



Supply, Installation, and Maintenance of an Automated Vehicle Location (AVL) System

Request for Proposals

Addendum # 2

Issued: November 16, 2016

Closing: November 18, 2016

ITEM 1 – MODIFICATION TO RFP DOCUMENT

Be advised that in **Subsection 4.3.1** of the RFP document, the following changes are being made to specific lines in the pricing grid:

YEAR 1 - Line # 11: The calculation should read $((4 + 8) \times 12 \text{ months}) + ((6 + 10) \times 6 \text{ months})$ to allow the proper calculation for seasonal vehicles which are expected to be in service for only 6 months.

YEAR 2 - Line # 23: The calculation should read $((16 + 20) \times 12 \text{ months}) + ((18 + 22) \times 6 \text{ months})$ to allow for proper calculation for seasonal vehicles which are expected to be in service for only 6 months.

YEAR 3 – Line # 34: The calculation should read $((27 + 31) \times 12 \text{ months}) + ((29 + 33) \times 6 \text{ months})$ to allow for proper calculation for seasonal vehicles which are expected to be in service for only 6 months.

ITEM 2 – QUESTIONS AND ANSWER

The following inquiries were made by Proponents from November 2 up to and including November 16, 2016:

QUESTION 1

After the City selects a vendor in connection with the request for proposals, is the City going to be subsequently entering into a master agreement with the vendor to govern the purchase, delivery and use of the products?

RESPONSE 1

Upon the awarding of the contract by City Council, the City will be entering into a formal master agreement with the successful proponent to govern the purchase, delivery, and use of the AVL system.

QUESTION 2

Does the City require additional knowledge for example Is knowing where the bus stops and opens the door to allow passengers on or off an important feature?

RESPONSE 2

The City does not require the capture of this information at this time.

QUESTION 3

Can companies from outside Canada participate in the RFP process?

RESPONSE 3

Although there is nothing to prevent companies from outside Canada from participating in the RFP process, it would be difficult for those companies to provide the services such as installation and maintenance of the equipment necessary to operate the system. The successful proponent will be required to visit the City of Charlottetown in order to provide these services.

QUESTION 4

Does the successful proponent have to attend meeting in person?

RESPONSE 4

Yes. We would require the successful vendor to attend meeting in the City of Charlottetown.

QUESTION 5

Can the services be provided by a company outside Canada?

RESPONSE 5

Although the services could be provided by a company outside of Canada, the successful vendor would be required to attend meetings and provide services in the City of Charlottetown. The RFP also states that preference may be given to companies who house the data services within Canada.

QUESTION 6

Can proposals be submitted via email?

RESPONSE 6

Proposal are not accepted via email as per the RFP document. All proposals must be submitted in hard copy. An electronic copy of the proposal may accompany the hard copy.

QUESTION 7

In reference to section 3.2.7 a - The AVL system must be able to provide water flow rates from the onboard water pumps. Are your fire trucks equipped with flow rate sensors? Can you provide more information on the model of pumps?

RESPONSE 7

Only one fire truck has a flow rate sensor. The model of the pump is Waterous pump.

QUESTION 8

In reference to 3.2.10 g - service level reports. Can you provide more detail on the source of your routing data? Is it available in shapefile or JSON? For how many service lines (snow clearing, sanitation etc) and routes do you require route compete reports? How often do these routes change?

RESPONSE 8

The 2016/2017 service lines with regard to snow clearing include 9 salting routes and 9 plow routes. Currently sanitation is provided by a third party under contract. Those vehicles are not part of this RFP. The number and design of routes may change at any time dependent on the purchase of additional vehicles. Routing data is available in shapefile format.

QUESTION 9

Please provide specific make and model of all the winter spreading equipment.

RESPONSE 9

The make and model of all winter spreading equipment has been detailed in addendum # 1 issued on November 4, 2016.

Supply, Installation, and Maintenance of an Automated Vehicle Location (AVL) System

QUESTION 10

Will the city consider a fixed number of service calls per year and any additional service call will be chargeable at a fixed service rate?

RESPONSE 10

The City will require unlimited service calls and will expect them to be included in the proposed contract pricing.

QUESTION 11

Seeing that GSM is currently a Legacy network, would it be acceptable that the cellular modems operate on a 3G/HSPA or 4G/LTE network?

RESPONSE 11

Yes. It would be acceptable that the cellular modems operate on 3G/HSPA or 4G/LTE network.

QUESTION 12

In reference to email sent on Friday October 28, 2016 with respect to a possible extension due to level of detail required. Please advise if a extension will be granted so that we are able to provide a up to date and comprehensive response.

RESPONSE 12

An extension has been granted until Friday, November 18, 2016per addendum # 1

Any further questions may not be answered before the closing date of the RFP. The final date for questions per the RFP document is November 16, 2016



Supply, Installation, and Maintenance of an Automated Vehicle Location (AVL) System

Request for Proposals

Addendum # 1

Issued: November 1, 2016

Closing: November 18, 2016

ITEM 1 – CLOSING DATE / INQUIRY DEADLINE

Be advised that the closing date for the above Request for Proposals has been extended from Tuesday, November 8, 2016 until **Friday, November 18, 2016**. Inquiries from proponents will therefore be accepted until **5:00pm, Wednesday, November 16, 2016**.

ITEM 2 – MODIFICATIONS TO RFP DOCUMENT

The following sections of the Request for Proposal document have been modified from the original:

Subsection 3.1.1 General Requirements

o) The vendor must have GPS/AVL experience including winter operations and fleet management reporting. Please provide at least three references, including contact details and authorization to contact for reference purposes. Contact details shall include:

- Organization
- Name of Contact
- Phone number
- Email address

Subsection 3.1.14 Ongoing support and Service Levels

b) Vendor must provide location of the data centre where data will be stored and identify safeguards to ensure the data is secure.

c) Preference may be given to those with technical support located within Canada.

Subsection 3.2.2 Winter Maintenance Fleet (Public Works)

Please note that the **Spreader/Controls** descriptions on the Single Axle Dumps Trucks are to be revised as follows:

<i>Fleet Number</i>	<i>Make</i>	<i>Year</i>	<i>Spreader/Controls</i>
P511	Sterling	2005	Dickie John ICS2000
P512	Sterling	2006	Dickie John ICS2000
P513	Sterling	2006	Dickie John ICS2000
P514	International	2011	Compu-Spread CS-440
P515	Freightliner	2011	Compu-Spread CS-440
P517	International	2012	Compu-Spread CS-440
P518	International	2014	Compu-Spread CS-440
P519	International	2015	Compu-Spread CS-550

ITEM 3 – QUESTIONS AND ANSWER

The following inquiries were made by Proponents up to and including November 1, 2016:

QUESTION 1

Would the City of Charlottetown prefer to buy or lease the equipment and or software required for the AVL system?

RESPONSE 1

The intent of the RFP is for the proponent to provide their recommendation as to which method would be the most economical to provide the services specified in the RFP. The City is open to either leasing or buying the necessary equipment. If the proponent recommends the leasing option, then they must specify the cost of removing the system at the end of the contract term.

QUESTION 2

What exactly is meant by “Seasonal” operation of equipment?

RESPONSE 2

On average Winter is November 1 through April 30 and Summer is May 1 through October 31 with respect to operation of the winter maintenance fleet and other City equipment. However, dependant on weather conditions in any given year, it may be necessary to begin/end the tracking of certain equipment a month earlier/later.

QUESTION 3

Is it possible for proponents to inspect or view City equipment should the proponent deem it necessary to determine their ability to support the same?

RESPONSE 3

Yes. At the request of the proponent, a time will be arranged for the viewing and inspection of City equipment/vehicles to determine compatibility with their systems. To arrange a time for viewing/inspection, please contact Stephen Wedlock, Controller by email at swedlock@charlottetown.ca.

QUESTION 4

Does the City intend to use tablets in their vehicles?

RESPONSE 4

At this time it is **not** the intention of the City to use tablets in the City vehicles.

QUESTION 5

Regarding subsection 3.1.5 Telematics Requirements part d) What is the City's intention for third party controllers?

RESPONSE 5

At this time, the City has no plans for acquisition of any particular brand of controllers. The brands currently in use are specified in the original RFP document or have been revised per ITEM 2 of this addendum. The intent of this section is to ensure that a vendor is capable of integrating other major brands of spreading control systems into the AVL system to meet the future needs of the City's winter maintenance fleet.

Any further inquiries and responses (if any) between November 2, 2016 to November 16, 2016 (final day for inquiries) will be posted in a sequential addendum.



REQUEST FOR PROPOSALS

**SUPPLY, INSTALLATION & MAINTENANCE
OF AN
AUTOMATED VEHICLE LOCATION (AVL) SYSTEM**

October 2016

Contents

1.0 INTRODUCTION, OVERVIEW AND PURPOSE	4
OVERVIEW	5
PURPOSE	5
2.0 REQUEST FOR PROPOSAL TERMS	6
2.1 DEFINITIONS	6
2.2 NO OBLIGATION TO PROCEED	6
2.3 CANCELLATION	6
2.4 CITY'S DECISION-MAKING	7
2.5 ENQUIRIES	7
2.6 ERRORS AND OMISSIONS	7
2.7 ADDENDA, CORRECTIONS, OR EXTENSIONS	7
2.8 ELIGIBILITY	7
2.9 EVALUATION COMMITTEE	7
2.10 EVALUATION AND SELECTION	7
2.11 DEBRIEFING	7
2.12 SIGNED PROPOSALS	8
2.13 ALTERNATIVE SOLUTIONS	8
2.14 CHANGES TO PROPOSAL WORDING	8
2.15 IRREVOCABILITY OF PROPOSALS	8
2.16 COMPLETENESS OF PROPOSAL	8
2.17 SUB-CONTRACTING	8
2.18 ASSIGNMENT	9
2.19 CONFIDENTIALITY	9
2.20 CONFLICT OF INTEREST	9
2.21 LAWS OF PRINCE EDWARD ISLAND	9
2.22 FINAL AGREEMENT	9
2.23 GRATUITIES	9
2.24 INSURANCE AND WORKERS COMPENSATION	9
2.25 PERFORMANCE	10
2.26 VALIDITY OF PROPOSALS	10

3.0 TERMS OF REFERENCE	11
3.1 REQUIREMENTS AND SCOPE OF SERVICE	11
3.1.1 GENERAL REQUIREMENTS	11
3.1.2 ADMINISTRATION AND SECURITY	12
3.1.3 HARDWARE AND FIRMWARE REQUIREMENTS	12
3.1.4 LIVE DATA REQUIREMENTS	13
3.1.5 TELEMATICS REQUIREMENTS	13
3.1.6 VEHICLE DATA REQUIREMENTS FOR WINTER VEHICLES	14
3.1.7 VEHICLE DATA REQUIREMENTS FOR FIRE TRUCKS	14
3.1.8 USER INTERFACE REQUIREMENTS	14
3.1.9 MAPPING REQUIREMENTS	15
3.1.10 REPORTING REQUIREMENTS	15
3.1.11 WARRANTY AND SUPPORT REQUIREMENTS	16
3.1.12 TRAINING SERVICES REQUIREMENTS	17
3.1.13 PUBLIC INFORMATION SYSTEMS	17
3.1.14 ONGOING SUPPORT AND SERVICE LEVELS	17
3.2 FLEET INFORMATION	18
3.2.1 LIGHT WEIGHT VEHICLE FLEET	18
3.2.2 WINTER MAINTENANCE FLEET	19
3.2.3 FIRE DEPARTMENT FLEET	19
3.2.4 PUBLIC TRANSIT FLEET	20
3.3 ANTICIPATED TIMELINE	20
4.0 SUBMISSION DETAILS	21
4.1 PROPOSAL REQUIREMENTS	21
4.2 PROPOSAL CONTENTS	21
4.3 PRICING WORKSHEET	24
4.3.1 SECTION A	24
4.3.2 SECTION B	25
4.4 PROPONENT'S INFORMATION SHEET	27
5.0 EVALUATION CRITERIA	28
5.1 TECHNICAL PROPOSAL EVALUATION	28
5.2 FINANCIAL PROPOSAL EVALUATION	28

1.0 INTRODUCTION, OVERVIEW AND PURPOSE

Proposals shall be submitted by completing this document and placing it in a sealed opaque envelope, clearly marked on the outside, "**Supply, Installation and Maintenance of an Automated Vehicle Location (AVL) System”; Controller; 3rd Floor City Hall**", and must be received by the Controller before **2:00:00 pm local time on Tuesday, November 8, 2016**. It is the responsibility of the bidder to deliver the sealed proposal to the **3rd floor of City Hall** before the time indicated. Late proposals will not be accepted and will be returned to the proponent.

Any addenda will be posted on the City of Charlottetown website at www.charlottetown.ca/tenders.php. Proponents are responsible for checking the website for proposal/quote/tender notices, documents, and addenda. The City is not responsible for ensuring proponents have obtained addenda.

A minimum of three (3) hard copies of the submission documents is required. No fax, email or electronic documents will be accepted as the sole method of submission. An identical electronic copy (PDF or Microsoft WORD) accompanying the hard copy of the proposal is required in addition to the hard copies. It is the proponent's responsibility to ensure that the hard copies of their submission are received prior to the deadline noted above. There will be no public opening of proposals received. The awarding of a contract, if any, resulting from this Request for Proposal, shall be done, upon approval by City Council, as soon as practical after proposal evaluations have been completed. The successful proponent(s) and the respective details will be posted on the City's awards webpage at www.charlottetown.ca/awards.php.

This Request for Proposal creates no obligation on the part of the City of Charlottetown to award a contract or to reimburse proponents for proposal preparation or submission expenses. The City of Charlottetown reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this request and to negotiate in any manner necessary to best serve the interests of the City. The decision as to which proposal best satisfies the needs of the City rests solely with the City and any decision is not open to appeal. Submissions will not be evaluated if the proponent's current or past corporate or other interests may, in the City's opinion, give rise to a conflict in connection with this project.

At the election of the City, whether or not a proposal otherwise satisfies the requirements of the Request for Proposal, the City may reject summarily any proposal received from a corporation or other person which has been anywise involved in litigation, arbitration or alternative dispute resolution with the City within the five (5) year period immediately preceding the date on which the Request for Proposals was issued.

The City's evaluation may include information provided by the proponent's references and may consider the proponent's past performance on previous contracts with the City or other institutions.

The City may prohibit a proponent from participating in the procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the proponent to honour its pricing or other commitments made in its proposal; or (c) any other conduct, situation or circumstance, as solely determined by the City.

The City will pay the successful proponent via Electronic Funds Transfer. The successful proponent will be required to provide the necessary information for registration on the City's payment system.

Any questions in respect of this Request for Proposal shall be directed, in writing, by email to Stephen Wedlock, Controller (swedlock@charlottetown.ca). Questions must be received no less than three (3) business days before the closing date of this Request for Proposals.

OVERVIEW

The City of Charlottetown is a flourishing community of over 34,562 people located on the south shore of Prince Edward Island. Charlottetown is the capital City of Prince Edward Island, and is called the "Birthplace of Confederation" after the historic 1864 Charlottetown Conference, which led to Confederation. City Hall is located at 199 Queen Street, Charlottetown, PE.

The City provides a full range of municipal services including general government, police protection, fire protection, planning and development, building inspection, environmental health, environmental development, transportation, and recreation and cultural services. The City also operates the Charlottetown Water and Sewer Corporation.

A Mayor and ten Councillors govern the City and the administration of the City is under the direction of a Chief Administrative Officer. There are eight departmental managers including a Manager of Human Resources, Manager of Finance, Manager of Water and Sewer Utility, Manager of Parks and Recreation, Manager of Planning and Heritage, Manager of Public Works, a Chief of Police, and Fire Chief.

PURPOSE

The **purpose of this Request for Proposal** process is to select a Proponent to supply, install, and maintain an automated vehicle location (AVL) system on the City of Charlottetown's public works vehicles including the winter maintenance fleet, fire protection fleet including emergency response vehicles and the Public Transit Fleet.

The City is requesting a lump sum price for the initial installation and setup of the system and a monthly per vehicle price for maintenance and service costs. The City's intent is to enter into a 36-month contract with the successful Proponent. The City reserves the option of extending the contract for an additional two (2) 36-month periods providing the performance of the successful proponent has been satisfactory during the initial term of the contract. The two (2) 36-month extensions would be negotiated and subject to the agreement of both parties.

Scope and specifications for this Request for Proposal can be found in Section 3 of this document.

2.0 REQUEST FOR PROPOSAL TERMS

The City has formulated the terms and procedures set out in this Request for Proposal to ensure that it receives proposals through an open, competitive process, and the Proponents receive fair and equitable treatment in the solicitation, receipt, and evaluation of their proposals.

The following terms will apply to this Request for Proposal and to any contract resulting therefrom. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms.

2.1 DEFINITIONS

Throughout this Request for Proposal, terminology is defined as follows:

- a) **“City”** means The City of Charlottetown.
- b) **“Contract”** means the written agreement or Purchase Order resulting from this Request for Proposal, in accordance with this Request for Proposal.
- c) **“Contractor”** means a successful Proponent to this Request for Proposal who enters into a written Contract with the City or accepts a Purchase Order issued by the City.
- d) **“Must”, “mandatory” or “required”** means a requirement that has to be met, without exception, in order for a proposal to receive consideration.
- e) **“Proponent”** means an individual or a company that submits, or intends to submit, a Proposal in response to this “Request for Proposal”.
- f) **“Proposal”** means the Proponent’s response to this “Request for Proposal”.
- g) **“Should”, “shall” or “desirable”** means a requirement having a significant degree of importance to the objectives of the Request for Proposal.
- h) **“AVL”** means Automated Vehicle Location system.

2.2 NO OBLIGATION TO PROCEED

Though the City fully intends at this time to proceed through the procurement process, the City is under no obligation to proceed to the purchase, or any other stage. The receipt by the City of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the City. There is no guarantee by the City, its officers, employees or agents, that the process initiated by the issuance of this Request for Proposal will continue, or that this Request for Proposal process or any Request for Proposal process will result in a contract with the City.

2.3 CANCELLATION

The RFP may be cancelled in whole or in part without penalty, when, in the opinion of the City:

- i. There has been a substantial change in the requirements after this RFP has been issued;
- ii. Information has been received by the City, after issuance of this RFP, that the City feels substantially alters the specified procurement;
- iii. There was insufficient competition in order to provide the level of service, quality of goods, or pricing required, or;

- iv. The City, in its sole discretion, decides that there is any other sufficient justification to cancel this RFP.

The City of Charlottetown may cancel this RFP, reject all proposals, or seek to acquire the equipment or services through a new RFP or by other means.

2.4 CITY'S DECISION-MAKING

The City has the power to make any decision, or to exercise any contractual right or remedy, contemplated in this Request for Proposal at its own absolute and unfettered discretion.

2.5 ENQUIRIES

All enquiries related to this Request for Proposal are to be directed, in writing, to the City Controller, Stephen Wedlock, (swedlock@charlottetown.ca). Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the City's option. Any enquiries regarding this Request for Proposal must be submitted at least three (3) working days prior to the closing date. Any enquiries submitted after this date may be left unanswered.

2.6 ERRORS AND OMISSIONS

Any ambiguities, inconsistencies, uncertainties or other errors related to this document of which any proponent may become aware should be directed, in writing, to the Controller, Stephen Wedlock (swedlock@charlottetown.ca). If necessary, response to such items shall be made by way of an addendum, which will be posted, serially, on the tender page of the City's website.

2.7 ADDENDA, CORRECTIONS, OR EXTENSIONS

The City of Charlottetown reserves the right to modify the terms of this Request for Proposal at any time prior to closing, at its sole discretion.

2.8 ELIGIBILITY

Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the City's opinion, give rise to a conflict in connection with this project.

2.9 EVALUATION COMMITTEE

Evaluation of proposals will be by a committee formed by the City.

2.10 EVALUATION AND SELECTION

Proposals will be evaluated against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The City's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

By responding to this Request for Proposal, Proponents will be deemed to have accepted all the terms, conditions, and/or specifications herein and agreed that the decision of the Evaluation Team will be final and binding.

The City reserves the right to clarify any proposal after closing by seeking further information from that proponent, without becoming obligated to clarify or seek further information from any or all other proponents.

2.11 DEBRIEFING

Unsuccessful Proponents may request a debriefing meeting with the City.

2.12 SIGNED PROPOSALS

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and will bind the Proponent to statements made in response to this Request for Proposal. All proponents who operate through an incorporated company should affix their corporate seal to the submission documents in addition to the authorized signature.

2.13 ALTERNATIVE SOLUTIONS

If alternative solutions are offered, please submit the information in the same format as a separate proposal. Please indicate that it is an alternative to the initial submission and not a replacement by writing “Alternative Submission #” on the envelope as well as in the document itself.

2.14 CHANGES TO PROPOSAL WORDING

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 City for purposes of clarification.

2.15 IRREVOCABILITY OF PROPOSALS

A Proponent who has already submitted a proposal may submit a further proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that proponent for this Request for Proposal. Any proponent may withdraw or qualify his/her proposal at any time up to the official closing time by re-submitting a new proposal to the City. The time and date of receipt will be marked thereon and the new proposal will be placed in the tender box. The new proposal shall be marked on the sealed envelope by the Proponent as “Resubmission #” along with the name of the Request for Proposal and to the attention of the Controller, as noted above in the Request for Proposal. Proposals may be withdrawn at any time prior to opening upon written request from the proponent. Negligence on the part of the proponent in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the tender opening.

Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful and the City should decide to proceed, the Proponent will enter into a contract with the City of Charlottetown by either signing a contract document or accepting a Purchase Order issued by the City.

2.16 COMPLETENESS OF PROPOSAL

By submission of a proposal the Proponent warrants that, if this Request for Proposal is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified and costed in the proposal or will be provided by the Contractor at no additional charge.

2.17 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 party must be specified in the proposal.

b) Sub-contracting to any firm or individual who is current or past corporate or other interests may, in the City’s opinion, give rise to a conflict 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 Request for Proposal.

c) Any Sub-contracting of the service to any firm or individual after the award of a Contract must have prior approval of the City.

2.18 ASSIGNMENT

This Request for Proposal and any resulting contract may not be assigned by either party without the prior written consent and approval of the other party, which consent may not be unreasonably withheld; provided however, either party, without such consent, may assign or sell the same in connection with the transfer or sale of substantially its entire business to which this contract pertains or in the event of its merger or consolidation with another company. Any permitted assignee shall assume all obligations of its assignor under this contract. No assignment shall relieve any party of responsibility for the performance of any accrued obligation that such party then has hereunder.

2.19 CONFIDENTIALITY

The successful proponent agrees not to release or, in any way, cause to release any confidential information of the City of Charlottetown unless an appropriate official of the City has specifically approved them to do so in writing.

2.20 CONFLICT OF INTEREST

Any potential conflict of interest must be disclosed to the City in writing. Any conflict of interest identified will be considered and evaluated by the City. The City has the sole discretion to take the steps they deem necessary to resolve the conflict. If, during the term of the Contract, a conflict or risk of conflict of interest arises, the Contractor will notify the City immediately in writing of that conflict or risk and take any steps that the City reasonably requires to resolve the conflict or deal with the risk.

2.21 LAWS OF PRINCE EDWARD ISLAND

This Request for Proposal will be governed by and will be construed and interpreted in accordance with the laws of the Province of Prince Edward Island.

2.22 FINAL AGREEMENT

This solicitation does not necessarily contain all terms and conditions necessary for conducting business with the City of Charlottetown.

2.23 GRATUITIES

The City of Charlottetown may, by written notice to a proponent, cancel any contract if it is found by the City of Charlottetown that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the proponent, or the agent or representative of the proponent, to any employee or agent of the project with a view toward securing favorable treatment with respect to the awarding or amending, or making any determinations with respect to performing of such contract.

2.24 INSURANCE AND WORKERS COMPENSATION

The undersigned is to carry and keep in force Public Liability Insurance in a form equivalent in terms of coverage to the industry standard Commercial General Liability for all services provided to and on behalf of the City of Charlottetown (City) and the amount of coverage shall be not less than two Million dollars (\$2,000,000.00) per occurrence and to indemnify and save

harmless the City in the event of any damages, suits or actions as a result of damages, injuries or accident done to or caused by him, or his employees or relating to the prosecution of the works or any of his operations or caused by reason of the existence or location or condition of any materials, plant or machinery used there on or therein, or which may happen by reason thereof, or arising from any failure, neglect or omission on his part, or on the part of any of his employees, to do or perform any or all of the several acts or things required to be done by him or them under and by these conditions, and covenants and agrees to hold the City harmless and indemnified for all such damages and claims for damages. A copy of the Commercial General Liability Insurance (or certificate of insurance) covering the legal liability of the submitter for injuries to, or death of, persons and/or damage to property of others for limits of not less than two million dollars (\$2,000,000.00) per occurrence for bodily injury and property damage with an insurer and in a form satisfactory to the City will be furnished. Such insurance shall have the City as certified additional insured and shall contain cross liability coverage and preclude subrogation by the insured against the City.

The undersigned is to carry and keep in force Professional Liability Insurance in an amount not less than \$2,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this agreement. The policy self-insured-retention / deductible shall not exceed \$10,000 per claim and if the policy has an aggregate limit, the amount of the aggregate limit shall be double the required per claim limit. A company licensed to conduct business in the Province of Prince Edward Island shall underwrite the policy.

The undersigned is required to have in place adequate coverage under the Workers Compensation Board during term of the provision of all services to the City of Charlottetown. Proof of coverage may be requested at the commencement of any contract or the provision of any services to the City of Charlottetown.

2.25 PERFORMANCE

The City has the right to cancel any agreements resulting from this Request for Proposal based on performance, with the City as the sole judge of that performance.

2.26 VALIDITY OF PROPOSALS

All Proposals must remain valid and open for acceptance by the City for a period of sixty (60) days after the closing date. This period may be extended if requested by the City and agreed to by the Proponent in writing.

3.0 TERMS OF REFERENCE

3.1 REQUIREMENTS AND SCOPE OF SERVICE

3.1.1 GENERAL REQUIREMENTS

In order for a vendor to participate in this Request for Proposal, their system must meet all of the following requirements:

- a) The system must be able to operate in all normal field conditions, which may be experienced in the daily operation of all fleet vehicles & equipment specified in this Request For Proposal.
- b) The AVL control unit must be able to be mounted securely inside the vehicle's cab and must operate on the vehicle's electric power (12V or 24V).
- c) The system must be able to interface with on-board discrete sensor inputs and 3rd party data logging systems (i.e. spreader controller consoles) simultaneously.
- d) The overall system must be capable of tracking, storing and reporting the locations, movements and actions of a fleet of various vehicle types in real-time. Collection of data shall include all GPS and Telematic Data being collected by the AVL unit.
- e) Data transmission rates must be remotely configurable by the end user / administrator using the system software. Some fleet vehicles will require real-time reporting (every 10 seconds, 30 seconds, 1 minute).
- f) Event reporting must include turn by turn reporting (i.e. 15 degree change in directional heading shall cause GPS data to be sent which will ensure adequate coverage of corners of intersections, ramps, and other critical infrastructure by the winter maintenance fleet).
- g) Positional accuracy shall be sub 2.5 meters.
- h) Time to first fix shall be 25 seconds for a cold start, 10 seconds for a warm start and 1 second for a hot start for reacquisition after losing a signal.
- i) The system must be a software as a service (SAAS) platform to allow for software updates and future enhancements to be deployed and configured by the service provider with ease.
- j) The vendor must guarantee a minimum up time of at least 99%.
- k) The system must allow for continuous expansion and be scalable to allow for the addition of segments of the full City of Charlottetown fleet.
- l) The software must allow for the management of and accessibility to the full fleet or a segment thereof from a single view within the software solution. (i.e. Dashboard view) The software should provide drilldown capability from a top level view of the entire fleet under administration.
- m) The system must be accessible from a variety of desktop / laptop browsers and mobile devices including both android and iOS based tablets and phones. Applicable versions of the software must be available.
- n) The vendor must provide an option to place devices on seasonal winter standby mode.

- o) The vendor must have GPS/AVL experience with Canadian municipal agencies, including winter operations and fleet management reporting, for at least 10 years.

3.1.2 ADMINISTRATION AND SECURITY

- a) System access must require user authentication by means of username and password and must allow for an unlimited number of users with configurable levels of access.
- b) The user interface shall present vehicles and permissions provisioned according to the user logged in.
- c) The system must support multiple authorizations simultaneously from multiple locations.
- d) Each vehicle on the map should have a unique identifier as determined by the City of Charlottetown.
- e) The system must support self-administration of vehicles, users, report scheduling, alert thresholds, maintenance items / intervals, dashboard parameters, and vehicle/driver scorecard thresholds for measuring actuals vs targets.
- f) The system must provide an option for secure socket layer authentication (SSL/HTTPS).

3.1.3 HARDWARE AND FIRMWARE REQUIREMENTS

The vendor must offer a wide variety of AVL units to meet the needs for the wide range of vehicles in the City of Charlottetown's fleet. The types of desired units are listed below:

- **Portable Tracking AVL Unit:** Track and trace unit which is used for tracking temporary vehicles or fleets which are frequently rolling over, such as contractors, spare vehicles infrequently used, etc. For the purpose of this RFP, the vendor shall assume two (2) units shall be supplied at this time.
- **Light Duty Vehicle Plug n' Play AVL Unit:** Plug and play unit which connects directly to the OBDII port of light duty vehicles providing GPS data along with driver identification and engine diagnostics data available from the vehicle. These units must be tamper proof once installed in a vehicle. A total of 75 units will be required for installation on all lightweight vehicles as detailed in the Section 3.2 - Fleet Information.
- **Standard AVL Control Unit (with on-board systems integration functionality):** Units capable of recording and transmitting data from various sensor inputs for meeting the requirement defined herein for the larger vehicles (i.e. winter maintenance) in the City of Charlottetown's fleet. The AVL must be able to identify the driver of each vehicle. These units must be tamper proof once installed in a vehicle. A total of 23 units will be required for installation on all winter maintenance equipment as detailed in Section 3.2 – Fleet Information.

Firmware must be remotely upgradeable via wireless interface from a central location requiring no intervention from the City of Charlottetown other than having the AVL unit turned on

Vehicle remote configuration software must be capable of logging into the unit to:

- Set distance and time reporting intervals
- Set destinations for data communications
- Sensor status changes and expansion of devices

- Updating or changing the AVL unit's firmware.

All devices must be able to operate on both GSM/GPRS, HSDPA/3G cell networks

GPS and telematic data shall be stored on-board the AVL control unit when cellular signal is weak or lost and sent when the cellular connection is regained.

GPS devices must have internal battery for antenna and power disconnect alerts.

3.1.4 LIVE DATA REQUIREMENTS

- a) The software system must be capable of showing vehicles in motion leaving directional tracks or "breadcrumbs" as it travels and showing all operations (GPS & Telematic data) as they occur.
- b) Users shall be able to view the above mentioned data for their entire fleet or select a specific vehicle(s).
- c) The system must have the ability to indicate when the vehicle is not in motion for a length of period and generate an alert.
- d) The system shall have real time alert notifications to immediately send email alerts to the appropriate staff (i.e. speeding, idling, landmark crossing, etc.) when triggered.

3.1.5 TELEMATICS REQUIREMENTS

- a) The equipment must be able to send the collected data automatically to a data warehouse system hosted by the vendor.
- b) The City of Charlottetown shall have the option to leverage its existing contract with its wireless carrier.
- c) The system must allow for additional integration capabilities to on-board discrete sensory interfaces and third party data logging system through RS232 or USB port connections.
- d) For winter maintenance vehicles only, the system shall be able to integrate with other common brands of salt spread control systems, not mentioned herein.
- e) For all salt spreader controllers, the data should be collected, stored and reported whenever a change to any of the following fields occurs: solid material type (e.g. salt/sand), solid material spread rate, solid material spread width, gate setting, blast on/off, pause on/off, liquid material spread rate, pre-wet on/off, and error status – depending on the availability for the particular spreader controller.
- f) For the entire fleet, the system shall be capable of interfacing to the vehicle's on-board computer to collect the engine data, which is available via OBDII/J1979 and the SAE standard J1708/1587, CANBUS, and J1939 networks. If engine hours and odometer values are unavailable from the vehicle's on-board computer the system must be able to calculate virtual odometer and engine hours based on the reporting of the vehicle and GPS distance. It is understood there may be variability in engine data between different makes and models of vehicles.
- g) For the entire fleet, the system shall be capable of reading and transmitting engine diagnostic trouble codes (DTCs). These must be accessible through reporting features of the software, as well as additional options to alert staff (i.e. automated emailing of reports).

3.1.6 VEHICLE DATA REQUIREMENTS FOR WINTER VEHICLES

- a) The winter maintenance vehicle information shall include:
 - Plow Up/Down
 - Wing Up/Down
 - Spreader On/Off
 - Anti-ice On/Off
 - Lights On/Off;
- b) The salt spreader information shall include Material Type, Solid/Pre-Wet/Anti-Ice Application Rates & Totals, Spinner Setting, Spread Width and Gate Setting. The system will provide real time spread rates and other information based on information received from the vehicle's spreader control system. If spreader integration is not possible, the unit must have the ability to interface with sensors on the spreader units to determine spreader status (on/off).
- c) The system must be able to provide data from all salt spreader controllers into one report. Users shall be able to select all, multiple, or individual vehicles and date(s) and timeframe for each report. Report shall output at a minimum vehicle ID, date/time, operational time/distance, deadheading time/distance, vehicle total travel time/distance, solid/pre-wet/liquid material totals, and average application rates.
- d) If applicable, the AVL unit must be able to communicate with equipment sensors installed on the vehicle to report their present status and changes to their status in real-time. The sensors, such as proximity or hydraulic switches, or hydraulic sensors must be able to communicate their status to the equipment with necessary cabling connected to onboard equipment when required. (i.e. Plow up/down, wing up/down).

3.1.7 VEHICLE DATA REQUIREMENTS FOR FIRE TRUCKS

- a) The AVL system must be able to provide water flow rates from the onboard water pumps.
- b) The software shall be able to determine the callout time for all emergency calls (time of departure from fire hall to the arrival at the scene of an emergency) as well as time spent at the scene.
- c) The system shall be able to provide data with respect to the emergency lights and sirens being on or off.

3.1.8 USER INTERFACE REQUIREMENTS

- a) Users shall be able to view the position of their fleet vehicles at any point of time via multiple web browsers (i.e. Internet Explorer, Chrome, Firefox, Safari, etc.) via a computer or mobile device. The primary display shall be a map view of fleet vehicles and indicate the status of vehicles on when it last reported.
- b) The system must provide the ability to query historical activity through the identification of a geographic area, i.e. draw an area around an intersection, highway segment, or residential address to retrieve data records showing any operational activity for a given time period.

- c) Upon vehicle ignition, the vehicle will automatically report to the system. No operator interface will be necessary to begin transmitting position and sensor data. All information on vehicle status shall be stored and accessible through an online database.

3.1.9 MAPPING REQUIREMENTS

- a) The mapping display shall be Open GIS based and be able to integrate with any static internal GIS databases, external dynamic GIS databases, or third party GIS data sources.
- b) The system must have the capability to create, edit, and delete landmarks/geofences and be displayed on the map. In addition, the Landmarks shall be identified in the reports.
- c) The system must have capability to provide live service level mapping. This functionality must show roads representing different colors associated with service level. For example green is serviced within the last two hours, yellow between two and four hours, red between four and eight hours, etc. This feature must be made available as an overlay onto any of the combinations of mapping (Google, Esri, other); which updates in near real-time.

3.1.10 REPORTING REQUIREMENTS

- a) AVL data shall be accessible on-line for a period of up to 24 months. Data beyond the 24-month period shall be reinstated online and available to the users upon request by the City of Charlottetown. Data shall be archived indefinitely for easy restoration to the live site, upon request.
- b) The system shall provide easy to use reporting tools to provide outputs of all telematics data. Reports should have the option of exporting to Excel, PDF, HTML, or other applications. Historical data must be exportable to Excel/CSV for liability and long term storage purposes.
- c) Reports should be based on a single or group of vehicles or all vehicles.
- d) The system shall include a playback feature allowing users to review historical data for selected vehicle(s), date, and timeframe. This data shall be output in a spatial-map based and/or tabular report. When reviewing the data graphically, there must be a playback feature allowing the user to plot vehicle history on the map.
- e) Playback history shall include the ability to leave directional tracks or “breadcrumbs” depicting progress and direction along a roadway. This function shall enable the user to view data that has been collected from the vehicle (GPS and telematic data).
- f) Users shall be able to generate standard reports summarizing vehicle activity by selecting the vehicle(s), date, and timeframe. Information shall include but not be limited to:
 - Start/Stop times
 - Idle times
 - Distance Traveled (kilometers or miles)
 - Hours Traveled
 - Number of Stops
 - Vehicle Status (i.e. stopped, moving, etc.)
 - In addition to standard reports, the system must be capable of generating alert notifications for parameters such as:
 - Speed

- Idle time
 - Geofences
 - Landmark Stops
- g) The system must provide a reporting tool to provide vehicle and material information such as date, time started, time completed, total distance traveled, total distance spread, total dead head distance, material usage, application rate, Liquid usage, liquid application rate, and totals of the above information per snow event/storm.

Service Level Reports:

- A Route Complete Report must be available within the system. It shall provide outputs, both spatial and tabular, to indicate what percentage of roads within a route have been serviced. In addition, there must be parameters available to configure the number of passes and vehicles associated with each pass to consider any route complete. This report must have the capability to be output against any date and time parameter, which is defined by the user.
- Live Service Maps must be available within the system. Road segments must be color coded based on when they were last serviced, i.e. green when there was activity in the last 2 hours, yellow when there was activity in the last 2 to 4 hours, orange when there was activity in the last 4 to 6 hours, and gray if there hasn't been activity in over 6 hours.

Telemetry Reports:

- The system must include a reporting system to allow users to build their own telemetry reports. This functionality must allow for one or many telemetry inputs to be combined with selectable logic to combine or independently report together in a summary report.

Fleet Reports:

- The system shall include a Vehicle Performance report to allow users to report on data collected from the vehicle's on-board computer interface with respect to distance, travel time, engine time, idle time, break counts, sharp acceleration counts, RPM monitoring, speeding, fuel efficiency, and CO2 emissions.
- The system shall provide a module to monitor vehicle maintenance cycles, using odometer or engine hour thresholds to trigger warnings and alerts as to when vehicles are due or overdue for service.

The Vendor must be able to incorporate GPS/AVL data from third-party vendors installed in City of Charlottetown contractor vehicles for display on the user interface.

3.1.11 WARRANTY AND SUPPORT REQUIREMENTS

- a) The Vendor shall be responsible for supplying and installing the AVL system (software and hardware).
- b) AVL units must be covered by warranty for a minimum of three (3) years from the date of installation, during which period maintenance and support shall be provided. Optional extended warranties must be available.
- c) In the event of a hardware failure, the Vendor shall overnight the replacement unit. The vendor may choose to leave spare parts at the City of Charlottetown. If the repair

requires a technician, the vendor must dispatch staff within 48 hours of notification of the defective unit.

- d) The Vendor shall include in their proposal an option to extend the warranty period and maintenance of the units.
- e) The Vendor shall have the necessary organization to provide remote diagnostic support and dispatch field services personnel to assist the City of Charlottetown for on-site maintenance and technical support.

3.1.12 TRAINING SERVICES REQUIREMENTS

- a) All initial training on system functionality, training manuals, and installation of all hardware shall be available from the Vendor and shall be included in the proposal.
- b) Training programs must be available with on-site and remote (webinar) sessions. Training sessions shall accommodate up to 20 people per session.
- c) Separate training shall be given to City of Charlottetown mechanics for proper care, maintenance, and repair of the units.
- d) The vendor must have a web portal where all training manuals, videos, and information on product are maintained in an easy, self-serve manner for end users.
- e) Vendor must have documentation guidelines for client-specific configuration / customization.

3.1.13 PUBLIC INFORMATION SYSTEMS

- a) The vendor must offer the capability to feed vehicle location data, service level data, and other relevant data from their system to public websites and other digital interfaces as required by City of Charlottetown.
- b) The vendor must be able to incorporate GPS/AVL data from third-party vendors installed in City of Charlottetown contractor vehicles for display in the Public Information Website.

3.1.14 ONGOING SUPPORT AND SERVICE LEVELS

- a) The vendor must have a Technical Support Desk to provide support for end-users. The support desk must have a toll-free line and online ticketing system. The vendor must provide locations of Technical Support offices.
- b) Vendor must provide location of the Data Center where data will be stored. Data must be stored and remain in Canada.
- c) Data may not be accessed from outside Canada, i.e. Technical Support centers must be within Canada.
- d) The vendor must describe data center facility in terms of location, tier, size, capabilities, redundancy, and physical security measures.
- e) The vendor must maintain an N+1 configuration in all of its data centers.
- f) The vendor must have a document Service Level Agreement. Please provide a copy with your submission.

3.2 FLEET INFORMATION

The vehicles identified herein must be outfitted with the necessary hardware required to perform the tracking and monitoring functions supported by the proposed AVL system.

3.2.1 LIGHT WEIGHT VEHICLE FLEET (PUBLIC WORKS)

<u>Department</u>	<u>Equipment</u>	<u>Fleet Number</u>	<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>All Year/Seasonal</u>
Public Works	Truck	P009	GMC	Canyon	2006	All Year
Public Works	Truck	P011	Dodge	Ram	2005	All Year
Public Works	Truck	P011	Ford	F150	2012	All Year
Public Works	Truck	P013	Ford	Range	2011	All Year
Public Works	SUV	P015	Chevrolet	Equinox	2014	All Year
Public Works	SUV	P014	Jeep	Patriot	2013	All Year
Public Works	SUV	P016	Jeep	Patriot	2015	All Year
Public Works	SUV	P017	Jeep	Patriot	2015	All Year
Public Works	Truck	P606	GMC	Sierra	2004	Seasonal - Summer Only
Public Works	Truck	P607	GMC	Sierra	2004	All Year
Public Works	Truck	P608	GMC	Sierra	2004	All Year
Public Works	Truck	P609	GMC	Sierra 2500	2006	All Year
Public Works	Truck	P610	GMC	Sierra 2500	2006	All Year
Public Works	Truck	P611	Ford	F450	2011	Seasonal - Summer Only
Public Works	Truck	P612	Ford	F450	2011	Seasonal - Summer Only
Public Works	Truck	P613	Ford	F450	2012	Seasonal - Summer Only
Public Works	Truck	P614	Ford	F450	2012	Seasonal - Summer Only
Public Works	Truck	P615	Ford	F450	2012	Seasonal - Summer Only
Public Works	Truck	P616	Ford	F450	2014	Seasonal - Summer Only
Public Works	Truck	P617	Ford	F450	2015	Seasonal - Summer Only
Public Works	Truck	P618	Ford	F450	2015	Seasonal - Summer Only
Public Works	Truck	P714	Chevrolet	Silverado	1999	Seasonal - Summer Only
Public Works	Truck	P717	Ford	F150	2010	All Year
Public Works	Truck	P718	Ford	F150	2010	All Year
Public Works	Truck	P721	Ford	F150	2011	All Year
Public Works	Truck	P722	Ford	F150	2011	All Year
Public Works	Truck	P724	GMC	Sierra	2004	Seasonal - Summer Only
Public Works	Truck	P725	GMC	Sierra	2005	Seasonal - Summer Only
Public Works	Truck	P727	Ford	F150	2014	All Year
Public Works	Truck	P801	Ford	F250	2012	All Year
Public Works	Truck	P802	Ford	F250	2014	Seasonal - Summer Only
Public Works	Truck	P803	Ford	F250	2015	Seasonal - Summer Only
Public Works	Truck	P804	Ford	F250	2003	Seasonal - Summer Only
Public Works	Truck	P907	Ford	Ranger	2011	All Year
PW - Urban Beautification	Truck	B313	Dodge	Ram	2005	All Year
PW - Urban Beautification	Truck	B314	Dodge	Ram	2005	Seasonal - Summer Only
PW - Urban Beautification	Truck	B316	Dodge	Ram	2010	Seasonal - Summer Only
PW - Urban Beautification	Truck	B318	Dodge	Ram	2006	All Year
PW - Urban Beautification	Truck	B319	Ford	F-Series X20	2008	Seasonal - Summer Only
PW - Urban Beautification	Truck	B320	Ford	F-Series X20	2008	Seasonal - Summer Only
PW - Urban Beautification	Truck	B321	Ford	Ranger	2009	Seasonal - Summer Only
PW - Urban Beautification	Truck	B323	Ford	F250	2011	Seasonal - Summer Only
PW - Urban Beautification	Truck	B324	Ford	F250	2011	Seasonal - Summer Only
PW - Urban Beautification	Truck	B329	Chevrolet	Silverado	2012	All Year
PW - Urban Beautification	Tractor	B332	Case	Farmall 105U	2013	Seasonal - Summer Only
PW - Urban Beautification	Tractor	B317	Kabota	M8540	2007	Seasonal - Summer Only
PW - Urban Beautification	Tractor	B322	Kabota	M8540	2010	Seasonal - Summer Only

Public Works All Year = 22 / Public Works Seasonal = 25 / Total = 47

3.2.2 WINTER MAINTENANCE FLEET (PUBLIC WORKS)

<u>Department</u>	<u>Equipment</u>	<u>Fleet Number</u>	<u>Make</u>	<u>Year</u>	<u>Spreader/Controls</u>	<u>Plow Setup</u>	<u>All Year/Seasonal</u>
Public Works	Single Axle Dump Truck	P511	Sterling	2005	Larochelle/Dickie-John	Front plow and wing	All Year
Public Works	Single Axle Dump Truck	P512	Sterling	2006	Larochelle/Dickie-John	Front plow and wing	All Year
Public Works	Single Axle Dump Truck	P513	Sterling	2006	Larochelle/Dickie-John	Front plow and wing	All Year
Public Works	Single Axle Dump Truck	P514	International	2011	Larochelle/Dickie-John	Front Plow only	Seasonal - Winter Only
Public Works	Single Axle Dump Truck	P515	Freightliner	2011	Larochelle/Dickie-John	Front plow and wing	All Year
Public Works	Single Axle Dump Truck	P517	International	2012	Larochelle/Dickie-John	Front plow and wing	Seasonal - Winter Only
Public Works	Single Axle Dump Truck	P518	International	2014	Larochelle/Dickie-John	Front plow and wing	All Year
Public Works	Single Axle Dump Truck	P519	International	2015	Larochelle/Dickie-John	Front plow and wing	All Year
Public Works	Tandem Dump Truck	P516	Ford	1989	N/A	N/A (used only for hauling snow)	All Year
Public Works	Loader	P105	Case	2010	N/A	Front plow/ blower	All Year
Public Works	Loader	P107	Case	2015	N/A	Front plow and wing	All Year
Public Works	Loader	P102	CAT	1984	N/A	Front plow/ blower	All Year
Public Works	Loader	P103	CAT	1988	N/A	Front plow/ blower	All Year
Public Works	Loader	P104	CAT	2003	N/A	Front plow	All Year
Public Works	Loader	P108	Case	2015	N/A	Front plow/ blower	All Year
Public Works	Self-Propelled Blower	P204	Vohl	1991	N/A	N/A	Seasonal - Winter Only
Public Works	Sidewalk Unit	P311	Trackless MT5	2005	Trackless rear spreader (1/3 yd3)	Front plow/blower	Seasonal - Winter Only
Public Works	Sidewalk Unit	P305	Trackless MT5	2002	Trackless rear spreader (1/3 yd3)	Front plow/blower	Seasonal - Winter Only
Public Works	Sidewalk Unit	P306	Trackless MT5	2004	Trackless rear spreader (1/3 yd3)	Front plow/blower	Seasonal - Winter Only
Public Works	Sidewalk Unit	P307	Trackless MT5	2006	Trackless rear spreader (1/3 yd3)	Front plow/blower	Seasonal - Winter Only
Public Works	Sidewalk Unit	P308	Trackless MT6	2012	Trackless rear spreader (1/3 yd3)	Front plow/blower	Seasonal - Winter Only
Public Works	Sidewalk Unit	P309	Trackless MT6	2014	Trackless rear spreader (1/3 yd3)	Front plow/blower	Seasonal - Winter Only
Public Works	Sidewalk Unit	P310	Trackless MT6	2015	Trackless rear spreader (1/3 yd3)	Front plow/blower	Seasonal - Winter Only

Winter Maintenance All Year = 13 / Winter Maintenance Seasonal = 10 / Total = 23

3.2.3 FIRE DEPARTMENT FLEET

<u>Department</u>	<u>Equipment</u>	<u>Fleet Number</u>	<u>Make</u>	<u>Year</u>	<u>All Year/Seasonal</u>
Fire	Pumper	E-1	Spartan	2000	All Year
Fire	Pumper	E-2	Freightliner	2003	All Year
Fire	Pumper	E-3	Spartan	2013	All Year
Fire	Pumper	E-4	Spartan	2003	All Year
Fire	Pumper	E-5	Ford	1989	All Year
Fire	Pumper	E-6	Superior	1993	All Year
Fire	Ladder Truck	L-1	Superior	1996	All Year
Fire	Ladder Truck	L-2	Pierce	2013	All Year
Fire	Rescue	R-1	Ford Tibotrac	1992	All Year
Fire	Rescue	R-2	International	2001	All Year
Fire	Fire Tanker	T-2	Freightliner	2011	All Year
Fire	Boat	FRC	Zodiac	2004	All Year
Fire	Ranger 700	Ranger	Polaris	2007	All Year

All Year = 13 / Total = 13

3.2.4 PUBLIC TRANSIT FLEET

<u>Equipment</u>	<u>Fleet Number</u>	<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>All Year/Seasonal</u>
Transit Bus	1602	ES Rider II	Eldorado	2008	All Year
Transit Bus	1604	ES Rider II	Eldorado	2008	All Year
Transit Bus	1605	ES Rider II	Eldorado	2008	All Year
Transit Bus	1607	ES Rider II	Eldorado	2008	All Year
Transit Bus	1609	ES Rider II	Eldorado	2008	All Year
Transit Bus	1610	ES Rider II	Eldorado	2008	All Year
Transit Bus	1618	ES Rider II	Eldorado	2009	All Year
Transit Bus	1620	ES Rider II	Eldorado	2009	All Year
Transit Bus	1621	ES Rider II	Eldorado	2009	All Year
Transit Bus	1623	ES Rider II	Eldorado	2009	All Year
Transit Bus	501	Thomas Dennis	Trolley	2008	All Year
Transit Bus	507	Thomas Dennis	Trolley	2008	All Year
Transit Bus	508	Thomas Dennis	Trolley	2008	All Year
Transit Bus	506	Thomas Dennis	Trolley	2005	All Year
Transit Bus	511	Zhongtong	Transit	2010	All Year

All Year = 15 / Total = 15

Total vehicles = 98 of which 63 are all year and 35 are seasonal.

3.3 ANTICIPATED TIMELINE

The following outlines the anticipated schedule for the Request for Proposal and contract process. The timing and sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by the City of Charlottetown.

Event Anticipated Dates

Request for Proposal issued	October 26, 2016
Last Date for Submission of Questions	November 4, 2016
Request for Proposal closes	November 8, 2016, 2016
Review of Proposals	November 8 – November 10, 2016
Contract Award	Upon approval by City Council on November 14, 2016 or as soon as practical after proposal evaluations
Contract term	Date of Contract Award for 3-year term

4.0 SUBMISSION DETAILS

4.1 PROPOSAL REQUIREMENTS

Proposals shall be submitted in compliance with the following:

- Proposals should be outlined per the Criteria for Proposal Evaluation attached;
- A single digital media copy and three hard copies of your firm's proposal are to be submitted;
- Proponents are requested to **submit proposals using a two-envelope system**. One envelope contains the technical proposal of the services – exclusive of the fees. The second envelope contains the proposed fees for the services;
- The second envelope will contain a completed pricing worksheet, which has been provided in **Section 4.3** of this document. In addition, a breakdown of the initial lump sum fee for hardware, installation and training in year one shall be provided. These costs should include but are not limited to hardware, labor, out of pocket expenses such as travel, printing, courier, computer, fax and telephone costs, and should specifically reference any special services as may be required or obtained outside of the proponent's firm.
- The components of the reoccurring monthly costs shall also be provided which shall sum to the amount provided on the pricing worksheet for a seasonal and an all year vehicle. Specifically, monthly data fees should be detailed as one of the components of the monthly costs.
- A proposed detailed schedule for the project must be provided;
- Information concerning the individuals assigned to the project, especially with regard to previous experience relative to the subject matter of this RFP;

4.2 PROPOSAL CONTENTS

Proposals **shall be concise** and include the following information:

Qualifications and Experience:

Proponents shall be qualified and experienced in the implementation of an AVL system. Proponents shall provide three (3) references to their completed past projects in this area. With respect to the three references, the proponent shall provide authorization for the evaluation committee to contact each in addition to the following:

- Name of Client
- Contact name
- Address
- Telephone
- Email

Consultants shall demonstrate

- Technical competence;
- Experience on similar projects;
- Proven performance;
- Availability of dedicated personnel for the duration of the project;
- Location and/or local knowledge;
- Managerial ability.

Methodology:

Proponents shall provide a concise methodology for the services including:

- Understanding of the project objectives and scope including peripheral problems.

Project Management:

Describe the management structure to be used on this project:

- Provide an organization chart of the project group;
- Identify the role and responsibilities of key members;
- Identify reporting relationships.

Describe schedule for services and work plan(s) for this project, indicating anticipated start and end dates. In addition, Proponents shall include a schedule for invoicing services to the City.

Proponent Team:

Provide information concerning

- Individuals and sub-contractors proposed for this project including those providing computer resources (servers);
- Estimated hours proposed for various technical & admin staff;
- References;
- Proof of appropriate liability insurance.

Fees:

Provide full information concerning fees for the requested AVL System.

Fees for installation, implementation and training shall be identified separately from the monthly reoccurring fee. Please see **Sections 4.1 and 4.3** with regard to pricing requirements.

Proposals shall provide a firm fixed fee for

- 1) Supply of hardware, installation, implementation and training of an AVL system on the fleet to the specifications identified herein, within the City of Charlottetown.

And a firm fixed monthly per vehicle fee for

- 2) Tracking and monitoring the vehicle, onsite repairs to hardware, 24/7 technical support, data fees through a wireless provider, and all other ongoing tasks in order to meeting the requirements of the RFP. The vendor shall provide a monthly unit price for each type of vehicle. (i.e. Fire Truck, Light duty/passenger vehicle, seasonal vehicles, portable tracking units, etc.)

Please note, additional vehicles may be added to the AVL system over time. The City assumes that the monthly per vehicle fee shall apply to any vehicle added to the system.

Pricing for 1 and 2 are to be included in SECTION A of the pricing worksheet provided herein.

And a firm fixed fee for

- 3) Supply and installation of new hardware, for each new vehicle added to the AVL system

not identified herein.

- 4) Travel, food, lodging, etc., to and from Charlottetown for hardware and wiring installation for new vehicles added to the fleet, not identified herein

Pricing for items 3 and 4 are to be included in SECTION B of the pricing worksheet provided herein. These prices are to be provided as supplemental information in order for the evaluation committee to determine the costs of adding additional vehicles to the fleet in the future.

The Proponent should specify the period for which the proposed pricing will remain in effect and any expected changes within a year from the date of closing of this RFP. Any anticipated changes in pricing should be accounted for in the calculation of the pricing provided on the pricing worksheet and costs of additions to the fleet under management. As per **Section 2.26** the pricing provided herein must remain in effect for a minimum period of sixty (60) days for acceptance by the City

Review of Proposal costs will take into consideration all four (4) fee components above. Should there be significant delay in this project receiving funding and proceeding to construction, the City would consider inflation/CPI changes in attempting to negotiate reasonable rates with the Proponent for future work; also considering the qualifications of any staff changes that may have occurred over time. Proponents should consider the prospect of additional future work / fleet expansion when pricing their proposals.

4.3 PRICING WORKSHEET

4.3.1 SECTION A

The City of Charlottetown is requesting that a lump sum price be submitted for the initial installation and set up of the AVL system including all hardware and software. As well, please provide a monthly maintenance and service fee on a per vehicle basis for both seasonal and all year vehicles. Please complete the pricing schedule below net of HST.

We have determined that there will be 4 categories of vehicles which will require distinct pricing either due to the nature of the vehicle or the seasonal use versus all year use. These categories are as follows:

CATEGORY and DESCRIPTION	NUMBER
A Transit, Fire and Lightweight Public Works All Year	50
B Lightweight Public Works Seasonal	25
C Winter Maintenance Public Works All Year	10
D Winter Maintenance Public Works Seasonal	13

Year 1	Proposed Cost
Total Cost for hardware installation and setup (All vehicle categories)	(1) \$
Cost of two portable units in addition to equipping all vehicles listed	(2) \$
Monthly per vehicle (Category A) cost for maintenance and service =	(3) \$
Monthly cost (3) X 50 Category A vehicles =	(4) \$
Monthly per vehicle (Category B) cost for maintenance and service =	(5) \$
Monthly cost (5) X 25 Category B vehicles =	(6) \$
Monthly per vehicle (Category C) cost for maintenance and service =	(7) \$
Monthly cost (7) X 10 Category C vehicles =	(8) \$
Monthly per vehicle (Category D) cost for maintenance and service =	(9) \$
Monthly cost (9) X 13 Category D vehicles =	(10) \$
Maintenance and service cost of all vehicles for Year 1 (4+6+8+10) x 12 =	(11) \$
Total cost Year 1 (1 + 2 + 11)	(12) \$
HST (15%) (12 X .15)	(13) \$
Total cost including HST Year 1 (12 + 13)	(14) \$

AUTHORIZED SIGNATURE

DATE

Year 2	Proposed Cost
Monthly per vehicle (Category A) cost for maintenance and service =	(15) \$
Monthly cost (15) X 50 Category A vehicles =	(16) \$
Monthly per vehicle (Category B) cost for maintenance and service =	(17) \$
Monthly cost (17) X 25 Category B vehicles =	(18) \$
Monthly per vehicle (Category C) cost for maintenance and service =	(19) \$
Monthly cost (19) X 10 Category C vehicles =	(20) \$
Monthly per vehicle (Category D) cost for maintenance and service =	(21) \$
Monthly cost (21) X 13 Category D vehicles =	(22) \$
Maintenance and service cost of all vehicles for Year 2 (16+18+20+22) x 12 =	(23) \$
HST (15%) (23 X .15)	(24) \$
Total cost including HST Year 2 (23 + 24)	(25) \$

Year 3	Proposed Cost
Monthly per vehicle (Category A) cost for maintenance and service =	(26) \$
Monthly cost (26) X 50 Category A vehicles =	(27) \$
Monthly per vehicle (Category B) cost for maintenance and service =	(28) \$
Monthly cost (28) X 25 Category B vehicles =	(29) \$
Monthly per vehicle (Category C) cost for maintenance and service =	(30) \$
Monthly cost (30) X 10 Category C vehicles =	(31) \$
Monthly per vehicle (Category D) cost for maintenance and service =	(32) \$
Monthly cost (32) X 13 Category D vehicles =	(33) \$
Maintenance and service cost of all vehicles for Year 3 (27+29+31+33) x 12 =	(34) \$
HST (15%) (34 X .15)	(35) \$
Total cost including HST Year 3 (34 + 35)	(36) \$

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4.3.2 SECTION B

The City is requesting the costs associated with the addition of a vehicle to the fleet as specified below.

ADDITIONAL VEHICLES	
Price for supply and installation of hardware for each additional vehicle (Lightweight Public Works, Fire , and Transit)	\$
Price for supply and installation of hardware for each additional vehicle (Winter Maintenance Public Works)	\$
Cost for travel, food, and lodging for travel to Charlottetown for installation on vehicles added to the fleet.	\$

AUTHORIZED SIGNATURE

DATE

4.4 PROPONENT'S INFORMATION SHEET

Proponent Name: _____

Address: _____

City: _____

Province: _____

Telephone No.: _____

Fax No.: _____

E-mail address: _____

Website: _____

Contact Person: _____

Title: _____

Telephone No.: _____

NAME (Please print)_____
TITLE (Please print)_____
AUTHORIZED SIGNATURE_____
DATEAffix corporate seal
(if applicable)

**THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL SUBMISSIONS.
THE LOWEST OR ANY SUBMISSION WILL NOT NECESSARILY BE ACCEPTED.**

5.0 EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria:

The Proposal with the highest points score (i.e. Technical Proposal + Financial Proposal) will be considered the preferred proposal.

Any concerns with this Request for Proposal that remain unanswered at the close of the submission period shall be detailed in writing and submitted in a 3rd envelope for review by the City prior to evaluation of Technical and Financial submission

The City reserves the right to prioritize and weigh the importance of each criterion confidentially.

5.1 TECHNICAL PROPOSAL EVALUATION

1. Ability to Conduct Work (20 points).

- Project Manager, relevant experience and position in organization (scoring/5);
- Qualifications of personnel assigned to project (scoring/6);
- Availability of dedicated personnel for duration of project (scoring/3);
- Experience on similar projects (scoring/6).

2. Methodology Proposed (30 points).

- Demonstrated understanding of scope and objectives of project (scoring/10);
- Recognition of direct and peripheral problems and solutions offered (scoring/10);
- Demonstrate that the end product meets project objectives (scoring/5);
- Proposed methodology – fully described, clearly stated and easily verified (scoring/5).

3. Management of the Work (30 points).

- Schedule of project (scoring/5);
- Quality control (scoring/10);
- Reporting (scoring/10);
- Outside resources (scoring/5).

4. Proposal Presentation (5 points).

- How well does the overall quality of the proposal match that expected of the final project (scoring/2);
- To what extent has the information required in the RFP been provided (scoring/3).

5.2 FINANCIAL PROPOSAL EVALUATION

1. Service Fees (15 points).

- Fees will only be evaluated following the successful completion of the Technical Evaluation where the proposal attained at least 55 out of a possible 85 points.
- Proposals not providing a firm fixed report package fee will be disqualified and not considered regardless of the Technical portion;
- With determination that the lowest cost submission is realistic to the intended scope of work, points shall be awarded on the following basis:

15 points for the Lowest Evaluated Fee

14 points for all Proposed Fees \leq 110% of the Lowest Evaluated Fee

13 points for all Proposed Fees \leq 115% of the Lowest Evaluated Fee

12 points for all Proposed Fees \leq 120% of the Lowest Evaluated Fee

11 points for all Proposed Fees \leq 125% of the Lowest Evaluated Fee

10 points for all Proposed Fees \leq 130% of the Lowest Evaluated Fee

9 points for all Proposed Fees \leq 135% of the Lowest Evaluated Fee

8 points for all Proposed Fees \leq 140% of the Lowest Evaluated Fee

7 points for all Proposed Fees \leq 145% of the Lowest Evaluated Fee

6 points for all Proposed Fees \leq 150% of the Lowest Evaluated Fee

5 points for all Proposed Fees \leq 160% of the Lowest Evaluated Fee

4 points for all Proposed Fees \leq 170% of the Lowest Evaluated Fee

3 points for all Proposed Fees \leq 180% of the Lowest Evaluated Fee

2 points for all Proposed Fees \leq 190% of the Lowest Proposed Fee

1 point for all Proposed Fees \leq 200% of the Lowest Proposed Fee

0 points for all Proposed Fees more than twice the Lowest Proposed Fee