



August 22, 2008

RE: Request for Proposal No. 08-06-04 for a Passive Automatic Vehicle Location System for the City of Roanoke, Virginia

To Whom It May Concern:

The City of Roanoke is currently seeking a qualified Offeror to provide software that will automate the management of vehicle tracking. The Successful Offeror shall provide software that meets the specific requirements outlined in this Request for Proposal (RFP).

Specifically, the City of Roanoke is seeking a qualified Offeror to provide software that addresses the needs of the Transportation Division, particularly in the area of fleet tracking. The software shall be ESRI and ArcView compatible.

Each Offeror should carefully read and review all such items and should address such items in its proposal. However, the final description of the services and/or items to be provided to the City under this RFP is subject to negotiations with the successful Offeror, and final approval by the City.

1. Successful Offeror shall provide software that performs passive automatic vehicle location tracking for 11 vehicles (7 street sweepers, 4 Herbicide spraying vehicles).
2. Successful Offeror shall provide GPS units that track vehicle movements; and can store up to 1 month's worth of trip data.
3. Successful Offeror shall indicate the accuracy of their GPS location (within number of feet).
4. Successful Offeror shall provide vehicle units that continuously monitor four (4) activated auxiliary units Power Take Offs (PTOs) through electrical inputs.
5. Successful Offeror shall provide a system that will automatically download data to database when the vehicle returns to the equipment yard.
6. Successful Offeror shall provide a system that can download data to a 900 MHz Digital Spread Spectrum base station (wireless) and data should be available to multi users across a network.
7. Successful Offeror shall provide software that encrypts and compresses data for rapid transferring.
8. Successful Offeror shall provide AVL, GPS, and high resolution mapping software for six (6) computer workstations.
9. Successful Offeror shall provide software that can store information in ESRI GEO Database format having ESRI, ArcView compatibility.
10. Successful Offeror shall provide software with the ability to run specific and summary reports driven by data that is queried by the end user.
11. Successful Offeror shall provide software that allows the end users to follow detailed activity throughout the day, highlight exceptions, and monitor idle time in one place.

12. Successful Offeror shall provide software that allows users to view vehicle activity interactively on the screen (via a map) without running a report.
13. Successful Offeror shall provide software with the ability to import and export.
14. Successful Offeror shall provide hardware and software that is capable, with minor modifications and upgrades, of real-time GPS tracking in the future while still retaining the functionality contained in this request. The ability to add and remove vehicles from the application and to add real-time functionality is required.
15. Successful Offeror shall provide built-in security features within the software, including user level access security.
16. Successful Offeror shall include any hardware needed for complete installation in the price of the system and hardware shall include a one (1) year replacement warranty.
17. Successful Offeror shall provide necessary software to connect the base station to an external building receiver antenna with minimum receiving range of 1000' from the antenna.
18. Successful Offeror shall provide a vehicle processor that will be weatherproof.
19. Successful Offeror shall provide complete installation of the software and hardware.
20. Successful Offeror shall provide adequate training of necessary City of Roanoke employees.
21. Successful Offeror shall provide upgrades to the software as they become available or are necessary.
22. Successful Offeror shall provide annual support and maintenance of all features associated with the software.
23. Work shall be scheduled and conducted in a professional cooperative manner.
24. Any and all work shall be performed by qualified and trained persons. Successful Offeror shall ensure that it and its employees have any required licenses and/or permits to perform the work.

Each Offeror shall submit a letter of transmittal that includes the Offeror's understanding of the scope of work and general objectives to which the proposal is addressed.

Each Offeror shall, as part of the submittal, describe the features of the system and how they pertain to this RFP. Offeror shall also describe how their company proposes to increase efficiency of fleet management.

Each Offeror shall, as part of the submittal, include a timetable for completing all tasks/services covered in this RFP.

Each Offeror shall include, as part of the submittal, sample data and reports.

Each Offeror shall provide an organizational chart of the management team showing all personnel that will be involved in performing the requirements of the resultant contract, if any.

Each Offeror shall provide three (3) references from similar contracts executed in the past three (3) years. The City may also request additional information, clarification, or presentations from any of the Offerors.

Each Offeror shall provide evidence of a minimum of three (3) years experience in providing fleet tracking management software substantially similar to that being sought in this RFP. Responses from any entity without such experience will not be considered.

As a separate document to the RFP is a listing of the terms and conditions the Successful Offeror selected for this project will be required to sign, subject to any changes that may be authorized by mutual agreement of the parties. Please review the terms carefully. The insurance requirements provided for in the Contract must be provided by the Successful Offeror before any work is performed.

All responses to this request for proposal shall be submitted on or before 2:00 p.m. on September 9, 2008 to the address listed below:

City of Roanoke
Purchasing Division, Room 202
215 Church Ave. S.W., Roanoke, VA 24011
Ref: RFP 08-06-04 for a Passive Automatic Vehicle Location System
ATTN: Sharon T. Gentry, Purchasing Manager

Your Proposal, one (1) original and four (4) copies, appropriately signed by an authorized representative of your firm, must be submitted in a sealed envelope or package. The notation "**Passive Automatic Vehicle Location System**", **RFP # 08-06-04** and the opening time and date must be clearly marked on the front of that sealed envelope or package. Proposals received after the specified date and time will not be accepted.

The City reserves the right to reject or cancel any or all proposals, to waive any informalities in any proposal, to award any whole or part of a proposal, and to award to the Offeror whose proposal is, at the sole discretion of the City of Roanoke, determined to be in the best interest of the City.

Offerors will be evaluated for selection on the basis of those most qualified to meet the requirements of this RFP. Major criteria to be considered in the evaluation may include, but shall not necessarily be limited to, the items referred to above and those set forth below.

1. The background, education, and experience of the Offeror in providing similar services or items elsewhere, including the level of experience in working with municipalities and the quality of services performed or items supplied.
2. Reasonable/competitiveness of proposed fee and/or benefits to the City, although the City is not bound to select the Offeror who proposes the lowest fees or most benefits for services. The City reserves the right to negotiate fees and/or benefits to the City with the selected Offeror.
3. The Offeror's responsiveness and compliance with the RFP requirements and conditions. The program is certified by ESRI.

4. Determination that the selected Offeror has no contractual relationships which would result in a conflict of interest with City's contract.
5. The Offeror's ability, capacity and skill to fully and satisfactorily provide the services or items required in this RFP.
6. The quality of Offeror's performance in comparable and/or similar projects.
7. Whether the Offeror can provide the services and/or items in a prompt and timely fashion.

Proposal evaluation and award will be accomplished in accordance with this Request for Proposal and Sections 23.2-1, et. seq. of the Code of the City of Roanoke, Virginia.

Technical inquires regarding this RFP should be directed to Kathy Cox, Assistant Director of the Department of Technology at (540) 853-2613. Inquires for information regarding procurement procedures and/or proposal submission shall be directed to Sharon T. Gentry, Purchasing Manager at (540) 853-2871.

Sincerely,
Sharon T. Gentry, Manager