



THE TOWNSHIP OF NIPISSING

**45 BEATTY STREET
NIPISSING, ON P0H 1W0
705-724-2144**

Issue Date: August 12, 2020

RFP NUMBER: RFP NIP – 2020-06

**Sealed RFP will be
Received At:** THE TOWNSHIP OF NIPISSING OFFICE
45 BEATTY STREET
NIPISSING ON P0H 1W0
Attention: Operations Superintendent

RFP Closing Date: THURSDAY AUGUST 27, 2020

RFP Closing Time: 12:00 pm (noon) LOCAL TIME

RFP Opening Time: THURSDAY AUGUST 27, 2020 at 12:30 pm
RESULTS WILL BE REVIEWED BY COUNCIL AT THE
SEPTEMBER 1, 2020 COUNCIL MEETING FOR ANTICIPATED
AWARD.

RFP for: VEHICLE MONITORING SYSTEM (VMS)

Note: Lowest or any RFP not necessarily accepted.

RFP FOR VEHICLE MONITORING SYSTEM (VMS)

The Dealer has carefully examined the conditions and specifications attached, and referred to in this contract. The Dealer also understands that this is an RFP for a Vehicle Monitoring System.

The Dealer understands and accepts that the Vehicle Monitoring System (VMS) will be fully installed and operational on three (3) tandem plow sander trucks, one (1) grader and two (2) patrol pick-up trucks located at 27 Beatty street in the Township of Nipissing Public Works Yard prior to November 1st, 2020.

It is also agreed that, upon acceptance in writing by the Township, this form becomes the “Agreement for the Provision of the Vehicle Monitoring System (VMS) and installation” as described herein between the Dealer and the Township

This offer shall be irrevocable for a period of thirty (30) calendar days following the date of opening.

I/We (the Dealer) promise to provide the equipment without undue delay and complete the work by:

Date

Name of Individual or Firm

Hereafter referred to as the “Dealer”:

Address: _____

Signature of Person Signing for Firm: _____

Date: _____

Office of Person Signing for Firm: _____

Witness or Firm Seal: _____

RFP PROCEDURES

1. All inquiries concerning the RFP, prior to closing, shall be directed to:
Dan MacInnis
Operations Superintendent
Township of Nipissing
705-724-2144
2. Notice of Award will be by telephone and in written form of notice to the address of the Dealer used on the bid forms. The date of acceptance shall be deemed to be the date of receipt of the Notice of Award.
3. The dealer may void an RFP by superseding it with a later RFP or letter of withdrawal, prior to the closing date and time.
4. Submission requirements shall be as follows:

Submissions shall be delivered to the Township of Nipissing Office, in a sealed envelope attention "Operations Superintendent" and clearly identified "**RFP NIP – 2020-06 Vehicle Monitoring System (VMS)**", by 12:00p.m. (noon) August 27, 2020. Envelopes will be opened at 12:30pm on August 27, 2020.

RFP REQUIREMENTS

BIDDER IDENTIFICATION

Each bid shall contain the full legal name of the proponent, and be duly signed by a person with binding corporate authority.

ACKNOWLEDGEMENT

The proponent acknowledges and confirms that their proposal is based entirely on the terms, specifications, requirements and conditions as set out in the RFP document, or as otherwise established through any formal addenda issued relative to this RFP.

FREEDOM OF INFORMATION

The proponent acknowledges that any information or documents provided in response to this RFP may be released pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documentation.

NEGOTIATIONS

Proponents are advised that the Township of Nipissing may negotiate terms, conditions, or alterations to the equipment specified directly with the successful bidder.

VEHICLE MONITORING SYSTEM (VMS)

ACCEPTANCE OF BID

If the Proponent's bid is accepted, the Proponent agrees to the supply and install of the Vehicle Monitoring System (VMS), as specified in this RFP, in full functional capacity within the delivery and installation deadline of November 1st, 2020.

BINDING AGREEMENT

All proposals shall be final and binding on the Proponent for a period of 30 (thirty) days from the closing date and time and may not be altered by any subsequent offerings, discussions, or commitments unless the Proponent is requested to do so by the Township of Nipissing.

PROPOSAL EXPENDITURES

The Township of Nipissing will not reimburse any Proponent for any costs related to the preparation of a proposal response to this RFP. Without foregoing any generalities, this shall extend to any review, presentations, and any supplemental information provided, and shall extend to subsequent negotiations, if any, with the Township of Nipissing.

BID PRICE

The proponent **may provide alternatives** as this is an RFP to match our specifications to the best possible fit. Options with slight variances shall highlight detailed changes within the specification for each price, bid options and respective delivery date for the proposed equipment as identified in this RFP. Variances shall be described for each option, including main variance in equipment and delivery dates. All bids shall show any applicable tax as a separate line item. Purchasing consideration will be based on Value, Specifications and Delivery Date.

ADDENDA

In the event that questions/responses to this RFP require amendments or modifications to the original document, such amendments shall be signed and included in the final submission.

BASIS OF REJECTION OF RFP

RFPs not conforming to the following requirements will be disqualified:

1. RFP must be legible, in ink, by typewriter or by printer.
2. RFP must be in possession of the Township by the closing date and time.
3. RFP must be on the Municipal Bid Form provided. A specification listing of the equipment which meets or exceeds the RFP is requested.
4. RFP must be signed and sealed by an authorized official of the bidding organization.
A joint RFP must be signed and sealed by each company.
5. All items must be bid.
6. RFP must not be restricted or modified in any way.
7. RFP must be submitted in a sealed envelope clearly marked:
“RFP NIP – 2020-06 Vehicle Monitoring System (VMS)”

BASIS OF PAYMENT

Payment at the Contract price shall be compensation in full for providing the equipment in the RFP to the satisfaction of the Township.

COMPLETION DATE

The Dealer shall indicate a date when the Vehicle Monitoring System (VMS) will be supplied and installed in functional capacity: _____

The Township has set a maximum delivery and installation date no later than November 1, 2020.

PRICING REQUIREMENTS

Prices shall be in Canadian Funds, quoted separately for each item stipulated, F.O.B. to the point specified therein.

All prices in the RFP shall include all applicable taxes, customs duty, excise tax, freight, insurance and all other charges of every kind attributable to the work including H.S.T.

The Township of Nipissing as a recognized Road Authority (RA) will receive proposals / submissions for the implementation of a Vehicle Monitoring System (VMS), allowing it to track and report on the travels performed by its fleet and the maintenance activities it performs. The intent is to provide consistent, accurate data to be able to monitor and report on the levels of service provided to a specific area, a section of road or otherwise defined areas of service.

The proposed solution shall provide the supporting information needed to mitigate claims that may arise by documenting the maintenance services that it provides to comply with the Ontario Government's Municipal Act, 2001 regulation 239/02, described as the Minimum Maintenance Standards for Municipal Highways, as well as service levels and operational policies it establishes on its own.

The proposed solution will support management efforts to improve efficiency in public works operations by providing records of winter road and maintenance activities, including plowing, snow material applications (sand, salt, liquids, etc.) and patrolling. It will also record summer activities.

REQUIREMENTS

The system will provide real-time tracking capability for **Three (3) Tandem Plow Sander Trucks, One (1) Grader and Two (2) Patrol Pick-up Truck** that identifies individual vehicles, records their travels and maintenance work operations (utilizing sensors and switches as required).

Travel records will include:

- Vehicle identification
- Location within 10 meters or better
- Position updates using parameters that are individually configurable for different vehicle types, including:
 - Time lapse position updates (i.e. 10 seconds)
 - Turn detection (configurable in degrees)
 - Sensor events (i.e. plow up / down, spreader on/off, PTO on/off, etc.)
 - Spreader controller events (i.e. spreader on / pause, application rate changes, spinner width setting changes, blast on / off, etc.)
 - Temperature events (changes of temperature along the route)
 - Speeding related to the legally posted speed limits
 - Trip starts / stops
 - Departure and arrival at main base of operation (yard, garage, etc.)
- Time and date, using Universal Time (UTC)
- Vehicle speed in kilometers per hour
- Direction of travel
- Status of sensor- equipped accessory equipment

Road maintenance activities shall include (as applicable):

- Plow up and down for road and equipment
- Material spreading (types of material spread, spread rate, spread width and actual quantities spread along the route). Specify which spreader controller brands and models are supported.
- Option to record pavement and ambient temperature along the routes, using Road-Watch Probe.
- Option to record road condition images, using integrated dashboard mounted camera.

Data Collection:

The onboard equipment must be capable of recording all activities being monitored for each vehicle in real-time, including GPS coordinates. It must be able to store an event-based log of those activities for up to 6 months before being collected or transferred in the event that the vehicle operates outside an area where cellular data service is available, even if the equipment is left without power for extended periods of time. When GPS signal is not available (such as indoors), the onboard equipment must be able to time stamp events being recorded using an internal real-time-clock (RTC) that is set automatically by its GPS. The RTC must be able to maintain accurate time without external power for up to 2 weeks.

The system must be able to accommodate data collection and information presentation for multiple locations and multiple vehicles simultaneously, using a fully automated process to consolidate the information in a single database to be hosted by the service provider in the “cloud”.

The service provider will provide real-time access through a web interface to all data collected for the municipality. The access shall allow for the download and printing capabilities of all data collected to the municipality. Archives of collected data shall be maintained by the service provider for a minimum period of seven (7) years.

Software Application:

The application should support multiple users being able to generate reports from any computers that have access to the Internet. Only web-based service provider-hosted solutions will be considered.

The system shall produce printable tabular and map-based reports based on user defined queries for:

- Single or multiple vehicles
- Defined time-frames (trips, days, weeks)
- User-defined geographical locations
- Types of events (spreading, plowing, over-speed, idling, etc.)

Map-based reports:

- Pan and zoom around the area of the route data presented
- Identify roads and address ranges for all points of the routes travelled
- Map representations shall include vector and aerial/satellite photography.
- Search for fleet activities based on proximity to a specific location, civic address, LAT/LON, etc.
- Passive tracking must be supported for multiple vehicles.
- Trip trace must be able to indicate where roads are being plowed, material spread, etc.
- A dynamic trip replay function must be available supporting single and multiple vehicles.

Data Import / Export:

- The application must be able to generate CSV format computer files for every tabular report that it produces (trip summary, trip detail, idling, etc.)
- The application should have the ability to import and integrate data from 3rd-party applications such as GIS, work-order management, asset management, etc., using non-proprietary data exchange methods.

Email notifications:

The application will support email notifications that are configurable by the user to inform of breach of geo-fences, material application anomalies, excessive speeding in relation to the legal speed limits of individual roads, etc. Notifications may be applicable to specific vehicles, groups of vehicles or whole fleet.

Road Camera Option:

Must support the ability to automatically record road conditions with static images captured using road travel and maintenance logic (distance travelled, turns, spreader and plow activity, etc.). Imagery must be displayed alongside maps and referenced to time and location.

Road Patrol Option:

The application must offer an optional road patrol capability that uses mobile tablets or smart phones. The road patrol must be configurable to accommodate various levels of functionality based on the needs of the municipality, including:

- Winter road conditions
- Weather observations
- Deficiencies / work requests with ability to record multiple pictures.
- Asset Inspection reports including:
 - Culverts
 - Others

Third-party application integration:

The application must support the ability to integrate AVL information with 3rd party applications such as GIS, asset management, workforce automation, etc. This data sharing capability must be allowed through an open and industry-standard API (Application Programming Interface).

Vehicle Equipment:

The onboard electronic equipment must provide all necessary interfaces and inputs to connect to:

- Up to 4 digital sensor inputs
- One digital data link for an electronic spreader controller and Road-Watch temperature probe
- Detection of engine on and off
- Must support the optional addition of a road camera

The onboard equipment must be configurable to identify its main base of operation with geo-fencing in order to define the start and end of trips, independently of key on-off events.

The GPS equipment must be non-proprietary and covered by a one-year parts and labor manufacturer's warranty. All radio communication equipment must be Industry Canada certified and designed not to interfere with other vehicle electronic equipment and accessories.

Installation and Deployment:

Vehicle Equipment:

The proponent's proposal should include on-site installation and maintenance of its vehicle equipment and sensors by its own service staff. The service provider will be able to demonstrate proof of liability insurance in the minimum amount of \$2 million as well as insurance under the Ontario Workmen's Compensation Act.

VEHICLE MONITORING SYSTEM (VMS)

Training:

The proponent shall train all users of the system and provide technical support and assistance for a minimum period of one year after installation.

Support:

The proponent shall provide technical support over the phone or through remote computer connection for a period of one year, during regular business hours. Response to support requests shall be within 24 hours, during regular business hours. The proponent shall offer maintenance and support services under a long-term support agreement after the first year.

Equipment diagnostic and repair shall be handled within 5 regular business days from the time a problem is reported. Describe your repair policy and spare parts requirement if applicable.

References:

The proponent will provide a list of a minimum 3 references from existing customers that have used the system and the services of the proponent for a minimum of one year.

MUNICIPAL BID FORM

Vehicle List

**Three (3) Tandem Axle Diesel Sander Plow Trucks
One (1) Grader and
Two (2) Patrol Pick-up Trucks**

ITEM NO.	ITEM DESCRIPTION	MAKE
1	Tandem Axle Diesel Sander Plow Truck	Western Star
2	Tandem Axle Diesel Sander Plow Truck	Western Star
3	Tandem Axle Diesel Sander Plow Truck	Western Star
4	Grader	John Deere
5	1 Ton Ford Pick up Patrol Vehicle	Ford F350
6	1 Ton Ford Pick up Patrol Vehicle	Ford F350

Equipment and Installation:

ESTIMATED RFP: _____

HST: _____

TOTAL ESTIMATED RFP: _____

Monthly Data and Service Charges and Operational Maintenance Fees:

TOTAL MONTHLY FEES including HST: _____

*Written details of warranty coverage to accompany bid.