Request for Proposal
2021 TRANSPORATION GPS TRACKING SYSTEM

Date of Release
November 9, 2020

Due Date
December 7, 2020
5:00 pm

Project Contact
Eric Eaker, Chief of Operations
eeaker@lincoln.k12.nc.us
704-736-4242 ext. 5
1.0 PURPOSE

1.1 Lincoln County Schools (LCS) is requesting proposals from qualified vendors to provide GPS tracking and monitoring for our bus fleet.

In using this method for solicitation, we are requesting your best effort in seeking the best value for our requirements. To be entitled for consideration, “sealed” proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the selected vendor to meet all specifications and guidelines set forth herein. LCS, at its discretion, determines the criteria and process whereby bids are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by LCS.

2.0 DEMOGRAPHICS AND FLEET INFORMATION

2.1 LCS has an active enrollment of approximately 11,500 students, attending a total of 23 schools: 13 elementary (K-5), 4 middle (6-8); 4 high (9-12); 1 technical school, and 1 alternative school. LCS covers a large geographical area in western North Carolina.

2.2 The district is looking to monitor in real-time 125 school buses, 25 activity buses, and 52 service vehicles.

3.0 SCOPE OF WORK

3.1 LCS is seeking a vendor to lease equipment and service in order to have the ability:

   a) for LCS to see vehicle locations in real time;
   b) to see the history of a vehicle’s route;
   c) of general data collection - i.e. bus speeds, stop arm activation, idle time, etc.

The lease agreement should be for a minimum of three (3) years, but no longer than five (5) years. The option to extend the agreement should be outlined in the proposal. No agreement will be automatically renewed.

3.2 Install and deliver to locations.

<table>
<thead>
<tr>
<th>Installation Site</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lincoln County Schools Transportation Dept.</td>
<td>2660 Maiden Highway, Lincolnton, NC 28092</td>
</tr>
<tr>
<td>Various school sites</td>
<td>Various addresses</td>
</tr>
</tbody>
</table>
3.3 Solution Requirements:
   a) Must show all vehicle positions on a map updated every 30 seconds average minimum.
   b) Must be able to trace vehicle path for any date and period of time on that date, from the beginning
      of the school year to current date.
   c) Must allow user to switch between street map view and satellite view.
   d) Must be able to determine actual bus stop location with stop history (applies to school buses only).
   e) Must be able to determine average departure and arrival time at any stop (applies to school buses only).
   f) (Optional) App for parents and students to see where their bus is in real time (applies to school buses only).
   g) (Optional) App should have the capability for parents and students to receive notifications regarding
      pick up and drop off time of their student (applies to school buses only).
   h) (Optional) Solution should allow for routes to be uploaded or recorded from GPS data and speak turn-
      by-turn directions to drivers when needed (applies to school buses only).
   i) Must be able to allow drivers to clock in and out on vehicle (applies to school buses only).
   j) Must be able to export drivers’ work time to LINQ payroll software (applies to school buses only).

4.0 GENERAL INFORMATION

4.1 Transportation-related questions or requests for clarification should be directed to Eric Eaker, Chief
   of Operations eeaker@lincoln.k12.nc.us

4.2 LCS is under no obligation to purchase goods or services totaling the amount proposed in your response.
   Vendor will only be paid for services rendered. LCS reserves the right to adjust project scope or services
   if deemed necessary.

4.3 This Agreement states the total obligation of LCS to the vendor for compensation for the services to be
   performed hereunder. LCS shall pay vendor in accordance with the proposal made by the vendor and
   accepted by LCS. LCS shall pay vendor for the satisfactory performance of the work solicited, approved,
   and accepted under this Agreement. Vendor acknowledges and agrees that this is a non-exclusive
   requirement-type contract and LCS will utilize vendor's services on an as-needed basis, and as such, LCS
   will only be responsible for payment for services requested that are satisfactorily performed and meet
   LCS's required specifications. Vendor further acknowledges and agrees that the value of this contract shall
   not exceed their proposed amount; however, LCS is under no obligation to solicit work totaling this
   amount and vendor will only be paid for services rendered.

5.0 EQUIPMENT REQUIREMENTS

5.1 Equipment must arrive in new, unused condition.

5.2 Any required cables to connect the solution to the network is the responsibility of the vendor.

5.3 Equipment must be under warranty during the extent of the agreement.
6.0 SUBMISSION REQUIREMENTS

6.1 RFP responses should be sent via PDF to eeaker@lincoln.k12.nc.us before the designated due date and time. A sealed response must also be mailed or hand-delivered to Cathy Gates at 201 Jeb Seagle Drive, Lincolnton NC 28092 before the deadline (December 7, 2020 at 5pm). Any responses received after this time will not be considered.

6.2 If any confidential and/or proprietary information is included, each page containing such information must be stamped “proprietary.” It is not acceptable to label the entire proposal as confidential and proprietary.

6.3 No telephone or facsimile offers will be accepted.

6.4 Proposals shall not be withdrawn after they are delivered to LCS, unless vendor makes a request in writing to the Chief of Operations prior to time set for receiving proposals, or unless the Chief of Operations fails to accept or reject the proposals within sixty (60) days after the date established for receiving said proposals.

6.5 Proposals that contain irregularities of any kind and/or do not comply fully with solicitation documents, may be rejected at the discretion of the Chief of Operations. LCS shall not be liable for any costs associated or incurred by vendor in conjunction with preparation of documents.

6.6 The district reserves the right to reject all bids.

6.7 By submitting a response, the vendor certifies: “that this proposal is made without prior understanding, agreement or connection with any corporation, company or person submitting a proposal for the same service, and is in all respects fair and without collusion or fraud; that collusive pricing is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.” It is agreed that all conditions of the solicitation, notice to proceed and/or purchase order of LCS shall be abided, and that the individual signing this proposal is authorized to bid for the vendor.

6.8 Vendor shall submit with the proposal the Vendor Information Form. Failure to provide the information requested in complete and accurate detail may result in rejection of the proposal. If further information is required to provide responsibility such as providing copies of licenses, certificates, permits, etc., the vendor will be notified, in writing and given seven (7) days from notification to comply.

6.9 Vendor shall read and complete all applicable forms and submit with their proposal. Any incomplete or solutions not fitting the requirements of the RFP may be disqualified and not evaluated.

6.10 Vendor may be asked to provide a copy of their current business license.
Proposal (Response Section)

A. Proposed System
   a) Provide a detailed description of the proposed system.
   b) Describe how your product differentiates you from competing products.
   c) How readily available is the product and what is the order lead-time?
   d) Describe the abilities of your product.
   e) Describe hardware and service monitoring capabilities provided with the solution.
   f) Detail any software license renewals that would be required after the included maintenance term.
   g) Outline type of connectors needed for solution.
   h) Describe the real-time accuracy to students/parents via the app.
   i) Describe the compatibility of the app.
   j) Provide information of cellular providers used for GPS monitoring.

B. Provide pricing on the pricing form, Appendix A. Pricing should include monthly leasing cost for each type of vehicle being monitored, school bus, activity bus, and service vehicle.

C. Training
   a) Describe included training for key staff members. Vendor should assume staff has limited experience.
   b) Describe included post-sales support.

D. Assurance Statement
   Provide a statement affirming and assuring that the prospective vendors’ staff, network, and overall business practices will meet/exceed each of LCS’s requirements. All prospective vendors responding to this proposal are required to demonstrate their networks reliability and dependability. All prospective vendors must clearly demonstrate their ability to handle the day-to-day business needs necessary to successfully manage an account the size of LCS. Identify the specific account team (members, titles, roles) that will be assigned to LCS. Provide detailed procedures for initiating account inquires, changes, and escalations.

E. Implementation
   If awarded, the selected vendor will need to provide an implementation plan to the district outlining their proposed timeline for the project. The district has a target install between June 1, 2021 and August 1, 2021.

7.0 Award

7.1 To be entitled for consideration, proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the awarded vendor to meet all specifications and guidelines set forth herein.

7.2 LCS, at its sole discretion, determines the criteria and process whereby a proposal is awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by LCS.

7.3 The selected vendor will be contacted via email or phone after approval of the Board of Education.

7.4 Please be advised that it is the policy of LCS that all contracts be awarded on a strictly non-discrimination basis without regard to the race, gender, or ethnicity of the vendor.

7.5 Vendor shall not begin work without a purchase order issued by LCS.
Proposal Pricing Per Vehicle Per Month for 3 Years

School Bus $__________________  
Activity Bus $__________________  
Service Vehicle $__________________  
Total Yearly Expense $__________________  

Proposal Pricing Per Vehicle Per Month for 5 Years

School Bus $__________________  
Activity Bus $__________________  
Service Vehicle $__________________  
Total Yearly Expense $__________________
VENDOR INFORMATION FORM

RFP Name: 2021 TRANSPORTATION GPS TRACKING SYSTEM

This form must be completed and returned with your bid if you are a NEW vendor to the district only

Company Name: ________________________________________________________________

Street Address: __________________________________________________________________

City, State, Zip Code: ____________________________________________________________

Primary Contact: ________________________________________________________________

Telephone: ______________________________________________________________________

Email: _________________________________________________________________________

Company web site: __________________________________________________________________________

State tax identification #: __________________________________________________________

State tax identification # - state issued from: ____________________________________________

State of Incorporation: _____________________________________________________________

Have any conditions or restrictions been placed by the company on this proposal that would declare it non-responsive? Yes _____ No ______

Are you prepared to provide proof of insurance as required? Yes _____ No ______

Has your company ever been debarred from doing business with any federal, state or local agency? Yes _____ No _____
If yes, please provide details including agency name, date and reason for debarment.

Has your company ever defaulted on a contract or been denied a bid due to non-responsibility to perform? Yes _____ No _____
If yes, please provide details.