



REQUEST FOR PROPOSAL

CITY OF FORT ST JOHN
Fleet Management System

CLOSING DATE AND TIME: Friday September 6, 2:00 PM **Local Time**

QUESTIONS REGARDING THIS RFP

Questions regarding this Request for Proposal (RFP) must be submitted in writing only to Patricia Sagert, IT Manager by email at psagert@fortstjohn.ca.

Questions must be received no later than 1:00pm, September 3, 2019. Questions received later than this stated time and date may not be acknowledged or answered.

SUBMISSION LOCATION

Sealed proposals in a package or envelope, or via email, with the following information on the front or top:

- Bidders Company Name
- Bidders Address
- RFP Title and Number

Submissions may be delivered by courier, mail, or by e-mail to Patricia Sagert, IT Manager:

City of Fort St. John
10631 – 100 Street
Fort St. John, BC V1J 3Z5
psagert@fortstjohn.ca

Proposals delivered to any other City facility, location or person may result in the non-receipt and rejection of the Proposal.

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SECTION 1: INSTRUCTIONS TO BIDDERS

Definitions:

“Bidder” means the company or person submitting a Proposal in response to this RFP. “City”

shall be understood to mean The Corporation of the City of Fort St. John.

“Contract” means the supply of products, equipment, goods or services by the “Proponent” per this RFP as stated in the City’s Contract and shall include the Bidder’s Proposal submission and the RFP as issued by the City.

“Purchase Order” means the official order as issued by the City to procure the goods and/or services as described in this RFP and shall include the Bidder’s Proposal Submission and the RFP as issued by the City.

“Proposal” means the Bidder’s Proposal submission.

“RFP” shall refer to this Request for Proposal.

“Proponent” means the company to whom the City has issued a Purchase Order.

RFP Closing Date and Time:

The closing date and time for this Request for Proposal is Friday September 6, 2019 at 2:00 pm local time.

Delivery of Proposal Submission:

This RFP may be submitted in paper or electronic format to the attention of Patricia Sagert, City of Fort St. John, 10631 – 100 Street, Fort St. John, BC V1J 3Z5. Bidders must instruct couriers and any who may be delivering their Proposal submission that the package or envelope must be delivered only to the front reception area at The City of Fort St. John, City Hall. Proposals delivered to any other facility or other area of The City of Fort St. John may be rejected.

Questions Regarding this RFP:

Questions regarding this Request for Proposal (RFP) must be submitted only to Patricia Sagert, IT Manager, e-mail: psagert@fortstjohn.ca no later than 1:00pm, September 3, 2019. Questions received later than this stated time and date may not be acknowledged or answered.

Requirements and Specifications General Statement:

Requirements and Specifications are stated in this RFP. The City retains the right not to accept nor consider a Proposal from any Bidder who is not compliant with the Requirements or Specifications stated in this RFP.

Bidders Submission:

Bidders must submit the following documents with their Proposal Submission:

- ✓ All Requirements for submission as stated in this RFP
- ✓ The first page, completed and signed of any Addenda posted BCBID
- ✓ All requirements as stated in any Addenda issued to this RFP
- ✓ Full specifications including brochures, and full warranty details if requested in this RFP

Rights of the City:

- a) The City reserves the right, in its absolute discretion to accept a Proposal which it deems most advantageous to itself and the right to reject any or all Proposals, in each case without giving any notice. The lowest or any Proposal will not necessarily be accepted. In no event will the City be responsible for the costs of the preparation of the submission of a Proposal from any Bidder.
- b) Proposals which contain conditions or otherwise fail to conform to the Instructions to Bidders may be disqualified or rejected. The City may, however, in its sole discretion, reject or retain for its consideration Proposals, which are non-conforming because they do not contain the content or form required by the Instructions to Bidders or for failure to comply with the process for submission set out in the Instructions to Bidders.
- c) Except as expressly and specifically permitted in the Instructions to Bidders, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this Request for Proposal, and by submitting a Proposal each Bidder shall be deemed to have agreed that it has no claim.
- d) The City reserves the right to exercise complete and unfettered discretion in all aspects of the conduct of this RFP and any subsequent procurement process, the assessment and evaluation of Proposal submissions, including the determination of criteria and choice of a Proponent, without incurring any liability whatsoever to any Bidder, including any liability costs, expenses, losses or damages, and without giving any reason therefore.
- e) The City reserves the right to reject any Proposal submission which is restricted by any wording, sentences, clauses, copies or agreements or contract samples included by the Bidder in their Proposal submission. The City shall make the sole determination of which the above constitutes a restriction. Also, Proposal submissions which are incomplete, conditional or obscure, or which contain additives not called for, erasures, alterations or irregularities of any kind, will be rejected.
- f) The City in its sole and unfettered discretion, reserves the right to change the dates, schedules and deadlines set out in this RFP or to change the scope of the project, or to cancel the RFP or the project without stating any reasons therefor.
- g) The City reserves the right to accept or to reject any or all of the Proposal submissions and the City reserves the right to proceed, in its sole and unfettered discretion, following receipt of the Proposal submissions, to issue a modified Request for Proposal for the project or to cancel the RFP process and any subsequent procurement process including the Purchase Order issued to a Proponent.
- h) The City reserves the right to negotiate any terms or conditions whatsoever with any Bidder following receipt of Proposal submission in response to this RFP.
- i) The Bidder agrees that by submitting a Proposal in response to the RFP that the City has no obligation to reveal any information regarding any Proposal submitted to the City, including the

results of the RFP process or any reasons for its decisions in the choice of a Proponent or Proponents.

- j) The City reserves the right to waive informalities in its sole discretion.

Addenda and Written Communications:

The City will not be responsible for any verbal (spoken) information from any City staff or staff from any or consultant retained by the City or from any other person or persons who may have an interest in this RFP. Adjustments or changes to this RFP prior to the closing date and time stated herein will only be by written addenda only and said addenda will be posed electronically on BC BID. It is the Bidder's sole responsibility to view this site often prior to the closing date and time stated herein to make themselves aware of any or all addenda which can be downloaded from this site. Any Proposal submitted to the City that does not include the first page (completed and signed) of all addenda issued may be rejected.

Clarification:

It will be the Bidder's responsibility to clarify any details in question before submitting a Proposal. Unless otherwise stated, all official correspondence regarding this RFP should be directed in writing to and will be issued by the IT Manager for The City of Fort St. John. The City will assume no responsibility for oral instruction or suggestion.

Withdrawal of Proposals:

Companies will be permitted to withdraw their Proposal submission, unopened after it has been deposited, if such a request is received by the IT Manager in writing, prior to the time specified for the closing of this RFP.

Taxes:

Details regarding any taxes (if required to be included or not) will be stated on the Price Schedule.

Evaluation:

Proposal submissions will be evaluated per the criteria stated in Evaluation Section of this RFP and per all requirements stated in this RFP and not necessarily price alone.

RFP Requirements and Selection of Proponent or Proponents:

Notwithstanding any terms or conditions contained in this RFP, the City of Fort St. John reserves the right to add or delete requirements listed in this RFP at any time. Also the City may issue a Purchase Order to a selected Proponent whether that Proponent's price be lowest or not, or to cancel this RFP for reasons that are in the best interest of and provide the best value for the City. The Bidder by submitting a Proposal in response to this RFP thereby acknowledges that the City has these rights and the rights stated in this Instructions to Bidders Section.

Error & Correction:

The City will make all necessary corrections to any Proposal submitted which is in error through addition or extension, the corrected value prevailing.

Notification to Bidders:

Any notice that the City may be required or desired to give to the Bidder shall for all purposes be deemed to have been sufficiently and properly given if posted on BC Bid. It is the Bidder's sole responsibility to check BC Bid to avail themselves of any posted RFP or any addenda.

Adherence to Requirements:

The Bidder is requested to adhere strictly to all requirements and complete all sections of this RFP including all appendices and addenda. Failure to do so may be sufficient cause for rejection of the Bidder's Proposal.

Freedom of Information:

Any information including the requirements as described in this RFP, and including service or product details, prices, statements, and any other information provided by the Bidder shall be kept strictly confidential and release of same, except for any details regarding this RFP stated in a report to the Council of the City, shall only be granted in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 C.M.56 as amended.

Proposal Submissions Irrevocable:

The Proposals received from Bidders are to be irrevocable and open for acceptance for a period of not less than ninety (90) days after the stated RFP closing date.

Canadian Funds and Firm Prices:

The prices quoted are to be in Canadian Funds and firm until delivery, acceptance and payment by the City for the work and services stated in this RFP.

Time is of the Essence:

The City shall have the right to cancel at any time any contract or any part of any contract resulting from this RFP in respect to the goods, materials, articles, equipment, work or services, covered thereby, not delivered or performed by the specified time in the RFP, without incurring any liability whatsoever in respect hereto.

Omission & Misstatements:

- a) The several parts of the RFP shall be taken together to explain each other, and to make the whole consistent; and if it be found that anything has been omitted or misstated, which is necessary for the proper performance and completion of any or the requirements of the RFP contemplated, the Proponent shall, at the Proponent's own expense, and without making any extra claim, therefore, execute the same as if has been properly described, and the correction of any such omission or misstatement shall not be deemed to be an addition, to, or deviation from the requirements hereby contracted for; nor shall such decision or correction entitle the Proponent to any extension of time for the delivery of the items stated herein.
- b) It is to be understood that all terms and conditions, specifications, drawings, plans, all RFP clauses, and the complete RFP as originally issued by the IT Manager of the City of Fort St. John shall constitute the RFP. Any Proposals received that have clauses or any wording or figures, statistics, numbers, quantities or any other items that have been changed or altered in any way shall be rejected and not accepted by the City of Fort St. John.

Contract:

Prior to an award, this RFP and the Proposal submitted by the Bidder becomes part of the Contract. The Bidder must accept the City's Purchase Order which will supersede all other contracts.

Rejection Due to Any Restrictions Contained in the Bidders Proposal Submission:

The City reserves the right to reject any Proposal submitted which is determined solely by the City to contain restrictive words, clauses or phrases or any words, clauses or phrases or any wording not called for in this RFP or by the inclusion of any contracts or agreements from the Bidder's company or parent company. The decision by the City to reject any Proposal submission for reasons stated in this section shall be final.

Agreement in Writing Only:

No verbal arrangement or agreement, relating to the goods, materials, articles, equipment, work or services, specified or called for under this RFP, will be considered binding, and every notice, advice or other communication pertaining thereto, must be in writing and signed by a duly authorized person.

Standards and Legislation - Failure to Comply:

The Proponent may be required to provide written documentation that all materials proposed meet Municipal, Provincial and Federal Government standards, legislation and laws. Also, the Proponent must comply with all laws, legislation, regulations, and provisions of the Federal, provincial, Municipal Government or any governmental agency as they pertain to the specifications described herein. This will apply to any required industry standard or regulations. Failure by the Proponent to comply with these laws, legislation, regulations, standards, and provisions shall be just cause for the City, as its sole and unfettered discretion, to cancel the award and issue an award to any other Proponent or may re-issue the RFP. The City may assess against the Proponent any damages whatsoever as a result of failure to comply.

Failure to Comply with all RFP Terms:

Failure to comply with all terms, specifications, requirements and conditions of this RFP including delivery, to the satisfaction of the City, shall be just cause for the cancellation of the contract award. The City shall then have the right to award this contract to any other Proponent or Proponents or to re-issue the RFP. The City shall assess against the Proponent any damages whatsoever as a result of failure to comply with the said terms specifications, requirements, conditions and delivery.

Completion of Contract Terms and Conditions:

The goods, materials, articles, equipment, work or services, specified or called for in or under this RFP shall be delivered or completely performed, as the case may be, by the Proponent as soon as possible and in any event within the period set out herein as the guaranteed period of delivery or completion. The Bidder agrees to furnish to the City, in conformity with the conditions set out herein and with any specifications, plans, price schedules, samples, instructions, addenda or other details provided in connection therewith or referred to therein, the goods, materials, articles, equipment, work or services so specified or called for in this RFP at the prices quoted herein and upon receipt of an official order therefor.

Patents, Intellectual Property Rights, Copyright, Trademarks, Technology Rights:

By submitting a Proposal, the Bidder warrants that the information contained in its Proposal submission

does not infringe any Patents, Intellectual Property Rights, Copyright, Trademarks, Technology Rights of any Third Party and agrees to defend the City at the Bidder's own expense, including all legal and court fees, in all suits, actions or proceedings in which the City is made a defendant for actual or alleged infringement of any Canadian or foreign letters patent, intellectual property rights, copyright trademarks, technology rights or any other related rights to the above resulting from the City's contractual relationship with the Proponent and the Proponent's use of any or all technologies, methodologies, strategies in providing the services required herein. The Bidder further agrees to pay and discharge any and all judgements or decrees which may be rendered in any such suit, action or proceeding against the City. The Bidder agrees to indemnify and hold harmless the City from any and all license, royalty and proprietary fees or costs, including legal and court costs, which may arise out of the City's contractual relationship with the Bidder and the Bidder's use of any or all technologies, methodologies, strategies in providing the services required herein. It is expressly agreed by Bidder that these covenants are irrevocable and perpetual.

Payment:

The normal payment term offered by the City of Fort St. John is net 30 days. Payment terms shall be only modified at the sole discretion of the City to take advantage of discounts for prompt payment or for other terms that shall be deemed to be in the best interests of the City. The Bidder agrees that the City shall be entitled to the discount stated herein if payment of invoices for the goods, materials, articles or equipment, work or services, specified or called for in or under this RFP, is made within the period herein after acceptance or satisfactory completion thereof, as the case may be, and the receipt by the City of the invoice therefor.

Proposal Preparation Costs:

The City shall not be responsible for the costs incurred by any Bidder to prepare and submit a Proposal or any subsequent documents relating to their Proposal submission.

Erasures and Alterations:

Any erasures, alterations or cross-outs must be initialed in ink by the Bidder. Failure to do so may result in the rejection of the bidder's Proposal submission by the City.

Extension of Purchase Order:

The time period duration of any Purchase Order issued as a result of this RFP may be extended for a specific period provided that both the City and the Proponent agree to such extension. The City may notify the Proponent at any time to seek an extension.

Additional Requirements:

The City of Fort St. John reserves the right to add or delete items listed herein following award of any contract(s) or purchase order(s) resulting from this RFP. The unit prices stated by the Bidder shall apply.

Indemnification:

- a) The Proponent shall indemnify and save harmless the City from and against all claims, actions, losses, expenses, costs, demands, suits and other proceedings or damages of every nature and kind whatsoever which the City, its employees, officers or agents may suffer as a result of the negligence of the Proponent, its employees, officers or agents in performance of the Contract.

- b) The Proponent shall indemnify and save harmless the City from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever which the City, its employees, officers or agents may suffer as a result of misuse, misappropriation or alleged misuse or misappropriation by the Proponent, its employees, officers or agents of intellectual property in the performance of the Contract; and
- c) The City agrees to indemnify and save harmless the Proponent from and against any and all claims, losses, damages, liability and costs arising out of, or any in any way connected with the presence, discharge, release or escape of contaminants of any kind, excluding only such liability as may arise out of negligence of the Proponent in the performance of supplying goods to the City.

Insurance and W.C.B. Requirements:

If requested by the City, Insurance requirements in strict compliance with the City's standard requirements for insurance shall be required to be held by the selected Proponent. Such insurance may include but not limited to: Comprehensive General Liability, Automotive Liability for owned and non-owned automobiles, professional errors and omissions liability and any other requested insurance. The request for provision of insurance shall be provided by the Proponent at no additional cost to the City. The same shall apply to WorkSafe Safety and Insurance Board requirements.

Notification of Potential Bidders Not Guaranteed:

The City posts notification of all RFP's on its Web Page. Bidders are to review the City's Web Site to inform themselves of any RFP's. The City shall not guarantee that any previous Bidders shall be notified by any means electronic or otherwise of any RFP. It is the responsibility of any potential Bidder to make inquiries with the Supply and Services Section of the City regarding any current or upcoming RFP.

Removal from Bidders List:

The City reserves the right to remove from its list of Bidders, for an indeterminate period, the name of any Bidder who fails to accept a Purchase Order issued by the City or for unsatisfactory performance on any previous or current contract held with the City or if the Bidder is currently involved in or responsible for litigation of any kind against the City.

Bidder's Expenses:

Bidders are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the City, if any. If the City elects to reject all Proposals received, the City will not be liable to any Bidder, for any claims, whether for costs or damages incurred by any Bidder in Preparing their Proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

Limitation and Waiver of Damages:

The Bidder, by submitting a Proposal, agrees that it will not claim damages, for whatever reason, relating to the contract or in respect of the competitive process. The Bidder, by submitting a proposal, also waives any claim for loss of profits if no agreement is made between the Bidder and the City.

Order of Precedence:

In the event of any consistency or conflict in the contents of the following which shall take precedence and govern in the following descending order:

- Purchase Order issued by the City of Fort St. John
- Addenda (if any) as issued
- RFP as issued by the City
- Proposal submission received from the Bidder

Failure to Supply:

In the event that the City issues a Purchase Order to a Proponent and the said Proponent does not supply the equipment, products, or services as offered by the Proponent and as ordered by the City, the City shall take whatever action it deems necessary against the Proponent, including but not limited to, removal of the Proponent from the City's Bidder's List for a minimum period of three (3) years. The City will not accept nor receive any bid offer of any kind from the Proponent nor undertake business of any kind with the Proponent for the minimum three (3) year period.

Rights to Proposal Submission:

Upon receipt of the Bidder's Proposal submission, the City shall retain the right to determine the use of the said submission for its own purposes. Bidders shall not use their Proposal submissions for any other purposes whatsoever, including revealing any content of their Proposal submission or making copies for other agencies, firms or companies not being a legal part or division of the Bidder's company, unless permission for any such use is received in writing by the Bidder from the Corporation of the City of Fort St. John. Bidders must make a request in writing to the City for the intended use of their Proposal submission for any other purposes than as stated herein.

Anti-Lobbying Restrictions and Required Disclosure:

Bidders, their company staff members, or anyone involved in preparing their Proposal submission must not engage in any form of political or other lobbying whatsoever with respect to this project or seek to influence the outcome of the RFP and subsequent procurement process. This anti-lobbying restriction extends to all City staff and elected Council members of the City.

In the event of any such lobbying, the City may reject any Proposal submission by that Bidder without further consideration and terminate that Bidder's right to continue in the RFP and any subsequent procurement process. All correspondence or contact by interested parties with the City must be directly and only with the City contract person identified in this RFP. It should be duly noted by all Bidders that this anti-lobbying restriction extends from the release date of this RFP through to the date and time when the City formally awards the contract by purchase order or other means. Any lobbying undertaken during this time frame by any Bidder or the Bidder's company staff members, or anyone involved with their Proposal submission may result in immediate disqualification from the process. This anti-lobbying restriction is not meant to affect the day-to-day operations of the City, its staff and the elected Council of the City that may necessarily include contact with potential Bidders to this RFP regarding other business.

This section shall not be intended to disallow any meetings, interviews or clarifications requested or authorized by the City, its authorized staff, the City's representative for the requirements of this RFP or their authorized designates.

Proposal Submission and Correspondence in English:

Proposal submissions and any subsequent correspondence, reports, invoices, or documents of any kind issued by the Bidder and or Proponent must be prepared in English and Bidders and Proponents must be able to converse and correspond fluently in English directly or through an interpreter supplied by and at the total cost to the Bidder or Proponent.

Liability for Errors:

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

Agreement with Terms:

By submitting a Proposal the Bidder thereby acknowledges and agrees to all the terms and conditions of this RFP. Bidders who have obtained this RFP and any addenda electronically must not alter any portion of this RFP or addenda. To do so will result in the rejection of the Bidder's delivered Proposal submission.

Modification of Terms and Addenda:

The City reserves the right to modify the terms of the RFP. Any modifications or changes to the RFP will be issued in the form of an addendum or addenda. The RFP and any addenda will be posted on the City's Tender page on the City's Website and the BC Bid website. It is the sole responsibility of any potential Bidder to check this Web Page often to inform themselves of any posted addenda.

Litigation with the City:

No Proposal submission will be accepted from any Bidder or any related company who has a claim or has instituted a legal proceeding against the City or against whom the City has a claim or has instituted a legal proceeding, without the prior approval of City Council. This applies whether the legal proceeding is related or unrelated to the subject matter of this RFP.

Decision by City:

The Bidder agrees that submitting a Proposal in response to this RFP that the City has no obligation to reveal any information regarding any Proposal submitted to the City including the results of the RFP process or any reasons for its decision in the choice of a Proponent or Proponents.

Choice of Proponents:

The City reserves the right to issue Purchase Orders to one or more Proponents, for all or individual items stated on the Price Schedule pages. The selection of the items to be ordered (if any) by the City shall remain the sole determination by the City.

Adjustments to Proposal Submissions After Closing Date:

No adjustments by any Bidders to their Proposal submissions will be permitted after the stated closing date for this RFP, except as otherwise provided herein.

Collusion and Fraud:

The City will reject any Proposal submission from any Bidder or Bidders where the City determines that activities of collusion or fraud have taken place by any Bidder or Bidders to affect the outcome of the bidding process including the selection of a successful Proponent by the City.

Suspension of Activity by the City:

- a) All Bidders are advised and put on notice that notwithstanding anything else contained in this RFP that all Bidders are forewarned and advised that if the City chooses not to proceed with this RFP process or any subsequent procurement process or any stage including, without limitation, the completion of the RFP process, the commencement, implementation or completion of any RFP process or other procurement process and/or the award, negotiation or the finalization of any agreement or contract and that accordingly, all Bidders acknowledge and agree that if any such processes are suspended, terminated or cancelled at any time or times during any stage of the RFP or subsequent procurement process (if any) by the City, then the Bidders shall have no claim against the City for any costs, expenses, losses including loss of profits, liabilities or damages whatsoever.
- b) The City reserves the right to exercise complete and unfettered discretion in all aspects of the conduct of the RFP and any subsequent procurement process, the assessment and evaluation of Proposal submissions, including the determination of criteria and the choice, if any, of a Proponent or Proponents without incurring any liability whatsoever to any Bidder, including any liability for costs, expenses, losses or damages, and without giving any reason therefore.
- c) Without limited the generality of the foregoing, the City, in its sole and unfettered discretion, reserves the right to change the dates, schedules and deadlines set out in this RFP, or to change the scope of the project, or to cancel the RFP or the Project, without stating reasons therefore and accordingly the City also reserves the right to accept or to reject any or all of the Proposal submissions and the City reserves the right to proceed as, in its sole and unfettered discretion, following receipt of the Proposal submissions, including, without limitation, issuing a second or more, or a modified RFP for the project or entering into contract negotiations with any Bidder.
- d) The issuance of this RFP and the receipt of any Proposal submission by any Bidder does not commit the City to award a Purchase Order or to pay any costs incurred in the predation of any Proposal by any Bidder, or in any Bidder's attendance at any meetings with the City.

Negotiations:

Notwithstanding any terms, conditions, or any wording or statement contained in this RFP, the City reserves the right to negotiate an award with any company who has submitted a Proposal in response to this RFP. Such negotiations may include products offered, pricing, delivery or any other matter the City solely determines appropriate to consider for negotiations.

SECTION 2: INTENT, SCOPE, METHODOLOGY AND REQUIREMENTS

Introduction

With a population of 21,000 and growing, Fort St. John is the largest city in Northeastern BC and also the largest city in British Columbia situated along the world-famous Alaska Highway. Fort St John has a large resource base of oil, natural gas, forestry and agriculture and a youthful population who are, on average, 8.8 years younger than the average population in the rest of the province.

The purpose of this Request for Proposal is to secure bids to license, install and configure for the City of Fort St John a Fleet Management System to manage and maintain vehicle and equipment fleet assets as efficiently and cost effectively as possible. Through improved service management and workflow automation, the organization will improve customer service; streamline repair and maintenance services, and increase staff efficiency and productivity. Complete, real-time, easily accessible data will enhance staff and management ability to analyze and maximize availability, usage and cost effectiveness of resources.

Background

The working environment is fairly typical of a small to medium-sized operation. It consists of one main garage with 4 bays. Some bays are dedicated to specialized work, such as welding; others have lifts for underbody work. Located at the main garage are the Shop Foreman and two light and heavy duty mechanics. There is an office environment and a parts inventory room located above the office as well as inventory storage throughout the Public Works building. Mechanics use a single shared workstation in the shop and have access to other workstations in the Public Works building. The City of Fort St John does not have its own fueling station. Operational details to note:

- Fleet Services charges time and materials for (all internal) Clients
- Fleet Services is creating a new replacement model for all equipment that uses many data parameters such as aging, maintenance costing, fuel consumption and mileage on each vehicle type and vehicle application
- Fleet Services currently manually manages the fleet and its associated maintenance, inventory and reporting using spreadsheets
- Fleet Services have some equipment that have native, proprietary vehicle diagnostics and reporting accessed via multiple manufacturers websites
- Fleet details: (approximate)
 - 60 fleet service vehicles including cars, SUV's and pickup trucks up to 1.5 ton
 - 15 heavy duty dual axle trucks
 - 45 heavy duty pieces of equipment (loaders, graders, excavators etc.)
 - 15 light and heavy duty trailers
 - 15 fire department vehicles including light and heavy duty trucks
 - Some smaller pieces of equipment to be managed, like generators for example

System Function Required Features

Integration

Native integration with Microsoft Dynamics Great Plains to automate the internal billing process for both time and materials or the ability to use an in-place industry standard integration tool.
Integration with Microsoft Active Directory to allow for single sign on or pass through authentication and user creation/administration.

Replacement Planning

Entry of data and threshold parameters for vehicle / equipment age, maintenance costs, fuel consumption and mileage on each vehicle type and vehicle application; this should include automatically generated notifications when thresholds are met. System will be able to produce a life-to-date (LTD) vehicle cost which includes original purchase and all parts and labor assigned to the vehicle.

Vehicle assignment

The system has the ability to assign vehicles to specific staff as well as management and booking of a pool of unassigned vehicles.

Reporting

Built in reporting tool includes pre-built and custom reports that can be scheduled as well as ad-hoc reporting; reports can be generated on all aspects of data held within the System.

Examples of key reports include:

- For a specific vehicle / equipment, all parts ever used/installed
- What vehicles / equipment need to be replaced in 2023?
- Complete cost of a specific vehicle / equipment including purchase cost, labor and parts
- How many labor hours has a specific mechanic spent this year on vehicles belonging to a specific business group, for example - Engineering vehicles or Pool vehicles?
- How many hours/kilometers has a particular employee driven any vehicle? Or a specific vehicle?

Inventory Management

Complete parts inventory management including: entering stock with standard and custom fields (type, quantity, cost, storage location, purchase date, etc.), assigning used stock to a vehicle, custom parameters and alerts for minimum stock levels, etc.

Fleet Management Interface

The fleet management portal is preferably accessed via web browser. Status of vehicle / equipment can be seen at a glance – Pool, Assigned, Out of Service, etc.; easy to use navigation and an interface that works on a computer, tablet or smart phone. There should be search functions for most if not all fields including: vehicles, type of maintenance performed, departmental/assignee financial codes and parts.

Maintenance and Work Order Scheduling

Each vehicle or piece of equipment has its own regular maintenance schedule with automated

alerting. Mechanics and mechanic supervisors or administrators can book maintenance appointments with vehicle assignees via the systems built in email-like messaging service or integration with Microsoft Exchange. Also vehicle assignees can book repair or maintenance in the same manner. Appointment reminders for the mechanics and vehicle assignees are delivered via text or email. Supervisors can view all requested work, optionally approve the work, and then assign the work orders to specific mechanics registered within the system.

Mechanic Interface

Mechanics log onto the fleet management interface to see their schedule and process their assigned work orders. When processing work orders, they can pull up vehicle monitoring information including diagnostics and service history; they also use custom maintenance forms and checklists developed by our City IT department on the system. Before closing work orders, mechanics enter the amount of time they've worked on that vehicle and record all parts and materials used for that maintenance or repair visit.

Vehicle Inspections

Using a web browser on a tablet or smart phone, employees complete pre and post trip vehicle inspections using custom vehicle inspection forms developed by our City IT department on the system. Depending on how questions are answered on the form, automated work flows may be triggered – for example an alert via email to the vehicle assignee and the mechanic that as a result of a certain answer given on a form is that a maintenance appointment must be made within a week.

System Function – Optional Features

****To be priced separately in submitted proposals, these features would be beneficial but are not mandatory**

Fleet Monitoring

System has the ability to monitor where vehicles are at any given time; state whether or not the proponent can provide necessary hardware. Feedbacks sensors can be placed on pieces of equipment are necessary, for example is the blade up or down on a certain piece of equipment. Geo-fencing with automated alerts can be configured within the system. System has accurate base mapping and provides layering to see different groups of vehicles. Alternatively, the client can use their own ArcGIS infrastructure for base mapping provided the proponent work with the City to configure and assist with testing.

Driver Monitoring

System has the ability to monitor who is driving a vehicle at any given time; state whether or not the proponent can provide necessary hardware.

Historical Data

System has the ability to import historical vehicle data from spreadsheets, including manufacturer provided proprietary vehicle diagnostics in spreadsheets.

System Function – Other features

List features included in your proposed system that have not been requested but are valuable for fleet management.

System Technical Details

- Describe the proposed system's ability to accept attachments like documents or photos
- Describe the proposed system architecture and include installation deployment options
- Describe the proposed system's role and user based security access features
- Data collected in the system must remain the permanent and sole property of the City of Fort St John, if you are proposing a hosting solution please describe your policies and procedures for data integrity and ownership
- Describe the fundamental design of the software application to include the database structure, connectivity and the method of data entry/user interface.
- Describe your implementation services, with particular emphasis on planning, conversion and process change management. Provide a sample incremental plan including an onsite pre-installation agenda.
- Describe available levels of technical support services, please describe each level and list the services included and cost. At a minimum support should include:
 - Phone support during business hours
 - Email address to receive support requests after hours
 - Web portal for documentation, manuals, and basic assistance
 - Access to regular system updates

Company Information

The Proposal shall provide a general overview of the company, its structure, size and capability to provide the services as required. This section should specifically highlight recent and relevant project experience that demonstrates the company's suitability to undertake the scope of work. This section should be no more than three (3) pages in length. A minimum of three (3) references relating to relevant project experience should be provided including electronic links to similar deliverables, plus contact name and details for the projects.

References

The proponent must provide at least three references (contact names and current phone numbers) from recent work (previous five years) similar to this project. Please state clearly if any references were municipal or governmental clients.

Technical Support Options

The proponent must include details of all available support contracts

Cost

Provide 3 *tables*, one each for: Required Features, Optional Features, and Other Features. Each table must have these items listed separately:

- One time license fee
- One time hardware fee (where applicable)
- One time implementation / consulting fee
- Yearly licensing fee
- Yearly Support fees

SECTION 3: EVALUATION OF PROPOSALS SUBMITTED

No Obligation:

The City will not necessarily accept the lowest price or any Proposal. Any implication that the lowest price or any Proposal will be accepted is hereby expressly negated.

Privacy Impact Assessment:

Proposals that involve a 'hosted' or 'cloud' solution may be subject to additional inquiries to ensure compliance with privacy and personal information regulations prior to award of a contract.

Selection:

The selected proposal submission will be chosen based upon evaluation criteria and a preliminary proponent suitability workshop at the City's sole discretion which will determine the manner that each response to this Request for Proposal meets the evaluation criteria. The City, at its sole discretion, may clarify any aspect of the RFP of any proposal with any Proponent at any time. Without limiting the generality of the foregoing, the City may negotiate with one or more Proponents, at a time.

Evaluation Criteria Grid:

Rating Description and Points

Criteria	Points
System Function - Required Features	10
System Function - Optional Features	10
System Function - Other Features	10
System Technical Details	10
Company Information	10
References	10
Technical Support Options	10
Cost – Required Features	10
Cost – Optional Features	10
Cost – Other Features	10
Total Points Available	100

Evaluation of Proposals:

The proposals will be evaluated by the City based on the following criteria outlined in Evaluation Criteria above.

System Function – Required Features
✓ The submission shall indicate each proponent understands of the noted requirements and can describe how their proposed system fulfills those requirements. When a stated requirement cannot be met by the proposed system, this should be clearly stated.
System Function – Optional Features
✓ The submission shall indicate each proponent understands of the noted optional requirements and can describe how their proposed system fulfills those requirements. When a stated requirement cannot be met by the proposed system, this should be clearly stated.
System Function – Other Features
✓ The submission shall include detailed information regarding additional features not requested by the City but ones that are provided by the proponent and would add value to the Fleet Management system that is being implemented.
System Technical Details
✓ The submission shall include responses to each technical inquiry listed in System technical details.
Company Information
✓ The submission shall include an introduction to your company including years of service, number of employees, technical support staff availability, office locations and experience in working with municipal clients.
References
✓ The submission shall include three (3) references for implementation of a similar system including company name, contact name and current contact information. Note clearly which references are municipal clients.
Technical Support Options
✓ The submission shall include details of standard and optional 'extra' (if applicable) technical support options including pricing.
Cost – Required Features
✓ The submission shall include a fixed fee amount for design, implementation and initial purchase of the system described in this RFP – all upfront costs; as well as estimates for yearly license and support fees.
Cost – Optional Features
✓ The submission shall include a fixed fee amount for design, implementation and initial purchase of optional features described in this RFP – all upfront costs; as well as estimates for yearly license and support fees.
Cost – Other Features

- ✓ The submission shall include a fixed fee amount for design, implementation and initial purchase of other features described in this RFP – all upfront costs; as well as estimates for yearly license and support fees.

Agreement:

After completion of the evaluation stage, if a proposal is selected to move forward, the successful Bidder(s) will be required to enter into Contract and a Purchase Order issued by the City..

SECTION 4: PROPOSAL SUBMISSION REQUIREMENTS

Submission Envelope and Location of Submission:

Proposals may be delivered via mail, courier or other personal delivery. Proposals delivered via mail, courier or other personal delivery must be inserted into a sealed envelope or packing with the Bidder's Company name and address and RFP – Fleet Management System clearly stated and addressed to:

City of Fort St. John, City Hall
10631 – 100 Street
Fort St. John, BC V1J 3Z5
Attention: Patricia Sagert, IT Manager

Proposals to be Delivered Prior to Closing Date and Time:

Proposals must be delivered only to the above stated addresses no later than the closing date and time stated in this RFP. Proposals submitted later than this stated date and time may not be accepted. Proposals delivered to any other address, City facility or email may be cause for the non-receipt of the Proposals.

Contents of Proposals:

- ✓ Bidders to submit one (1) Original Proposal complete in all respects including any color pages and details (electronic or hard copy).
- ✓ If electronic then Bidders must submit their Proposal, complete in all respects including color content
- ✓ Bidders to structure their Proposal to respond to all requirements of this RFP including a structured and complete response to the Evaluation Criteria of this RFP.
- ✓ Bidders to state complete pricing details for all requirements of this RFP on a separate page or pages and this page must include the Bidder's Company Name and address and must be signed by an authorized officer of the Bidder's Company who has the authority to bind the Company.

Name of Bidder's Company	
Signature of Authorized Officer	