



**City of Cayce, South Carolina  
Request for Proposals**

**For Vehicle Global Positioning System (GPS) and Maintenance Tracker**

**I. Introduction**

The City of Cayce is requesting proposals from qualified companies that provide real-time vehicle GPS and maintenance services. The City of Cayce currently has a fleet of 115 vehicles. The City of Cayce will select and negotiate with a firm whose responses closely meet the requirements listed below.

**II. Background:**

The City of Cayce is a full-service City with a growing community in the heart of central South Carolina along the banks of the Congaree River. The City provides sanitation services, law enforcement services, fire service, water and sewer services, parks and street services, along with our own vehicle maintenance facility. With our growing population (over 14,000 and rising), the City is seeking a three-year term agreement to assist the City with real-time vehicle positioning and tracking along with vehicle maintenance notifications and documentation.

**III. Objective:**

This Request for Proposals (RFP) is for a firm or company to provide professional services to document, track, record, and assist with maintaining the City's fleet of 115 vehicles. These services should be adaptable and updatable to account for future development and technology changing over time. The company chosen will work closely with the City on implementation, monitoring, and upgrades through technology. The City may award a contract to the best service provider(s) with innovative ideas, which may not be the lowest price proposal. The City reserves the right not to award some or all the services contemplated herein.

**IV. Requirements:**

1. Bids will not be considered unless the vendor submitting a bid meets the following minimum qualifications.

The Bidder must:

- a. Be the original manufacturer or authorized reseller of the hardware and software to be provided.
- b. Be compliant with all applicable laws and regulations related to providing these services.

2. The GPS devices must, at a minimum, meet all requirements described in this section.
  - a. Be the most current version of the GPS tracking module
  - b. Be designed and/or placed in an unobtrusive way that will not inconvenience or obstruct the vehicle's operator or impact any of the other requirements of this RFP
  - c. Be installed via the vehicle's engine diagnostics port and not require being hard wired directly to the vehicle's battery
  - d. Capable of wirelessly receiving any required maintenance such as firmware updates, with little to no disruption to employees
  - e. Able to continuously log vehicle data, regardless of any outages in network coverage, resulting in no missing data. This data must be deemed reliable by the department. The department reserves the right, in its sole discretion, to make the final determination of whether the proposed solution includes information that is deemed reliable.
  
3. The GPS software must, at a minimum, meet all requirements described in this section. The software must:
  - a. Be compatible with the most current version of the GPS tracking module
  - b. Operate with minimal delay in upload of information
  - c. Capture and report idle vehicle data (i.e., vehicle mileage, battery information service reminders/ notifications, historical location data, etc.)
  - d. Capture and report vehicle trip data (i.e., vehicle speed, vehicle location, engine idle time, seatbelt indicator, etc.)
  - e. Capture and report fleet-level data (i.e., summary level views of aggregated vehicle data)
  - f. Include ad hoc reporting which will allow City staff to generate customized reports using the information gathered throughout the term of this Agreement
  - g. Have the capability to store information when network coverage is unavailable and transmit that information once network coverage is regained
  - h. Complete and accurate data must be made available to City staff whether within network coverage or outside of network coverage.
  - i. Include optional email alerts for City staff to provide real-time updates on information including, but not limited to, vehicle location and speed; and
  - i. Allow staff to identify a specific geographical area, otherwise known as a geo-fence, and receive real-time data and/or reports based on those location specifications as they relate to the vehicle data captured in this RFP. This functionality must allow staff to input conditions and receive optional customized alerts based on these zones and conditions. At a minimum, these capabilities must allow City staff to identify in real-time if a vehicle leaves or enters a predefined zone
  
4. The City will require ongoing support throughout the term of the Agreement, including any necessary maintenance to the hardware and software upgrades keeping the equipment and systems operational and up to date. If any devices are identified by the City to require maintenance or replacement, not resulting from the negligence of any City employee, the

devices and/or services must be provided to the City at no cost within 30 days of the City's notification. If the model of the GPS devices become unsupported during the term, the awarded bidder must work with the City to replace the devices. The City reserves the right to terminate the agreement if such replacement devices are deemed unacceptable.

Customer assistance must be provided to City staff during standard business hours, Monday through Friday, excluding national and state holidays.

The awarded bidder should provide contact information of staff that will be available to assist the City with inquires related to the hardware and software received as a result of this RFP.

## **V. Submission Instructions**

Three (3) sealed original paper proposals and required forms along with one (1) searchable electronic copy on a CD or USB flash drive in Microsoft Word or PDF format. Due to the impacts of COVID-19, electronic copies will be accepted via email to the contact listed in the RFP document. If emailing proposal, emails must also be received no later than the date specified in the Schedule below. It is the responsibility of the Proposer to ensure that emails are successfully delivered to the RFP contact. Proposals should be clearly marked "Vehicle Global Positioning System (GPS) and Maintenance Tracker RFP" as shown on the title page of this formal solicitation.

Submit proposals to:

Jim Crosland  
1800 12<sup>th</sup> Street Ext.  
Cayce, SC 29033  
[jcrosland@caycesc.gov](mailto:jcrosland@caycesc.gov)

## **VI. Withdrawal of Proposal**

Submitters may withdraw their submitted Proposal at any time by giving written notice to the RFP Contact.

## **VII. Proposal Errors**

Submitters are cautioned to verify their Proposal prior to submission. Negligence on the part of the submitter in preparing the Proposal confers no right of modification of the Proposal after the closing time for its receipt. Inadvertent errors (such as the omission of one page of a multi-page document) that have a correction submitted after the designated submission time may be considered at the sole discretion of the City if the submitter submits with the correction sufficient information to prove that the error was inadvertent. Such amendments are not favored, and in the case of doubt, requests will be denied.

### **VIII. Late Proposals; Misrepresentations**

Late Proposals will not be accepted. The City does not specify the method by which Proposals are to be delivered; therefore, it cannot be held responsible for any delay, regardless of reason, in the receipt of Proposals. Proposals delivered by mail or messenger will be considered only when said Proposals are received on or before the due date and time. The City does not guarantee that Proposals received in the building by mail or messenger will be delivered at or before the time the proposal is due. Any material misrepresentations made by the submitter(s) will void the response and eliminate the submitter(s) from further consideration. The City reserves all rights with regard to this solicitation.

### **IX. Grounds for Protests**

Protest of Contents of Solicitation (Invitation For Bids or RFPs or other solicitation documents, whichever is applicable, or any amendment to it, if the amendment is at issue): Any Proposer who is aggrieved in connection with a solicitation document shall file a written protest to the City Manager, [thegler@cityofcayce-sc.gov](mailto:thegler@cityofcayce-sc.gov), within four calendar days of the date of posting of the solicitation, RFQ, RFP, or other solicitation document or any addendums to it on the City's website.

Protest of Award: Any Proposer who is aggrieved in connection with the award of the contract shall file a written protest with the City Manager within four calendar days of the date the Intent to Award memorandum is posted on the City's website. Any matter that could have been raised pursuant to the section above on protest of contents of solicitation, may not be raised as a protest of award.

Exclusive remedy: The rights and remedies granted in this section to Proposers, either actual or prospective, are to the exclusion of all other rights and remedies of Proposers against the City.

Failure to file a timely protest: If Proposer fails to request a protest within the four calendar days, the solicitation or award shall be final.

### **X. Procedures for Protests**

Protest: A protest must be in writing, filed with the City Manager, and set forth the grounds of the protest and the relief requested with enough specificity to give notice of the issues to be decided. The protest must be received by the City Manager within the time provided.

Burden of Proof: The protestant bears the burden of proving the validity of the protest or claim against the City.

Administrative Review and Decision: The City Manager will conduct an administrative review of all claims set forth within the protest document and shall issue a decision in writing within four calendar days of receiving the protest.

Appeals of Decision: Any appeal of the City Manager's decision pursuant to the above paragraph must be filed with the City Manager, in writing, within four calendar days of the date of the decision. The City Council shall hear and decide any appeals at its next regular or special council meeting.

Stay of Award: The contract award is stayed until issuance of a final decision by the City. Once a final decision is issued, the filing of a petition to appeal that decision does not stay enforcement of the City's decision to award the contract.

#### **XI. Incurred Cost and Return of Proposals**

All costs incurred in the preparation and submission of Proposals shall be borne by the submitter. The City is under no obligation to return any Proposals or materials submitted by the submitter as a response to this RFP.

#### **XII. Reserved Rights**

The RFP Evaluation Committee shall represent the City in all matters pertaining to this RFP, and reserves the right to reject any and all Proposals during any stage of this RFP, or to modify, withdraw, cancel, or reissue this solicitation, either in whole or in part, in the event that responses are deemed inadequate or that it is otherwise in the best interest of the City.

The RFP Evaluation Committee also reserves the right to disregard any minor informality in the RFP when, in its opinion, the best interests of the City will be served by such action.

The City of Cayce reserves the right to enter negotiations with a single firm OR may create a short list of firms, based upon qualifications and pricing and may conduct interviews, engage in further discussion, or negotiate pricing terms.

Responses to this RFP must include the following:

1. Cover Letter and Table of Contents

The response must include a cover letter giving a brief summary of the contents of the RFP and a table of contents laying out each section with corresponding page numbers.

2. Introduction and Qualifications

This section will need to contain an overview of the firm and any proposed sub-contractors. The introduction shall indicate the legal name, address, website, telephone number, and local contact. The firm will provide an overview and history of the firm including identifying all firm members who will be working with the City and their experience. The firm will also describe its history with other local governments for which it has provided similar services in the past.

3. Cost Breakdown

Provide a formal fee schedule to include, but not limited to, hardware, monitoring services, monthly services, and any optional equipment like Wi-Fi and cameras available at a later date. This fee schedule must include all costs, either direct or indirect, that will be required for operations and should be broken down into segments of basic packages and additional optional additions.

#### 4. References

Provide at least three references for which the firm has performed similar services, within the last five (5) years. Provide the reference contact name, address, email address, telephone numbers, summary, and date of services provided (including specific projects related to above criteria and cost).

#### **XIII. Term of Award**

It is the City's intent to award the contract(s) for an initial three-year period with the option to renew for two additional years or a maximum of five years. The decision to renew the contract(s) will be at the sole discretion of the City. Proposers must agree to fix contract fees for at least the first three years. If the vendor intends to revise its fee schedule after the initial period, it must give written notice to the City at least ninety (90) days in advance of any fee change. Fees may be changed only on the contract anniversary date. These fees are subject to negotiation and approval by the City.

#### **XIV. Termination**

The City reserves the right to cancel the contract, at any time, without cause and without penalty with a minimum thirty (30) days written notice.

Termination or cancellation of the contract will not relieve the Proposer of any obligations for any deliveries entered into prior to the termination of the contract (i.e. reports, statements of accounts, etc., required and not received).

#### **XV. Evaluation**

A City Staff Team will evaluate the proposals based on the factors outlined within section IV, which shall be applied to all eligible, responsive proposals in selecting the successful submitter. The City Team reserves the right to disqualify any proposal for, but not limited to: person or persons or proposals it deems as non-responsive and/or non-responsible; a failure to respond to each section; or whose experience does not describe the competencies required. The City Team reserves the right to make such investigations of the qualifications of the proposer as it deems appropriate. Award of any project may be made without discussion with proposers after responses are received. The City reserves the right to cease contract negotiations if it is determined that the Proposer cannot perform services specified in their response. Proposals will be evaluated on the following factors:

1. Experience with local governments and public works
2. Past performance with The City of Cayce and/or other local government agencies
3. Scope of services offered, including degree of automation and reporting
4. Cost submittals
5. Ease of installation and software use
6. Quality of submitta

## **XVI. Questions, Contact, Timeline**

Firms interested in submitting shall email a simple statement of interest to [jcroslan@caycesc.gov](mailto:jcroslan@caycesc.gov) by September 2, 2022, to be placed on a communications list regarding this project. Any questions about this RFP shall be submitted via email to [jcroslan@caycesc.gov](mailto:jcroslan@caycesc.gov) by September 9, 2022. The City of Cayce will provide answers to all questions to all firms who have submitted a statement by September 16, 2022. The deadline for all submissions is September 23, 2022, at 2:00 p.m.

## **XVII. Additional Information**

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City reserves the right to postpone receipt or selection date, accept or reject any or all proposals received in response to this RFP, or to negotiate with any of the firms submitting an RFP, or to cancel all or part of this RFP process.

## **XVIII. Freedom of Information Act**

All proposals will be treated as public information unless it is specifically requested that portions of the bid be exempt from disclosure under the Freedom of Information Act, SC Code of Laws Section 30-4-40 (a) (1). It is the Proposer's responsibility to notify the City of any proprietary information listed in proposals submitted. Any information in which the proposer considers proprietary MUST be clearly marked "proprietary" next to the relevant part of the text in order for it to be treated as such. If a contract is signed with your institution, the contract document is not exempt from disclosure.

All Freedom of Information (FOIA) requests must be sent to the City Clerk, PO Box 2004, Cayce, SC 29171.

## Addendum

2021	Ford	F150	Administration
2018	Chevrolet	Equinox	IT
2016	Chevrolet	Silverado 1500	Police
2016	Chevrolet	Silverado 1500	Police
2022	Ford	F150	Police
2022	Ford	F150	Police
2022	Ford	F150	Police
2022	Ford	F150	Police
2022	Ford	F150	Police
2022	Ford	F150	Police
2022	Ford	Explorer	Police
2022	Ford	Explorer	Police
2021	Chevrolet	Silverado 1500	Police
2021	Ford	Explorer	Police
2021	Ford	F150	Police
2017	Ford	Explorer	Police
2017	Ford	Explorer	Police
2019	Ford	Interceptor/ Sedan	Police
2019	Ford	Interceptor/ Sedan	Police
2018	Ford	Interceptor/ Sedan	Police
2018	Ford	Interceptor/ Sedan	Police
2018	Ford	Interceptor/ Sedan	Police
2016	Ford	Interceptor/ Sedan	Police
2016	Ford	Interceptor/ Sedan	Police
2015	Ford	Interceptor/ Sedan	Police
2015	Ford	Interceptor/ Sedan	Police
2015	Ford	Interceptor/ Sedan	Police
2015	Ford	Interceptor/ Sedan	Police
2014	Ford	Interceptor/ Sedan	Police
2014	Ford	F150	Police
2018	Chevrolet	Tahoe	Police
2017	Ford	Explorer	Police
2017	Ford	Explorer	Police
2017	Ford	Explorer	Police
2016	Ford	Explorer	Police
2021	Ford	Explorer	Police
2021	Ford	Explorer	Police
2021	Ford	Explorer	Police
2017	Ford	Explorer	Police
2017	Ford	Explorer	Police
2017	Ford	Explorer	Police



2016	Chevrolet	Equinox	O&M Admin
2015	Chevrolet	Silverado 1500	Water Treatment
2020	Chevrolet	Colorado	Water Treatment
2015	Ford	F350	Water Distribution
2015	Ford	F350	Water Distribution
2019	Chevrolet	Silverado 1500	Water Distribution
2016	Ford	F450	Water Distribution
2015	Chevrolet	3500HD	Water Distribution
2015	Chevrolet	2500	Water Distribution
2017	Ford	Explorer	Water Distribution
2020	Ford	F150	Water Distribution
2022	Chevrolet	Colorado	Wastewater Distribution
2017	Chevrolet	3500HD	Wastewater Distribution
2015	Chevrolet	Silverado 1500	Wastewater Distribution
2018	Chevrolet	Silverado 1500	Wastewater Distribution
2020	Chevrolet	Colorado	Wastewater Distribution
2021	Chevrolet	Silverado 1500	Wastewater Distribution
2015	Chevrolet	3500HD	Wastewater Collection
2015	Chevrolet	Silverado 1500	Wastewater Collection
2018	Ford	F150	Wastewater Collection
2019	Ford	F450	Wastewater Collection