

City of Lynwood



REQUEST FOR PROPOSALS FOR FLEET GPS AND DIGITAL IN-CAR VIDEO SOLUTION

City Clerk's Office
Attn: City Clerk
11330 Bullis Road
Lynwood, CA 90262

Due Date for Proposals: May 3, 2018 by 5:00 p.m.

**CITY OF LYNWOOD
NOTICE REQUESTING PROPOSALS FOR FLEET GPS AND
DIGITAL IN-CAR VIDEO SOLUTION**

The City of Lynwood is requesting proposals from qualified vendors for the procurement, installation, and support for a fleet GPS system and digital in-car video solution. Please submit an original and four copies as well as an electronic copy on a flash drive or CD-ROM of your proposal in a sealed envelope to the name shown below no later than 5:00 p.m. on May 3, 2018. Proposals received after said time will not be considered.

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You may direct all questions to Peter Han via email at phan@lynwood.ca.us until 5:00 p.m. on April 30, 2018.

GENERAL CITY INFORMATION

The City of Lynwood was incorporated on July 16, 1921, under the general laws of the State of California. The City operates under a Council-Manager form of government that provides the following services to the community: general administration, public works, community development services, recreation and community services, and public safety (fire and police services are provided by Los Angeles County).

The City operates in approximately a 4.8 square mile area with population of ~70,000. It has five Council Members, an elected City Clerk, elected City Treasurer, and an appointed City Manager. It has approximately 200 employees working for the following departments:

City Manager
City Clerk
City Treasurer
Finance & Administration
Public Works
Community Development
Recreation & Community Services
Human Resources
Technology and Media Support Services

BACKGROUND

The City currently does not have a fleet GPS or digital in-car video solution. A solution is needed for approximately 54 vehicles to ensure the safety of City employees, promote safe driving habits, and prevent claims arising from not-at-fault accidents, among others.

The City is currently using RTA Fleet Management Software to keep track of vehicle maintenance records, work orders, fuel consumption, parts inventory management, etc. The City would like an option to interface with this system or to replace it with a comprehensive solution from one vendor to simplify management of the City's fleet.

SCOPE OF SERVICES

The selected bidder shall procure, install, configure, and provide support services for a fully operational fleet GPS and digital in-car video solution with the option to interface with or replace the City's current fleet management software. Video shall be stored for a minimum of 30 days. The solution shall be managed through a web interface for all components of the solution. Vendor must provide staff training upon request.

The Public Works department will need a GPS only solution for 36 vehicles. The Community Development department will need a GPS and video solution for 18 vehicles. Appendix A shows a list of current City vehicles.

TECHNICAL SPECIFICATIONS

The proposed solution shall have the minimum technical specifications:

Mobile Components

- On board GPS that ties in with video cameras or stand alone. Must have the ability to show in 'real-time' the position of the vehicle as well as historical data.
- Must have tamper proof equipment.
- Capability to monitor fuel consumption, engine diagnostics, and show maintenance reminders.
- Data to show driving behavior.
- The in-car digital video system shall consist of a digital video recorder, windshield mounted with coverage immediately in front of the vehicle.
- The digital video recorder (DVR) shall have no moving parts and shall use solid state media.
- The DVR shall be capable of operating within the range of interior temperatures found within a vehicle in Los Angeles County without the need for supplemental heating or cooling.
- The windshield mounted miniature color camera shall provide for maximum nighttime performance that minimizes blooming and glaring from bright sources of light
- The resolution of the video shall be adjustable through downloadable setup parameters with minimum resolution of 720 x 480.
- The DVR shall include means of maintaining accurate time of the internal clock of the system through GPS or wireless access. The proper date and time shall be displayed on all recordings.

- The solid state storage unit shall be easily removable to accommodate file transfer when wireless transfer is not available.
- The entire system shall power down automatically when a programmable time parameter has expired after the ignition has been turned off. Consideration shall be given to the mode of the DVR, standby mode vs active record.
- It shall be impossible to edit or delete recordings from within the vehicle.

Video Management Solution

- The digital management solution shall support the automatic uploading of video, audio and metadata through a wireless connection.
- The wireless transfer of the data shall be automatic and should not require manual intervention.
- Management system must be web based.

Installation Services

- Proposer shall provide installation cost on a per unit basis for a fleet shown in Appendix A.
- The proposer shall provide requirements and instructions should the City elect to self-install systems.

Warranty & Maintenance

- The proposal shall include a two-year warranty on all components and installation provided by the proposer. Maintenance and support for subsequent years shall be included as an option for the City on an annual basis.

PROPOSAL SUBMISSION REQUIREMENTS

Each company that responds to this Request for Proposals is required to submit the information listed below. Please submit an original and four copies of all requested materials as well as an electronic copy on a flash drive or CD-ROM.

1. A cover letter introducing the company and the individual who will be the primary contact person.
2. Describe the company's qualification with emphasis on experience with other municipalities and/or governmental agencies.
3. Recent project references with names and telephone numbers of contact persons.
4. Proposal must be a firm offer for a one hundred eighty (180) day period.
5. Indicate the timeframe required from notice of award until services can be Provided.
6. Describe the maintenance and warranty information.

SELECTION PROCESS

Each of the proposals received will be evaluated for compliance with the requirements stated in this RFP. Failure to meet these requirements will be cause for eliminating the Company for further consideration.

The City shall not be liable in any way for any cost incurred by any offer or in the preparation of its proposal in response to this RFP. The City reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all or part of this proposal, and to be the sole judge of the suitability of the proposals offered. Evaluation of the proposals will be made by a panel of appropriate City staff. In addition to evaluating written proposals, oral interviews and or on site visits may be requested. The eventual recommendation will be made by the City Manager, and the contract will be reviewed and approved by the City Council. Except for proprietary information, the winning proposal will be subject to disclosure on the City's website or upon written request.

Proposals will be evaluated generally on the following criteria, which is neither weighted nor prioritized:

1. Overall cost of services to the City
2. A high level of professional competence and a proven track record in providing services
3. Quality of Proposal - The proposal should clearly demonstrate an understanding of the City's overall needs and objectives
4. Review of references

Firm selection will not be based solely on low bid. The City reserves the right to select a submission which is in the best interest of the City. During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information and clarifications from the proposers or to allow corrections of errors or omissions.

PROPOSAL REVIEW AND AWARD SCHEDULE

1. RFP published on website and local newspaper: April 19, 2018
2. Last day for questions regarding RFP: April 30, 2018 at 5:00 p.m.
3. Proposals due: May 3, 2018 at 5:00 p.m.
4. City Manager's expected recommendation to Council: May 15, 2018
5. Anticipated contract execution date: May 30, 2018

Appendix A

Year	Make	Model	Description
2015	Case	521 F Articulated Loader	2015 Case 521 F Articulated Loader
2015	Ford	F-250 Super Duty	2015 Ford F-250 Super Duty
2014	Ford	12 Passenger Van	2014 Ford 12 Passenger Van
2014	Ford	F-150 XL	2014 Ford F-150 XL
2014	Ford	F-150 XL	2014 Ford F-150 XL
2014	Ford	F-150 XL	2014 Ford F-150 XL
2014	Ford	F-150 XL	2014 Ford F-150 XL
2014	Ford	F-150 XL	2014 Ford F-150 XL
2014	Ford	F-150 XL	2014 Ford F-150 XL
2014	Ford	F-150 XL	2014 Ford F-150 XL
2013	Ford	F 150 XL	2013 Ford F 150 XL
2013	Ford	F 150 XL	2013 Ford F 150 XL
2013	Ford	F 150 XL	2013 Ford F 150 XL
2013	Ford	F-350 Dump	2013 Ford F-350 Dump
2013	Ford	F-650 Heavy Duty Dump	2013 Ford F-650 Heavy Duty Dump
2013	Ford	Fiesta S Sedan	2013 Ford Fiesta S Sedan
2013	Ford	Fiesta S Sedan	2013 Ford Fiesta S Sedan
2013	Ford	Fiesta S Sedan	2013 Ford Fiesta S Sedan
2013	Ford	Fiesta S Sedan	2013 Ford Fiesta S Sedan
2013	Ford	Fiesta S Sedan	2013 Ford Fiesta S Sedan
2013	Ford	Focus S Sedan	2013 Ford Focus S Sedan
2013	Ford	Focus S Sedan	2013 Ford Focus S Sedan
2013	Ford	Ford F 150 XL	2013 Ford Ford F 150 XL
2013	Ford	Ford F 150 XL	2013 Ford Ford F 150 XL
2013	Ford	Ford F 150 XL	2013 Ford Ford F 150 XL
2013	Ford	Ford F 150 XL	2013 Ford Ford F 150 XL
2013	Ford	Ford F 150 XL	2013 Ford Ford F 150 XL
2012	Ford	F450 Sign Truck	2012 Ford F450 Sign Truck
2012	Ford	Ford F 150	2012 Ford Ford F 150
2012	Ford	Ford F 150	2012 Ford Ford F 150
2012	Ford	Ford F 250 Utility Truck	2012 Ford Ford F 250 Utility Truck
2012	Ford	Ford F 250 Utility Truck	2012 Ford Ford F 250 Utility Truck
2012	Ford	Ford Focus	2012 Ford Ford Focus
2012	Ford	Ford Focus	2012 Ford Ford Focus
2012	Ford	Ford Focus	2012 Ford Ford Focus

2012	Ford	Ford Focus	2012 Ford Ford Focus
2012	Ford	Ford Taurus	2012 Ford Ford Taurus
2011	GEM	Electric Vehicle	2011 GEM Electric Vehicle
2011	Peterbilt	GAP VAX Truck Vacuum	2011 Peterbilt GAP VAX Truck Vacuum
2010	Ford	Ford F 550 Graffiti Truck	2010 Ford Ford F 550 Graffiti Truck
2008	GMC	Canyon 3.7 L	2008 GMC Canyon 3.7 L
2007	Ford	Ford F650 Dump Truck	2007 Ford Ford F650 Dump Truck
2007	GMC	Canyon 3.7 L	2007 GMC Canyon 3.7 L
2007	GMC	Truck w/ Crane	2007 GMC Truck w/ Crane
2001	Dodge	Ram 3500 crane trk	2001 Dodge Ram 3500 crane trk
2001	Dodge	Ram 3500 valve trk	2001 Dodge Ram 3500 valve trk
2001	Ford	F 450XL aerial lift	2001 Ford F 450XL aerial lift
2001	Ford	F-450XL Aerial Lift	2001 Ford F-450XL Aerial Lift
2017	Nissan	Electrical Vehicle	2017 Nissan Electrical Vehicle
2017	Nissan	Electric Vehicle	2017 Nissan Electrical Vehicle
2017	Nissan	Electrical Vehicle	2017 Nissan Electrical Vehicle
2017	Nissan	Electrical Vehicle	2017 Nissan Electrical Vehicle
2017	2017 Nissan Eletric Vehicle	Electrical Vehicle	Electrical Vehicle
2017	2017 Nissan Eletric Vehicle	Electrical Vehicle	2017 Nissan Electrical Vehicle