Submit Proposals To:	CITY OF HOLLYWOOD, FLORIDA
City of Hollywood 2600 Hollywood Boulevard Hollywood, Florida 33020 Office of City Clerk, Room 221	REQUEST FOR PROPOSALS PROPOSER ACKNOWLEDGMENT

| RFP Title: Fleet Maintenance and Fuel Management Program Web Based Software System

RFP No.: 4376-14-RD

A Cone of Silence is in effect with respect to this RFP. The Cone of Silence prohibits certain communications between potential vendors and the City. For further information, please refer to Section 30.15(E) of the City's Code of Ordinances. | Proposals must be received prior to 3:00 P.M., Friday, November 8, 2013 and may not be withdrawn within 90 calendar days after such date and time. Proposals received by the date and time specified will be opened in Room 303. All Proposals received after the specified date and time will be returned unopened.

Procurement Services Contact: Ralph Dierks or Linda Silvey or Joel Wasserman or his designee.

Telephone No.: (954) 921-3223 or (954) 921-3200 or (954) 921-3290 |

PROPOSER ACKNOWLEDGMENT

THIS FORM MUST BE COMPLETED AND SUBMITTED ALONG WITH THE COMPLETE PROPOSAL PRIOR TO THE DATE AND THE TIME OF PROPOSAL OPENING. THE PROPOSAL SUMMARY SHEET PAGES ON WHICH THE PROPOSER ACTUALLY SUBMITS A PROPOSAL AND ANY PAGES UPON WHICH INFORMATION IS REQUIRED MUST BE COMPLETED AND ATTACHED WITH ALL PAGES OF THE PROPOSAL DOCUMENT.

Proposer's Name:	Fed. ID No. or SS Number
Complete Mailing Address:	Telephone No.:
	Fax No.:
Do You Have a Permanent Office Located in the City of Hollywood? Yes ☐ No ☐	E-Mail Address:
Indicate type of organization below: Corporation ☐ Partnership ☐ Individual ☐ Other	

ATTENTION: FAILURE TO SIGN (PREFERABLY IN BLUE INK) OR COMPLETE ALL RFP SUBMITTAL FORMS AND FAILURE TO SUBMIT ALL PAGES OF THE RFP DOCUMENT AND ANY ADDENDUMS ISSUED MAY RENDER YOUR RFP NON-RESPONSIVE.

CHECK BOX BELOW TO ACKNOWLEDGE THIS PROPOSAL.

The proposer certifies that this proposal is based upon all conditions as listed in the proposal documents and that he has made no changes in the proposal document as received. He further proposes and agrees, if his proposal is accepted, he will execute an appropriate agreement for the purpose of establishing a formal contractual relationship between him and the city of Hollywood, Florida, for the performance of all requirements to which this proposal pertains. Further, by checking the agree box listed below and by signing below in blue ink all RFP pages are acknowledged and accepted as well as any special instruction sheet(s) if applicable. I am authorized to bind performance of this RFP for the above proposer.

Agree ☐

_____   _____   _____
Authorized Name (Type or Print)   Title   Date

_____
Authorized Signature

CITY OF HOLLYWOOD, FLORIDA

BID/PROPOSAL NOTIFICATION
PROCUREMENT SERVICES DIVISION

Notice to Offerors: Log on to www.hollywoodfl.org and select the link to Vendor Registration & Bids to register as a supplier.

BID/PROPOSAL DOCUMENT INFORMATION

Bid/Proposal Number:	**F-4376-14-RD**
Bid/Proposal Name:	**Fleet Maintenance and Fuel Management Program Web Based Software System**
Procurement Contact Person:	**Ralph Dierks, Procurement Services Manager**
Email Address:	**rdierks@hollywoodfl.org**
Telephone Number:	**954-921-3223**
Bid/Proposal Opening Date:	**3:00 P.M., November 8, 2013**
Pre-Bid/Proposal Conference Date: ☐ Mandatory if Box is Checked	**N/A**

To view or download this Bid or RFP and any addenda go to:
www.hollywoodfl.org/purchasing/bids_pdf.asp and click on the bid or proposal number referenced above on this document or the corresponding addendum.

A Cone of Silence is in effect with respect to all Formal Bids and Request for Proposals. The Cone of Silence prohibits certain communications between potential vendors and the City. For further information, please refer to Section 30.15 (E) of the City's Code of Ordinances.

Bid/Proposal Name: Fleet Maintenance and Fuel Management Program Web Based Software System
Bid/Proposal Number: RFP-4376-14-RD
Bid/Proposal Opening Date: 3pm, Nov. 8, 2013

Firm Name/Address: _____
_____
_____

Return to:

City of Hollywood, Florida
c/o: Office of City Clerk
2600 Hollywood Blvd., Rm#: 221
Hollywood, Florida 33020

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NOTE: Always use the label to the left on all packages when returning your bid or proposal to the City.
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NOTICE TO ALL BIDDERS AND PROPOSERS

Cone of Silence

The City of Hollywood City Commission adopted Ordinance No. <u>O-2007-05</u>, which created Section 30.15(E) imposing a Cone of Silence for certain City purchases of goods and services.

The Cone of Silence refers to limits on communications held between vendors and vendor's representatives and City elected officials, management and staff during the period in which a Formal Solicitation is open.

The Ordinance does allow potential vendors or vendor's representatives to communicate with designated employees for the limited purpose of seeking clarification or additional information.   The names and contact information of those employees that may be contacted for clarification or additional information are included in the solicitation.

The Cone of Silence does not prohibit a vendor or vendor's representative from communicating verbally, or in writing to the City Manager, the City Manager's designee, the City Attorney or the City Attorney's designee on those procurement items to be considered by the City Commission.

The Cone of Silence does not prohibit a vendor or vendor's representative from making public presentations at a duly noticed pre-bid conference or duly noticed evaluation committee meeting or from communicating with the City Commission during a duly noticed public meeting.

The Cone of Silence shall be imposed when a formal competitive solicitation has been issued and shall remain in effect until an award is made, a contract is approved, or the City Commission takes any other action which ends the solicitation.

To view the Cone of Silence, Ordinance No. O-2007-05, go to the City of Hollywood's Official website at http://www.hollywoodfl.org/ConeOfSilence

REQUEST FOR PROPOSAL FORM
CITY OF HOLLYWOOD, FLORIDA

"AN EQUAL OPPORTUNITY AND SERVICE PROVIDER AGENCY"

PART I: PURPOSE AND SCOPE

PURPOSE:

The City of Hollywood, Florida is seeking Request for Proposals for a Fleet Maintenance and Fuel Management Program Web Based Software System to provide various features and capabilities for the Public Works Fleet Management Division to utilize in the management of their fleet maintenance and fuel management operations.

SCOPE:

The program must have the capability of tracking and managing all assets/inventory, repair orders, asset history and reports, preventative maintenance scheduling, notifications and maintenance, labor and cost analysis, automating and streamlining current billing processes, vehicle replacement analysis, fuel maintenance, usages and orders, purchases and inventory, parts cost, inventory and parts vendor integration, motor pool management, warranty claims and recalls, existing data integration, all training and maintenance support.

The Contractor shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval of the City of Hollywood.

CURRENT PROGRAM:

The current MCMS application, installed in 2001 and running on an IBM iSeries mainframe addresses the following areas of fleet maintenance. Equipment maintenance control and performance analysis covers all maintenance performed on equipment, with reporting at the individual unit or group level. Parts inventory control with purchase order management covers parts inventories, manufacturer and vendor information, reorder / restocking of inventory and inventory adjustments / transfers at the central, regional, or local level. Repair management encompasses repair order, maintenance purchase order, and direct charge entry. Warranty management provides tracking the OEM, component, and replacement part level, which facilitates warranty claims to either a vendor or manufacturer. Bulk fluid management addresses fuel and other fluid inventories, including an interface allowing input from an external automated fuel system. Labor management includes detailed analysis by mechanic, development and reporting against job standards, and management of indirect versus direct labor hours. Operations support is comprised of motor pool management, which keeps track of unit billing and reservations. Financial accounting tracks inventories and expenses, at both organizational and location levels, providing general ledger information.

TERMINATION:

The City of Hollywood reserves the right to cancel this agreement with or without cause.

Fleet Maintenance Program Specifications

Section A - General & Technical Requirements

The system must be an n-tier application, consisting of a presentation layer, application layer and database.

The presentation layer of the application must be written using .NET technology and utilize active server pages.

The application layer must be written in a widely used software language such as C#.

The application must utilize components to aid in interoperability with other applications.

The database layer must utilize the Oracle or SQL Server Relational Databases.

The System must be completely Web based, and run within a Web BrowserInternet Explorer version 9).

There shall be no application software that requires installation on the client workstation; this includes help files, executables or database software. The system should be accessible purely from a Web browser and the application shall be hosted by the provider, with the ability of the data to be stored on a server at the City.

The system shall utilize screen tabs to organize data that requires more than one screen to display. At the user's option, the tabbed format of the screen shall be changed to a scrolling screen where all screen tabs are displayed simultaneously.

The System must allow users to navigate directly from one screen to any other screen or program through the use of Windows Explorer style menus.

The System must allow authorized users to customize all application menus.

The System must provide extensive on-line help.

The System must provide automatic numbering features for units, work orders, purchase orders and requisitions, but must allow for user defined number sequences to be assigned.

The System must utilize the ATA VMRS repair code structure.

The system must have the capability of copying unit information from one unit to another. For example, when setting up 50 similar units on the system, the system must enable us to set up a master record and duplicate it for each additional similar unit.

The system must provide a spell checker for any text that is input into the system as notes.

The system must provide a built in system utility where individual users can customize their own home page, and add commonly used Web page links as well as commonly used functions of the system.

The system must allow user to attach image files, document files or multimedia files to any static record of the system.

The system shall have a comprehensive offering of standard reports that can be set up to run on a regular scheduled basis.

The standard reports of the system should include graphic representation of data in the form of bar charts, pie charts and scatter charts.

The system must provide a "dashboard" feature where users can configure an unlimited number of key performance indicators that display graphically and provide real time alerts when user defined thresholds are reached or exceeded.

The system shall provide features where all standard reports of the system can be output as PC files in the following formats; Adobe Acrobat, Microsoft Word, Excel, Text File, Rich Text, Comma Delimited, or tab delimited.

The system must provide the ability to create an unlimited number of user-defined fields for units, technical specifications, parts, locations, purchase contracts, departments and vendor records.

Section B - Equipment Information

The System should allow access to a unit record, on any screen where unit number is input, by the following fields:
- Unit number
- License number
- Serial number (Vehicle Identification number).
- Purchase order number
- Requisition number
- Fuel Card Number
- Using Department
- Owning Department
- Operator ID
- Any User Defined Field and its value

The System must allow for a minimum seven levels of class coding on a per unit basis and all class codes must be user defined.

The classification features should consist of 2 major classifications; one, maintenance class, to represent a group of equipment that has similar maintenance requirements, the other, technical specification, to represent a group of equipment with identical physical characteristics (year, make, model, engine, transmission, etc.).

The System must allow for recurring or forecasted jobs (P.M.'s, inspections, etc.) to be assigned and controlled by these major classifications.

The System must provide for exception parameters to be controlled at the maintenance class level. The Systems maintenance class file should contain the following exception criteria:

-Repair Reason - maximum cost and number of occurrences
-System (engine, transmission, etc.) - maximum cost

The system must provide the ability to create an unlimited number of user defined fields for equipment and technical specifications records.

The System must provide the user the ability to create the following system codes. These codes must be validated wherever input in the system. In addition, the system should provide a look up capability for all code information:

- Maintenance Class Codes
- Technical Specification Codes
- Status Codes (Active, Inactive, Retired, etc.)
- Activity Codes
- Description Codes (Chassis, Body, etc.)
- Repair Codes
- Repair Reasons
- System, Component and Part Codes
- Location Codes
- Department Codes
- Account Codes
- Rental Codes
- Fuel Type Codes,
- Vendor Codes
- Budget Codes
- Manufacturer
- Make
- Model

The code look up feature must provide wild-card capabilities. Access to the lookup feature should be gained from the specific field through the use of a function key or a command bar.

The System must provide for a "reasonableness" check of all critical data. The data validated should include, but are not limited to:
- Meter readings
- Dates
- ATA codes
- Specification information

The System must control work order spending limits on a per unit basis as well as at the maintenance class level.
The System should allow optional password input when work order spending limits are exceeded.

The equipment display must contain the following data fields:
- unit number
- license plate number
- purchase order number
- requisition number

- year
- make
- model
- technical specification number
- maintenance classification code number
- primary maintenance location
- location garaged in
- fueling location
- user department
- activity code
- owning department
- registration type (commercial, passenger, etc.)
- registration state
- registration expiration date
- emission inspection date
- serial number
- equipment status code
- special permit number
- title number
- in-service date
- operating shift code
- primary meter reading
- secondary meter reading
- acquisition meter reading
- in service meter reading
- disposal date
- unlimited notes fields

The System must contain accounting information (replacement fund, depreciation, etc.) on a per unit basis

The unit accounting record must contain the following data elements:

- billing account (a minimum of 32 characters)
- rental code
- asset number
- maximum work order cost
- purchase order number
- requisition number

The replacement fund portion of the unit accounting record should contain the following data elements:

- period contribution
- fund account number
- fund status
- estimated replacement cost
- periods contributed
- expected life
- periods depreciated

The depreciation portion of the unit accounting record should contain the following data elements:

- depreciation status
- depreciation type
- purchase amount (by chassis, by body/equipment)
- depreciation account number
- depreciation periods left
- salvage value
- salvage percentage (salvage value as a percentage of purchase amount)
- current period depreciation
- depreciation adjustment
- capitalized cost adjustment
- accessories cost

The sale information portion of the unit accounting record should contain the following data elements:

- date of sale
- amount (proceeds from sale)
- expenses (expenses incurred related to the sale of the unit, repairs, auction fees, etc.)
- sale type (e.g. external auction including vendor name, salvage, employee auction)
- sold by
- sold to

The System's equipment file must contain the following cost or statistical data for each month and each year that the unit has been in service, as well as life to date:

- Work orders opened
- Usage (miles, hours, kilometers)
- Labor hours charged
- Labor cost charged
- Part number charged
- Parts cost charged
- Commercial repair cost charged
- Type of fuel utilized
- Fuel cost charged
- Fuel quantity charged
- Oil cost charged
- Oil quantity charged
- Miscellaneous cost charged (fluids, etc.)
- Billed Amounts

The System must allow for the tracking of equipment downtime using two methods, the operating schedule of the unit downtime, and shop downtime, concurrently, on a per repair and per unit basis.

The System must also track downtime status (i.e. waiting for parts, waiting for labor, work in progress, etc.). These status codes must be unlimited and user definable.

The System must have the ability to track an unlimited number of warranties on a unit by unit basis (this would include system, component and accessory warranties in addition to the new vehicle warranty).

The System must track each warranty assigned to a unit by usage, time, and the vendor responsible for the warranty.

The System should provide for an optional warning flag to appear when a job for a warrantable item is added to a work order.

The System must provide for the association of an unlimited number of units (trailers, bodies, aerial devices welders, etc.) to a main or base unit.

The system must allow both the base unit and associated unit(s) to be maintained from one common (complex) work order. The system must have the capability to allocate both parts and labor to the applicable base or associated unit(s).

Any P.M. scheduling for the base unit should take into account the P.M. schedule and requirements of any associated units and vice-verse.

The System must also have the capability to combine costs and downtime for the base and associated units and or maintain them separately. This must be user definable.

The System must allow for the changing of unit numbers and/or the transfer of associated units to a primary unit without affecting the maintenance cost or history. Audit trails must be maintained for all changes.

The system's accounting and tracking portion must provide for reports to be developed, retrieved, and printed on a daily, monthly, and annual basis without requiring an additional software program. If such a program is required to develop such reports, the cost of such a program and identification of such a program will be included in the bid price.

Section C - Bar-Code Capabilities

The System must have the capability to capture all shop floor labor and parts via fixed bar-code hardware on a real time basis.

The system must have the capability to utilize portable bar code readers to capture labor, parts, and inventory counts, to be uploaded at a later time.

The System must be capable of printing bar-coded work orders at each business location. The information bar-coded on the work order must include the unit or function that the work order is assigned to, as well as the work order number and all job codes.

The system must be capable of printing bar code labels for parts and prompt the user at the time of parts receipt.

Inventory purchase orders and stock transfer requests must contain bar codes for automated date and entry.

The system must provide a utility where any bar code that the user desires can be printed.

Section D – Technician Portal

The system must provide an easy to use touch screen interface for technicians to use on the shop floor and record notes.

The portal will allow technicians to easily clock on (charge labor) to jobs and automatically track labor hours.

The portal will allow technicians to easily add notes to jobs on work orders.

The portal will allow technicians to easily add jobs to the work order.

Section E - Work Orders and Preventive Maintenance

The System must be capable of displaying all open and closed work orders by user defined search parameters. The System should also allow the user to display work order and job detail for any work orders displayed by the use of screen buttons. This display should contain the following data elements:

> date opened
> meter reading
> location
> unit number
> work order number
> job code
> job description
> job status

Search parameters for the display should consist of the following:

> unit/department number
> location
> job code
> work order status
> reason for visit
> time to search back
> work order number

Selection criteria for displaying work orders must also allow for wildcarding by all criteria elements.

The System should be capable of allowing application of charges to closed work orders. Audit trails must be maintained for all charges to closed work orders.

The System must provide for an unlimited number of recurring or forecasted jobs (PM, inspections, etc.) per unit.

The System must be capable of scheduling these jobs independent of each other or dependent on another.

The System must also have the ability to control and assign recurring or forecasted jobs on a per unit basis, or by an entire class or group of units.

THE SYSTEM SHOULD PROVIDE A MEANS FOR THE USER TO CONTROL SCHEDULING THE FOLLOWING FOR EACH JOB:

Location that the job should be scheduled for.

Job intervals (set by usage (primary and secondary meter), time, and fuel consumed). Usage must be obtainable from both the primary and secondary meters. Both meters must have validation features to reduce the possibility of erroneous input.

Absolute or Relative intervals:

ABSOLUTE would indicate that a job should be scheduled based on the interval without regard to when it was last performed (i.e. a job which has an interval of 5000 miles would be scheduled at 5000, 10000, 15000 etc., with no relation to when the job was last performed).

RELATIVE would indicate that a job should be scheduled based on the interval, relative to when it was last performed (i.e. a job which has an interval of 5000 miles would be scheduled every 5000 miles relative to when it was last performed).

Whether the job is recurring or non-recurring.

Any additional jobs that should be included in the job. (e.g., a PMB would include a PMA)

The system should also provide for unlimited notes fields for the purpose of job checklists, technical information, procedures, etc.

The System should allow for the building of a bill of materials for all job codes within a technical specification class. This bill of materials should include necessary parts codes, system averaged labor requirements, and necessary crew size.

The System must allow for work order assignment to a piece of equipment, function, department, or outside agency.

The System must maintain a work request (P.M.'s/Jobs that have either been forecasted and are approaching their "due" window, or that were reported as needing to be performed) queue for each unit in the system. Upon opening a work order for a unit, the system must have the capability to notify the user that additional work is pending and a description of the pending work.

The Work Order System must allow the user to select any or all open work requests as jobs on the work order.

The System should allow for the creation of work requests at any time in the work order

process, for jobs on a work order that could not be completed.

The System must track the status of a work order from start through completion. Examples of status would be:

- waiting for parts
- waiting for labor
- work in progress
- job complete
- waiting for "outside repair"

Summary reporting of status for analytical and management purposes must also be provided by the System. If summary reporting development requires additional reports software such additional software shall be identified and included in the bid.

The System must allow for the tracking of multiple repair reasons for repair per work order. Summary reporting of these reasons must also be provided.

The System should provide the capability to enter estimated costs for commercial repair onto a work order and allow for vendor analysis based on the estimated costs versus actual costs.

Please explain the methods used in the proposed system to charge commercial costs to an equipment work order. The methods used must be on-line.

The System must allow for the markup of commercial repairs to be controlled by location.

The System must allow for labor rates to be set by location or by mechanic.

The System must allow for the markup of labor to be controlled by location.

The System should provide a current labor display. This display should show all active employees and the specific task they are currently performing.

The System must provide a detailed unit maintenance history display with user defined search parameters for:

- Time to search back
- Work order status
- Job code
- Repair reason
- Maintenance location

The history display must contain the following details for every job within the user specified search parameters:

- Date opened
- Meter reading
- Job code and the English description for that code
- Repair reason (accident, normal wear, P.M., etc.)
- Work order status

The system should allow the user to access all work order detail for any job selected from the history display through the use of a function key. Work order detail must include labor, parts and commercial repair.

The System should allow access to this history display from the work order through the use of a function key.

The System should provide for all equipment specs to be displayed on the work order through the use of a function key. This feature must also provide the user with the option of printing all equipment specs on the work order.

The system must have the capability of assigning estimated times to both preventive and corrective repair jobs. The system must have the capability to print the estimated times for each job on the work order to which the job is assigned.

The system must provide a mechanism to schedule and track recalls and campaigns. The system should allow users to define parameters of the units that will receive the campaign by year, make, model, technical specification, serial number range and class code. The user also must be able to define parts required, labor estimates and cost estimates. When performing the jobs, the user should be able to easily select campaign information when created work orders.

The system must be capable of attaching image files (JPG, GIF, BMP), Movie Files (MPG, MOV, AVI) and any other Windows compatible files to the work order, work request, standard job and campaign jobs. The attached files must be easily viewable by the user directly from the work order, work request or campaign.

Section F - Employee Tracking

The System must provide the capability to report a mechanics performance against a labor standard. The labor standards must be maintained by job code within technical specification class. Analytical and exception reports for employees, shifts, groups, and repair locations should also be provided.

The employee record should contain the following data elements:

- employee identification number
- employee name
- start date
- termination date
- home location
- union
- pay class
- pay step (increment of pay within a class)
- shift code
- exempt?
- skill level
- home phone
- supervisor
- accounting distribution code

The System should provide the ability to track shop owned tools, the individual that they are assigned or the location in the tool crib. In addition, features should be present for the tracking of mechanic owned tools for the purpose of insurance documentation.

Section G - Unit Acquisition/Disposal

The System must provide features for the acquisition of vehicles. These features must include:

- a mechanism where new unit specifications can be produced and revised for bidding purposes,
- tracking of requisition and purchase order numbers with dates,
- tracking of purchase orders for multiple units,
- status tracking of units on order,
- cross reference of old vehicle number to replacement vehicle number,
- The entry of a purchase order into the system should automatically trigger the creation of a unit record(s).

The System must provide features for the disposal of vehicles. These features must include:

- multiple user defined reason for disposal codes,
- system generated work orders for disposal prep work,
- the ability to track a unit through the different steps of the disposal process (flagged for disposal, disposal prep work in progress, name of vendor handling disposal, etc.),
- an ability to track date of disposal, sale proceeds, depreciated book value at time of sale, sale preparation costs and net proceeds (net gain/loss of unit disposed),
- the ability to separate disposal prep costs from the unit's maintenance history.

In addition to this, the system should provide for the following disposal related reporting capabilities:

- units flagged for disposal
- gain and loss analysis
- auction status
- salvage status
- unit disposed of prior to useful life expiration
- unamortized value of vehicle

The System must provide features for tracking the budget request of new vehicles. These features must include:

- Budget Category Record with estimated costs, lead times and options
- Individual Budget Request for a single vehicle with options and costs
- Ability to assign requisition numbers to individual unit budget request
- Ability to assign purchase order to individual budget request
- Ability to receive new unit against budget request and purchase order
- Track the replacement unit and estimated delivery date on the unit budget request.

Section H - Inventory Management Requirements

The Item record should contain the following data elements:

The System must be capable of using bar-code readers for the automated issue and receipt of all inventory items.

The System must provide for automated physical inventory counts by the use of portable bar code readers.

The System must support multiple inventory locations. Each locations inventory must be independent of other inventory locations.
The System must allow for the cross referencing of multiple part/item numbers to a main part/item number. This must be unlimited and user defined.

The system should provide features that allow for the reservation of items in inventory when jobs requiring those items are scheduled in the system.

The System should calculate an adjusted quantity on hand to reflect items that have been reserved, while also maintaining an actual quantity on hand.

The System must provide for tracking the storage location for every item in inventory. This feature must be capable of supporting an unlimited number of alternate locations for every item.

The System must provide for the ordering of non-inventoried parts/items.

The System must also display/print any receipts against the order.

The System should also allow shop personnel to display any non-stocking order on-line but the shop personnel may not alter the information displayed.

The System must provide a movement history report on all non-stocking items within a user-defined time frame to aid in determining which non-stocking items should be added to the inventory.

The system must contain the capability to identify non-moving items within the inventory. Further, the System must provide the ability to delete the item record from the inventory file only when all quantity and cost for that item has been issued.

The System must provide for "average cost" of items value. The System must account for the money that is not placed in the average cost of a unit because excess money was not divisible by the quantity. Please explain how your system meets this requirement.

The System must provide for the on-line receipt of inventory items. Please explain the method used by your system to accomplish this requirement.

The System must also provide for the on-line receipt of non-inventory items. When parts are received, the system must offer the ability to post the received parts directly to

a work order.

The System must provide for the on-line issue of stock/non-stock items to:

- work order
- direct or indirect account
- unit
- department or function

The System should be capable of generating a requisition/pick list for issued items. The pick list must contain the following information:

- item number
- item description
- storage location (primary and secondary)
- issue quantity
- unit price

The System must provide a display for alternate location's inventory levels for an item that is being issued from a location whose on hand quantity is not sufficient to fill the issue, or that does not stock the particular item.

The System must contain the capability to transfer items from one inventory location to another.

The System must provide for items failing during the warranty period.

The System must notify the User prior to issuing the new item that the old item was still under warranty.

The System must track warranty by usage and time. The System must also report all occurrences of warranty failure to aid in locating quality problems within vendor supplied goods. Please explain how your system meets this requirement.

The System should contain the capability to assign user entered English messages to an item record. These messages are to be displayed prior to an issuance of an item. The messages must also appear on inventory reports.

Please provide a list of all inventory and item movement reports contained within your system.

The System must provide for the automated calculation of proper minimum and maximum inventory levels and provide recommended order quantities.

The System must be capable of generating purchase orders for inventoried items purchased under contract as well as generating requisitions for those inventoried items requiring cost appraisal prior to purchase.

The System must allow the computer generated order quantity to be adjusted manually if desired.

The System must provide cycle codes for the cyclical counting of physical inventory.

The system must provide for the automated classification of inventory items into 3 classes (A, B & C) based on usage and value.

In addition to A, B & C class, please describe any additional classifications that are defined and maintained by the user.

Please detail any fields listed above that your system does not support.

Section I - Replacement Modeling

The system must provide a comprehensive replacement modeling program which allows users to define replacement criteria and the system generates a list of candidates by date based upon odometer reading and age.

The system must allow users to prioritize the replacement model candidates list by the following factors:

- Projected life to date usage at replacement year end
- Project months in-service at replacement year end
- Life to date repair costs
- Life to date repair costs per usage
- Oil Consumption / 1000 usage in the last 3 months
- Life to date operational downtime
- Life to date operational downtime per usage
- Condition Report rating

For each priority item listed above, the user must have the ability to input a value so that when a particular unit exceeds the value it receives a higher priority factor than a unit that doesn't exceed the value. The user must have the ability to place a weighting factor on each of the prioritization items which is used to assign the priority value.

The system must allow users to view vehicle cost and maintenance details directly from the replacement model.

The system must allow users to add or delete units from the model at their discretion.

The system must automatically flag units for disposal once the user has finalized the replacement model.

The system must allow users to generate a replacement budget from the replacement model.

Section J - Billing

The system must provide an integrated billing module which operates independently from all other period end processes. The billing must be integrated not an ad hoc reporting process.

THE BILLING MODULE MUST PROVIDE FLEXIBILITY TO HANDLE THREE GENERAL METHODS FOR BILLING:

- Charge-back of consumable (fuel, oil, etc..) and maintenance items
- Monthly rental by usage, time or a combination of both
- Motor pool or daily rental providing hourly, daily and weekly rates

The system must provide the flexibility to define a combination of billing methods for individual units. For example, a unit may bill with a monthly rental rate but accident repairs and fuel are charged back.

The system must allow for these billing types to be defined at a "class" level with the capability to override any billing parameter at a unit level.

The system must maintain a historical table of billing charges (revenue), independent from the historical cost (expense) tables. The system must maintain a complete audit trail of all transactions generated.

The billing must allow users to define whether charges are billed at actual or marked-up amounts. The system must allow mark-up amounts to be defined as a percentage, by charge type (parts, labor, fuel, commercial repair, etc…) by location.

The billing program must mark all records billed with the fiscal period in which the charge was billed. The billing program must ensure that charges do not get billed twice in different fiscal periods.

The billing program must allow the billing to be run, reviewed, adjustments made, run again and once reviewed to the user's satisfaction, closed. When the billing is closed the user cannot make any changes, adjustments must be made on subsequent billings.

The billing program must produce a single invoice that itemizes all charges regardless of type (maintenance, fuel, rental etc…). The billing must provide detail at a unit level with summary information at the account or cost center level.

The billing must allow users to define an account code structure by charge type within each cost center. For example, rental charges could have a different account number than fuel charges for a single vehicle.

Section K – Warranty Administration

The system must provide a fully integrated claim module that allows users to submit and track warranty claims submitted to manufacturers and vendors.

The warranty claim must allow the user to select charge items (parts, labor and sublet repairs) that occurred on jobs in the system.

The system must provide a list of all jobs that the system automatically flagged for warranty. These jobs and their charges must be available for submission on a warranty claim. The user should be able to select information from the work order jobs without re-keying any information. The claim must also provide a feature which all charges on a job can be selected with a single keystroke or mouse click.

The system should support the following data elements per claim:
- Unit Number

- Claim Number
- Vendor or Manufacturer
- Work Order Number
- Date of Claim
- Claim Status (build, claim, agreed, submitted, received)
- Status Date
- Free Form Notes
- Date Funds Received

The claim should support the following information at a job level on each claim:
- Job Code and Description
- Item Type (Parts, Labor or Sublet Repairs)
- Actual Amount in Dollars
- Claim Amount in Dollars

Received Amount in Dollars

When funds are received, the warranty claim must automatically credit the original charges on the original work order. Credits must be applied to offset the original transactions to ensure accurate life cycle costing. Warranty credit transactions should be marked as such to provide a historical record of reimbursements

Section L – Fuel Management

General Information: The Fuel system shall be an integrated module within the system utilizing the same database. The system shall allow various consumable products to be ordered, received, disbursed, and charged including gasoline, diesel, motor oil, coolant, transmission fluid, etc.

The system shall automatically track and display for each tank:
- The product issued
- The unit of issue
- The on-hand value
- The on-order quantity
- Date of the last order
- Last date received
- Last date issued
- Last date transferred
- Date of last physical inventory

Hose Totalizer Reading: Each hose on each tank shall have a totalizer meter reading recorded, calculated, and displayed by the system to indicate the total quantity dispensed from each hose dispenser since the hose was installed.

Tank Level Readings: The system shall provide a screen for manual tank stick readings to be entered and automatic tank level readings to be recorded, with a screen to display back this information for a selected date range and tank number.

Ordering Products: Creation of purchase orders for the purchase of consumable products must be provided with the system. The purchase order screen shall contain the following fields:

- Vendor name
- Product identification
- Tank ID
- Unit price of the product
- The system shall also allow orders to be changed or deleted.

Order Tracking: Each order display shall include the following fields:
- Order status
- Quantity received to date
- Product identification
- Last date product received from vendor at the tank location.

The order display shall be displayed using the following search criteria using wildcards:
- Location
- Purchase order number
- Vendor number
- Product number

Suggested Quantity: The system shall calculate the suggested order quantity from the quantity on-hand, maximum capacity of the tank, and amount already on-order.

Product Reordering: The system must allow for an automatic warning in the system that the product needs to be reordered when inventory at that tank falls below a specified minimum level.

Receiving Product: A screen to input receiving data shall be provided. The screen shall include:
- Purchase order number
- Vendor number
- Product code
- Reference number
- Tank location
- Received quantity
- Received date
- Status of purchase order (open, partial, closed)
- The unit price for the product
- The balance due
- The order quantity

Transferring Product: The ability to transfer product from one tank to another shall be provided and shall adjust tank levels recorded by the system accordingly.

Manually Charging Product: The system shall allow the manual input of fuel dispensed within the Department and for product purchased from an outside company using a credit card, and to be charged to an equipment or to an indirect account number.

While processing manually charged products, the system shall prompt for the meter reading of the equipment and shall check the value for reasonableness.

Displaying Product Inventory: A display screen to search product inventory shall be provided and shall allow a search, using wildcard characters, by the following criteria:

- Location
- Tank number
- Product type
- Search date range

The resulting display shall show the following fields:

- Location
- Tank number
- Product
- Physical inventory date
- Maximum quantity
- Minimum quantity
- On-hand quantity
- On-order quantity
- Last order quantity

Inventory Adjustments: The system shall provide inventory adjustments to be charged to an indirect account when the actual product amount varies from the amount identified by the system.

Displaying Product History: A display screen showing the history of all products issued, received, transferred, and any adjustments to each tank shall be provided.

Fuel Card Information: A display screen showing card number, employee name, and status shall be provided to track fuel cards issued to employees.

Fuel Card Readers: The system shall provide (optionally) fuel card readers that are fully integrated with the application that operate on a real time basis, using all the data from the main database; no other system would be required.

FUEL MANAGEMENT SYSTEM SPECIFICATIONS

A. Required Features

1. Island Control Units (ICU) shall be designed to be stand-alone devices capable of controlling all associated dispensers through an internal relay panel and shall not require an associated "site controller" or other similar device located at or near the fuel island for proper operation.

2. Island Control Units shall be provided complete with pedestals. Both the fuel control terminals and the pedestals shall be designed to be vandal or weather resistant and shall be finished in a workmanship manner suitable to withstand direct sunlight without weathering. The displays, LED's and labeling shall remain legible, even in direct sunlight. The terminals shall be designed for proper operation in ambient air temperatures between 0° and 160° Fahrenheit.

3. Access to the inside of the terminal shall be provided through a locking door. All of the terminals shall be keyed alike. Contractor shall deliver two (2) keys per unit.

4. The Island Control Units shall be designed to operate at 115 volts and less than 2 amps total current.

5. The Island Control Units shall be equipped with transient surge protection.

6. Addressing shall be via non-volatile RAM. Addressing schemes that require soldering or using wire jumpers or switches are not acceptable.

7. Each Island Controller, as installed, shall be equipped to control the proper number of different dispensers and shall be capable of being expanded to control up to a total of 16 dispensers through the addition of easy to install circuit boards and relay packs. The terminals shall be designed to record fueling product deliveries to one thousandth of a gallon of fuels. Regardless of the number of dispensers in operation, at delivery rates of 50 gallons per minute per dispenser, all hoses shall report accurately while in simultaneous operation.

8. Each Island Controller shall be capable of accepting input from any form of mag stripe card, any proximity key or card from HID Corporation, Motorola Indala, GE Security, or AWID Technologies, any biometric readers from Identica Corporation, and vehicle information sub-systems. Each Island Controller shall also allow key pad authorization.

9. Each terminal shall be provided with a metal pay phone style alpha numeric keypad for answering system prompts.

10. The Island Control Units shall perform a validity check on all data read from a key or received from the automatic vehicle data collection system to ensure the integrity of the data. The terminal shall not authorize the dispensing of fuel or fueling products if the data provided by the data key or automatic vehicle data collection system is invalid in any way. Validity check shall be on a user by user basis. All validity checks should be done in REALTIME with the host computer.

11. The Island Controller shall display a plain English error message whenever it cannot authorize the dispensing of fuel or fueling products. The error message displayed shall be reasonable descriptive, such as "invalid key", "mileage error", "incorrect fuel type", etc.

B. Override and Special Function Procedures

1. Each Island Controller shall be provided with a means of manually enabling a dispenser by bypassing the system through the use of a switch located inside of the Island Controller. Controller must record day, date, time, hose number, location and gallons of fuel pumped at a minimum even if the pump switch is placed into bypass.   All transactions issued while in bypass should be marked as so in the database.

C. Messaging

1. The Island Controller shall have the ability to deliver a specific message from a table preprogrammed with messages, to a specific vehicle operator, i.e. specific vehicle 123 is set up to receive the message 'bring car in for oil change".

D. Backup Database

1. The Island Controller shall have flexibility to expand the total memory to accommodate enhancements to the validation database should the network be down for REAL-TIME validation with the host computer. The local memory should be able to handle at minimum 50,000 vehicles, 50,000 employees, and 100,000 transactions in nonvolatile or battery backed up memory

E. Pump Chaining

The Island Controller shall provide the ability to chain pumps.

F. Dispenser Interface

The Island Controller shall interface to the following dispensers:
1. Electronic dispenser interfaces.
2. All mechanical dispensers.
3. CNG dispensers utilizing micro-motion flow meters.
4. Other dispensers for LNG, Propane, Hydrogen, Electricity.

G. Tank Level Sensors Interface

The Island Controller shall have the ability to communicate with a tank level sensor with the addition of the optional tank level sensor interface. This option can be added at any time.

H. Island Controller Connectivity

The Island Controller shall be equipped with an internal TCP/IP Ethernet card for REAL-TIME communications.

TRANSACTION AUTHORIZATION AND CONTROL METHODS

A. Authorization Requirements

1. Before authorizing the dispensing of any fuel, the system shall verify that the following configurable checks are valid:
a. The vehicle is authorized to obtain fuel.
b. The fuel type requested is authorized for the vehicle.
c. The vehicle mileage is greater than the mileage recorded for the last fueling and that the difference between the last recorded mileage and the current mileage is less than or equal to the mileage limit set for the vehicle.
2. The system shall provide four (4) different user determined mileage verification standards for each vehicle.
a. Correct odometer reading within specified range is required.
b. Product dispensed after third attempt regardless of odometer reading.
c. Product dispensed on first attempt regardless of odometer reading.
d. No odometer is required.
3. Fueling products shall require verification that the vehicle is authorized to obtain fuel. Odometer readings recorded for fueling product shall be transmitted to the central computer and flagged as invalid if the mileage is not within limits. Faulty odometer reading for fueling products shall not overwrite or override the odometer reading from the last fueling transaction.
4. During the fueling process, the system shall monitor the amount of fuel delivered to ensure that it does not exceed the maximum fuel capacity of the vehicle. In the event that the amount of fuel delivered exceeds the maximum fuel capacity of the vehicle, the system shall automatically shut down the dispenser.

B. Transaction Authorization Methods

Access to fuel shall be accomplished through the use of one or more of the following methods.
1. Vehicle Information Subsystem
The vehicle information subsystem shall be physically attached to the vehicle and provide the following:
a. The island controller shall be capable of automatically collecting data from the vehicle via a wireless connection between the vehicle and the dispenser. The information transmitted from the vehicle to the fuel control terminal shall be sufficient to authorize the dispensing of fuel to the vehicle automatically. The information transmitted shall include, as a minimum, the following items:
1. Unit number (6 characters minimum).
2. Unit odometer reading (in miles up to 999,999).
3. Authorized fuel types.
4. Engine run time in hours and tenths (up to 99,999.9) if used.
a. The vehicle-mounted equipment shall consist of a data collection/transmitting device and an antenna designed to be mounted in the vehicle. The data collection/transmitting device and antenna shall be splash and dust resistant and designed to withstand the rigors of vehicle mounting. Various sizes shall be available to support our entire fleet.
b. The odometer reading reported by the vehicle-mounted equipment shall be within 0.1 mile of the vehicle's actual odometer reading per 1000 miles. The time reported by the engine run time and engine idle time timers shall be within 0.1 hours of actual meter

readings per 100 hours. The counters shall report actual counts with no variance allowed.

c. Installation of the vehicle-mounted automatic vehicle data collection equipment, when done in accordance with the contractor's instructions, shall not adversely affect the appearance or operation of the vehicle.

C. HID ProxKeys

1. HID ProxKeys shall be constructed of a tough wear resistant body design guaranteed for life by the manufacturer not to lose programming and should come to the client preprogrammed.

2. To obtain fuel, the operator will pass the key in front of the reader, input the odometer reading and hose desired. The request will be measured against the data in the database and will include an odometer check.

3. The key will allow fueling to be limited on a per day basis.

4. The system must be capable of reading the City of Hollywood's employee ID cards for obtaining fuel.

D. Keypad Entry

To obtain fuel with the keypad entry method, the user keys in the requested alphanumeric information into the island controller custom front panel.

Example:

Enter vehicle id – Operator enter alphanumeric ID (enter)

Enter odometer – Operator enters odometer (enter)

Enter hose # - Operator enters hose # (enter).

Begin fueling

F. The fueling system shall be capable of various access device configurations to include but not limited to:

1. Keyless. Fuel is dispensed by merely inputting an id number and odometer reading in the ICU.

2. Use of a vehicle key only to fuel. Requires presenting the key and following prompts.

3. Use of a Vehicle Information Sub-system only requires simply inserting the nozzle into the tank and dispensing fuel.

4. The user of a Vehicle Information Sub-system and an employee key.

5. The user of a Vehicle Information Sub-system that is keyboard entered.

6. Any variation of the above.

CERTIFICATIONS

A. All work performed under this contract shall be in accordance with all codes, rules, laws, and regulations of the local authority having jurisdiction. Equipment, material, and workmanship provided under this contract shall adhere to or exceed all applicable standards and codes.

B. All equipment and materials provided under this contract shall be listed by a nationally recognized testing laboratory such as UL or equal and FCC Approved.

TANK LEVEL SENSOR INTERFACE

The fuel island terminal will monitor the tank sensor devices and generate and send a separate transaction each time it calls the host controller. This transaction will include fuel in inches and in gallons (gauged balance), water lever in inches, and temperature in degrees Fahrenheit. The most current readings will be stored in the system and will be available on the fuel inventory and receipts report.

SUPPORT SERVICES

The contractor will provide the following:

A. Training

1. The contractor shall provide appropriate training in the following areas:
a. Installation, maintenance, and troubleshooting of the vehicle-mounted automatic vehicle data collection system equipment. Training shall cover the vehicles specified as well as general considerations for all vehicles.
b. Installation, maintenance, troubleshooting, and repair of the fuel control terminals. Training shall cover all aspects of installing the terminals, maintaining the terminals, troubleshooting the terminals to the field replaceable unit level, and replacing defective components.
c. Installation, maintenance, troubleshooting, and repair of the terminal/dispenser automatic vehicle data collection system equipment.
d. Operation of the fuel system software including all aspects of data entry, reporting, and ad-hoc queries.
e. Installation, maintenance, and troubleshooting the fuel system software database engine, and operating system software.
2. The contractor shall provide all necessary training materials, including manuals for each trainee.
3. Qualified instructors at a location provided by us shall provide training.
4. Training shall be of sufficient depth to allow trainees to operate and maintain the system with a minimum of assistance from the contractor.

B. Installation

1. The contractor shall install the new island controller and associated equipment with as much use of existing conduit and control panels as possible. Installation shall include installing any dispenser or terminal equipment for the automatic vehicle data collection system.
2. The installation of the new Island Control Units and associated equipment shall be done according to a plan devised by the contractor. The plan shall provide for a minimum of down time for each site and a maximum of fueling sites available for use by us.
3. Communications wiring shall be done with CAT 5 cable.

C. Warranty Support

1. The contractor shall provide technical support to the client for the following items:
a. Operating system
b. Database engine

c. Fueling system software

d. Island controllers

e. Dispenser mounted automatic vehicle data collection equipment

f. Any other contractor furnished item, which may prevent an island controller from authorizing the dispensing of fuel and/or other products.

2. For all other items, the contractor shall provide technical support, Monday through Friday, from 7:00 a.m. to 6:00 p.m. EST.

D. Documentation

1. The contractor shall provide all documentation required to install, operate, maintain, troubleshoot, and repair the proposed system. The documentation shall include, but not be limited to, the following items:

a. On-line operating system documentation.

b. One complete set of user and technical documentation for the automated fueling system for use by the system administrator.

c. One complete set of technical manuals for the island controllers.

d. One complete set of technical manuals for the automatic vehicle data collection system.

e. One set of installation manuals for the vehicle-mounted equipment used in the automatic vehicle data collection system.

2. All manuals shall be securely bound

3. Technical manuals shall contain block diagrams, schematic diagrams, parts lists, theory of operation, flow charts, and level setting procedures as required for proper field and shop level maintenance of the equipment.

GENERAL REQUIREMENTS

1. System Requirements

The proposed FMS must utilize TCP/IP based communications over the clients LAN/WAN environment. FMS System must be able to communicate back to the host server in REAL-TIME, compatibility with Windows XP and Windows 7, 64 bit. FMS System will support a backup mode for continuous operation in the event of network downtime. Once the network connection is restored, all downtime transactions will be posted to the server and the FMS System will resume operation in REAL-TIME. The FMS System must fully integrate with two-way communication between the proposed fleet maintenance system and the fuel management system in order to avoid the management of two separate databases.

The proposed FMS will utilize vehicle-installed components to automatically authorize and initiate the fueling process. These components shall communicate via radio frequency technology to the FMS fuel island mounted equipment. These components will identify the vehicle and pass its miles and hours of usage via RF. The system components must be upgradeable to communicate to the OBDII interface on late model vehicles for the purpose of acquiring at a minimum the current mileage and/or hours if applicable via future upgrades to its onboard FLASH memory as opposed to complete unit replacement.

The proposed FMS is to be a standard proven model of manufacturer's latest current production software and include standard equipment as advertised with additional optional equipment outlined. The components shall be the standard or optional equipment specifically advertised and installed by the manufacturer. The proposed system must be capable of 24 hours a day unattended operation with a high level of

security and accountability. The proposed system must meet The City's compatibility and integration requirements and must allow for expansion and growth such as the possibility of adding fuel sites at a later date, converting additional vehicles, equipment, dispensers, and tanks as the need arises, and include new technological upgrade capability.

2. Parts and Service: The contractor is required to provide full-service maintenance and repair of FMS components and software during the warranty period via factory certified technicians and certified installers. The response time to emergency service calls as determined by City personnel for repair and maintenance of FMS must be within four hours of the initial call for emergency service and within 24 hours for non-emergency conditions. The Contractor must provide a point of contact that is available 24 hours a day, 7 days a week, for emergency service calls.

3. Help line Support: The Contractor shall provide telephone software support during normal business hours from 7:00 a.m. to 5:00 p.m. EST, staffed by qualified analysts and technicians to handle technical questions and provide solutions for both maintenance and application problems.

4. Use of Existing Equipment: The Contractor shall use existing equipment such as dispensers, hoses, and nozzles as part of the fuel island hardware where appropriate. The Contractor will use as much existing equipment as possible such as electrical sources and supplies, junction boxes, cabling, and conduit to eliminate unnecessary cost.

5. Future/New Technology: Contractor shall include a provision for upgrading the existing system if its current technology becomes obsolete. The FMS must have the capability to process new fuel types without limitations in the record keeping or data processing software. In addition, The City desires the system to have the capability to incorporate dispensing bulk fluid items such as motor oil at the fuel island.

PART II: PROPOSAL SUBMISSION REQUIREMENTS

A.   SUBMISSION REQUIREMENTS

All Proposals shall be received by the City Clerk, City of Hollywood, City Hall, 2600 Hollywood Boulevard, Room 221, Hollywood, Florida 33020, and plainly marked on the outside of the envelope.

PROPOSAL ENVELOPES SHALL BE SEALED AND IDENTIFIED AS SPECIFIED BELOW:

RFP NO. 4376-14-RD	**FLEET MAINTENANCE AND FUEL MANAGEMENT PROGRAM WEB BASED SOFTWARE SYSTEM**
TO BE OPENED:	**3:00 P.M., November 8, 2013**
AND ADDRESSED TO:	**CITY OF HOLLYWOOD OFFICE OF THE CITY CLERK 2600 HOLLYWOOD BLVD., ROOM 221 HOLLYWOOD, FLORIDA 33020**

AN ORIGINAL, <u>CLEARLY IDENTIFIED</u>, AND TWELVE (12) COPIES INCLUDING ONE (1) CD COPY OF YOUR PROPOSAL MUST BE SUBMITTED AT OR BEFORE TIME OF PROPOSAL OPENING.

It will be the sole responsibility of the Proposer to have his Proposal delivered to the Office of the City Clerk on or before the closing time and date shown above for receipt of Proposals. If a Proposal is sent by mail, the Proposers shall be responsible for its delivery to the City Clerk's Office before the closing time and date shown above for receipt of Proposals. Proposals thus delayed will not be considered and will be returned unopened after award.

SUBMISSION REQUIREMENTS (CONTINUED)

<u>The Proposal shall be signed by a representative who is authorized to contractually bind the Proposer.</u>

Each Proposal shall be prepared simply and economically, providing a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of the RFP. The emphasis in each Proposal must be on completeness and clarity of content. In order to expedite the evaluation of Proposals, it is essential that Proposer follow the format and instructions contained herein. If the Proposer so wishes, the Proposal may be accompanied with brochures, promotional materials, or displays properly identified. However, Proposal Submission Requirements as listed herein must be followed. All Proposals must be submitted as specified on the Proposal pages which follow. Any attachments must be clearly identified.

The Proposal shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval of the City Commission of the City of Hollywood, and in case of default the City of Hollywood reserves the right to accept or reject any or all Proposals, to waive irregularities and technicalities, and request new Proposals. The City also reserves the right to award any resulting agreement as it deems will best serve the interests of the City.

FORMAT

1.　　Title Page

Show the Request for Proposal subject, the name of your firm, address, telephone number, name of contact person and date.

2.　　Table of Contents

Clearly identify the material by section and page number.

3.　　RFP Checklist

4.　　Letter of Transmittal

Limit to one (1) or two (2) printed pages.

a.　　Briefly state your firm's understanding of the work to be done and provide a positive commitment to perform the work.

b.　　Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses and telephone numbers.

5.　　Profile of Proposer

a.　　State whether your organization is national, regional or local.

b.　　State the location of the office from which your work is to be performed.

c. Describe the firm, including the size, range of activities, etc. Particular emphasis should be given as to how the firm-wide experience and expertise in the area addressed by this Request for Proposal, will be brought to bear on the proposed work.

d. Provide a list and description of similar municipal engagements satisfactorily performed within the past two (2) years. For each engagement listed, include the name and telephone number of a representative for whom the engagement was undertaken who can verify satisfactory performance.

e. Have you been involved in litigation within the last five (5) years or is there any pending litigation arising out of your performance?

6. Summary of Proposer's Qualifications.

a. Identify the project manager and each individual who will work as part of the engagement. Include resumes for each person to be assigned. The resumes may be included as an appendix.

b. Describe the experience in conducting similar projects for each of the consultants assigned to the engagement. Describe the relevant educational background of each individual.

c. Describe the organization of the proposed project team, detailing the level of involvement, field of expertise and estimated hours for each member of the team.

d. Describe what municipal staff support you anticipate for the project.

7. Project understanding, proposed approach, and methodology.

Describe your approach to performing the contracted work. This should include the following points:

Type of services provided. Discuss your role and that of other parties involved in the data gathering, data analysis and recommendation process.

Discuss your project plan for this engagement outlining major tasks and responsibilities, time frames and staff assigned.

8. Summary of the Proposer's Fee Statement.

The Proposal will show the fee schedule. Express your fee in a lump sum not-to-exceed maximum amount and a separate price for the components of the work shown in scope of service and include a chart of the rates which ties the project plan and milestones to hours assigned to the personnel. Additionally, indicate your expectations concerning reimbursement for travel, per diem expenses, photocopying, telephone lines or other incidental expenses, if applicable. If additional work is required beyond the scope of this contract, how would those services be billed? This may include additional presentations or follow-up as requested.

9.   Project time schedule, if applicable.

        Provide a detailed time schedule for this project.

B.   INSURANCE REQUIREMENTS

Contractor shall maintain, at its sole expense, during the term of this agreement the following insurances:

A.   Prior to the commencement of work governed by this contract, the Contractor shall obtain **General Liability Insurance**. Coverage shall be maintained throughout the life of the contract and include, as a minimum:

- ➢ Premises Operations
- ➢ Products and Completed Operations
- ➢ Blanket Contractual Liability
- ➢ Personal Injury Liability
- ➢ Expanded Definition of Property Damage

The minimum limits acceptable shall be:

$500,000 Combined Single Limit (CSL)

If split limits are provided, the minimum limits acceptable shall be:

$250,000 per Person
$500,000 per Occurrence
$ 50,000 Property Damage

An Occurrence Form policy is preferred. If coverage is provided on a Claims Made policy, its provisions should include coverage for claims filed on or after the effective date of this contract. In addition, the period for which claims may be reported should extend for a minimum of twelve (12) months following the acceptance of work by the City.

The City of Hollywood shall be named as Additional Insured on all policies issued to satisfy the above requirements.

B.   **Commercial Automobile Liability Insurance** naming the City as an additional insured with not less than the following limits:
Combined Single Limit $300,000

Coverage shall include contractual liability assumed under this agreement, owned, hired and non-owned vehicles.

C.   **Worker's Compensation Insurance** covering the contractor and the contractor's employees with not less than the following limits:
Worker's Compensation $100,000/500,000/100,000 for coverage

D.   Recognizing that the work governed by this contract involves the furnishing of advice or services of a professional nature, the Contractor shall purchase and maintain, throughout the life of the contract, **Professional Liability Insurance** which will respond to damages resulting from any claim arising out of the performance of professional

services or any error or omission of the Contractor arising out of work governed by this contract.

The minimum limits of liability shall be:

$500,000 per Occurrence/$1,000,000 Aggregate

Please Note: The Certificate shall contain a provision that coverage afforded under the policy will not be cancelled until at least thirty (30) days prior written notice has been given to the City. Certificates of insurance, reflecting evidence of the required insurance, shall be provided to the City. In the event the Certificate of Insurance provided indicates that the insurance shall terminate and lapse during the period of this Agreement, the vendor shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverage for the balance of the period of the Agreement or extension thereunder is in effect.

The insurance policy shall not contain any exceptions that would exclude coverage for risks that can be directly or reasonably related to the scope of goods or services in this bid/proposal. A violation of this requirement at any time during the term, or any extension thereof shall be grounds for the immediate termination of any contract entered in to pursuant to this bid/proposal. In order to show that this requirement has been met, along with an insurance declaration sheet demonstrating the existence of a valid policy of insurance meeting the requirements of this bid/proposal, the successful proposer must submit a signed statement from insurance agency of record that the full policy contains no such exception.

The City reserves the right to require additional insurance in order to meet the full value of the contract.

C.   GENERAL INFORMATION AND SCHEDULE

For information concerning procedure for responding to this Request for Proposal (RFP), contact the Procurement Services Division, Ralph Dierks, Procurement Services Manager at (954) 921-3223 or Linda Silvey, Budget and Procurement Technician at 954-921-3200 or Joel Wasserman, Director, Procurement Services at 954-921-3290 or his designee. Such contact is to be for clarification purposes only. Material changes, if any, to the scope of services, or Proposal procedures will only be transmitted by written addendum.

It is preferred that all questions be submitted in writing. Questions should be directed to the City of Hollywood, P.O. Box 229045, Hollywood, Florida 33022-9045, Attention: Ralph Dierks, Procurement Services Manager, Procurement Services Division, or to facilitate prompt receipt of questions, they may be sent via fax at (954) 921-3086, or via e-mail, rdierks@hollywoodfl.org and lsilvey@hollywoodfl.org . **Questions must be received no later than 5:00 P.M., October 18, 2013.**

<u>RFP Schedule</u>

REQUEST FOR PROPOSALS ISSUED   October 8, 2013
PROPOSAL DUE DATE-PRIOR TO 3:00P.M.   November 8, 2013

PROPOSER'S NOTE: **Award of any proposal will require that the successful bidder ensure that a properly completed Vendor Registration Form is on file with the City.**

Vendors conducting business with the City of Hollywood whose business is located in the State of Florida, should be properly registered with the State of Florida Division of Corporations. Registration is a requirement to do business with the City of Hollywood, however, the State of Florida Division of Corporations registration process is not administered by the City. Please visit http://sunbiz.org/ to register your company or for further question regarding registration.

D. OTHER CONSIDERATIONS

1. The City reserves the right to approve substitutions for assigned personnel proposed for this engagement. Substitutions may be allowed for staff turnover, sickness or other emergency situations.

2. All contact for information regarding the Proposal must be addressed to the City of Hollywood's Procurement Services Division. Over the course of this RFP process, related contact with City Staff by a respondent or their agent, other than as part of the evaluation process or for clarification purposes, will be grounds for automatic disqualification of that vendor.

   Each Proposer shall examine all Proposal Documents and judge for themselves all matters relating to the adequacy and accuracy of the documents. If the Proposer is of the opinion that any part(s) of the Proposal Document is incorrect or obscure, or that additional information is needed, he should request such information or clarification from the Procurement Services Division in order that appropriate addenda may be issued, if necessary, to all prospective Proposers.

3. No oral change or interpretation of the provisions contained in this Request for Proposal is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to Proposal Documents are deemed necessary. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

4. All materials submitted in response to the RFP become the property of the City of Hollywood and will be returned only at the option of the City. The City has the right to use any or all ideas presented in any response to the RFP whether amended or not and selection or rejection of the Proposal does not affect this right, provided however, that any Proposal that has been submitted to the City Clerk's Office may be withdrawn prior to Proposal opening time stated herein, upon proper identification and signature releasing Proposal Documents back to Proposer.

5. After initial review of the Proposals, the City may invite consultants for an interview to discuss the Proposal and meet its representatives, particularly key personnel who would be assigned to the project. It is understood that the City shall incur no costs as a result of this interview, nor bear any obligation in further consideration of the Proposal.

6. Copies of Proposals submitted may not be viewed until thirty (30) days after RFP opening date.

7. The City reserves the right to determine, at its sole discretion, whether any aspect of a Proposal satisfies the criteria established in this Request for Proposals. The City further reserves the right to negotiate with any person or firm submitting Proposals and reserves the right to reject any or all Proposals with or without cause. The City also reserves the right to waive minor technical defects in a Proposal. In the event that this Request for Proposals is withdrawn by the City for any reason, the City shall have no liability to any applicant for any costs or expenses incurred in connection with this Request for Proposals or otherwise. All such expenses incurred in the preparation of a Proposal shall be borne by the Proposer.

Failure or refusal of the successful Proposer to execute a contract within thirty (30) days after award shall constitute a default. Any such Proposer shall not assign, transfer, convey or otherwise dispose of any or all of its rights, title or interest therein, or its power to execute such contract to any person or firm without prior written consent of the City.

E. EVALUATION CRITERIA

Proposals will be evaluated using the criteria listed below to ascertain which Proposal best meets the requirements of the City. The Items to be considered during the evaluation and the associated point values are as follows:

1. Ability of software to meet
    Fleet Management System
    requirements   0 - 30 points

2. Experience, proven delivery
    capability, successfully completed
    similar projects and current
    references   0 - 30 points

3. Level, quality and type of client
    training and technical assistance
    provided   0 - 15 points

4. Cost of system   0 - 25 points

MAXIMUM TECHNICAL POINTS   **100**

5. Local Preference   2 bonus points

MAXIMUM TOTAL POINTS   **102**

F.   SELECTION PROCESS

Evaluation of the Proposals will be performed by a committee selected by the City. The Committee will evaluate the firms according to their Proposal. The initial scores will be tallied and a short list will be developed consisting of the firms receiving the highest point ratings. The committee may conduct discussions with offerors on the short list for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. In conducting discussions, there shall be no disclosure of any information derived from Proposals submitted by competing offerors. These firms may be invited to an oral interview before the committee. A short list of finalists will be determined and presented to either the City Manager or his designee or to the City Commission, in accordance with the applicable City of Hollywood Code of Ordinance, and will make the final ranking for the purposes of negotiating a contract with the top ranked firm. **The City also reserves the right to award any resulting agreement as it deems will best serve the interests of the City.**

G.   EQUAL EMPLOYMENT OPPORTUNITY

Proposer shall provide a written statement that it does not and will not discriminate against any person, employee, or applicant for employment, because of race, creed, color, religion, sex, national origin, ancestry, age or disability.

H.   PROMPT PAYMENT: LATE PAYMENTS BY CONTRACTOR TO SUBCONTRACTOR AND MATERIAL SUPPLIERS; PENALTY:

When a contractor receives from the City of Hollywood any payment for contractual services, commodities, materials, supplies, or construction contracts, the contractor shall pay such moneys received to each Subcontractor and Material Supplier in proportion to the percentage of work completed by each Subcontractor and Material Supplier at the time of receipt. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the Subcontractors and Material Suppliers, each receiving a prorated portion based on the amount due on the payment. If the contractor without reasonable cause fails to make payments required by this section to Subcontractors and Material Suppliers within fifteen (15) working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the Subcontractors and Material Suppliers a penalty in the amount of one percent (1%) of the amount due, per month, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed. Retainage is also subject to the prompt payment requirement and must be returned to the Subcontractor or Material Supplier whose work has been completed, even if the prime contract has not been completed. The Contractor shall include the above obligation in each subcontract it signs with a Subcontractor or Material Suppler.

I.   ADA COMPLIANCE

Persons with disabilities who require reasonable accommodation to participate in City programs and/or services may call the Equal Opportunity Manager, Office of Human Resources and Risk Management at (954) 921-3218 (voice). If an individual is hearing or speech impaired, please call Florida Relay Service 1-800-955-8771.

J.   PUBLIC ENTITY CRIMES

"A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

K.   HOLD HARMLESS AND INDEMNITY CLAUSE:

_____

(Company Name and Authorized Signature, Print Name),
the contractor shall indemnify, defend and hold harmless the City of Hollywood, its elected and appointed officials, employees and agents for any and all suits, actions, legal or administrative proceedings, claims, damage, liabilities, interest, attorney's fees, costs of any kind whether arising prior to the start of activities or following the completion or acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the contractor, or anyone acting under its direction, control, or on its behalf in connection with or incident to its performance of the contract.

_____

(Company Name and Authorized Signature, Print Name),
further certifies that it will meet all insurance requirements of the City of Hollywood and agrees to produce valid, timely certificates of coverage.

The City reserves the right to require any other insurance coverage it deems necessary depending upon the exposures.

L.   DECLARATION

The aforementioned, as Proposer (herein used in the masculine singular, irrespective of actual gender and number), declares, under oath that no other person has any interest in this Proposal or in any resulting agreement to which this Proposal pertains, that this Proposal is not made with connection or arrangement with any other persons, and that this Proposal is made without collusion or fraud.

The Proposer further declares that he has complied in every respect with all the instructions to Proposers, that he has read all addenda, if any, issued prior to the opening of Proposals, and that he has satisfied himself fully relative to all matters and conditions with respect to the general conditions of the agreement and all relevant information to which this proposal pertains.

M. DISCLOSURE OF CONFLICT OF INTEREST

Vendor shall disclose below, to the best of his or her knowledge, any City of Hollywood officer or employee, or any relative of any such officer or employee as defined in Section 112.3135, Florida Statutes, who is an officer, partner, director or proprietor of, or has a material interest in the vendor's business or its parent company, any subsidiary, or affiliated company, whether such City official or employee is in a position to influence this procurement or not.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City of Hollywood Purchasing Ordinance.

Name   Relationship

_____   _____

_____   _____

In the event the vendor does not indicate any name, the City shall interpret this to mean that no such relationship exists.

RFP CHECKLIST

Please check each line item after the completion of the appropriate item.

_____ I verify that the signature on page number one (1) is the signature of the person authorized to bind the agreement. (Preferably in blue ink)

_____ I acknowledge reading and signing the Hold Harmless Statement.

_____ I have included all information, certificates, licenses and additional documentation as required by the City in this RFP document.

_____ I have checked for any addendums to this RFP, and will continue to check for any addendums up to the due date and time of this RFP.

_____ I have submitted one (1) original and twelve (12) copies of the entire proposal with addendums including one (1) copy on a CD.

_____ I have verified that the outside address label of my RFP package is clearly marked to include my company's name, address, RFP number and date of RFP opening.

_____ I have read and completed (if applicable) the "Disclosure of Conflict of Interest".

_____ I, the Bidder, am aware that a Notice of Intent to award this bid shall be posted on the City's website at www.hollywoodfl.org and on the Procurement Services bulletin board in room 303 at City Hall, and that it is my responsibility to check for this posting. Also, I have provided my email address, as the City, at its discretion, may provide me information by such means regarding this procurement process.

_____ I, the Bidder, have submitted all supporting documentation for local preference eligibility, which must be received with the bid package prior to the bid opening date and time (if applicable).

NAME OF COMPANY: _____

PROPOSER'S NAME: _____

PROPOSER'S AUTHORIZED SIGNATURE: _____

DATE: _____