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**Request for Proposals
RFP# 15-16-35
For**

**VEHICLE GPS SOLUTION
Per Specifications**

GREENVILLE POLICE DEPARTMENT

500 South Greene St.
P.O. Box 7207
Greenville, North Carolina 27835

Response Due Date: June 1, 2016 4:00pm (EST)

Contact Persons:

Questions regarding the bid package:

Denisha Harris
MWBE Coordinator
Telephone: 252-329-4862
Email: dharris@greenvillenc.gov

**Questions regarding the
Specifications:**

Patina "Tina" Oxendine
Police Technology Specialist
Telephone: 252-329-4152
Email: poxendine@greenvillenc.gov

Issue Date: May 11, 2016

**Request for Proposals
For
Vehicle GPS Solution**

Statement of Purpose

The Greenville Police Department is in search of a GPS solution that will give accurate and reliable tracking of police vehicles and officers. Officer safety, dispatch efficiency, crime reduction, and police presence in the community is a necessity for the department. The system must offer technology that will work alongside and integrate with our dispatch system. The equipment provided must be hard wired into the vehicle, so as to prevent tampering.

Background Information

The Greenville Police Department is a nationally accredited law enforcement agency that provides a full array of law enforcement services through a departmental philosophy of community-oriented policing. As a growing, progressive agency the Department continuously implements innovative techniques and methods to protect and serve the expanding community. This highly motivated department currently employs 186 sworn employees and 53 civilian employees who serve with the utmost professionalism in the various bureaus, divisions and units.

SECTION 1.0 INSTRUCTIONS TO PROPOSERS

1.1 The person, firm or corporation submitting a proposal shall submit it in a sealed envelope to the Purchasing Manager or her duly designated representative at one of the following:

Hand Delivered/or Carrier:

City of Greenville
Attn: Denisha Harris, Purchasing
201 W. Fifth Street
Greenville, NC 27835

Postal Mail:

City of Greenville
Attn: Denisha Harris,
Purchasing
P.O. Box 7207
Greenville, NC 27835

Email

Denisha Harris
dharris@greenvillenc.gov

1.2 This is a Request for Proposals and all proposals will be received at stated day/time, however, no public bid opening will be held. Proposals will be reviewed and evaluated by staff at a later time and an award will be made at the earliest possible date. Proposal results will be made available after award and by written request.

1.3 Each proposal submitted must be clearly marked "**Request For Proposals- Vehicle GPS Solution**" along with Proposer's name and address. Proposals may be submitted

via hand delivery, Carrier or Postal Delivery, or Email. NO BIDS WILL BE ACCEPTED BY FAX.

PLEASE NOTE: IT IS THE PROPOSER'S RESPONSIBILITY TO ENSURE THAT PROPOSALS ARE RECEIVED BY THE PURCHASING BY THE STATED DAY/TIME. No late proposals will be accepted.

1.4 All proposals must be signed by an authorized official of the firm.

1.5 No proposals may be changed or withdrawn after the time of the bid opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request is made in writing to Purchasing.

1.6 The City of Greenville reserves the right to reject any and all proposals, to waive any informalities, and to accept the proposal or any portion thereof that is deemed most advantageous to the City. Any proposal submitted will be binding for 90 days after the date of the submittal.

1.7. It is expressly understood by the proposers that written notice of award by the City will constitute an agreement by the City to consummate the transaction and will serve together with the proposal, advertisement, these instructions, and the detailed specifications, as the entire form of contract between the parties except in cases where formal contracts are warranted.

1.8. Technical questions regarding the specifications of this bid shall be directed to Patina Oxendine, Police Technology Specialist, at telephone (252) 329-4152; email: poxendine@greenvillenc.gov. All other questions regarding this Request for Proposals shall be directed to Denisha Harris, MWBE Coordinator, telephone (252)329-4862; email: dharris@greenvillenc.gov.

SECTION 2.0 GENERAL TERMS AND CONDITIONS

2.1 NON-DISCRIMINATION: The City of Greenville does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs or goods to the City are expected to fully comply with the City's non-discrimination policy.

2.2 NON-COLLUSION: Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.

2.3 PAYMENT TERMS: The City agrees to pay all approved invoices Net Thirty (30) days from the date received and approved. The City does not agree to the payment of

late charges or finance charges assessed by the seller or vendor for any reason. Invoices are payable in U.S. funds.

2.4 GOVERNING LAW: Any agreement, contract or purchase order resulting from this invitation to bid, request for proposals or request for qualifications or quotes, shall be governed by the laws of the State of North Carolina.

2.5 ACCEPTANCE/REJECTION OF PROPOSALS: The City of Greenville reserves the right to accept or reject any or all proposals, to waive any informalities, and to accept the proposal or any portion thereof that is deemed most advantageous to the City. Any proposal submitted will be binding for 90 days after the date of the submittal.

2.6 CONFLICT OF INTEREST: Each proposer shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason of personal gain.

2.7 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE: The City of Greenville has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, located in City Hall-200 W. Fifth Street Greenville, NC. By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.

2.8 M/WBE PROGRAM: Minority and/or Women Business Enterprise (M/WBE) Program

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 2% Minority Business Enterprise (MBE) and 2% Women Business Enterprise (WBE) goal for the participation of M/WBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned suppliers and service providers whenever possible.

Questions regarding the City's M/WBE Program should be directed to the M/WBE Office at (252) 329-4862.

2.9 FEDERAL LAW : Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

2.10 TAXES: Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation tax from which the City is exempt.

2.11 WITHDRAWAL OF PROPOSALS: No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for ninety (90) days after the date of submittal.

2.12 INSURANCE REQUIREMENTS: Contractor shall maintain at its own expense (a) Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage; City of Greenville, 200 W. Fifth St. Greenville, NC 27834 shall be named as additional insured.

(b) Professional Liability insurance in an amount not less than \$1,000,000 per occurrence-if providing professional services;

(c) Workers Compensation Insurance as required by the general statutes of the State of North Carolina and Employer's Liability Insurance not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit;

(d) Commercial Automobile Insurance applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable. Certificates of Insurance shall be furnished prior to the commencement of Services.

2.13 SERVICES PERFORMED: All services rendered under this agreement will be performed at the Seller's own risk and the Seller expressly agrees to indemnify and hold harmless The City of Greenville, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.

2.14 INDEPENDENT CONTRACTOR: It is mutually understood and agreed the Seller is an independent contractor and not an agent of the City of Greenville, and as such, Seller, his or her agents and employees shall not be entitled to any City employment benefits, such as but not limited to vacation, sick leave, insurance, workers's compensation, pension or retirement benefits.

2.15 VERBAL AGREEMENT: The City will not be bound by any verbal agreements.

2.16 E-VERIFY COMPLIANCE:

BIDDER (PROPOSER) acknowledges that compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes is required by the Contractor and its Subcontractors by North Carolina law and the provisions of the Contract Documents. The BIDDER (PROPOSER) represents that the BIDDER (PROPOSER) and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

Article 2 of Chapter 64 of the North Carolina General Statutes requires employers, that transact business in the State of North Carolina and employ 25 or more employees in the State of North Carolina, to electronically verify the legal employment status of an employee through the federal E-Verify program after hiring the employee to work in the State of North Carolina.

2.17 IRAN DIVESTMENT ACT:

Vendor certifies that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A-4; (ii) it will not take any actions causing it to appear on any such list during the terms of this contract, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on any list. A certification form is included with this package. This certification form should be signed and returned with your proposal.

SECTION 3.0 SCOPE OF WORK:

3.1 Scope of Work

The GPS solution must include the following functionalities:

- a. 15 seconds or less tracking intervals
- b. Handset tracking (smartphone tracking)
- c. Mapping that can be used alongside and integrated with dispatch system (Currently New World)
- d. Web-Based server and login
- e. Mobile Management for smartphones and tablets
- f. Breadcrumb
- g. Route Optimization
- h. Trip data and history
- i. Current and past location of vehicle
- j. Odometer
- k. Vehicle idle times
- l. Hard Stop
- m. Hard acceleration events
- n. Number of Trips
- o. Geo-Fencing
- p. Entry/Exit Reports
- q. User profiles (admin, supervisor, etc.)
- r. Mapping that shows continuous travel (no breaks in car movement on the map)
- s. Unlimited support/training/setup
- t. Installation time must be less than 15 minutes per vehicle
- u. Equipment cannot be accessible by the vehicle user.
- v. Optional: Have a built in Hotspot/Modem for WIFI connectivity

3.2 Outcome and Performance Standard

The software, hardware, and system must provide accuracy and reliability. In the case of system errors or malfunction, a solution must be provided within 24 hours of the reported event. The equipment will be inventoried and inspected during the vehicles normal maintenance schedule.

3.3 The Deliverables

Hardware and Inventory should be provided within (ten) 10 business days of placing the order. Hardware will be installed by the City. Installation should take 30-45 minutes per unit. System setup and support should be conducted within one (1) week of notification that equipment installation has been completed. The device needs to be able to work with the vehicle's Fuel Ring System.

3.4 Upgrading Equipment

Options for upgrades should be presented. Every 3-4 years, GPD should be given solutions (cost and analysis of) for new GPS technology and software upgrades.

The device needs to be able to work with the vehicle's Fuel Ring System

3.5 Equipment Warranty

All proposals shall include a Standard 1 year warranty for all hardware, software and equipment. Successful contractor will repair or replace defective products within 1 year of the purchase of the equipment/software at no additional cost.

If it is impossible or impractical to replace a defective Product with an identical product, such as at the end of a Product cycle or when an older version of a Product is no longer available, a product that is a substantially equivalent of the defective product or newer version of the defective product must be provided. Repaired or replaced products or parts will be warranted for the remainder of the original Warranty Period or ninety (90) days, whichever is longer and are subject to the limitations and exclusions set forth in this limited warranty

Additional/Extended Warranty beyond the 1st year should be presented as an option.

3.6 Contractual Terms and Conditions

No contract preferred. All equipment must be "flash-able" and transferable.

SECTION 4.0 PROPOSAL SUBMITTAL INSTRUCTIONS

4.1 Requirements for Proposal

All interested parties must provide a cost analysis including, total upfront cost, monthly cost, yearly cost, and per unit cost. Must also include signed affidavit (page 10).

-Units 90

-Smartphones Users 20

4.2 Proposal Format and Deadline

Written proposals, subject to the conditions made a part hereof, are due to Purchasing of the City of Greenville on or before 4:00 PM (EST) on Wednesday, June 1, 2016. Proposals may be submitted in hard copy or in electronic format. Hard Copy proposals should be mailed or hand delivered to the following address:

City of Greenville

Attn: Denisha Harris, MWBE Coordinator

201 W. Fifth Street

P.O. Box 7207

Greenville, NC 27835

Electronic submittals should be sent to the following email address:

dharris@greenvillenc.gov.

4.3 Evaluation and Award

All proposals will be evaluated and assessed throughout the month of June. The award decision is made based on multiple factors, including: total cost of ownership, meaning the cost of acquiring, operating, maintaining, and supporting a product or service over its projected lifetime; the evaluated technical merit of the Vendor's offer; the Vendor's past performance; and the evaluated probability of performing the specifications stated in the solicitation on time, with high quality, and in a manner that accomplishes the stated business objectives and maintains industry standards compliance. The successful proposer will receive a written notification of award.

4.4 References. Please provide at least three (3) references for which you have provided the type(s) of system as requested in this request for proposal. Please include:

- Name of Firm
- Address
- Contact Person
- Telephone and Email

Additional Information

Provide any information that you believe will assist the City of Greenville in making its selection. Such information may be in this section of the proposal or may be presented in one or more appendices.

**IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S.
143C-6A-5(a)**

Name of Contractor, Vendor or Bidder: _____

As of the date listed below, the contractor, vendor or bidder listed above, and all subcontractors utilized by the contractor, vendor or bidder listed above, is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the contractor, vendor or bidder listed above to make the foregoing statement.

Signature

Date

Printed Name

Title

Notes to persons signing this form:

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer’s Final Divestment List. The State Treasurer’s Final Divestment List can be found on the State Treasurer’s website at the address www.nctreasurer.com/Iran and will be updated every 180 days.