CITY OF STILLWATER
PAYNE COUNTY, OKLAHOMA

REQUEST FOR PROPOSAL

FOR

REAL TIME GLOBAL POSITIONING SATELLITE
AUTOMATED VEHICLE LOCATION SYSTEM FOR THE
CITY OF STILLWATER PUBLIC WORKS DEPARTMENT

JANUARY 2007
PUBLIC WORKS DEPARTMENT
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1.0 INTRODUCTION

1.1 PROJECT DESCRIPTION AND OBJECTIVES

The City of Stillwater is seeking proposals from qualified Vendors to provide the Public Works Department with a Real-Time Global Positioning Satellite (GPS) Automated Vehicle Locating (AVL) System for use in Sanitation Division vehicles. The City’s goal is to obtain the necessary hardware, communication equipment, and if required, software for a Vehicle Tracking system that allows the Public Works Department staff to receive, integrate, review, and store GPS data. This includes real-time active AVL/GPS fleet tracking features.

Minimum requirements of this project include:

- Providing equipment capable of Real Time GPS based Automated Vehicle Locating Systems
- Installation of portable tracking unit
- On-site training of Public Works personnel in equipment features and operations
- Secure access to vendor web based interface for real-time vehicle tracking and reporting system 24 hours a day /7 days a week /365 days a year.
- GPS unit hardware/software maintenance and support

The City’s intent is to have a one-year contract with the City’s option to renew in one-year increments.

1.2 BACKGROUND INFORMATION

The Public Works Department provides Engineering, Fleet Maintenance, Traffic Control, Street Maintenance, and Solid Waste disposal services for the City of Stillwater.

Phase-I of this GPS/AVL project will involve system installation for the purpose of tracking Sanitation vehicles. The Sanitation Division operates a fleet of medium and heavy-duty trucks within the Stillwater metro area. Transitioning to a GPS based fleet tracking system will allow for the collection of a broad array of data concerning the Sanitation fleet giving the ability to improve efficiency, effectiveness, and economy of solid waste disposal services provided to the citizens of Stillwater.

A phase-in expansion of this GPS/AVL capability to the other Divisions of the Public Works Department and possibly other City Departments is anticipated. The overall requirement for the Public Works Department, including the first (13), units for the Sanitation Division, is approximately (72) vehicles.
2.0 Consultant Qualifications

2.1 Qualifications and Understanding

Each Vendor must provide the following information about their company so that the City can evaluate the Vendor’s stability and ability to support the commitments set forth in response to the RFP. The City, at its option, may require a Vendor to provide additional documentation to support and/or clarify requested information.

The Vendor shall outline their company’s (or team’s) background, including:

- How long the company has been in business, plus a brief description of the company history, size and organization.
- Qualifications and experience in providing and supporting AVL systems for organizations of the same size and scope of business as the City of Stillwater Public Works Department.
- Ability to comply with proposed or required time of completion or performance schedule.
- Record of satisfactory performance.
- Ability to adhere to the specifications of this proposal and provide all documentation requested.

2.2 Project Team

Each Vendor must provide the following information about their project team.

- Primary point of contact, person responsible for overall corporate commitment (must be a company principal or officer) and project manager. Describe the responsibilities of the individuals and extent of involvement with the project.
- Identify and list key individuals proposed for the project team. Describe the responsibilities of the individuals and extent of involvement with the project.
- All key personnel listed should have current names, titles and telephone numbers and be listed on at least one of the supplied client references who are familiar with work performed by the individual in a similar capacity. References will be contacted as part of the selection process.
- Clearly identify any project sub-contractors, how long the prime and sub have worked together and sub’s proposed contribution to the project team. Vendors are encouraged to support small businesses where ever possible.

2.3 References

The Vendor shall supply a minimum of (3) references from agencies with projects of similar nature. Each reference shall contain:

- Client name and contact information.
- Project description
- Role of key project team members.
Only references of the prime Vendor shall be considered, or references from project teams that have completed at least (3) projects together. The Vendor shall also list projects completed for other city, county or state agencies.

2.4 DATA INTEGRITY AND QUALITY CONTROL
The Vendor shall describe his quality control programs in detail.

2.5 SCHEDULE
The City anticipates the project to be substantially complete within 30-days of the Notice to Proceed. The Vendor shall provide a project schedule indicating key project milestones and project activities.
3.0 SERVICE REQUIREMENTS

3.1 SCOPE OF VENDOR SERVICES

The services in general, consist of providing personnel, equipment, and resources necessary to
supply, install, configure, and train the City on the use of a commercial-off-the-shelf web based
GPS Automated Vehicle Location System that performs the required functions as outline in
Attachment (a).

3.2 DELIVERABLES

A. The following documents are required:
   • Master schedule for system implementation
   • Bi-weekly completed tasks report which will include any schedule updates
   • Acceptance Testing Plan
   • Acceptance Test Compliance Report

B. The following services are required:
   • Complete delivery of the GPS software equipment
   • On-site installation of all mobile and base equipment. Mobile equipment listing is
     included as Attachment (b) of this RFP
   • On-site training for approximately (50) City employees requiring various levels of
     instruction. The training pool will be comprised of end users of the system,
     management, and technical staff.
   • 24/7/365 technical support with on-site services calls if necessary
4.0 PERFORMANCE REQUIREMENTS

4.1 SCOPE OF WORK

The Vendor shall provide a Global Positioning Satellite (GPS) Automatic Vehicle Location System that performs the functions required in Attachment (a) while meeting the conditions outlined below:

A. Software/Hardware

The Vendor shall warrant the applications software and hardware to be free of defects or imperfections that prevent full performance, for a period of one year from the date of the system acceptance by the City. Any reproducible errors that are found during this warranty period will be corrected at the vendor’s expense. The vendor shall provide a proposal for support of the application’s software and hardware for four years following expiration of the software and hardware warranty. The vendor will describe the particulars concerning this warranty including, remote problem diagnosis and correction as well as on-site problem correction with indicated response time.

B. Software Upgrades

New releases and upgrades to the software should be provided free of charge for a period of one-year from the date of system acceptance by the City of Stillwater. The Vendor must provide a quotation for software upgrade costs for the four years following expiration of the initial one-year period.

C. Maintenance

The Vendor must itemize cost for software and hardware maintenance and support to cover the initial year and optional renewal years.

D. Training

Train the Trainer and Administrative training shall be provided. Training will take place on location at the City’s discretion. The Vendor must specify any special hardware, facility features, or environmental conditions required for training.

E. System Testing and Acceptance

Acceptance of the final system shall be based upon satisfactory performance in intended operating conditions. The Vendor shall perform the testing and acceptance procedures described below:

Prior to commencement of the acceptance testing, the Vendor shall submit for approval a detailed acceptance test plan. The test plan shall document how each functional specification is to be tested, the method of testing, and the anticipated results. After completion of acceptance testing, the Vendor shall provide a written report to document compliance with the test, and to indicate test results.

The Vendor shall demonstrate every functional attribute of the software and hardware, including system software, operating system, utilities, and all ancillary application program modules.
After successful completion of the tests, the Vendor shall conduct a (30) day operational test of the system. During this period the system shall experience no major component failures and no major software malfunctions.

In the event the Vendor alerts the City in advance that the system will be experiencing a specific software degradation for a particular period (for example, while implementing new software revisions or troubleshooting for problems that have not yet been exhibited themselves in operation), the (30)-day operational test may be suspended for the duration of that period, then re-established where it left off. In the event that the system experiences a major unanticipated software failure, the Vendor shall correct the software failure, after which a new (30)-day test period may be initiated, at the option of the City. If successful completion of the test period is not obtained within (90)-days of starting the operational test, the City shall have the option, at its sole discretion, of canceling the contract or continuing the acceptance testing.
5.0 PROPOSAL SUBMISSION

5.1 FORMAT AND CONTENT
Proposals shall be printed on 8 ½” X 11 “ paper, single sided in a minimum 10 point Arial font and be limited to 20 pages excluding the cover letter, resumes and any appended information.

5.2 PROPOSAL EVALUATION
Proposals will be evaluated based on the following criteria:

- Vendor qualifications, project understanding, and experience.
- Proven ability to provide complete assessment as outlined in the Project Description and Objectives.
- Results of reference checks.
- Proposed start date and project duration.
- Overall total cost of proposal including delivery and required installation.
- Extent to which the proposed software meet desired specification as identified in Attachment (a).
- Ease and practical usability by non-technical or non-computer savvy staff.
6.0 CONTRACT REQUIREMENTS AND SUBMITTALS

6.1 CRITERIA

A. General Requirements

The Scope of Work may be obtained: (1) by visiting the Public Works office at the above address, (2) visiting the City’s website at http://www.stillwater.org, (3) by sending a written request via letter, email or fax, or (4) contacting the Public Works Operations Manager at (405) 533-8441.

Proposals will be accepted in the Public Works office until 4:00 P.M., February 19, 2007. The office is located at 723 S. Lewis, P.O. Box 1449, Stillwater, Oklahoma, 74076-1449.

A duly authorized official of the proposing Vendor must sign proposals. A minimum of three (3) copies of the proposal must be submitted. No reimbursement will be made for any cost incurred in preparing the proposal or any cost prior to a formal Notice of Award.

All proposals must state their validity for a period of not less than 60 days from date of receipt.

B. Prohibited Interest

No member, officer, employee of the City of Stillwater, or member of its governing body during his or her tenure, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

C. Equal Employment Opportunities

In connection with this proposal, the proposing Vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, being handicapped, or disadvantaged person, or disabled or War Veteran.

The proposing Vendor shall furnish all necessary information and reports and shall permit access to its books, records, and accounts by the City of Stillwater for purposes of investigation to ascertain compliance with the non-discrimination/minority business provision of any resultant contract.

D. Insurance Requirements

The proposing Vendor must obtain the following insurance, with the City of Stillwater listed as additional insured:

- Professional Liability (errors and omissions). Insurance certificate providing a minimum of $500,000 policy value.
- General Liability Workmen’s Compensation and Auto Liability insurance in accordance with the Political Subdivision Tort Claims Act of the State of Oklahoma.

At a minimum, the following amount of insurance is required:

- Adequate worker’s compensation insurance coverage to comply with state laws.
- Comprehensive general liability insurance coverage with a minimum of $100,000 per person and $300,000 per accident for bodily injury or death and $100,000 for property damage.
• Comprehensive automobile liability insurance coverage with a minimum of $50,000 per person and $100,000 per accident for bodily injury or death and $100,000 for property damage.

E. Minimum Content of Proposal
At a minimum the proposal should contain the following elements:

1. Transmittal Letter.
2. Table of Contents.
3. Detailed scope of services to be provided.
4. List of key personnel including their responsibility on the project, and their resume.
5. Schedule.
6. A total cost for the complete implementation of the proposed GPS/AVL system. Complete implementation shall be defined as:
   • All GPS/AVL equipment necessary to equip the (13) Sanitation Division vehicles listed in Attachment (b)
   • Set-up and installation
   • On-site training
   • Secure access to vendor web based interface
   • GPS/AVL system maintenance and support
7. References.
8. Description of similar projects recently completed by the consulting team.
10. List of sub-contractors or partnering organizations or agencies.

6.2 SELECTION PROCESS

A. Right to Reject
The City of Stillwater retains the right to reject any or all proposals and to re-solicit if deemed to be in the best interest of the City of Stillwater.

B. RFP Review Process
The City of Stillwater will review responses to this RFP that meet the requirements enumerated and are received prior to the designated closing time and date. Upon determination of qualified proposing consultants, the selection committee will rank the proposals. A formal interview will be requested and each highest ranked proposing vendor will be asked to make an oral presentation for further evaluation. The highest-ranked proposing vendor based on the oral presentation will then be chosen by the Committee. The Committee may then choose the highest ranked proposing vendor with which to begin negotiations.
If the City is unable, after good faith efforts, to negotiate a satisfactory contract with the highest-ranked proposing vendor, the entity shall formally end negotiations with that proposing vendor, and begin negotiations with the second-highest ranked proposing vendor.

C. Keynotes

The most important evaluation emphasis will be placed upon the expertise of the individuals assigned to this project, and the ability to provide the critical services described in this proposal. Illustrative and descriptive material and evaluation describing previous work of the proposing vendor is recommended. The proposing vendor shall provide a list of previous related work experience with contact persons and phone numbers. Key personnel (by names and positions) relative experience and capabilities, as well as subcontractors, will be evaluated closely.
REAL TIME GPS/AVL

DESIRED SPECIFICATIONS

1. On-demand vehicle tracking

2. Mapping/tracking of entire public works fleet as indicated in Attachment (b).

3. Display vehicle location in “real time” on a map on designated City of Stillwater computers.

4. Ability to identify the type of fleet vehicle with a specific icon of vehicle I.D.

5. Ability to identify closest vehicle to another while stationary or route.

6. Fleet location history playback.

7. Ability to identify driver assigned fleet vehicle.

8. Vehicle driver privileges.


10. Excessive speed alerts.


12. Mobile messaging.

13. Driver activated push-pin tracking capability

14. Color coded reports exportable to MS Excel.

15. Equipment maintenance notification.


17. All-inclusive one-year warranty.

18. The GPS/AVL system should provide the following features and equipment:
   a. Vehicle GPS units and associated hardware
   b. Map Data/Software
   c. On-site installation of GPS unit and any software/hardware.
   d. Vendor Web hosting of AVL system with secure customer access
19. Map software must provide the standard map features typically used in a desktop mapping program, including display controls tools, along with vehicle display and reporting functionality. All position related messages are routed to the map display. The system must receive location reports directly from the vehicle at (5) minute intervals.

20. Mapping software should have numerous built-in reporting options as well as the ability to easily import new data or change existing report structure and output formats.

21. Built in reports must include:
   a. **Time and Distance Traveled in Region Report**: A calculation of the total time spent and distance traveled in the specific region.
   b. **General Activity Report**: A report of all activity for a selected vehicle over a specified time period.
   c. **Activity and Address Report**: A calculation and display of the amount of time a specific vehicle spends within a specified radius of an entered address.
   d. **Error or Fault Message Report**: A report of all faulty messages received over a specified period of time.
   e. **Excessive Speed Report**: A report of all occurrences of exceeding the given speed limit.
   f. **Distance Traveled Report**: A calculation of the total distance traveled over a specified period of time.

22. Map must be shown in a North at top display.

23. The vehicle of interest must be centered on the screen and the map moves with the vehicle.
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