



**SEALED QUOTES FOR GPS FLEET MANAGEMENT SYSTEM WILL BE RECEIVED BY:**

The Corporation of the Municipality of Powassan  
250 Clark Street, PO Box 250  
POWASSAN, ON, P0H 1Z0

**RFP NUMBER: 2022-08**

**GPS Fleet Management System**

<b>QUOTE CLOSING DATE AND TIME:</b>	10:00 A.M. LOCAL TIME October 21, 2022
<b>QUOTE OPENING TIME:</b>	10:05 A.M. LOCAL TIME October 21, 2022
<b>QUOTE FOR:</b>	The supply and install GPS vehicle tracking systems in Municipal Public Works fleet, including any necessary: sensors, controllers, displays, antenna, server, hydraulic valves, and staff training

**This complete Proposal package must be submitted in a sealed envelope, clearly marked "GPS Fleet Management System" RFP: 2022-08  
LOWEST OR ANY QUOTE NOT NECESSARILY ACCEPTED**

### **Location Of Work:**

The locations of work are to be:

- Public Works Yard - 750 Main Street, Powassan, P0H 1Z0
- Municipal Office – 250 Clark Street, Powassan, P0H 1Z0

### **Schedule of Contract Documents:**

1. The following information for bidders
2. The following Special Provisions
3. Bid Form

### **General Information:**

All inquiries concerning the Proposal, prior to proposal closing shall be directed to:

**Codey Munshaw, Director of Public Works & Engineering**  
**Municipality of Powassan**  
**Box 250, 250 Clark Street, Powassan ON P0H 1Z0**  
**Telephone: 724-2813 ext. 202, Fax: 724-5533**  
**Email: cmunshaw@powassan.net**

For the purpose of this document a company conducting work for the Municipality of Powassan, will hereby be referred to as a "Service Provider".

The Service Provider shall contact the above designated municipal employee for all matters related to the bidding process. The Municipality of Powassan will not be liable for any and all information the Service Provider receives from any Municipal employees and/or council members, that are not listed as a point of contact in this Proposal.

The Service Provider will submit their sealed proposals by traditional mail/drop-off at the previously stated Municipal building before Proposal closure. Service Providers must submit this entire completed Proposal package.

A Service Provider may amend their Proposals at any time prior to the set closing date/time by submitting a signed and sealed amendment. No amendments will be accepted post Proposal closure. A Proposal may be voided by superseding it with a later Proposal or letter of withdrawal, prior to the closing date and time.

Any and all Proposals that are received after the Proposal closing date/time, will be rejected by the Municipality. Any and all unsigned Proposals will be deemed unacceptable, and will be rejected by the Municipality.

The Municipality reserves the right to reject any or all Proposals. The Municipality shall have the right to cancel the request process and to place a new request for Proposals. The Proposals shall be evaluated by the Municipality in its sole and unfettered discretion. The Municipality reserves the right, in its absolute discretion to accept a Proposal which it deems most

advantageous to itself and the right to reject any Proposal, in each case without giving any notice. Supplementary materials changing the terms of the request shall render the quote non-compliant. Proposals which contain qualifying conditions may, at the sole discretion of the Municipality, be disqualified or rejected. In no event will the Municipality be responsible for the costs of the preparation of the submission of a Proposal. No Bidder shall have any claim for any compensation of any kind because of participating in this RFP process and by submitting a Proposal each Bidder shall be deemed to have agreed that it has no claim.

Notification of Acceptance of Proposal will be by telephone and written form of notice, to the address of the Service Provider used on the bid forms. The Date of Acceptance shall be deemed to be the date the Service Provider receives the Notification of Acceptance.

The RFP opening will be on October 21, 2022, at 10:05am at 250 Clark Street, Powassan. For those wishing to attend the Proposal opening, please see the front reception prior to the opening time.

### **Project Details:**

The work shall consist of the supply and installation of all equipment necessary to equip the Municipal Public Works fleet with a GPS fleet management system. The successful bidder shall supply and install a server to operate the GPS system, including any necessary antennas, software (minimum 1-year subscription), and staff training. The GPS fleet system shall include: spreader and plow monitoring sensors and controller with touch screen displays for three (3) Freightliner municipal snow plows, GPS tracking systems in nine (9) vehicles total, sensors for the moldboard blade and wing on the Municipal grader, and temperature recording equipment for air and roadways with display for one (1) patrol vehicle.

Vehicles to be included in the GPS fleet tracking system are:

2019 Chevrolet Silverado 2500, 2015 GMC Sierra 2500, 2014 GMC Sierra 1500, 2011 Freightliner Single Axle, 2013 Freightliner tandem axle, 2014 Freightliner tandem axle, 2015 Ford F550 with Quantum rear load compactor, 2022 Caterpillar 140-13 motor grader, 2005 Trackless MT5 sidewalk plow. Service Providers can view the Public Works equipment upon request.

The successful bidder shall install the server for the GPS fleet tracking system at the Municipal office located at 250 Clark Street, Powassan, Ontario. Bidders shall state whether the proposed GPS systems are passive or active. Bidders shall note that maintenance routes include areas where cell phone reception and connectivity is limited. Active GPS systems shall have the ability to record data in areas where reception/connectivity is limited or unavailable.

During the completion of this proposal Service Providers may determine that the existing hydraulic valves or controls need to be replaced or updated based on safety or compatibility. Additionally, the Service Provider may determine that other parts are required to be replaced or updated, to allow the GPS fleet management system to be compatible with the Public Works Equipment. These additional costs are listed as provisional item in the Bid Form.

The successful bidder shall train public works staff on how to operate the equipment installed in the Public Works vehicles, and train Municipal office staff on how to operate the data capturing and fleet management software.

The installation of GPS equipment in the Municipal vehicles shall take place at the Municipal Public Works garage located at 750 Main Street, Powassan, Ontario. All work shall take place during **daylight** hours on business days only. Installations shall be scheduled with the Public Works foreman to prevent conflicts with Public Works maintenance activities.

All requested work shall be completed by November 30, 2022, or an alternative proposed deadline stated by the service provider.

For the unit price bid, the Service Provider shall supply all materials, labour, tools, equipment and all other things necessary to complete the work in accordance with these contract documents and to the satisfaction of the Municipality.

**Payment:**

Payment will be made in response to invoicing and shall be made within 30 days of invoice receipt. The Service Provider shall invoice the Municipality either upon completion of the contract in its entirety, or as monthly payment certificates including all items completed in the payment certificate period. Payments will only be issued for completed items listed on the bid form. Should additional work or materials be required during the completion of this contract, the Service Provider shall provide the Municipality with a quote for the additional materials/work required, and receive written approval from the Municipality before proceeding.

**Provisional Items:**

Items of work that may be required during the course of construction, but the exact requirements of which are unknown to the Municipality, are shown as "Provisional Items". These quantities are anticipated to vary based on the Service Providers proposal, or may not be used at all. Bidders shall specify what items are required in these provisional items, and why. The Service Provider shall price these items accordingly and shall not claim any anticipated loss of profit or increased overhead if any or all of these items are reduced or deleted altogether.

**Performance Evaluation:**

Failure to execute the contract in a competent and timely manner will result in the disqualification of the bidder from bidding on the Municipality of Powassan's contracts for a period of two (2) years.

**Product Specifications:**

Hardware:

The hardware shall include a server, any necessary antennas, and modems in order for the GPS fleet management system to function. Power, internet, and computers will be provided at the Public Works Yard and the Municipal office for this hardware.

**Software:**

The GPS fleet management system shall log all data in a server or cloud based server, that can be accessed at any time. The data shall have Geographic Information System (GIS)- based vehicle location to track each vehicle routes and times, and shall include vehicle data such as: when the equipment is plowing, when the equipment is applying sand/salt, the rate or quantity of sand/salt applied, and the outside and roadway temperatures.

**Service Providers Ability To Perform Work:**

The Service Provider is required to complete the following statements, and is required to include the said statements using the space provided or similar documentation provided by the Service Provider in their Proposal submission.

Statement A: The Service Provider must state contracts and/or experience in successfully performing similar projects.

Statement B: The Service Provider must provide names and addresses of all Subcontractor (including mechanics not employed by the Service Provider) that will be performing work on this contract, and shall state the portion of work allotted to each.

Statement C: The Service Provider shall provide a list of materials used, including informational packages or brochures for the main components.

Statement A – Service Provider’s Experience For Reference:

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Statement B – List of Subcontractors:

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Statement C – List of Materials:

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**Proposal Evaluation Criteria:**

The submitted proposals will be evaluated by the Municipality of Powassan as per figure 1: evaluation criteria. The Municipality will base the award selection on the overall evaluation score of the proposals, awarding the contract to the Service Provider with the overall highest evaluation score.

<b>Item</b>	<b>% Of Overall Evaluation Score</b>
Timeline	10%
Quality of submission package	10%
Work related experience	10%
Product Capabilities	20%
Pricing	50%

Figure 1: Evaluation Criteria

**Liability/Indemnification:**

The Service Provider shall indemnify the Municipality, its officers, employees and agents from all claims, demands, actions, or other proceedings initiated by others arising out of or attributable to anything done, or omitted to be done by the Service Provider, its officers, employees or agents in connection with the services performed or required to be performed under this Contract.

**Liability/Insurance:**

The Service Provider shall maintain a policy of motor vehicle liability insurance for both owned and non-owned licensed vehicles having limits of not less than \$5,000,000.00 inclusive per occurrence for bodily injury, death, and damage to property.

The Service Provider shall maintain a policy of general liability insurance having limits of not less than \$5,000,000.00 inclusive per occurrence for bodily injury, death, and damage to property.

The general liability policy shall include the Municipality as an additional insured, but only in respect of and for the duration of the services to be performed under this contract and shall contain a cross liability clause endorsement.

The Service Provider shall provide proof of valid WSIB coverage.

Prior to the beginning of the Contract the Service Provider must provide proof of insurance (certificate of insurance or certified copy of policy) to the Clerk of the Municipality.

POLICY NO.: \_\_\_\_\_ INSURANCE CO.: \_\_\_\_\_

AMOUNT: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

**Health & Safety:**

All work performed under this Contract must be carried out in accordance with the Municipality's Health and Safety Policy and any federal and provincial health and safety legislation and regulations. Failure to comply with this condition will be considered a breach of contract.

**Breach of Contract and Contract Termination:**

If the Service Provider or Municipality shall fail to meet the terms of the contract herein explained, the party conforming to the contract will have the opportunity to terminate the contract due to the other party breaching the contract. When a non-conformance is noticed by a party, the conforming party has a responsibility to notify (either by letter or email) the non-conforming party. The non-conforming party will have 10 business days to meet the terms of the contract, failure to do so will be a breach of contract and will be grounds for immediate dismissal.

Additionally, should the Service Provider or Municipality knowingly provide false information during the completion of this contract document, it will be henceforth considered that the complying party was given insufficient information to formal accept the contract; meaning that the contract will be now in void, unless both parties can agree on new terms to this contract.

**BID FORM**

The Service Provider has carefully examined the conditions and specifications attached and referred to in this contract, and has carefully examined the site and work location and understands and accepts the said conditions and specifications, and for the prices set forth in this quote, hereby offers to furnish all labour, equipment and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications for the sum provided in the table below:

<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Bid Price</b>	<b>Total Bid</b>	
<b>Municipal Snow Plows – Freightliner 2011, 2013, &amp; 2014</b>						
<b>1</b>	GPS Module	Each	3	\$	\$	
<b>2</b>	Plow and spreader sensors	L.S	3	\$	\$	
<b>3</b>	LCD touch screen display	Each	3	\$	\$	
<b>4</b>	Spreader/plow controller	Each	3	\$	\$	
<b>Patrol Vehicle – 2019 Chevrolet Silverado 2500</b>						
<b>4</b>	GPS module	Each	1	\$	\$	
<b>5</b>	Temperature recording sensor with display	L.S	1	\$	\$	
<b>Pickup Trucks (2013 &amp; 2014 GMC 1500 &amp; 2500)</b>						
<b>6</b>	GPS Module	Each	2	\$	\$	
<b>Garbage Truck – 2015 Ford F550</b>						
<b>7</b>	GPS Module	Each	1	\$	\$	
<b>Municipal Sidewalk Plow – Trackless MT5</b>						
<b>8</b>	GPS Module	Each	1	\$	\$	
<b>Grader – 2022 Cat 140-13</b>						
<b>9</b>	GPS Module	Each	1	\$	\$	
<b>10</b>	Wing and moldboard blade sensors	L.S	1	\$	\$	
<b>Hardware and Software</b>						
<b>11</b>	Server, base station, antenna, etc...	L.S	1	\$	\$	
<b>12</b>	Software with 1-yr service	L.S	1	\$	\$	
<b>13</b>	Software installation and training	L.S	1	\$	\$	
<b>Provisional Items</b>						
<b>14</b>	Upgrade/replace existing controls/valves	L.S	3	\$	\$	
<b>15</b>	Other (please specify)	L.S	1	\$	\$	
					HST	\$
					<b>Total Bid</b>	\$

**Bidder Initials:** \_\_\_\_\_



BID FORM

**I/We (the Service Provider) promise: that I/we are over the age of 18, are of right mind, are not under the influence of alcohol or controlled substances, wish to enter into a legally binding contract with the Municipality of Powassan, and agree to perform the work without undue delay to ensure work is completed as specified by**

**the above stated RFP no later than: \_\_\_\_\_**

Name of Individual or Firm \_\_\_\_\_

hereinafter referred to as the

"Service Provider" (Print)

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Witness or Firm Seal \_\_\_\_\_