



**TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR PROPOSAL (RFP)**

**GLOBAL POSITIONING SATELLITE (GPS)
FOR USE IN TOWN PUBLIC WORKS VEHICLES**

RFP # 5915 DUE: NOVEMBER 17, 2011 at 3:00 PM

GENERAL INSTRUCTIONS

The Town of Trumbull (hereinafter referred to as "Town") is requesting proposals (RFP) for a **GLOBAL POSITIONING SATELLITE (GPS)** system for use on various Town Public Works Vehicles from qualified companies (hereinafter referred to as "Proposer", "Responder" "Bidder" "Contractor", "Firm", "Organization" or "Vendor").

SUBMISSION OF PROPOSALS

- a) Responses to this RFP shall be submitted at the date and time noted above. No oral, telephonic, emailed, or faxed responses shall be considered. No oral, telephonic, emailed, or faxed corrections, deletions, or additions to any response shall be accepted. The Town reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses received after the above scheduled date and time shall not be accepted or opened.
- b) Responses shall be submitted using the **PROPOSAL RESPONSE FORM** contain herein. Failure to do so may result in disqualification of a proposal.
- c) Proposals are to be submitted in **TRIPLICATE** (one (1) **ORIGINAL** and two (2) **EXACT COPIES**).
- d) Submit Three (3) copies of official literature, brochures, etc., which support the requested RFP data.
- e) Responses shall be submitted in a clear, concise and legible manner so as to permit proper evaluation of responsiveness and delivered in a sealed envelope addressed as follows:

RFP # 5915 – Due: November 17, 2011
Town of Trumbull
Purchasing Department
Attention: Robert J. Chimini, Purchasing Agent
5866 Main Street, Trumbull CT 06611
- f) Responses are to be typed or completed and signed in ink. Incomplete or unsigned responses shall be disqualified and not be considered.
- g) Be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.
- h) Any alternate proposal that does not meet the specifications contained herein shall be submitted and clearly entitled "**ALTERNATE PROPOSAL**".

RFP RESPONSE TIME AND PRICING

- a) A proposal may be withdrawn prior to the above scheduled date and time by written request to the Purchasing Agent and prior to the required due date and time.

- b) ALL RFP responses shall be received at the office of the Purchasing Agent, Trumbull Town Hall, prior to the advertised hour of opening (3:00PM). RESPONSES RECEIVED AFTER THAT HOUR WILL NOT BE ACCEPTED, OPENED OR CONSIDERED and returned to the responder.
- c) Shortly after the proposal due time all proposals will be publicly opened and read aloud. NO award shall be made at the time of the aforementioned public reading. Following the public reading, all proposals will be turned over to the designated Town personnel for review and award recommendation.
- d) A tabulation of proposals received shall be made available for public inspection. The details of proposals received may be inspected by making a formal request and appointment with the Town's Purchasing agent.
- e) All prices quoted are to be firm for a period of one hundred and twenty (120) days following bid opening. Bidders shall be required to deliver awarded items at the prices quoted in their original proposal. Special Consideration will be given to responses with extended firm price dates.

PROPOSAL COSTS

The respondent shall be responsible for all costs incurred in the development and submission of this proposal. The Town assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a proposal by a Respondent, the evaluation of an accepted proposal, or the selection of finalists. The Town shall not be contractually bound until the Town and the successful respondent have executed a written agreement for the performance of the work.

TOWN OPTIONS

- a) After a review of all factors, terms and conditions including price the Purchasing Authority of the Town has the right to reject any or all bids, or any part thereof, or to waive defects in same or accept any proposal if it is deemed to be in the best interest of the Town.
- b) The Town reserves the exclusive right to determine whether or not a proposal meets or exceeds the stated specifications.
- c) The Town reserves the right to make awards on an item-by-item basis or as a total award.

STATE, LOCAL AND FEDERAL LAWS

The respondent shall be solely responsible for strict compliance with all federal, state and local statutes, laws, codes, rules, regulations and ordinances, and for the procurement and maintenance of all necessary licenses and permits relating to contractor's performance of services.

ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting for work to be performed related to this request, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

INDEMNIFICATION

The responder shall indemnify and save harmless the Town and its officers, agents, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease, death or other damages sustained by any person or persons injury or damage to or destruction of any property, directly or indirectly arising out of, relating to, or in connection with the work called for in the agreement, whether or not due or claimed to be due in whole or in part to the active, passive or concurrent negligence, fault or contractual default of the vendor, its officers, agents, servants or employees, any of its subcontractors, the Town, any of its respective officers, agents, servants, or employees and/or any other person or persons, and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false, or fraudulent, and the vendor shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits and proceedings, provided, however, that the vendor shall not be required to indemnify the Town, its officers, agents, servants, or employees, against any such damages

occasioned solely by acts or omissions of the Town, its officers, agents, servants or employees, other than supervisory acts or omissions of the Town, its officers, agents, servants, or employees, in connection with the work called for in the agreement.

CONFLICT OF INTEREST

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

AVAILABILITY OF FUNDS

Any award associated with this RFP is contingent upon the availability of funds to the Town. In the event that funds are not available, any agreement resulting from this RFP shall become void.

F.O.B.

Prices are to be quoted F.O.B. Trumbull, Connecticut (inside delivery). Deliveries made under this RFP shall be shipped to the Town locations designated when the order is issued. RFP prices should take this factor into consideration.

TAX EXEMPT

The Town of Trumbull is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in the bid price. The Town of Trumbull's Tax Exempt number is: 05-010 31-000.

DELIVERY REQUIREMENTS AND METHOD OF AWARD

- a) Because the applications for which the specified materials and/or equipment are intended to be used, the Town considers the referenced delivery dates to be of utmost importance. If, in the judgment of the Town it is in the best interest of the Town. Favorable consideration may be given to the to the proposal that offers the most favorable delivery date.
- b) The successful vendor (s) will be notified of the Town's award(s) as soon as possible. The major portion of the Town's purchase orders shall be issued under this RFP request and forwarded to the respective vendor(s) with exact quantities, delivery instructions, date of delivery, etc. as soon as practical after the RFP opening date and review.

SPECIFICATIONS:

If quoted materials and/or equipment do not meet the attached specifications on ALL points, the bidder must outline ALL exceptions in a letter attached to its bid response otherwise, it will be presumed that the bidder is bidding in accordance with to all specifications as required herein. A space has been provided for the bidder to write the manufacturer and model number of each item quoted. This column **MUST** be completed in order for a proposal to be evaluated.

REFERENCES AND BIDDERS QUALIFICATIONS

All responders to this request shall submit with their proposal at least five (5) references (use attached form) for similar equipment supplied to similar entities. References shall be for implementation of like scope and size to this procurement. Preferable references would be State & Local environments with network connected equipment. It is the intention of the Town to contact all references listed. Also submit the attached Bidders Qualification Form.

INQUIRIES

- a) All inquiries regarding this request must be submitted in writing to the following (faxed or emailed questions are acceptable) and shall be answered up to the close of business on **November 14, 2011**, after which time no additional questions will be accepted.
- b) To ensure consistent interpretation of items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders.
- c) General inquiries may be directed to:
Robert J. Chimini, Purchasing Agent
203-452-5042
rchimini@trumbull-ct.gov

Inquiries of a technical nature may be directed to:

Brian M. Casey
203-261-3665
bcasey@trumbull-ct.gov

The Town reserves the right to communicate with any or all bidders to clarify the provisions of Proposals.

ADDENDUMS

It is the sole responsibility of the vendor to verify any addendums that may have been issued relating to this request prior to final submission of a proposal. Any notice of addendum shall be published on the Town of Trumbull website www.trumbull-ct.gov – Purchasing Department “Bid Notices” or by calling the Town Purchasing Agent (203-452-5042). Failure to submit a proposal that does not address changes or addendums may result in disqualification of a proposal.

AMBIGUITY IN THIS REQUEST FOR PROPOSAL

Prior to submitting a response to this request, it is the responsibility of the Proposer to bring to the attention of the Town any ambiguity in this document. Not to do so shall result in the Proposer forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent Proposer.

OWNERSHIP INFORMATION

The Town shall have unlimited right to use, disclose, or duplicate, for any purpose whatsoever, all information developed, derived, documented, or furnished by the Proposer under any agreement resulting from this RFP. In the event of an award, all data collected and other documentation produced as part of the agreement shall become the exclusive property of the Town and may not be copied or removed by any employee of the Proposer without written permission of the Town.

SELECTION PROCESS

- a) In the course of the evaluation of proposals the Town may request a selected vendor or vendors to make presentations or demonstrations of proposed products or equipment. These presentations and demonstrations shall be performed at no cost to the Town. Each presenting firm additionally may be asked to make a formal presentation at an interview followed by a question and answer period.
- b) Final approval and selection shall be made by the Town with the ultimate selection based on what is in the best interest of the Town.

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RFP # 5915 DUE: NOVEMBER 17, 2011 at 3:00 PM

GPS FEATURE AND FUNCTION REQUIREMENTS FOR TRUMBULL PUBLIC WORKS

The Town of Trumbull is requesting proposals from qualified vendors to provide the Department of Public Works (DPW) with a Global Positioning Satellite (GPS) Automated Vehicle Location (AVL) System for use in our DPW vehicles. The Town wishes to acquire all necessary hardware, firmware and software necessary for a web-based Vehicle Tracking system that will allow DPW staff to receive, monitor, review and store GPS data in “real time” intervals.

The initial requirement is equip fifty (50) vehicles for GPS tracking. Optionally, the Town may purchase GPS equipment for up to one hundred (100) vehicles.

The GPS/AVL system for Trumbull Public Works must provide the following features and functions:

Feature/Function
1) Track and monitor the town’s public works fleet which includes: <ul style="list-style-type: none"> a. Snow plows (seasonal use only) b. Supervisor trucks c. Crew cabs d. Mason dump trucks e. Loaders f. Street sweepers g. Leaf pickup trucks (seasonal use only)
2) The system must be completely web-based enabling users to access it from anywhere using an Internet web browser. The system’s design does not require the Town to implement servers or other hardware other than the vehicle-resident GPS device and devices which support an Internet web browser (e.g. PCs, SmartPhones, etc.).
3) The GPS system must be accessible from any web browser including the following: <ul style="list-style-type: none"> a. Microsoft Internet Explorer b. Mozilla Firefox c. Google Chrome d. Apple Safari (for Macs, MacBooks, iPhones, iPads)
4) The system must provide for secure access for administrators, managers, and other users
5) The system must graphically provide the real-time position of vehicles
6) Vehicles are represented by icons on a map
7) When setting up a vehicle, the administrator may select, from a library of icons, an icon that reflects the type of vehicle (i.e. snow plow, spreader, street sweeper, leaf pickup, etc.
8) Route development (for creating efficient snow plowing, leaf pick, street sweeping, etc. routes)
9) Unlimited Geo-Fences <ul style="list-style-type: none"> a. Designated by an administrator b. Draw geo-fence (e.g. circles, polygons) c. Report time entering/exiting a geo-fence d. Alerts upon entering/exiting a geo-fence
10) Unlimited Landmarks

<ul style="list-style-type: none"> a) Import landmarks <ul style="list-style-type: none"> i) From MS Excel spreadsheet ii) From CSV file b) Create geo-fence around landmarks c) Create landmark groups (e.g. town buildings, schools, restaurants, parks, etc.) d) Report time entering/exiting landmark e) Report idling time at landmark
<p>11) Replay vehicle location and status history for a given time period</p> <ul style="list-style-type: none"> a) The replay should indicate the status of the vehicle (e.g. plow blade position – up/down, spreader dispensing or not)
<p>12) Alerts –</p> <ul style="list-style-type: none"> a) Via cell phone text message and email b) Speeding (when a vehicle has exceed the speed limit) c) Excessive Idling (when a vehicle has idled more than X minutes) d) Geo-Fence (when vehicle Enters/Exits a Geo-Fence)
<p>13) User-customizable dashboard interface to present the GPS/AVL map of vehicle locations as</p>
<p>14) Data collection and storage for 12 months</p> <ul style="list-style-type: none"> a) Generate reports for periods within the last 12 months b) Replay vehicle location and status for periods within the last 12 months
<p>15) Reports</p> <ul style="list-style-type: none"> a) Stops (where and how long) b) Idling (where and how long) c) Geo-Fence (when did the vehicle Enter/Exit a Geo-Fence) d) Events Report (Start, Idle, Stop, history for time period) e) Activity (Vehicle activity per day: where they went, how long they stayed, how many miles were driven, etc.) f) Automated generation and distribution via email at scheduled intervals g) export data to CSV (comma separated values) h) export reports to Microsoft Excel
<p>16) Integration with specific vehicle systems to record and report the status of:</p> <ul style="list-style-type: none"> a. Snow Plow blade position b. Spreaders (dispensing or not)
<p>17) Fleet Maintenance Management</p> <ul style="list-style-type: none"> a) Define Maintenance Tasks b) Define Maintenance Schedule per vehicle c) Alerts for maintenance due and overdue d) Maintenance Reports
<p>18) The solution must include a website which is accessible to the customer (citizens/general public) to display, in real-time, the current vehicle locations and the plowed/sanded areas for a current storm.</p>
<p>19) Easy Installation taking less than 1 hour per vehicle to permanently install the GPS device.</p>
<p>20) The GPS tracking devices must be designed to enable Trumbull Public Works to install the GPS device in an inconspicuous location within the vehicle to prevent tampering.</p>
<p>21) In addition to the permanently installed GPS devices, there are times when there is a need to quickly install a device in a vehicle that belongs to an outside party (e.g. electric utility, contractor, etc.). In this case, the proposed solution should provide hardware that can be used to readily equip a vehicle by temporarily plugging the device into a 12v outlet (e.g. cigarette lighter). For the purpose of the proposal, a per unit cost for these spare, temporary devices should be provided.</p>
<p>22) The system vendor must provide Trumbull Public Works with the ability to stop the monthly GPS service and associated cost to the Town when a vehicle will not be in use during the off season (e.g. snow plows in the non-snow seasons). Similarly, Trumbull Public Works must have the ability to (re)start the service as required.</p>

23) The web-based GPS system is mission critical. The solution providers must be implemented in such a way that the system provides 99% up-time.
24) The system must update the location of vehicles at 30 second intervals.
25) Cellular Service Verizon – The Town’s experience is that Verizon provides good cellular coverage across Trumbull, Connecticut and is therefore our preferred choice of cellular service. The proposed device should support Verizon cell service. - or - If the proposed devices only support non-Verizon cell service (e.g. AT&T, T-Mobile, Sprint), the vendor must demonstrate that their proposed cell service provides cellular coverage which is the same or better than Verizon throughout the Town of Trumbull.
26) The in-vehicle GPS device must be designed to be installed and operate within public works vehicles that are used during both extreme low temperature winters (can go below 0° F) and the extreme hot summers (can go above 95° F). The
27) The in-vehicle GPS device must be designed to be rugged enough to be installed within public works vehicles and subject to the conditions typical of the environment in which such vehicles operate. These vehicles may experience rough operating conditions such as plowing or hauling. These vehicles may be operating in dirty/dusty locations.
28) Two-way messaging between dispatch and vehicle is not an immediate requirement but, we the purchased hardware must be able to support this functionality in the future if the Town chooses to implement it.

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PROPOSAL RESPONSE FORM (*MUST BE SUBMITTED WITH PROPOSAL*)

THE UNDERSIGNED AFFIRMS AND DECLARES that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request.

PROPOSED COSTS:

	Quantity	Unit Cost	Extended Cost
GPS Unit - hardwired	50	\$	\$
GPS Unit – temporary	3	\$	\$
Training			
• Installation		\$	\$
• Administrator		\$	\$
Service per month per unit	53	\$	\$
Annual Support		\$	\$
GPS Unit – Warranty Year 1	53	\$	\$
GPS Unit – Warranty Year 2	53	\$	\$
GPS Unit – Warranty Year 3	53	\$	\$
GPS Unit – Warranty Year 4	53	\$	\$
GPS Unit – Installation (optional)	50	\$	\$
Plow Sensor		\$	\$
Spreader Sensor		\$	\$
TOTAL		\$	\$

Submit all literature and appropriate specifications along with proposal

Delivery: _____ **days after receipt of order (ARO)**

Above Price Shall Remain Firm for: _____ **Days (120 Days Required)**

Company Name

By (Signature)

Address

Print Name

Title

Date

Telephone/Fax

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REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

CLIENT 1:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 2:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 3:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 4:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 5:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

BIDDERS QUALIFICATION STATEMENT

Submitted by:

Name of Organization _____

Name of Individual _____

Title _____

Address _____

Telephone _____ Email: _____

Submitted to:

Name _____

Address _____

Telephone _____

Project Name and Description (if applicable)

General Business Information

Check If:

Corporation Partnership Joint Venture Sole Proprietorship

If Corporation:

a. Date and State of Incorporation

b. List of Executive Officers

Name Title

If Partnership:

a. Date and State of Organization

b. Names of Current General Partners

c. Type of Partnership

General Publicly Traded

Limited Other (describe): _____

If Joint Venture:

a. Date and State of Organization

b. Name, Address and Form of Organization of Joint Venture Partners: (Indicate managing partner by an asterisk*)

If Sole Proprietorship:

a. Date and State of Organization

b.

Name and Address of Owner or Owners

4. Is your organization a member of a controlled group of corporations as defined in I.R.C. Sec. 1563?

Yes ___ No ___

If yes, show names and addresses of affiliated companies.

5. Furnish on Schedule C, attached, details of the construction experience of the principal individuals of your organization directly involved in construction operations.

6. Has your organization ever failed to complete any awarded contract awarded?

Yes ___ No ___

If yes, describe circumstances on attachment.

7. Has any Corporate officer, partner, joint venture participant or proprietor ever failed to complete a construction contract awarded to him or her in their own name or when acting as a principal of another organization?

Yes ___ No ___

If yes, describe circumstances on attachment.

8. In the last five years, has your organization ever failed to substantially complete a project in a timely manner?

Yes ___ No ___

If yes, describe circumstances on attachment.

I hereby certify that the information submitted herewith, including any attachment is true to the best of my knowledge and belief.

Name of Organization: _____

By: _____

Title: _____

Dated: _____