

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
Automated Vehicle Locating and Management System
RPGL- 2009-10**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to provide an automated vehicle locating and management (AVL) system and associated ongoing service for the Town. The basic scope of services includes but is not limited to provision of a real time GPS based vehicle locating system for selected Town owned vehicles along with the monthly service needed to maintain its functionality.

Proposals must be submitted to the Purchasing Agent no later than **September 30, 2008 at 11:00 AM.**

LATE PROPOSALS WILL NOT BE CONSIDERED. COPIES OF THE PROPOSAL ARE AVAILABLE ON THE TOWN'S WEBSITE AT www.glastonbury-ct.gov.

Mary F. Visone
Purchasing Agent

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SECTION I – GENERAL INFORMATION

- The Town of Glastonbury is interested in acquiring and implementing a real time GPS based vehicle locating system for use in selected Town vehicles not utilized in emergency response operations. Town vehicles are equipped with two way radios (45.48 mHz and 45.44 mHz) . The Town has ESRI Arc GIS 9, GIS Map based on Connecticut State planed coordinate system to 100 scale accuracy.
- The Town wishes to acquire the vehicle units and all hardware and software necessary to show the location of each of it's vehicles in 30 second or better "real time" intervals. The Town will consider hybrid systems that offer both real time and passive tracking options. Systems which entail vendor hosting of software and web interface access are preferred but not required. Systems which offer expandability to track other related aspects such as vehicle idle time are also encouraged.

SECTION II – VENDOR SERVICES

- The Vendor shall provide "turnkey" professional services and physical product installation such that the Town receives a fully functioning system. Vendor's services shall include all incidental services including one full day of on site staff training. Objectives include but are not limited to the following:
 - a. Implementation of an Automated Vehicle Locating Management system that provides real time vehicle location and status data on a map interface.
 - b. Provision of mobile GPS units that have the ability to provide vehicle information status such as ignition on/off, sander on/ off, vehicular speed, etc.
 - c. Wireless communication either through the two way radio system or through cellular technology.
 - d. Ability to keep an internal vehicle odometer that logs mileage, calculates odometer readings and sends information back to a computer database so that records can be used for maintenance and other records.
 - e. Real time graphical displays of vehicle location using a map interface.
 - f. Ability to supply a combined system of both real time and passive tracking to minimize annual costs.
 - g. Ability to "record" and playback vehicle route travel.
 - h. Ability to generate easy to understand reports that allow identification of abnormalities.
 - i. Ability to generate standardized and custom graphs and statistic tables.
- Duration of this contract shall be for two (2) years, with the possibility for extensions on an annual basis for an additional three (3) years based on satisfactory performance by

the selected Vendor. All pricing shall remain firm for this two year period. Pricing for years beyond the two (2) year base contract will be negotiated at a future date.

- All drawings, reports, data, and other documents prepared by the Vendor according to this Agreement shall be submitted to the Town for its review and approval. Resulting work products of the Vendor pursuant to this solicitation shall become property of the Town of Glastonbury.
- No such approval shall in any way be construed to relieve the Vendor of responsibility for technical adequacy or operate as a waiver of any of the Town's rights under this Agreement. The Vendor shall remain liable to the Town according to applicable laws and practices for all damages to the Town caused by the Vendor's negligent performance of any of the services furnished under this Agreement.
- The Vendor shall conduct regular meetings with the Town, and other appropriate parties, at a location established by the Town to review progress. The Vendor will provide written notes of each meeting to all attending parties before the next meeting.
- The Vendor's services under agreements reached shall be as described above.

SECTION III - SUBMISSION OF PROPOSAL

MINIMUM REQUIREMENTS

- Vendor shall have an assigned project manager to oversee this work and act as liaison to the Town.
- Vendor shall demonstrate sufficient staff resources that would be available to assist the Town with limited notice.
- Vendor shall have demonstrated experience with similar Automated Vehicle Locating systems within the past five (5) years
- Vendor will install units in selected vehicles at the Town Highway and Vehicle Maintenance garage located at 2380 New London Turnpike, Glastonbury, Ct. All installations shall be completed during normal Town business hours, Monday through Friday from 7:00 A.M. to 3:30 P.M.
- Proposals which include Town ownership of computer hardware and software must ensure compatibility with existing Town operating systems and server software. Any special network requirements must be identified by the vendor.

PROPOSAL INSTRUCTIONS

- By submitting a proposal, you represent that you have thoroughly examined and become familiar with the Scope of Services outlined in this RFP and you are capable of performing the work to achieve the Town's objectives.
- All firms are required to submit a **clearly marked** original and seven (7) copies of their proposal to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT by

the date and time listed in the proposal response page. All proposals will be opened publicly and recorded as received. Respondents may be present at the opening; however, there will be no public reading of Proposals. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked as follows:

SEALED REQUEST FOR PROPOSAL
PROFESSIONAL SERVICES PROCUREMENT NOTICE
AUTOMATED VEHICLE LOCATING AND MANAGEMENT SYSTEM
RPGL- 2009-10
September 30, 2008
TIME – 11:00 A.M.

- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.
 1. Table of Contents, to include clear identification of the material provided by section and number.
 2. A summary overview and specifications of the proposed system and equipment.
 3. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
 4. Name and telephone number of person(s) to be contacted for further information or clarification.
 5. A background statement including a description of relevant experience of the firm/individual submitting the proposal.
 6. A list of staff members who would be involved with the project, including their assigned roles and a description of their background and experience.
 7. List of similar assignments completed over the past five (5) years with the contact name, address and telephone number of the owners' representative in each project.
 8. Overall approach to addressing the needs of the Town relative to the implementation of an Automated Vehicle Locating and Management system, including discussion of staff availability and ability to respond to Town requests for assistance in a timely manner.
 9. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
 10. Warranties included in the proposal (minimum warranty of one year from date of installation & acceptance of communication units and any computer system hardware or manufacturers warranty whichever is greater). Extended Warranties should also be stated where available.

11. Training –Please detail training, (a minimum of one full day of on-site training is required).
 12. Sales brochures or other material that may help the Town to evaluate the proposal.
 13. Proposal Response Form (**ATTACHMENT A**).
 14. Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.
 15. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003. Respondent shall acknowledge that they have reviewed the document in the area provided on the attached Ethics Acknowledgement form included on **ATTACHMENT A**. The selected respondent will also be required to complete and sign a Consultant Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgment Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on General Information, then Bids and Quotes which will bring you to the links for the Code of Ethics and the Consultant Acknowledgement Form. If the respondent does not have access to the internet, a copy of these documents can be obtained through the Purchasing Department at the address listed within this proposal.
 16. Statement of Non-Collusion (**ATTACHMENT B**).
- Any technical questions regarding this RFP shall be made in writing and directed to Daniel A. Pennington, Town Engineer/ Manager of Physical Services, 2155 Main Street Glastonbury, CT 06033 or via E mail at Daniel.pennington@glastonbury-ct.gov . For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, at (860) 652-7588. Responses to the questions shall be in writing to all known firms making proposals.
 - Failure to include any of the above-referenced items in the submitted PROPOSAL may be grounds for disqualifying said proposal.

EVALUATION CRITERIA

- The Town of Glastonbury shall select the responsible and responsive Proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town on the basis of the criteria and evaluation factors included in this Request for Proposal. Cost shall only be one factor in the award decision. The Town expressly reserves the right to negotiate with the selected proposer prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of some or all of the following factors as deemed appropriate by the Town.
 - The qualifications and experience of the vendor and its designated account representative. Successful performance of similar work on other accounts
 - Overall value to the Town: The total competitiveness and reasonableness of the total cost, including consideration of the anticipated operational costs that are incurred in the scope of the system features.
 - The quality, availability, adaptability and expandability of the product for the desired family of uses. Demonstrated ability to respond to Town requests for assistance in a timely manner and the demonstrated ability to provide future maintenance and service for the use of the products subject to this RFP.
 - Specifications and Ease of Use: The degree to which the product meets the specified needs of the Town , including consideration , when appropriate of the compatibility with and ease of integration with existing products ,services and systems currently in use. The ability to easily extract specific desired information and generate customized data reports. Overall ease of use of the proposed system will be of prime consideration.
 - The number, scope, and significance of conditions or exceptions attached or contained in the proposal and the terms of warranties, guarantees, return policies and insurance provisions.

SELECTION PROCESS

- This request for proposals does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for proposals, if it is in the best interests of the Town to do so.
- An Evaluation Committee, appointed by the Town Manager, will evaluate all proposals received for completeness and the respondent's ability to meet all requirements as outlined in this RFP.
- Following review and evaluation of proposals, the Town reserves the right to request certain additional information. Based on review and rating of proposals, a short list of respondents will be invited to interview with the Town Selection Committee.

- Additional technical and/or cost information may be requested from any respondent by the evaluation committee prior, during or after the interview for clarification purposes, but in no way changes the original proposal submitted. Interviews are at the option of the evaluation committee and may or may not be conducted.
- Based on the results of the interview process, the Town will review the Scope of Services, proposed fee schedule, and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.
- The selected respondent will be issued a purchase order to perform the work.

TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFP	September 15, 2008
RFP Due Date	September 30, 2008 by 11:00 A.M.
Shortlist of Submittals Received	October 6, 2008
Interviews with Top Respondents	October 15, 2008
Fee Proposal and Scope of Services	October 29, 2008
Contract Effective Date	To Be Determined

INSURANCE REQUIREMENTS

- The respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the response and removal activities the following insurance coverage covering the respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the Town of Glastonbury, its employees and agents as an Additional Insured on a primary and non-contributory basis to the respondents Commercial General Liability and Automobile Liability policies. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town of Glastonbury.
 1. Worker's Compensation Insurance:
 - Statutory Coverage
 - Employer's Liability
 - \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee
 2. Commercial General Liability:
 - Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
 - Limits of Liability for Bodily Injury and Property Damage

Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each location)

- A Waiver of Subrogation shall be provided

3. Automobile Insurance:

- Including all owned, hired, borrowed, and non-owned vehicles
- Limit of Liability for Bodily Injury and Property Damage
Per Accident \$1,000,000

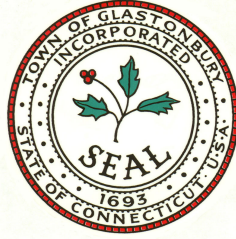
4. Professional Liability:

- Limit of Liability: \$1,000,000

5. Umbrella Liability:

- Limit of Liability: \$2,000,000 Per Occurrence & Annual Aggregate
 - Coverage is to apply in excess of all primary insurance policies, coverages, and limits specified above
- The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town of Glastonbury before any work is performed. The Certificate shall specify that the Town of Glastonbury shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. **The required Certificate shall be sent to the attention of Mary F. Visone, Purchasing Agent, Town of Glastonbury, 2155 Main Street, Glastonbury, Connecticut 06033.**
 - The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

ATTACHMENT A
PROPOSAL RESPONSE PAGE



TOWN OF GLASTONBURY
PROPOSAL
DATE ADVERTISED

RPGL #
DATE / TIME DUE

2009-10
September 30, 2008 @
11:00 a.m.

NAME OF PROPOSAL

Automated Vehicle Locating and Management System
REQUEST FOR PROPOSAL

PRICING FORMAT

<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>
1	BASE COMMUNICATIONS SERVER (If applicable)	1 EACH	\$ _____
	Written amount		_____ Dollars
2	AVL MAPPING AND DISPLAY SYSTEM (If applicable)	1 EACH	\$ _____
	Written amount		_____ Dollars
3A	MOBILE GPS UNITS (INCLUDES INSTALLATION)	1-25 UNITS	\$ _____ /EA.
	Written amount		_____ Dollars
3B	MOBILE GPS UNITS (INCLUDES INSTALLATION)	26-50 UNITS	\$ _____ /EA.
	Written amount		_____ Dollars

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Automated Vehicle Locating and Management System**

RPGL-2009-10

4 ESTIMATED ANNUAL COST PER UNIT EACH \$ _____
FOR MAINTENANCE AND OPERATIONS
(INCLUDING CELLULAR SERVICE
COSTS). PLEASE ATTACH A DETAILED
BREAKDOWN AND EXPLANATION OF
OPTIONS AND ALL COSTS.

_____ Dollars
Written amount

5. Please detail Warranty Information (attach additional page(s) as required).

6. Please detail Training information (attach additional page(s) as required).

***ALL EQUIPMENT PRICES TO INCLUDE COST OF COMPLETE INSTALLATION**

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I /We are selected. Yes _____ No _____ *

*Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any proposal where the respondent has not agreed to the above statement.

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number / Fax Number
_____	_____
E-Mail Address	SS # or TIN#

(Seal – If proposal is by a Corporation)

Attest

ATTACHMENT B

TOWN OF GLASTONBURY
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NON-COLLUSION STATEMENT

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____