 2 units (optional) that frequently operate outside cell phone coverage

- F. Price:
 - Attach Appendix C with proposal along with other pertinent pricing information
 - GPS hardware & On Site Training
 - Alternative service agreement terms – non binding
 - monthly airtime update options
 - provide rates based on 3, 5, 10, 15, 30 & 60 second updates

- Detail flexibility & cost to deactivate and reactivate monthly service on short or seasonal notice
- Rate increases, guaranteed pricing term

APPENDIX B – Evaluation Criteria Matrix

	Evaluation Criteria	Criteria Weights
A	Proponent's Experience & Product Knowledge includes municipal experience	10
B	Quality & performance of equipment offered – includes quality of training, service and product support	15
C	Historical Experience - References - includes references for relevant equipment with similar complexity and other municipal references	10
D	Degree of suitability with Town requirements , specifications, & proposal content, Reporting Ability (canned & custom reports) Customer ownership of data , years of historical data storage and Customer access to data files	30
E	Flexibility to use carrier of choice - TELUS, Rogers or Bell	10
F	Price of GPS hardware and monthly airtime update options , flexibility and cost to deactivate and reactivate monthly service on short notice Rate increases, guaranteed pricing term	30
		100%

PART 4 APPENDICES

APPENDIX C – FORM OF PROPOSAL – ATTACH THIS FORM TO PROPOSAL

In accordance with the "RFP General Information, General Conditions and Terms of Reference" which I/we have carefully examined, the undersigned hereby submits a proposal supply all goods as outlined in the RFP Documents.

This Proposal is valid for: _____ days. PAYMENT: Cash discount (if any) ___% _____days.

MANDATORY REQUIREMENTS

The GPS devices proposed **must** meet the following requirements to be considered for evaluation. Responses not clearly demonstrating that they meet all mandatory criteria will receive no further consideration during the evaluation process.

Item #	Mandatory Requirement Description	Meets Requirement Yes	Does not meet Requirement No
1	Data ownership – data must be owned by the Town		
2	GPS Device – must allow connectivity to switches/sensors		
3	GPS Device – must allow driver feedback		
4	Driver ID and FOBS – must be able to track vehicle driver using active tracking		
5	GPS/AVL 3G capable		

PREFERRED REQUIREMENTS:

The GPS devices proposed is preferred meet the following requirements

Item #	Preferred Requirement Description	Meets Requirement Yes	Does not meet Requirement No
1	Carrier – must be able to offer flexibility to use carrier of choice		
2	Seasonal Deactivation – must allow for deactivation for seasonal units to reduce operating cost		
3	Update frequency – must be able to provide varied update frequencies, as frequent as 3-60 seconds		
4	Driver ID and FOBS – may be able to track vehicle passengers		
6	Satellite Activation/Deactivation – allow for month-by-month satellite tracking to reduce operating cost		

ACKNOWLEDGE ADDENDUM(S) # _____

FIRM NAME: _____

ADDRESS: _____ POSTAL CODE: _____

PHONE #: _____ FAX #: _____ EMAIL: _____



PRINT NAME _____

SIGNATURE OF BIDDER _____ DATE: _____

PART 4 APPENDICES

APPENDIX C – FORM OF PROPOSAL – ATTACH THIS FORM TO PROPOSAL

QTY	DESCRIPTION	PRICE	EXTENSION
10	GPS – Wired PWR with Switch / Sensor Interface	\$	\$
12	GPS – Wired PWR	\$	\$
2	GPS – Satellite Capable - Wired PWR <i>*Optional – shouldn't reflect in final price</i>	\$	\$
2 Days	On-Site Training (at specified location)	\$	\$
	PST @ 7%	\$	\$
	GST @ 5%	\$	\$
	Plus Provincial Environmental Tax	\$	\$
	(CDN FUNDS) TOTAL	\$	
All shipping costs must be included in Price			

QTY	MONTHLY MAINTENANCE OR SUPPORT FEE BASED ON	PRICE PER MONTH PER DEVICE (Taxes not included)
36 months	3 second data updates	\$
36 months	5 second data updates	\$
36 months	10 second data updates	\$
36 months	15 second data updates	\$
36 months	30 second data updates	\$
36 months	60 second date updates	\$

Satellite GPS Fees	Charge Per Device Per Month (Taxes not included)
GPS	\$
GPS with sensors	\$

Seasonal Activation / Deactivation	Charge Per Device (Taxes not included)
Activation Charges	\$
Deactivation Charges	\$

This is to certify that we have given due and careful consideration in respect to our proposal and if we



are awarded all or part of the supply requirements we will guarantee delivery to site in _____ days from date of order.

Bidder's Initials: _____