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SCHEDULE B - QUOTATION

RFQ Title: **Fleet Management Services Automatic Vehicle Locator (AVL)**

RFQ No: 1220-040-2022-033

**CONTRACTOR**

**Legal Name:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

**CITY OF SURREY**

City Representative: Sunny Kaila, Manager, Procurement Services

E-mail for PDF Files: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

1.If this Quotation is accepted by the City, a contract will be created as described in:

(a) the Agreement;

(b) the RFQ; and

(c) other terms, if any, that are agreed to by the parties in writing.

2.Capitalized terms used and not defined in this Quotation will have the meanings given to them in the RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the RFQ will remain in full force and effect.

3. I/We have reviewed the RFQ Attachment 1 – Agreement – Goods and Services. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

**Section Requested Departure(s)**

**Please State Reason for the Departure(s):**

4. The City requires that the successful Contractor have the following in place **before providing the Goods and Services**:

1. Workers’ Compensation Board coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided,

Workers' Compensation Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the City as additional insured and generally in compliance with the City’s sample insurance certificate form available on the City’s Website at [www.surrey.ca](http://www.surrey.ca) search [Standard Certificate of Insurance](http://www.surrey.ca/files/DCT_Standard_Certificate_of_Insurance_2014.docx);

(d) City of Surrey or Intermunicipal Business License: Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(e) If the Contractor’s Goods and Services are subject to GST, the Contractor’s GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

(f) If the Contractor is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As of the date of this Quotation, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

**Requested Departure(s):**

**Please State Reason for the Departure(s):**

5.The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

**Changes and Additions to Specifications:**

6. In addition to the warranties provided in the Agreement, this Quotation includes the following warranties:

7. I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and Scope of Services. If requested by the City, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any):

**Requested Departure(s)**

**Please State Reason for the Departure(s):**

**Fees and Payments**

8.The Contractor offers to supply to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows:

All prices submitted shall be for the entire equipment described in Schedule A with options shown separately, where permitted.

Prices shall be shown on the Quotation form with GST/PST, Environmental Taxes and Levies. The Contractor shall state the length of time that submitted price(s) will be held firm effective from the closing date.

Prices are to be quoted F.O.B. Destination, including freight, unloading at destination, import duties, brokerage fees, royalties, handling charges, overhead, profit and all other costs included.

Fluctuations in GST/PST or Environmental Tax Rates will be allowed.

| **F.O.B.** Destination Freight Prepaid | **Payment Terms**:A cash discount of \_\_\_\_% will be allowed if invoices are paid within \_\_\_ days, or the \_\_\_ day of the month following, or net 30 days, on a best effort basis. | | **Ship Via:** |
| --- | --- | --- | --- |
| **Item #** | **Specifications / Description** | | **Amount** |
|  | **Hardware** | |  |
| 1 | GO9-LTEROG Device | | $ |
| 2 | IOX-WRKS Harness for Spreader Controller | | $ |
| 3 | SPR-INSTALLBAG Installation Bag | | $ |
| 4 | HRN-GS16K2 Harness for GO9 Device | | $ |
| 5 | T-Type Diagnostic Harness | | $ |
|  |  | |  |
|  | **Installation** | |  |
| 6 | Standard Installation Cost per Unit | | $ |
| 7 | Winter Operation Vehicles Installation Cost | | $ |
|  |  | |  |
|  | **Fees** | |  |
| 8 | Activation Fees per Unit | | $ |
| 9 | Service Fees per Month (All licensing costs are to be covered as part of the service fee)   1. Geotab ProPlus Public Works Plan 2. Geotab ProPlus Plan 3. Geotab Pro Plan 4. Geotab Base Plan | | $  $  $  $ |
| 10 | Data Fees per Month | | $ |
| 11 | Report Fees per Month | | $ |
|  |  | |  |
|  | **Service Calls** | |  |
|  | Service Call Rate | |  |
|  | After Hours Service Call Rate | |  |
|  |  | |  |
|  | **Training** | | $ |
|  |  | |  |
|  | **Other:** | | $ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | $ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | $ |
|  |  | |  |
|  | | Subtotal: | $ |
|  | | GST 5%: | $ |
| CURRENCY: Canadian | | **QUOTATION PRICE:** | **$** |

Manufacturer’s Warranty: State Warranty

Warranty repairs shall be performed at

**Time Schedule:**

10. Contractors should provide an estimated schedule, with major item descriptions and times indicating a commitment to provide the Goods and perform the Services within the time specified (use the spaces provided and/or attach additional pages, if necessary).

The completed unit shall be delivered within \_\_\_\_\_ days after receipt of purchase order.

**Experience, Reputation and Resources:**

11. Contractor's relevant experience and qualifications in delivering Goods and Services similar to those required by the Agreement (use the spaces provided and/or attach additional pages, if necessary):

12. Contractor's references (name and telephone number) (use the spaces provided and/or attach additional pages, if necessary). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City’s discretion.

13. Contractors should identify and provide the background and experience of all key personnel proposed to provide the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

**Key Personnel**

|  |  |
| --- | --- |
| Name: |  |
| Experience: |  |
| Dates: |  |
| Project Name: |  |
| Responsibility: |  |

14. Contractors should provide details regarding their in-house software development team. (Please add as additional pages)

15. Contractors should identify and provide the background and experience of all sub‑contractors and material suppliers proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| *Description of Goods & Services* | *Sub-Contractors & Material Suppliers Names* | *Years of Working with Contractor* | *Telephone Number and Email* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Supporting Documentation (Please add as additional pages):**

16. Contractors should provide a detailed training plan.

17. Contractors should provide a copy of their Service Level Agreement.

18. Contractors should present any value add options in addition to the Goods and Services specified in Schedule A and Schedule A-1.

18. Contractors should provide official documentation relating to privacy and data Security, confidentiality, licensing and support services.

19. Contractors must complete Schedule B-1 – Technical Specifications Worksheet and submit the worksheet with this quotation.

**Signature**

20. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_.

**CONTRACTOR**

**I/We have the authority to bind the Contractor.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Legal Name of Contractor)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Signature of Authorized Signatory)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Print Name and Position of Authorized Signatory)

SCHEDULE B-1 - TECHNICAL SPECIFICATIONS WORKSHEET

| **Preferred Specifications** | | **Yes/No** | **Contractors’ Specifications of Equipment offered** |
| --- | --- | --- | --- |
| **A** | **General Requirements** |  |  |
|  | The Contractor shall be a Geotab affiliated service provider. |  |  |
|  | The Contractor shall work with Geotab to continue to offer a wide variety of AVL solutions to meet the needs from simple tracking, through to a complex on-board system integration (i.e. spreader controllers) in order to accommodate the various business requirements for the wide range of vehicles in the City of Surrey fleet. The types of desired units are listed below but should not be limited to:   1. Asset Tracking AVL Unit: Providing one to two location transmissions per day to locate field assets, such as portable message signs, generators, and other type of equipment left outside of equipment facilities. 2. Light Duty Vehicle AVL Unit: Providing location, bread crumb trails, and engine/vehicle diagnostics data available from the vehicle. 3. Standard AVL Control Unit (with on-board systems integration functionality): Unit must at a minimum be able to interface to five (5) digital sensor inputs, two (2) dedicated outputs. |  |  |
|  | The Geotab components must be installed to operate in field conditions experienced in the daily operation of all fleet vehicles & equipment involved in the City of Surrey winter maintenance operation. The types of vehicles to be supplied with Automatic Vehicle Location (AVL) units are trucks with snowplows and salt spreaders, sidewalk plows, patrol vehicles, service vehicles and contraction equipment (loaders, backhoes, excavators, farm tractors, etc.). |  |  |
|  | The Contractor will install Geotab control units in a securely mounted manner inside the vehicle’s cab and must operate on vehicles electric power (12V or 24V). For unit(s) without a cab, the units must be securely mounted in a suitable place that protects from the elements and tampering. |  |  |
|  | The antenna must be suitable for all equipment mounting (i.e. permanent or magnetic mount) and a suitable cable in varying lengths must be provided. |  |  |
|  | The Contractor will supply the following components and pricing as required:   1. GO9-LTEROG Device 2. IOX-WRKS harness for spreader controller 3. SPR-Installbag installation bag 4. HRN-GS16K2 harness for GO9 device 5. T-Type Diagnostic Harness   With technology advances the items mentioned above maybe superseded, the Contractor is expected to keep abreast technology changes and work with city and Geotab to ensure the city has the appropriate components to meets it AVL requirements. |  |  |
|  | The Contractor shall provide monthly services plan for:   1. Geotab ProPlus Public Works Plan 2. Geotab ProPlus Plan 3. Geotab Pro Plan 4. Geotab Base Plan 5. Installation fees    1. Standard install    2. Winter operations vehicle install 6. Repairs and maintenance 7. Service call 8. After hours/emergency service call rate   Any fees associated with using Contractors help deck |  |  |
|  | As part of an install the Contractor may also be required to supply, install additional discrete sensor integrations, which may include, but not be limited to:   1. Front Plow Up/Down; 2. Belly Plow Up/Down; 3. Spreader On/Off; 4. Anti-ice On/Off 5. Lights On/Off; 6. Road Temperature 7. PTO Sensors; and 8. In-Vehicle and Remote Panic Buttons. |  |  |
|  | Winter Data: the system shall also be able to integrate to other salt spread control systems such as:   1. CompuSpread (230, 440, 550) 2. Dickey John (Control Point, Flex 4) 3. Epoke 4. Cirus (DualSpread, SpreadSmart) 5. Force America (5100, 6100) 6. Component Tech (GL-400, ACS) 7. Schmidt-Stratos 8. Accucast 9. IQAN |  |  |
|  | For all winter maintenance vehicles, the data should be collected, stored and reported whenever a change to any of the following fields occurs:   1. solid material type (e.g. salt), 2. solid material spread rate, 3. solid material spread width, 4. gate setting, 5. blast on/off, 6. pause on/off, 7. liquid material spread rate, 8. prewet on/off, 9. error status   \*Depending on the availability for the spreader controller.\* |  |  |
|  | The system must be accessible from a variety of desktop browsers and mobile devices. |  |  |
|  | The Contractor must provide an option to place devices on seasonal summer standby mode. |  |  |
|  | The Contractor must have GPS/AVL experience with Winter Operations and Fleet Management Reporting. |  |  |
|  | The Contractor must be able to operate over the Rogers cellular network or indicate all alternative cellular carrier networks it supports operating over. |  |  |
| **B** | **Administration & Security Requirements** |  |  |
|  | The Contractor shall work with Geotab to ensure:   1. System access must require user authentication of username and password. 2. The user interface shall present vehicles and permissions provisioned according to the user logged in. 3. The system must support multiple authorizations simultaneously from multiple locations. 4. Each vehicle on the map should have a unique identifier as determined by the City of Surrey. 5. All data collected and data transferred shall be secured from unauthorized access 6. The list of authorized users shall be determined by the City of Surrey. 7. System must support provisioning and administration of multiple users and groups of users. 8. The system must provide an option for secure socket layer authentication (SSL/HTTPS). 9. The forward-facing website (Citizen Insight platform) is functioning and updated as necessary |  |  |
| **C** | **Ongoing Support and Service Levels** |  |  |
|  | The Contractor must have a Technical Support Centre to provide support for end-users. Contractor must provide locations of Technical Support offices, ideally in the Lower Mainland, and be available 24/7/365 |  |  |
|  | The Contractor shall provide a process of how calls/issues are escalated to Geotab should the Contractor need to. |  |  |
|  | The Contractor shall provide details of a training plan. The training should cover but not limited to:  1. New users to the system  2. Training for system enhancements  3. Refresher training |  |  |
|  | The Contractor will have a process and support capabilities to make changes and updates to the winter maintenance routes, and route completion data |  |  |
|  | The Contractor shall have a documented Service Level Agreement. Please provide a copy. |  |  |
|  | The Contractor will have an in-house software develop team – provide details |  |  |
|  | Please provide value add options as part of your response |  |  |
|  | The Contractor shall provide their company policy regarding Privacy and Data Security |  |  |