



**OGDEN CITY CORPORATION
REQUEST FOR PROPOSAL**

Operations Fleet Vehicle Software and Equipment



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Public Services

November 26, 2024

OGDEN CITY CORPORATION

REQUEST FOR PROPOSAL

Operations Fleet Vehicle Software and Equipment

ADVERTISEMENT

Ogden City is seeking sealed proposals from qualified offerors to provide and install a camera and snowplow tracking system that must integrate with Geotab devices in its fleet vehicles. Proposal packets are available and can be downloaded from the Ogden City website at <http://ogdencity.com/264/Purchasing>.

Proposers are responsible for securing any addenda issued.

A **non-mandatory pre-proposal meeting** will occur on **December 19, 2024, at 1 PM MST**. The meeting will be held via an online platform, Zoom. Details are provided in the RFP. All firms intending to submit a proposal are **encouraged** to attend the meeting to obtain relevant information.

Sealed responses to this RFP shall be submitted to the Purchasing Office, c/o 2nd Floor Information / Constable Desk, 2549 Washington Blvd, Ogden, UT, 84401 by **January 7, 2025, no later than 3 PM. LATE PROPOSALS WILL NOT BE ACCEPTED.**

Ogden City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from small, local, women-owned, and minority and veteran owned businesses and other disadvantaged business enterprises.

Ad Published: November 30 & December 7, 2024

OGDEN CITY CORPORATION

REQUEST FOR PROPOSAL

Operations Fleet Vehicle Software and Equipment

I. INTRODUCTION

Ogden City Public Works uses a variety of vehicles for daily operations, this includes solid waste and recycling collection, street sweeping, plowing, and salting roadways. To broaden work management, there is a desire to solicit software/hardware that records and integrates with Geotab devices.

Goals/Objectives

The objective of this project is to improve fleet management through real-time tracking, enhance safety protocols via installed cameras, and enable the integration of tracking data into the City's existing IT infrastructure. Additionally, we seek a solution that allows the public to view the real-time location of snowplows for improved transparency. Moreover, we want to incorporate cameras in our refuse trucks to improve safety and operational efficiency.

It is anticipated that this RFP process will result in one contract award. The RFP document will become part of the final contract. The contract will be issued for a period of one (1) year with two (2) options to extend one year each, per mutual agreement.

II. SCOPE OF WORK or SPECIFICATIONS – Refer to Exhibit A

III. MANDATORY OR NON-MANDATORY MEETING

A **non-mandatory pre-proposal meeting** will occur on **December 19, 2024, at 1 PM MST**. The meeting will be held via an online platform, Zoom. All firms intending to submit a proposal are **encouraged** to attend the meeting to obtain relevant information. Please allow at least one (1) hour for the meeting.

Below are the details of the Zoom Meeting:

Please click the link below to join the webinar -

<https://us02web.zoom.us/j/84414979091?pwd=CEVICrddqwLwqDeYRaIX1uKcuiCw3V.1>

Passcode: 898182

Or One tap mobile :

+12532158782,,84414979091#,,, *898182# US (Tacoma)

+13462487799,,84414979091#,,, *898182# US (Houston)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 719 359 4580 US

+1 253 205 0468 US

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

Webinar ID: 844 1497 9091

Passcode: 898182

IV. RESPONSE TO RFP

Ogden City is seeking proposals from offerors capable of providing all the work described in the Scope of Work (see Exhibit A) including attachments.

- A. Each Proposal must include, as a minimum, the following information:
1. Authorized Representative – Indicate the name, address, email, and telephone number of the company submitting the proposal.
 - a. Include the name and contact information of the person designated as authorized to contractually bind the offer.
 2. Company Experience - A description of the firm's experience and capability of fulfilling this contract if awarded.
 - a. Include company history with biographies and/or resumes for principal contacts.
 - b. Capability and Experience
 3. Team Information – Provide the names of any outside consultants and/or subcontractors to be utilized, including contact information and a brief description of their role(s) in the project.
 4. Cost Proposal - Present a comprehensive breakdown of costs associated with the project, along with projected timelines for each phase. Include a price guarantee period for budget stability. Refer to SOW for details on pricing line items.
 5. References - Furnish a minimum of three references; Detailing project specifics, scope, work summaries, and contact information for validation.
 6. System Functionality and Flexibility – Describe the proposed system's operational capabilities and its adaptability to future needs.
 7. Training, Service, and Maintenance – Outline plans for training sessions, ongoing service provisions, and ongoing maintenance support post-project completion.
- B. Proposals are to be no longer than 30 pages. Double-sided pages count as two pages. Cover page and TOC are omitted from the page limit.
- C. For City record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
- a. Submitted as a loose leaf with a binder clip
 - b. Submitted in a regular 3-ring binder

D. Proposals submitted to Ogden City are considered public records unless protected within [Utah Code 63G-2-1](#).

V. EVALUATION OF PROPOSALS

Proposals will be evaluated by the criteria listed below:

A. System Functionality and Flexibility	35 Possible Points
B. Capability and Experience	30 Possible Points
C. Training, Service, and Maintenance	20 Possible Points
D. Cost/fee proposal	15 Possible Points

A total of 100 possible points may be awarded to one proposal.

The selection committee will primarily be composed of City employees. On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or do not conform to the RFP requirements may be deemed non-responsive and eliminated. Each proposer bears sole responsibility for the items included or not included in the response submitted by that proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions, and/or specifications in this RFP. Ogden City reserves the right to disqualify a proposal due to any late response, no response or missed deadline.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration.

After this initial phase, finalist proposals will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by a proposer to supplement their written proposal.

Being selected and agreeing does not guarantee the offeror will be extended any specific amount of work.

VI. SUBMISSION OF PROPOSALS

By January 7, 2025, no later than 3 PM MST; proposers shall submit five (5) copies of the proposal in a sealed envelope.

On the envelope, indicate your company's name and the RFP name.

Submit to:

Ogden City Corporation
c/o 2nd Floor Information / Constable Desk
ATTN: Purchasing Office
Operations / Fleet Vehicle Equipment
2549 Washington Blvd.
Ogden, UT 84401

LATE PROPOSALS WILL NOT BE ACCEPTED.

If the sealed proposal is submitted by mail or other delivery service, it must be received before the submission deadline.

The sealed proposal may also be hand-carried to the 2nd Floor Information / Constable Desk at the same address.

No facsimile or email transmittals will be accepted.

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on weekends and observed holidays.

VII. INSURANCE REQUIREMENTS

The successful proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. **The Contractor shall pay the cost of such insurance.**

A. The amount of insurance shall not be less than:

1. **General Liability:** Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable), and independent contractor's liability (if applicable) written on an occurrence form.

2. **Business Automobile Liability:** \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned, and hired autos.

3. **Workers' Compensation and Employer's Liability:** Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

B. Each insurance policy required by this Agreement shall contain the following clauses:

1. "This insurance shall not be suspended, voided, canceled, reduced in coverage or limits except after thirty days prior written notice by certified

mail, return receipt requested, has been given to the Ogden City Corporation”.

2. “It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents, and volunteers shall be excess of Contractor’s insurance and shall not contribute with insurance provided by this policy.”

C. Each insurance policy required by this Agreement, except policies for Workers’ Compensation, shall contain the following clause in a separate endorsement:

1. “Ogden City Corporation, its elected and appointed officials, employees, volunteers, and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation.”

D. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. The contractor’s insurer must be authorized to do business in Utah at the time the license is executed and throughout the period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as material breach of contract.

E. City shall be furnished with original certificates of insurance and endorsements affecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the city before work begins on the premises.

F. City reserves the right to require complete, certified copies of all required insurance policies at any time.

G. Any deductibles or self-insured retentions must be declared to and approved by the city. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions concerning the City, their elected and appointed officials, employees,

agents, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

H. The Contractor shall include all its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverage for the Contractor's contractors shall be subject to all the requirements stated herein.

I. Nothing contained herein shall be construed as limiting in any way the extent to which the Contractor may be held responsible for payments of damages to persons or property resulting from the activities of the Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.

J. Under the "**Certificate Holder**" section, list the following information:

Ogden City Corporation
2549 Washington Blvd.
Suite 510
Ogden, UT 84401

VIII. GENERAL TERMS AND CONDITIONS

- A. Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.
- B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, the Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or

entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.

- C. All work must meet current industry standards including all Federal, State and local rules and regulations.
- D. Ogden City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- E. Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertising review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.
- H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- I. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.
- J. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as

necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers.

The selected company shall enter into a written agreement with Ogden City.

Ogden City reserves the right to cancel this Request for Proposal.

Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

- K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of bid submission. The form can be accessed through the Recorder's webpage at: [https://pr-ogdenut.mycusthelp.com/WEBAPP/rs/\(S\(suopfgrvelrynrtwqydtthpu0\)\)/support/home.aspx?sSessionID=16221821990UTUCQERTHPDHVQEOIMKDOOMQJPTOE&lp=2](https://pr-ogdenut.mycusthelp.com/WEBAPP/rs/(S(suopfgrvelrynrtwqydtthpu0))/support/home.aspx?sSessionID=16221821990UTUCQERTHPDHVQEOIMKDOOMQJPTOE&lp=2)

IX. ADDITIONAL INFORMATION

Price Guarantee: If applicable, all pricing must be guaranteed for one (1) year. Following the guarantee period, any request for price adjustment must be for an equal guarantee period and must be made at least 30 days before the renewal period.

Requests for price adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

Any adjustment or amendment to the contract will not be effective unless approved by Ogden City.

Price Reductions: It is understood and agreed that the city will be given the immediate benefit of any decrease in the market, or allowable discount.

The contractor will only be allowed to invoice for the cost of services/goods in compliance with the submitted proposal as accepted by Ogden City Corporation.

- A. Invoices must contain a complete description of the work/service/goods that were performed/provided, the contract price for each service, the City purchase order or contract number, and the address of service location or delivery address.
- B. Upon the Award of the Contract, the Contractor may receive a request to process payments electronically.
- C. If offered by the Contractor, Ogden City seeks a discount for early payment. The City shall only take such a discount if earned.
- D. Invoices shall be sent to the following address:

Email invoices to: itbilling@ogdencity.com

X. GOVERNING INSTRUCTIONS

This RFP will constitute the governing document for submitting Proposals and will take precedence over any oral representations.

XI. RFP SCHEDULE

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline, will result in an RFP amendment. Amendments will be published in the City's Purchasing webpage - <https://www.ogdencity.com/264/Purchasing>.

EVENT	TARGET DATE
Open RFP Process	November 26, 2024
1 st Ad – Standard-Examiner	November 30, 2024

2 nd Ad - Standard-Examiner	December 7, 2024
Pre-Proposal Meeting via Zoom	December 19, 2024; 1 PM MST
Last day for Q&A	December 24, 2024; 10 AM MST
RFP Response Deadline	January 7, 2025; 3 PM MST
Committee Review and Selection Process	TBD
Contract Start Date	TBD

XII. CONTACT INFORMATION

For any questions related to this RFP, please contact the Ogden City Purchasing Office via email at purchasing@ogdencity.com or at (801) 629-8742.

The question-and-answer period ends at 10 AM MST on December 24, 2024

Please check the City's Purchasing webpage for any published Q&A document(s) that might have already addressed your questions or concerns - <https://www.ogdencity.com/264/Purchasing>.

Thank you for your interest in doing business with Ogden City.

EXHIBIT A

SCOPE OF WORK

Required

I. Online Portal/App

- a. Public access for improved fleet management through real-time tracking
- b. Integration of tracking data with the use of the city's existing GIS infrastructure.
- c. Public view into real-time location of snowplows for improved transparency.
- d. Must integrate with Geotab, City's GPS platform.

II. Fleet Vehicles:

- a. Ten Refuse Trucks
 - i. Tracking Devices: Must integrate with existing Geotab devices.
 - ii. Cameras: Front (Drivers View), Side (Captures the arms operation), Rear (Reverse Movements), Hooper view.
 - 1. High-Resolution Video Capture
 - 2. Night Vision
 - 3. Weather-resistant housing
 - 4. Data storage and retrieval
- b. Nine 10-Wheeler Dump Trucks
 - i. Tracking Devices: Must integrate with existing Geotab devices.
- c. Ten F-550 Tweener (Mini Dump Trucks)
 - i. Tracking Devices: Must integrate with existing Geotab devices.
- d. Three Sweeper Trucks
 - i. Tracking Devices: Must integrate with existing Geotab devices.
 - ii. State Compliance: Ability to log and report coverage and frequency of road sweeps.

- e. Five F-250 Pick-Up Trucks
 - i. Tracking Devices: Must integrate with existing Geotab devices.

III. Installation and Configuration

- a. Camera Systems: High-resolution camera installation in the garbage trucks.
- b. System Integration: Must integrate with existing Geotab devices.

IV. Testing and Validation

- a. Comprehensive Testing: Verify functionality of all tracking and camera systems.
- b. Validation: Ensure data accuracy and reliability during the validation period.

V. Software Capabilities and Pricing

- a. General Capabilities
 - i. Historical Data: Video archive location. Retrieval, and analysis for a period of one (1) year.
 - ii. Ongoing Support: Continuous technical support and troubleshooting services.
 - iii. Regular Updates: Software and hardware updates to maintain system integrity and performance.
 - iv. SLAs: Clearly defined Service Level Agreements for response times and issue resolution.
 - v. Must integrate with existing Geotab devices.
- b. Public App/Web Integration:
 - i. Must integrate with existing Geotab devices.

VI. Specific Capabilities

- a. Must integrate with existing Geotab devices.
- b. Reporting Tools: Generate reports for compliance, maintenance schedules, and operational efficiency.
- c. Alerts: Real-time alerts for deviations, maintenance needs, and emergencies.

VII. Pricing

- a. Licensing: Annual purchase options
- b. Maintenance: Cost for regular updates and technical support.
- c. Training: Cost for training the city employees in new systems and features.
- d. Equipment: Detailed cost breakdown for hardware, software, installation, training, and support.
- e. Initial and ongoing costs and breakdown.
- f. Warranty for all equipment and software provided.