City of Nashua

Central Purchasing
229 Main Street
Nashua NH 03060
603-589-3330 Fax: 603-589-3344

October 31, 2014

Request for Proposal **Automatic Vehicle Locator (AVL) System**
RFP0057-112114

The City of Nashua, NH, (referred to as the "City") is soliciting proposals from experienced, qualified firms to supply, install, and service a GPS/AVL System for the City of Nashua Public Works Division fleet, which consists of approximately 150 rolling stock.

The successful vendor will provide services for a Fleet Global Positioning Satellite / Automatic Vehicle Locator (GPS/AVL) System including, but not limited to, all necessary supervision, labor, parts, tools, equipment, and supplies.

INSTRUCTIONS TO VENDORS:

Submit one (1) original and two (2) photocopies of same, of the proposal in a sealed envelope(s) or package(s) clearly marked "**Auto Vehicle Locator (AVL) System"**. Complete specifications and related documentation is also available on our web site, www.nashuanh.gov, under Citizen Favorites, Current Bid Opportunities, document **RFP0057-112114**. Only the names of those agencies that submitted a proposal will be posted on the web site, under Bid Results, within three (3) hours of opening.

Proposals must be submitted, as outlined in the preceding paragraph, **no later than 3:00PM on Friday, November 21, 2014**, c/o Central Purchasing Office, Lower Level, City Hall, 229 Main Street, Nashua, NH 03060. Proposals must be submitted in the format provided and address the items specified in the proposal specifications. The City of Nashua may reject any or all of the proposals on any basis and without disclosure of a reason.

Postmarks or other timestamps will not be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

The City of Nashua assumes no liability for the payment of costs and expenses incurred by any bidder in responding to this request for proposals. All proposals become the sole property of the City of Nashua.

All proposals are binding for sixty (60) days following the deadline for bids, or until the effective date of any resulting contract, whichever is later.

This request for proposals is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which proposals are solicited.

The project timeline is as follows:

	Date	Time/Location
Deadline for Vendor Questions	Tuesday, November 11, 2014	12:00 NOON
Answers/Clarifications Posted	Friday, November 14, 2014	12:00 NOON
Proposal Submittal Date	Friday November 21, 2014	3:00PM Central Purchasing Dept.
Negotiations and Contract award	TBD	TBD

Vendors are encouraged to submit questions via email; however, the City assumes no liability for assuring accurate and complete email transmission/receipt and is not responsible to acknowledge receipt. **Inquiries** must be **submitted in writing**, citing the RFP title, RFP number, Page, Section, and received **no later than Tuesday, November 11, 2014 at 12:00 NOON to either of the following individuals**:

Mr. Bruce Codagnone, IT Division Director
City of Nashua
Information Technology Division
229 Main Street
Nashua NH 03060
Email: codagnoneb@nashuanh.gov

Mr. Jeff Lafleur, Superintendent of Solid Waste
City of Nashua
Solid Waste Department
840 West Hollis Street
Nashua NH 03062
Email: lafleurj@nashuanh.gov

The City will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this RFP. Answers to vendor submitted questions and other addenda will be posted under document **RFP0057-112114** on the City of Nashua website; www.nashuanh.gov under Citizen Favorites, Current Bid Opportunities no later than **Friday, November 14, 2014, at 12:00 NOON.**

Pursuant to NRO 5-71 (A), the City of Nashua supports the concept of purchasing products which are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description

Pursuant to NRO 5-78 (F), the Purchasing Manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this proposal request is void as to anyone who is in default on said payments as well as those who are or have been federally debarred.

As noted above, please contact Bruce Codagnone, IT Division Director, via email at codagnoneb@nashuanh.gov ***or*** Jeff Lafleur, Superintendent of Solid Waste, via email at lafleurj@nashuanh.gov with questions relating to this Request for Proposals.

Respectfully,

Mary Sanchez, CPPB

Mary Sanchez, CPPB
Purchasing Agent II
City of Nashua
sanchezm@nashuanh.gov

SCOPE OF SERVICES

The City of Nashua, is seeking proposals from qualified contractors who have the expertise necessary to supply, install and service a fleet GPS/AVL system for the Public Works Division.

The vendor shall provide and install, for purchase by the City, hardware and software to equip approximately 150 rolling stock with a fleet GPS/ALV system. The City intends to establish a three-year service agreement with the vendor who offers the most cost effective option. Proposals shall include detailed information describing the manufacturer's model of equipment and software to be provided, as well as details on hosting parameters.

SPECIFICATIONS

System functionality, reporting capabilities, monitoring fees and services will be major factors in determining award. Minimum system specifications are as follows:

- Capability to track multiple vehicles (real-time and logged tracking)
- Simultaneous real-time mapping of multiple vehicles
- Capability to add additional vehicles
- Capability to establish geo fences
- Capability to add and remove landmarks
- Ability to track each vehicle after scheduled hours
- Ability to track each vehicle's speed and number of starts and stops
- Ability to detect if any vehicle's engine is running
- Web access for tracking, reporting and viewing maps with vehicle locations
- Ability to view account information online
- Printable built-in reports and individual vehicle reports.
- Ability to schedule electronic reporting and electronic delivery.
- Easy hardware installation that does not require extensive modification of vehicles
- Durable, low maintenance equipment

In addition to the system requirements described above, the system must provide the following features:

- Data ownership – data must be owned by the City.
- Seasonal Deactivation – must allow for deactivation of seasonal units to reduce operating cost.
- Update frequency – must be able to provide varied update frequencies – as frequently as 3-60 seconds.
- OBD-II Vehicle diagnostic reporting
- Interface with existing RTA Fleet Management system
- Interface with GIS mapping

TERM OF CONTRACT

Negotiation, if undertaken by the City, is intended to result in a contract, which is deemed by the City, in its sole discretion, to be in the City's best interests. Any such negotiations will use the relevant proposals as a basis to reach a final agreement. Any and all such negotiations shall be binding upon the vendor selected.

Terms and conditions of any final contract shall be negotiated after proposals have been received, and prior to award. The City intends to award a contract to the vendor that possesses the required qualifications, demonstrated experience, and best value overall for services to be provided.

The term of this contract shall be for a period of three (3) years beginning as of the date of its execution. The contract may be extended for an additional two (2) year period upon mutual agreement of the parties. The vendor must notify the City in writing no later than sixty (60) days before the expiration of the prior term to extend the contract. It is expressly understood by the parties that any such extension of this contract is entirely revocable at the City's discretion and is contingent upon the agreement and acceptance by the Board of Alderman. In the event a renewal contract cannot be executed on the anniversary date of the original term, the contract may continue month to month until the contract is renewed.

INSURANCE REQUIREMENTS

Prior to the City entering into a contract, the successful vendor shall provide the City with certificates of insurance for coverage as listed below and endorsements affecting coverage required by the contract within ten (10) calendar days after the City issues the notice of award.

The City requires thirty (30) days written notice of cancellation or material change in coverage. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer and who is licensed by the State of New Hampshire.

The successful bidder must maintain the following lines of coverage and policy limits for the duration of the contract. Any subcontractors used by the CONTRACTOR are subject to the same coverage and limits and is a subcontractor of the CONTRACTOR and not the OWNER. It is the responsibility of the CONTRACTOR to update Certificates of Insurance during the term of the contract with the City of Nashua Risk Management Department. **The City of Nashua must be named as an Additional Insured.**

Provide coverage for not less than the following amounts or greater:

General Liability: $1,000,000 per Occurrence $2,000,000 Aggregate

Motor Vehicle Liability: $1,000,000 Combined Single Limit

***Coverage must include all owned, non-owned and hired vehicles.**

Workers' Compensation Coverage according to Statute of the State of New Hampshire:

$100,000 / $500,000 / $100,000

All bidders and subcontractors at every tier under the bidder will fully comply with NH RSA Chapter 281-A,"Workers' Compensation". It is the responsibility of the CONTRACTOR to submit to the OWNER certificates of insurance for all subcontractors prior to the start of the project. It is the responsibility of the CONTRACTOR to provide the OWNER with updated certificates of insurance for the CONTRACTOR and all subcontractors 10 days prior to the expiration of coverage. The OWNER may, at any time, order the CONTRACTOR to stop work, suspend the contract or terminate the contract for non-compliance. All subcontractors except are subject to the same insurance requirements as the CONTRACTOR.

To be eligible for an award, a vendor must be deemed "responsible". A responsible bidder 1) has the ability, capacity and skill to provide the goods or services required; 2) can provide the goods or services within the time frame specified; 3) has a satisfactory record of integrity, reputation, judgment and experience; 4) has sufficient financial resources to provide the goods or services; 5) has an ability to provide future maintenance and support as required; and 6) has developed a positive track record with the City of Nashua to the extent the vendor has previously provided goods or services.

Before making an award, an authorized City representative reserves the right to require a vendor to submit such evidence of their qualifications, as it may deem necessary. The following documentation may be required: financial stability, technical expertise, experience, and other qualifications or abilities of a bidder, including past performance with the City of Nashua, to assist in making the award in the best interest of the City of Nashua.

SUBMISSION REQUIREMENTS

Submit one (1) original and two (2) photocopies of same, of the proposal in a sealed envelope(s) or package(s) clearly marked "**Auto Vehicle Locator (AVL) System"**. Proposals must be submitted **no later than 3:00PM on Friday, November 21, 2014**, c/o Central Purchasing Office, Lower Level, City Hall, 229 Main Street, Nashua, NH 03060.

Proposals must address the items specified in the proposal specifications.

Proposals shall include detailed information describing the manufacturer's model of equipment and software to be provided, as well as details on hosting parameters.

The vendor, in submitting a proposal shall agree and ***so state in its proposal*** that no person acting for, or employed by, the City of Nashua has a direct or indirect financial interest in the proposal or in any portion of the profits, which may be derived there from.

The vendor shall be required to comply with all applicable provisions of federal, state and local law both in its response hereto and in provision of any services by the selected vendor. Each proposal shall include a statement indicating that the vendor has read and understood all conditions as outlined in the Request for Proposal. Each proposal shall be signed by a person legally authorized to bind the vendor to a contract.

The proposed fee shall be *all inclusive*.

Include the name of the individual who will be the primary contact in regard to this Request for Proposal.

Contact Bruce Codagnone, IT Division Director, via email at codagnoneb@nashuanh.gov ***or*** Jeff Lafleur, Superintendent of Solid Waste, via email at lafleurj@nashuanh.gov with questions relating to this Request for Proposals.