



**Municipality of
Northern Bruce Peninsula**

56 Lindsay Road 5, RR #2, Lion's Head, Ontario, Canada N0H 1W0
Telephone: 519-793-3522 - Fax: 519-793-3823

**MUNICIPALITY OF
NORTHERN BRUCE PENINSULA**

Request for Proposal PW 2019-01
GPS/AVL System

Closing Date: Friday, February 1, 2019
2:00 p.m. Local Time

Contact: Troy Cameron, Public Works Manager
Municipality of Northern Bruce Peninsula
56 Lindsay Road 5, Lion's Head, Ontario N0H 1W0
Telephone: (519) 793-3522 ext. 232
Email: pwmanager@northernbruce.ca

The Municipality of Northern Bruce Peninsula is requesting proposals for the supply of a real time, internet based AVL system. The Municipality is not necessarily interested in obtaining the lowest price for this product. The quality of the product, performance, delivery, maintenance and service and other factors will be taken into consideration in the evaluation of this RFP.

Proposals with the words “**GPS/AVL System**” marked on the envelope will be received at the Municipality of Northern Bruce Peninsula Administration Office at 56 Lindsay Road 5, Lion’s Head, Ontario, N0H 1W0, up to and including 2:00 p.m. local time, Friday, February 1, 2019.

The supplier is to supply all necessary equipment, freight, manuals and provide training as further described in the RFP.

Further information and instruction may be obtained from the Public Works Department between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday; telephone (519) 793-3522 ext. 232.

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Part 1 General Information

Scope of the Proposal

The Municipality of Northern Bruce Peninsula (Municipality) is requesting proposals for the supply of a real time, internet based AVL solution. The agreement is for a five year term with the option for three additional one year extensions at the option of the Municipality.

This document outlines the overall specifications required, sets out the basic requirements for the proposal document and provides the evaluation criteria to be used as the basis for awarding the assignment.

Background

A brief summary of the Municipality and anticipated requirements is as follows – refer to Table A for detailed list.

The Municipality anticipates purchasing all units upon contract award.

Mandatory and Preferred Requirements

The following is a list of mandatory and preferred requirements:

Item Number	Mandatory Requirements
1	Data ownership – data must be owned by the Municipality
2	GPS device – must allow connectivity to switches/sensors
3	GPS device – must allow driver feedback
4	AVL 3G capable

Item Number	Preferred Requirements
1	Carrier – must be able to offer flexibility to use carrier of choice
2	Seasonal deactivation – must allow for deactivation for seasonal units to reduce operating cost
3	Update frequency – must be able to provide varied update frequencies, as frequent as 3-60 seconds

Submission of Proposal

One physical copy of each proposal shall be submitted in a sealed envelope and shall be addressed to:

The Municipality of Northern Bruce Peninsula
 Attention: Public Works Manager
 56 Lindsay Road 5
 Lion’s Head, Ontario
 NOH 1W0

Proposal and/or amendments to Proposals will not be accepted via electronic transmission. Proposals and their envelopes shall be clearly marked **GPS/AVL System**.

Closing Date

Proposals will be received up to and including closing time of 2:00 p.m. local time, Friday, February 1, 2019. Proposals received after the closing time will be rejected and returned unopened.

RFP Clarification

If a Proposer has any question about the contents of the RFP, or about any matters relating to it (including as to any clarification, errors or omissions of or in this RFP), the question must be directed in writing, and not orally, to the Public Works Manager at the contact address set out below before 12:00 p.m. noon, Friday, January 25, 2019. The Public Works Manager will respond to all questions via an addendum which will be posted to the Municipality of Northern Bruce Peninsula’s website by 4:00 p.m. within two business days.

Website: www.northbrucepeninsula.ca

Email: pwmanager@northernbruce.ca

Acceptability of Proposals

1. Hardcopy proposals must be submitted in the Proposal Format as outlined herein.
2. Proposals that are unsigned, incomplete, unbalanced, obscure or contain irregularities of any kind, may be rejected as informal.

3. The Proposal Form must contain the Proponent's business or home address and their legal status must be disclosed and must be signed by duly authorized official.
4. The proposal is irrevocable and open for acceptance for a period of thirty days from the date of closing of this Proposal Call.
5. Proposals will only be considered from reputable firms with proven previous experience on projects involving goods of a similar nature, magnitude and complexity to that which will be covered by the contract.
6. The Municipality reserves the right in its sole and absolute discretion to waive any irregularities or insufficiency and to accept the Proposal which it deems most advantageous. If the Municipality determines that a proposal contains false or misleading information, the Municipality is entitled to reject that proposal at any time as being invalid.
7. The Municipality shall not be obligated either to accept or reject any non-compliance with the requirements of this request.
8. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Municipality for the purposes of clarification.

Further Terms and Conditions

1. This RFP should not be construed as a contract to purchase goods or services or to enter into any other contractual arrangement.
2. This RFP is not an invitation to tender or an invitation to bid, but is a request for submission of proposal on the terms and conditions described in these RFP documents and will not necessarily give rise to a contract.
3. The Municipality will not be obligated in any manner to any proposer whatsoever until a written agreement has been duly executed, by authorized Municipal personnel, relating to any approved proposal; however, proposals should be as detailed and complete as possible to facilitate the formation of a contract based on a proposal or proposals that are pursued.
4. The Municipality reserves the right, in its sole and absolute discretion, to re-advertise for proposals.
5. A qualified proposal is one which meets the needs and specifications of the Municipality, the terms and conditions contained in the RFP. The preferred proposal is a qualified proposal offering the best value, as determined by the Municipality.
6. The Municipality will decide whether a proposal is qualified by evaluation all of the proposals based on the needs of the Municipality's specifications, terms and conditions and price. The Municipality will examine all proposals and recommend which proposal is in the Municipality's best interest.
7. A proposal which is unqualified is one that exceeds the cost expectations of the Municipality and/or does not meet the terms and conditions contained in the RFP

and/or do not meet the needs and specification of the Municipality. The Municipality reserves the right to reject any or all unqualified proposals.

8. The Municipality reserves the right to cancel this RFP at any time.
9. The Municipality recognizes that “Best Value” is the essential part of purchasing a product and/or service and therefore, the Municipality may prefer a proposal with a higher price, if it offers greater value and better serves the Municipality’s interests, as determined by the Municipality, over a proposal with a lower price. The Municipality’s decision shall be final.
10. The Municipality reserves the right to negotiate with a preferred proponent, or any proponent, on any details, including changes to specifications and price. If specifications require significant modification, all proponents shall have the opportunity to adjust their proposals or re-submit altogether, as determined by the Public Works Manager and/or Treasurer.
11. All equipment, goods and workmanship must conform to all laws and standards necessary for use in Canada and the Province of Ontario.
12. The successful proponent, herein named the Vendor, shall guarantee that its proposal will meet the needs of the Municipality and that any or all item(s) supplied and/or service(s) rendered shall be correct. If the item(s) supplied by the Vendor and/or the service(s) rendered by it are in any way incorrect or unsuitable, all correction costs shall be borne solely by the Vendor.
13. All proposed prices shall include delivery, applicable customs duties, brokerage charges, F.O.B. the Municipality’s Works Yard or other destination point, as specified by the Municipality, and the Vendor shall bear all risks of loss and/or damage.
14. Where only one proposal is received, the Municipality reserves the right not to make public the amount of the proposal. The amount of the proposal will be made public if a contract is awarded. The Municipality reserves the right to accept or reject a proposal, where only one proposal is received.
15. The Municipality reserves the right in their sole discretion to accept or reject all or part of any proposal which is non-compliant with the requirements of this invitation.
16. The Municipality shall not be obligated either to accept or reject any non-compliance with the requirements of this invitation.

Required Format of Proposal

Proposals must be submitted in the format described herein. Proposals shall be well organized and written in a concise, clear, complete and legible manner and must be in English language.

Amendment of Proposals before Submission Date

A proponent is entitled to amend its proposal at any time before the deadline for submission of proposals. Hardcopy amendments must be submitted and received prior to closing date and time. Electronic or faxed amendments WILL NOT be accepted.

Innovative Submissions:

In addition to the requirements stated in this RFP, the Municipality encourages proponents to respond with innovative and creative submissions. The details of the AVL System are set out in Part 3 – Terms of Reference.

Part 2 General Terms and Conditions

General

1. The supplier shall read and be governed by all aspects and terms of this Request for Proposal.
2. The supplier shall supply all tools, equipment, labour and materials necessary and required to supply the goods as specified.
3. The supplier must advise the Municipality of the supplier's representative who is authorized to communicate with the Municipality for the purposes of this RFP.
4. No verbal agreements or conversation with any officer, agent or employee of the Municipality, either before or after the execution of the proposal, shall effect or modify any of the terms or obligations herein contained.

Negotiation

1. This is a Request for Proposals only and will not give rise to a contract. The Municipality is free to negotiate with any of the proponents and as a result of the negotiation process, the Municipality is not required to treat all proponents equally.
2. The Municipality recognizes that "Best Value" is the essential part of purchasing a product and/or service and therefore, the Municipality may prefer a RFP with a higher price, if it offers greater value and better serves the Municipality's interests, as determined by the Municipality, over a RFP with a lower price. The Municipality's decision shall be final.

Additional Information

The Public Works Department may, at its discretion, request clarifications or additional information from a proponent with respect to any proposal and the Public Works Department may make requests to only selected proponents. The Public Works Department may consider such clarifications or additional information in evaluating a proposal.

Interviews/Demonstrations

The Public Works Department may, at its discretion, invite some or all of the proponents to appear to provide clarifications of their proposals. In such event, the Public Works Department will be entitled to consider the answers received in evaluating the proposals.

The Public Works Department may, at its discretion, invite shortlisted proponents to provide a product demonstration to the Department.

Negotiation with Preferred Proponent

If the Municipality selects a preferred proponent, the Municipality will enter into negotiations with the preferred proponent in an attempt to settle one or more agreements necessary to implement the project, as generally described in this RFP. If the Municipality considers that it is unlikely to settle such agreements with the preferred proponent despite having negotiated with the preferred proponent for at least 45 days after selection of the preferred proponent, the Municipality is entitled to cease negotiations with the preferred proponent and to begin negotiations with another proponent.

Qualifications and Competency of Proponents

The Municipality reserves the right to reject proposals from proponents who are unable to provide evidence that they are capable of providing the necessary labour, materials, equipment and adequate financial arrangements for satisfactory performance and provision of goods/services herein specified. Evidence of such competency and experience must be provided, and the proposal shall be evaluated taking such evidence into account.

Financial Stability

Before the award of any contract, the proposer may be required to furnish evidence satisfactory to the Municipality, in its sole and absolute judgement, of the necessary facilities, ability and financial resources to fulfill the conditions of the contract.

Liability

The proposer shall ensure that the Municipality, its officers, agents and employees are saved harmless from any liability whatsoever arising out of the supplier's performance or non-performance of the term of this Proposal.

Right to Cancel RFP and to Accept Proposals

1. The Municipality is entitled to cancel this RFP at any time by addendum without liability for any loss, damage, cost or expense incurred or suffered by any proponent as a result of that cancellation.

2. This RFP is solely a request for proposal and statements of qualification. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract.
3. In considering any delivered response to this RFP, the Municipality reserves the absolute and unfettered discretion to:
 - Accept or reject any proposal that fails to comply with the requirements set out in this RFP for the content of proposals;
 - Assess proposals as it sees fit, without in any way being obliged to select any proposal or proponents;
 - Assess and select proposal as it see fit without being obliged in any way to select the proposal that offers the lowest price or cost;
 - Determine whether any proposal or proposals satisfactorily meet the selection criteria set out in this RFP;
 - The right to require clarification after the dates and times set out above from any one or more of the proponents in respect of proposals submitted;
 - The right to communicate with, meet with or negotiate with any one or more of the proponents respecting their proposals or any aspects of the project;
 - Reject any or all proposals with or without cause, whether according to the selection criteria set out above or otherwise.
4. By submitting its proposal to the Municipality, each proponent represents and warrants to the Municipality that the information in its proposal is accurate and complete.
5. This RFP does not impose on the Municipality any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the Municipality is expressly permitted or required by this RFP to “act reasonably”, the Municipality is entitled to act in its sole, absolute and unfettered decision.

Ownership of Proposals

1. All responses to this RFP become the property of the Municipality and may be included a part of any future contractual arrangement.
2. All writings, programs, plans, drawings and specifications prepared by or on behalf of a proposer will be, upon creation, and will remain the property of the Municipality , may be used by the Municipality for any purpose and may not be used by a proposer other than for the purpose of supplying the goods and the terms of any contracting arising from the proposer’s proposal.

Proposers’ Expenses

Each prospective proponent is solely responsible for the risk and cost of preparing and submitting its proposal. Neither the Municipality nor its officials, employees, agents are liable for the cost of doing so or obliged to remunerate or reimburse any proponent for

that cost. Proponents are solely responsible for their own expenses in preparing a proposal and subsequent negotiations with the Municipality.

Limitation of Damages

The proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the RFP or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the proponent in preparing its proposal. The proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the proponent.

Firm Pricing

Proposals must be firm for at least 30 days after the final date. Prices will be firm for the entire contract period. All proposed pricing shall include delivery charges, all applicable customs and duties and brokerage charges.

Confidentiality of Proposals

1. The Municipality is subject to the *Freedom of Information and Protection of Privacy Act*. That Act creates a right of access to records in the custody or under the control of the Municipality, subject to the specific exceptions in that right set out in the Act. The Municipality will receive proposals submitted in response to this RFP in confidence, including for the purposes of s. 21 of that Act. Because of the right of access to information created by that Act, the Municipality does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act.
2. Proponents are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the Municipality.

Proprietary Information

If a proponent considers that any part of its proposal is proprietary, including by reason of it being copyright, the proposal must clearly identify those portions of it that are considered proprietary.

Gifts and Donations

Proponents will not offer entertainment, gifts, gratuities, discounts or special services, regardless of value, to any employee of the Municipality.

No Collusion

Proponents must not communicate, directly or indirectly, with any other proponents (including through any employees, agents or suppliers) regarding the preparation, content or submission of this proposal. Each proposal must be submitted without any collusion, or knowledge, in the preparation of or about any other proposal. Submission

of a proposal to the Municipality is deemed to be a representation and warranty by the proponent submitting that proposal that it has complied with the requirements of this paragraph. If the Municipality determines that a proponent has violated this paragraph, the Municipality is entitled to disqualify that proponent and to reject its proposal as being invalid.

Waiver and Allocation of Risk

The Municipality accepts no responsibility or liability for the accuracy or completeness of this RFP (including any schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the Municipality (including through the Municipality's representative or any other individual) and no representation or warranty, either express or implied, is made or given by the Municipality with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by and proponent or any other person on this RFP or any such information as is described in this paragraph is solely that of each proponent. Each proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting and engineering and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. Each proponent who submits a proposal to the Municipality is deemed to have released the Municipality from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its proposal.

Special Provision

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against the parties in connection with any contract for the supply of goods, works or services, are ineligible proponents. Receipts of proposals from such proponents will be disqualified from the evaluation process.

Governing Law

This RFP and any contract entered into between the proposer and the Municipality will be governed and be in accordance with the laws of the Province of Ontario.

Definition of Contract

The Municipality may, at its option, notify a proposer in writing that its proposal has been accepted and such acceptance shall, at the Municipality's option, constitute the making of a formal contract for the goods/services as set out in the proposal.

Alternatively, the subsequent full execution of a written contract shall constitute the making of a contract for goods/service, and no proposer shall acquire any legal or equitable rights or privileges whatever relative to the goods/services until the Municipality has delivered either a signed notice in writing to the proposer or a fully executed written agreement to the proposer.

Acceptance of Terms

All the terms and conditions of this RFP are deemed to be accepted by the proposer and incorporated in its proposal, except those conditions and provisions which are expressly excluded by the proposal.

Re-solicitation

Submission of an RFP does not guarantee inclusion on a resulting short list of pre-qualified candidates. The Municipality reserves the right in the case of insufficient responses, in the sole opinion of the Municipality, to cancel the RFP call and re-solicit for better response, with or without any change being made to the invitation package.

Contract and/or Purchase Terms and Conditions

The Municipality's Purchasing Policy shall apply to any subsequent purchase order or contract.

Sub-contracting

1. Using a sub-contractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two proponents having no formal corporate links. However, in this case, one of these proponents must be prepared to take overall responsibility for successful interconnection of the two product or service lines and this must be defined in the proposal.
2. Sub-contractor to any firm or individual, whose current or past corporate or other interests may, in the Municipality's opinion, give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this proposal.

Liability for Errors

While the Municipality 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 proponents. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

Agreement with Terms

By submitting a proposal the proponent agrees to all the terms and conditions of this RFP. Proponents who have obtained the RFP electronically must not alter any portion of the document, with the exception of adding the information requested. To do so will invalidate the proposal.

Use of Request for Proposal

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

Contract Term

The agreement is for a five year term with the option for three additional one year extensions at the option of the Municipality. The agreement shall be reviewed each year and accepted or cancelled by the Municipality. Each start date may vary with based on Council budget approval.

Obligation to Purchase

The Municipality is not obligated to purchase products in the amounts listed on the price sheet. The actual quantities purchased by the Municipality may greater or less than the data provided. Terms shall be net thirty dates or better after acceptance.

Part 3 Terms of Reference

Intent

The intent of this Request for Proposal is to establish a contract for vehicle and equipment Automatic Vehicle Location (AVL) services. The agreement shall be for the supply of Global Positioning System (GPS) hardware components for the Municipality's fleet of vehicles and equipment and the provision of WEB user friendly software and interface. The GPS system offered shall offer a tracking system complete with the necessary reporting required to track and manage the Municipality's fleet to achieve a return on investment and significantly improve driver efficiency and safety.

Scope of Work

The GPS device proposed shall meet the following minimum requirements:

- i. GPS vehicle tracking device capable of installing in 12V and 24V vehicles and equipment.
- ii. GPS hardware sized to enable easy installation in automobiles, pick-up trucks and heavy duty equipment in a location in the vehicle out of sight of drivers.
- iii. GPS hardware able to interface with vehicle systems that may require tracking of operating systems such as:
 - a. Salt and sand spreader controllers
 - b. Plows, up/down
 - c. Wing, up/down
 - d. Spreader, on/off
 - e. Moldboard, up/down
 - f. Snow blow, on/off
- iv. GPS hardware to interface with a minimum of 4 external sensors for equipment capability.

GPS Tracking

- i. WEB based software accessible 24/7 from any computer with internet access and unlimited users
- ii. Minimum of three year of online access to electronic information. Seven years of data must be stored and accessible if required.
- iii. Google Earth 3D mapping support for real time and historical location or similar/equivalent software

Web Services

Programming interface shall support:

- i. Current vehicle status
- ii. Alerts via email or cell phone to notify of

- a. Vehicle speed
 - b. Rapid acceleration/deceleration
 - c. Excessive engine idle
 - d. Geofencing
- iii. Customized access to multiple users

GPS Tracking

Vehicle location:

- i. Ability to locate vehicle(s) based on real time reporting and tracking
- ii. Ability to view vehicle(s) activity in real time or reasonable intervals or as historical data
- iii. Locate vehicle(s) based on address

Reports

The AVL software shall be capable of providing the following reports exportable to Excel and PDF. The reports available shall include but not be limited to the following:

- i. Activity Report – user generated daily reports with 2 minute updates, detailing the activity of vehicle(s) including total kilometers driven, maximum speed reached and number of stops. Report can be for one or all vehicles in fleet.
- ii. Speed Report – user accessed report detailing current vehicle speed, maximum speed driven highlighting instances when vehicle exceeds the speed threshold.
- iii. Idle Time Report – user accessed report detailing idling activity for vehicle(s) for periods when vehicle was running, but not in motion.
- iv. Speed Violations Report – report detailing vehicle(s) that have exceeded posted road speed limits.
- v. Utilization Report – user generated report detailing vehicle activity or use for each day, week, or monthly period. Report to be shown in a line by line report, as well as in a graphical display.
- vi. Stop Report – user generated report showing vehicle stops, detailing location, length of stop, daily, weekly or monthly reports.
- vii. Location Report – user generated report showing activity of vehicles within the Municipality's boundaries based on address, for a selection of/or all vehicles.

Maps

The GPS system shall utilize Google based Maps with Street, Satellite and Hybrid view.

Training

The supplier shall provide up to two days training on the installation of the hardware and operation of the software program to ensure Municipal staff is confident in the use of the supplied AVL system.

Maintenance and Support

The supplier shall provide details on the maintenance and support program to be included in the bid prior to acceptance by the Municipality.

Installation

The GPS hardware shall be supplied and installed on all equipment as listed in Table 'A' or as otherwise specified, with all necessary cables, antennas, adapters, connectors and instruction manuals to ensure Municipal staff are able to complete the installations in a timely efficient manner.

Monthly Operating Cost

- i. The supplier shall provide price of monthly cost per vehicle based on, 3 second, 5 second, 10 second, 15 second, 30 second and 60 second transmission frequency updates on mobile vehicles.
- ii. The supplier shall provide price for any additional costs per unit such as activation or programming, monitoring.
- iii. The supplier shall provide cost of service for de-activation and re-activation of GPS devices for seasonal equipment.

F.O.B. Points

The Municipality has one specific delivery location at 2942 Highway 6, Ferndale, Ontario, N0H 1W0 (Eastnor Works Yard).

List of Equipment Requirements

Refer to the following table:

Table A – Municipality of Northern Bruce Peninsula Vehicle/Equipment List

Fleet #	Equipment Type	Activities Used For
3235	Backhoe	Snow removal/loading trucks
3236	Backhoe	Snow removal/loading trucks
3296	Backhoe	Snow removal/loading trucks
3210	Grader	Grading/iceblading/snow removal
3241	Grader	Grading/iceblading/snow removal
3259	One ton pickup	Patrol/sanding/snow removal
3287	One ton pickup	Patrol/sanding/snow removal
3297	One ton pickup	Patrol/sanding/snow removal
3250	Pickup	Patrol

Fleet #	Equipment Type	Activities Used For
3280	Pickup	Patrol
3281	Pickup	Patrol
3284	Pickup	Patrol
3295	Pickup	Patrol
3262	Single axle dump truck	Snow removal/sanding
3260	Tandem dump truck	Snow removal/sanding
3261	Tandem dump truck	Snow removal/sanding
3263	Tandem dump truck	Snow removal/sanding
3264	Tandem dump truck	Snow removal/sanding
3294	Tandem dump truck	Snow removal/sanding
3265	Trackless	Sidewalk snow removal/sanding
3289	Trackless	Sidewalk snow removal/sanding
3288	Tractor	Grass cutting/snow removal
3292	Waste truck	Waste collection
Building1	Pickup	Tracking
Building2	SUV	Tracking
By-law	Pickup	Tracking
Parks	Tractor	Tracking
Fire	Pickup	Tracking

Part 4 Appendices

Appendix A – Form of Proposal - **ATTACH THIS SECTION TO PROPOSAL**

In accordance with the RFP General Information, General Conditions and Terms of Reference, which I/we have carefully examined, the undersigned hereby submits a proposal to supply all goods as outlined in the RFP documents.

This proposal is valid for: _____ days.

Mandatory Requirements

The GPS devices proposed must meet the following requirements to be considered for evaluation. Responses not clearly demonstrating that they meet all mandatory criteria will receive no further consideration during the evaluation process.

Item Number	Mandatory Requirements	Meets Requirement Yes/No
1	Data ownership – data must be owned by the Municipality	
2	GPS device – must allow connectivity to switches/sensors	
3	GPS device – must allow driver feedback	
4	AVL 3G capable	

Preferred Requirements

The GPS devices proposed meet the following preferred requirements:

Item Number	Preferred Requirements	Meets Requirement Yes/No
1	Carrier – must be able to offer flexibility to use carrier of choice	
2	Seasonal deactivation – must allow for deactivation for seasonal units to reduce operating cost	
3	Update frequency – must be able to provide varied update frequencies, as frequent as 3-60 seconds	

Appendix A - Form of Proposal

Acknowledgement of Addendum(s): _____

Firm name: _____

Address: _____

Postal Code: _____ Phone: _____

Fax: _____ Email: _____

Print name: _____

Signature of Proponent: _____

Date: _____

Appendix A – Form of Proposal

QTY	Description	Per Unit Hardware Price	Per Unit Installation Cost	Total
3	Backhoes	\$	\$	\$
2	Graders	\$	\$	\$
3	One ton pickups	\$	\$	\$
13	Pickups	\$	\$	\$
1	SUV	\$	\$	\$
1	Single axle dump truck	\$	\$	\$
5	Tandem dump trucks	\$	\$	\$
2	Trackless	\$	\$	\$
2	Tractors	\$	\$	\$
1	Waste truck (tandem)	\$	\$	\$
	HST @ 13%	\$		
	(CDN FUNDS) TOTAL	\$		

All shipping costs must be included in Price.

Appendix A – Form of Proposal

QTY	Monthly Maintenance or Support Fee Based on:	Price per Month per Device (taxes not included)
60 months	3 second data updates	\$
60 months	5 second data updates	\$
60 months	10 second data updates	\$
60 months	15 second data updates	\$
60 months	30 second data updates	\$
60 months	60 second data updates	\$

Satellite GPS Fees	Charge per Device per Month (taxes not included)
GPS	\$
GPS with sensors	\$

Seasonal Activation/Deactivation	Charge per Device (taxes not included)
Activation charges	\$
Deactivation charges	\$

This is to certify that we have given due and careful consideration to our proposal and if we are awarded all or part of the supply requirements, we will guarantee delivery to the site in _____ days from date of order. Proponent's Initials: _____