



CITY of NOVI CITY COUNCIL

Agenda Item D
July 2, 2012

SUBJECT: Approval to award a contract in the amount of \$56,167 to R.W. Mercer Company to upgrade the City's fuel management system.

SUBMITTING DEPARTMENT: Department of Public Services, Fleet Division
 Department of Information Technology

CITY MANAGER APPROVAL:

EXPENDITURE REQUIRED	\$56,167
AMOUNT BUDGETED	\$0
APPROPRIATION REQUIRED	\$27,215 (Rollover Budget Amendment) \$28,952 (1st Qtr. Budget Amendment)
LINE ITEM NUMBER	101-442.30-986.000 \$27,215 (Data Processing) 101-442.30-933.000 \$28,952 (Eq Maintenance)

BACKGROUND INFORMATION:

City Council approved funding an upgrade to the Field Services Complex fuel management system for fiscal year 2011-12 for a budgeted amount of \$27,215. The existing fuel management system is a Gasboy 1000 that was installed in 1985. Since then, the fuel management system has been upgraded just once from a punch card system to the current key-activated system. Each key is programmed to an individual employee or a particular vehicle, and the data recorded reports the gallons of fuel disbursed, the date and time of the transaction, and the personal identification number of the user. Because it is a rudimentary system, it does not provide the internal controls necessary to keep the City's fuel system fully secure. These controls are essential because of the City's large expenditures on regular unleaded gasoline and diesel fuel (\$395,149 in FY11/12; \$348,948 in FY10/11). In addition, the existing system lacks capabilities to monitor and control use, and is unable to provide valuable vehicle diagnostic information that is critical to the success of the City's fleet maintenance program.

When this project was initially scoped, staff was unaware of all of the additional technological capabilities that are currently available in the fuel management industry; therefore, the initial scope for the system upgrade did not include all of the technology enhancements available to fully control, monitor, and report use, and to collect vehicle maintenance date. Because the project was under-scoped, the budgeted amount was understated.

A Request for Proposals (RFP) that included a comprehensive technology scope was prepared in collaboration with the City's IT Department, and proposals were subsequently solicited in April 2012. Because only one proposal was received at that time, the decision was made to revise and re-post the RFP in an attempt to obtain more competitive proposals. Officials from Northville Public Schools agreed to be included in the solicitation process because they are considering installation of a fuel management system at their bus garage. Two proposals were received on June 20, 2012, as follows:

Firm	Fuel Management System Model	City of Novi Price	Northville Public Schools Price
R.W. Mercer	Gasboy Islander Plus	\$56,167	\$44,921
Phoenix Environmental	Ward	\$142,387	\$142,387

Although R.W. Mercer's price for a Gasboy Islander Plus model fuel management system is greater than the amount budgeted, significant savings in the DPS Fleet Division's Equipment Maintenance line item will be used to offset the \$28,952 differential (see approved 4th Quarter Budget Amendment item in the June 18, 2012 Council meeting agenda).

Gasboy Islander Plus offers state of the art Radio Frequency Identification technology and uses a passive fuel ring, installed at the fuel port of each vehicle, which allows only those vehicles with a ring to receive fuel. The wireless nozzle reader will communicate with the passive fuel ring for fuel authorization. The wireless gateway communicates with the wireless vehicle data modules to retrieve data such as odometer reading, engine hours, and other on-board diagnostic codes. (See attached Gasboy Islander Plus specification sheets.) Equipment that will not have passive fuel rings installed (i.e., mowers, chainsaws, etc.) will be fueled using employee proximity cards.

The upgraded system will include the Gasboy Islander Plus site controller, a stand-alone terminal/pedestal that includes the central processing unit, lighted display panel, pump control module and communication module, 220 passive fuel rings, and a wireless gateway terminal to communicate with all devices including the wireless nozzle readers and vehicle data modules. A standard manufacturer's 12-month warranty applies, and the annual software license fee is \$825.

As indicated in the table above and in an effort to consolidate procurements across multiple agencies, pricing for a similar system for Northville Public Schools was included in R.W. Mercer's proposal as an option (Northville Schools' price is lower than the City of Novi's because Northville's bus garage has one fuel pump, while the City has three pumps). R.W. Mercer also agreed to extend the contract pricing to the Novi Community School District, the City of Northville, and Walled Lake Consolidated Schools under the same prices, terms, and conditions.

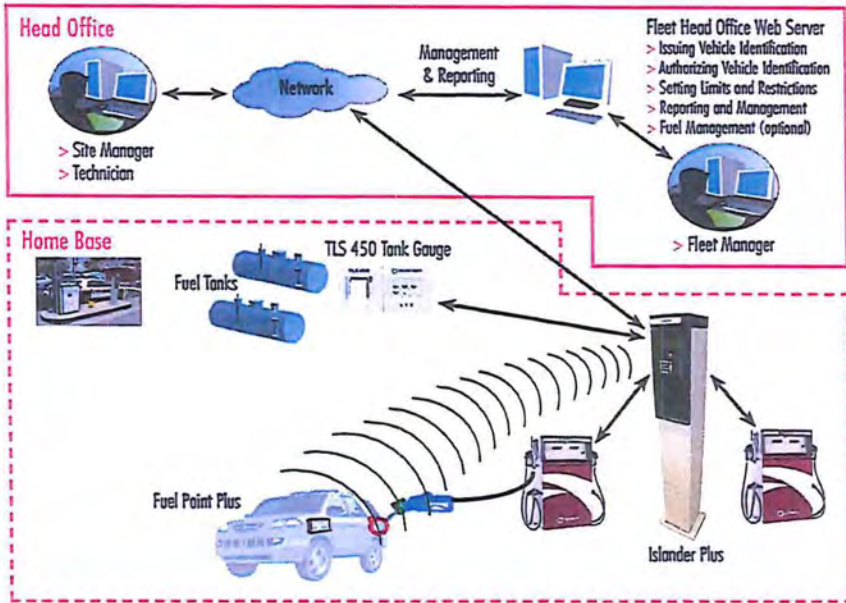
The project is scheduled to be completed by the end of the 1st Quarter of FY12/13.

RECOMMENDED ACTION:

Approval to award a contract in the amount of \$56,167 to R.W. Mercer Company to upgrade the City's fuel management system.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Wrobel				



Gasboy® PLUS Series Fleet Management Systems

The Gasboy PLUS series is a new generation of fleet management systems for today's operators. They're the heart of your turnkey Gasboy fleet solution, with choices to get what you need today and build your system as your operation grows. Gasboy and technology partner Orpak®

bring you world class performance in the PLUS series fleet management systems. All Gasboy products are supported by the world's largest network of fleet product distributors and authorized service contractors. Superior technology and proven solutions add up to a better tomorrow.



Complete solutions from a single supplier.

You don't have to construct your own system from different suppliers and take chances on compatibility and responsibility. Success is simple with turnkey solutions from Gasboy, a trusted supplier to fleet operators for more than 80 years.

Fleet Head Office is Gasboy's web-based, enterprise-wide software that consolidates data from multiple sites and generates superior management reports.

- > Manage your operation from anywhere: the office, home or on the road.
- > Customizable reports are easy to configure to your specific needs.
- > Schedule proactive vehicle maintenance based on accurate and timely information.
- > Set restrictions for specific vehicles or drivers per day/week/month, geographic location, fuel type and more

CFN™ PLUS is Gasboy's new generation web-based site controller. It's the heart of your total, turnkey Gasboy solution for fleet and commercial (non-payment) applications.

- > Interfaces seamlessly to Fleet Head Office, Gasboy Atlas® dispensers, ICR PLUS, FuelPoint® PLUS and more
- > Hardened for the tough outdoor or indoor environment of fleet operations

ICR PLUS is Gasboy's island card reader for use with CFN PLUS. It supports multiple access technologies, including web-based and contactless systems.

- > Lighted terminals available 24/7/365 for unattended sites
- > Cost-effective way to offer functionality at multiple fuel islands at the same location

Islander™ PLUS combines the functionality of CFN PLUS and ICR PLUS in a single package hardened for the fuel island.

- > Cost-effective way to offer functionality at sites with a single fuel island
- > Lighted terminals available 24/7/365 for unattended sites
- > Supports multiple access technologies, including web-based and contactless systems

FuelPoint™ PLUS is the industry's only truly wireless vehicle identification system. Gasboy's highly secure, hands free, wireless

vehicle identification, authorization and control system uses radio frequency identification.

- > Tamper resistant components assure nozzle is inserted into an authorized vehicle before fueling
- > Vehicle module provides accurate odometer readings and other information directly from the vehicle bus, eliminating human error
- > Eliminates the need for keys, cards, or vouchers that can get lost or be misused

Fuel Truck Controller is a mobile fueling system that brings fleet fueling to heavy or

stationary equipment from a tanker truck. It's fully compatible with the other Gasboy PLUS series so that transaction information stored on the Fuel Truck Controller uploads into the Fleet Head Office when the tanker truck returns to the fuel island.

- > Extends your fleet management system to stationary equipment
- > Adds mobility to your system
- > Fully compatible with site controller and fuel island parts of the system

**CITY OF NOVI
RFP FUEL MANAGEMENT SYSTEM REBID
PROPOSAL TABULATION**

6/20/12 2:00 P.M.

	R.W. Mercer	Phoenix Environmental
City of Novi - Turnkey Solution	\$ 56,167.00	\$ 142,386.77
Make/Model	Gasboy Islander Plus	Ward, W4 2012
Alternate #1 - Northville Public Schools - Turnkey Solution	\$ 44,921.00	\$ 142,386.77
Make/Model	Gasboy Islander Plus	Ward, W4 2012
Days to delivery (ARO)	5 weeks	28-42 days
Standard Mfr Warranty (months)	12 months from start-up	24 months
Extended Warranty (years)	1 year	5 years
Annual extended warranty cost (per yr)	negotiable upon acceptance	\$ 5,150.00
Annual Software License Renewal Cost	\$ 825.00	\$ 2,875.00
Unit Costs for additional equipment:		
Vehicle Information Transmitter		
2012	0%	\$ 309.00
2013	3%	\$ 309.00
2014	3%	\$ 309.00
Wireless Rings		
2012	0%	\$ 51.00
2013	3%	\$ 51.00
2014	3%	\$ 51.00
Keys/Cards		
2012	0%	\$ 8.45
2013	3%	\$ 8.45
2014	3%	\$ 8.45



CITY OF NOVI
FUEL MANAGEMENT SYSTEM - REBID
COST PROPOSAL FORM

We the undersigned as proposer, propose to furnish to the City of Novi, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

CITY OF NOVI

Provide a new turnkey fuel management system, as specified

Make/Model GASBOY ISLANDER PLUS \$ 56,167.⁰⁰

ALTERNATE #1 - NORTHVILLE PUBLIC SCHOOLS

Provide a new turnkey fuel management system, as specified

Make/Model GASBOY ISLANDER PLUS \$ 44,921.⁰⁰

DAYS TO DELIVER ARO (after receipt of order) 5 WEEKS

Standard Manufacturer warranty offered: (12) MONTHS ^{FROM START-UP} months

Extended Warranty Offered: 1 YEAR years

Annual Extended Warranty Cost: \$ NEGOTIABLE UPON ACCEPTANCE per year

Annual Software License Renewal Cost per year (after initial warranty expires): \$ 825.⁰⁰ per year

Unit costs for additional equipment that may be purchased in future years:

	Vehicle Information Transmitters (unit cost)	Wireless Rings (unit cost)	HID Cards (unit cost)
2012	\$ 0%	\$ 0%	\$ 0%
2013	\$ 3%	\$ 3%	\$ 3%
2014	\$ 3%	\$ 3%	\$ 3%

EXCEPTIONS TO SPECIFICATIONS (all exceptions must be noted here):

COMMENTS: _____

We acknowledge receipt of the following Addenda: _____
(please indicate numbers)

THIS PROPOSAL SUBMITTED BY:

Company (Legal Registration) R.W. MERCER COMPANY

Address 2322 BROOKLYN RD.

City JACKSON State MI Zip 49203

Telephone 517-787-2960 Fax 517-787-8111

Agent's Name BILL TRUAX

Agent's Title ACCT. REP.

Signature *Bill Truax*

E-mail btruax@rwmrcer.com

Date 6/19/12

**CITY OF NOVI
FUEL MANAGEMENT SYSTEM REBID**

Please return this page with your bid form

If your company is awarded the item(s) referenced in the bid proposal, other governmental entities may wish to use this contract and will issue a purchase order or contract for the item(s) awarded in the bid proposal following minimum order/contract requirements set forth in the bid documents. Each entity will provide their own purchase order and delivery location(s) and must be invoiced separately to the address indicated on their purchase order.

1. EXTENSION OF AWARD TO THE MITN (MICHIGAN INTER-GOVERNMENTAL TRADE NETWORK) PURCHASING COOPERATIVE: OPTIONAL

Numerous Counties, Cities, Townships, and Authorities of the State of Michigan are members of the MITN (Michigan Inter-governmental Trade Network) Purchasing Cooperative. Other associate entities are also members of the Cooperative in the Tri-County area. Please visit www.mitn.info website to view the entire list of participating agencies.

If an award is made to _____, it is agreed that the contract will be extended to other MITN Purchasing Cooperative members and associate entities under the same prices, terms, and conditions.

Our company is **NOT** interested in extending the contract to those MITN members listed on the website.

2. EXTENSION OF AWARD TO THE NOVI COMMUNITY SCHOOL DISTRICT, CITY OF NORTHVILLE, NORTHVILLE COMMUNITY SCHOOL DISTRICT, AND THE WALLED LAKE CONSOLIDATED SCHOOLS: OPTIONAL

The City of Novi is working with the Novi Community School District, City of Northville, Northville Community School District and the Walled Lake Consolidated Schools to discover opportunities to optimize procurement services.

If an award is made to _____, it is agreed that the contract will be extended to Novi Community School District, City of Northville, Northville Community School District and the Walled Lake Consolidated Schools under the same prices, terms, and conditions.

Our company is **NOT** interested in extending the contract to Novi Community School District, City of Northville, Northville Community School District and the Walled Lake Consolidated Schools under the same prices, terms, and conditions.

Contractor Signature: _____

Company Name: _____

Date: _____

Bob Small
R.W. MERCEZ COMPANY
4/19/12



**NOTICE - CITY OF NOVI
REQUEST FOR PROPOSALS**

FUEL MANAGEMENT SYSTEM - REBID

The City of Novi will receive sealed proposals for **Fuel Management System - Rebid** according to the specifications of the City of Novi.

A voluntary pre-proposal meeting for the City of Novi will be held Wednesday, June 6, 2012, at 1:00 p.m., at the Department of Public Services Field Services Complex, 26300 Lee BeGole Drive (formerly Delwal Drive), Novi, MI 48375

A voluntary site visit to the Northville Public Schools (Alternate #1) may be made at the times shown in the Instructions to Proposers section.

Sealed proposals will be received until **2:00 p.m.** prevailing Eastern Time, **Wednesday, June 20, 2012** at which time proposals will be opened and read. Proposals shall be addressed as follows and delivered to:

**CITY OF NOVI
CITY CLERK'S OFFICE
45175 W. Ten Mile Rd.
Novi, MI 48375-3024**

OUTSIDE OF MAILING ENVELOPES/PACKAGES MUST BE PLAINLY MARKED "**RFP FUEL MANAGEMENT SYSTEM REBID**", PROPOSAL DUE DATE, AND MUST BEAR THE NAME OF THE PROPOSER.

The City reserves the right to accept any or all alternative proposals and award the contract to other than the lowest proposer, to waive any irregularities or informalities or both; to reject any or all proposals; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Sue Morianti
Purchasing Manager

Notice dated: May 31, 2012

NOTICE TO PROPOSERS:

The City of Novi officially distributes RFP documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of RFP documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain RFP documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, www.mitn.info and obtain an official copy.



CITY OF NOVI
FUEL MANAGEMENT SYSTEM - REBID
INSTRUCTIONS TO PROPOSERS

This RFP is issued by the Purchasing Office of the City of Novi.

IMPORTANT DATES

RFP Issue Date	May 31, 2012
Voluntary Pre-proposal Meeting	Wednesday, June 6, 2012 at 1:00 p.m. CITY OF NOVI Department of Public Services Field Services Complex 26300 Lee BeGole Dr. (formerly Delwal Dr.) Novi, MI 48375
Voluntary Pre-proposal Site Visit	NORTHVILLE PUBLIC SCHOOLS Monday-Friday, 9am-3 pm 504 W. Eight Mile Road (enter off Taft Road) Northville, MI 48167 Contact Mike Henry (248) 345-9971 or Chris Gearns (248) 240-9176 to set up an appointment. Contractors should not go to the site unannounced, without the appropriate NPS staff being present.
Last Date for Questions	Wednesday, June 13, 2012 by 12:00 p.m. CITY OF NOVI Submit questions via email to: Sue Morianti, Purchasing Manager smorianti@cityofnovi.org NORTHVILLE PUBLIC SCHOOLS Mike Zopf, Assistant Superintendent for Finance & Operations (248) 344-8444 or, Chris Gearns, Director of Operations (248) 344-8455

Response Due Date

Wednesday, June 20, 2012 by 2:00 p.m.

All proposals are to be submitted to:

City of Novi - City Clerk's Office

45175 W. Ten Mile Road

Novi, MI 48375

VOLUNTARY PRE-PROPOSAL MEETING (City of Novi)

Please arrive at the meeting on time. This will be your only opportunity to visit the site.

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for products/ services.

PROPOSAL SUBMITTALS

An **UNBOUND (clipped, but not stapled) ORIGINAL and Four (4) COPIES** of each proposal must be submitted to the Novi City Clerk's Office. No other distribution of the proposals will be made by the Contractor. Proposals must be signed by an official authorized to bind the Contractor to its provisions.

FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

CHANGES TO THE RFP/ADDENDUM

Should any prospective Proposer be in doubt as to the true meaning of any portion of the Request for Proposal, or should the Proposer find any patent ambiguity, inconsistency, or omission therein, the Proposer shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the specified person by the date listed above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional RFP provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at www.mitn.info . Any addendum issued by the City shall become part of the RFP and shall be taken into account by each proposer in preparing their proposal. Only written addenda are binding. It is the Proposer's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on proposal form.

SUBMISSION OF PROPOSALS

Proposals must be submitted in a sealed envelope. Outside of mailing envelope must be labeled with name of contractor and name of RFP. Failure to do so may result in a premature opening or failure to open such proposal.

To be considered, sealed proposals must arrive at City Clerk's Office, on or before the specified time and date. There will be no exceptions to this requirement. Proposal is considered received when in the possession of the City Clerk. Contractors mailing proposals should allow ample time to ensure the timely delivery of their proposal. Proposals received after the closing date and time will not be accepted or considered.

Faxed, emailed, or telephone bids are not acceptable. The City of Novi shall not be held responsible for lost or misdirected proposals. The City reserves the right to postpone an RFP opening for its own convenience.

Proposals must be clearly prepared and legible and must be signed by an Authorized Representative of the submitting Company on the enclosed form. Proposals must show unit and total prices. **ANY CHANGES MADE ON PROPOSAL FORMS MUST BE INITIALED OR YOUR PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.**

A proposal may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Proposers are expected to examine all specifications and instructions. Failure to do so will be at the proposer's risk.

Failure to include in the proposal all information requested may be cause for rejection of the proposal.

Any samples, CDs, DVDs or any other items submitted with your proposal will not be returned to the contractor.

No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Novi upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

USE OF THE CITY LOGO IN YOUR PROPOSAL IS STRICTLY PROHIBITED.

CONSIDERATION OF PROPOSALS

In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the proposer intends to furnish the item so identified or an item of "equal" quality and value as determined by the City of Novi.

Reference to any of the above is intended to be descriptive, but not restrictive, and only indicates articles that will be satisfactory. Bids of "equal" quality and value will be considered, provided that the proposer states in his/her bid what he/she proposed to furnish, including literature, or other descriptive matter which will clearly indicate the character of the item covered by such bid.

The City hereby reserves the right to approve as an "equal", any item proposed which contains minor or major variations from specification requirements, but which may comply substantially therewith.

RESPONSIVE PROPOSALS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit

prompt evaluation of all proposals on a fair and uniform basis. Unit prices shall be submitted if space is provided on proposal form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the City reserves the right to declare as non-responsive, and reject an incomplete proposal if material information requested is not furnished, or where indirect or incomplete answers or information is not provided.

EXCEPTIONS

The City will not accept changes or exceptions to the RFP documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the proposal form. If Contractor neglects to make the notation on the proposal form but writes it somewhere else within the RFP documents and is awarded the contract, the change or exception will not be included as part of the contract. The original terms, conditions and specifications of the RFP documents will be applicable during the term of the contract.

CONTRACT AWARD

The contract that will be entered into will be that which is most advantageous to the City of Novi, prices and other factors considered. The City reserves the right to accept any or all alternative proposals and to award the contract to other than the lowest proposer, waive any irregularities or informalities or both, to reject any or all proposals, and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

After contract award, notification will be posted on the MITN website at www.mitn.info.

SELECTION PROCESS

This document is a Request for Proposals. It differs from an Invitation to Bid in that the City is seeking a solution as described herein, and not a bid meeting firm specifications for the lowest price. As such the lowest price will not guarantee an award recommendation. Competitive sealed proposals will be evaluated based on criteria formulated around the most important features of the service, of which qualifications, experience, capacity and methodology, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a contractor's approach meets the desired requirements of the city. Those criteria that will be used and considered in evaluation for award are set forth in this document. The City will thoroughly review all proposals received. A contract will be awarded to a qualified contractor submitting the best proposal.

PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated using the Qualifications Based Selection (QBS) process using the following criteria:

1. Functionality of Equipment, Hardware, and Software
2. References/Comparable Projects
3. Qualifications/Experience
4. Work Plan/Methodology
5. Completeness of Proposal
6. Cost

The evaluation committee will evaluate and rank the proposals on the basis of the apparent greatest benefit to the City of Novi. Shortlisted proposers may be asked to provide a presentation to the evaluation committee during the evaluation period. No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with any City employee prior to the opening of responses to this document. The City of Novi reserves the right to select, and subsequently recommend for award, the proposal which best meets its required needs, quality levels, and budget constraints. The City of Novi reserves the right to reject any and all proposals, to make an awarded based directly on the proposals, or to negotiate further with one or more firms. The City of Novi further reserves the right to make the final determination of actual equivalency or suitability of proposals with respect to requirements outlined herein.

The City of Novi may award a contract based on initial offers received, without discussion of such offers. Proposer's initial offer should therefore, be based on the most favorable terms available from a price and technical standpoint. The City may, however, have discussions with those proposers that it deems in its discretion to fall within a competitive range.

GENERAL CONDITIONS

INSURANCE

A certificate of insurance naming the entity (City of Novi/Northville Public Schools) as an additional insured must be provided by the successful proposer prior to commencement of work. A current certificate of insurance meeting the requirements in Attachment A is to be provided to the entity and remain in force during the entire contract period.

PERMITS

Where required by code, permits and all required inspections must be obtained by the Contractor. Fees for permits and inspections obtained from the City of Novi will be waived by the City for work on City buildings. Upon completion, all work will be subject to the State Laws and City Ordinance Codes.

TAX EXEMPT STATUS

It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful proposer with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

The following exception shall apply to installation projects: When sales tax is charged to the successful proposer for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

FREIGHT CHARGES/SHIPPING/HANDLING

All bid/proposal pricing is to be F.O.B. destination.

DOWN-PAYMENTS OR PRE-PAYMENTS

Any bid proposal submitted which requires a down-payment or prepayment prior to delivery and full acceptance of the item(s) as being in conformance with specifications will not be considered for award.

INVOICING

Invoices must be mailed to: City of Novi, Attn: Finance Department, 45175 W. Ten Mile Road, Novi, MI 48375

CONTRACT TERMINATION

The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

TRANSFER OF CONTRACT/SUBCONTRACTING

The successful proposer will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or

corporation without the expressed written consent of the City of Novi. Such approval shall not constitute a basis for privity between the City and any subcontractor. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Novi for such acts or omissions.

NON-DISCRIMINATION

In the hiring of employees for the performance of work under this contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

ACCEPTANCE OF PROPOSAL CONTENT

Should a contract ensue, the contents of the proposal of the successful Proposer may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

DISCLOSURE

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this RFP is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward and concise description of the contractor's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The City of Novi is not liable for any costs incurred by proposers prior to issuance of a contract.

INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the offerer certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

- (a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offerer or with any other Competitor; and
- (b) No attempt has been made or will be made by the offerer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

(c) He is the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (a) and (b) above; or

(d) He is not the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.



CITY OF NOVI
FUEL MANAGEMENT SYSTEM
SPECIFICATIONS

Scope of Work

The City of Novi is seeking proposals from qualified firms on behalf of itself and the Northville Public Schools, to provide, install, implement, train and support an automated fuel management and accounting system. It is expected that a turnkey solution for an automated fuel management system be provided. The automated fueling system will include the hardware and software system(s) required to manage the fueling for a fleet of vehicles and equipment, account for fuel consumed, control access to fueling products, and report current fuel product inventories.

Each entity reserves the right to accept any or all alternative proposals and award the contract to other than the lowest proposer, to waive any irregularities or informalities or both; to reject any or all proposals; and in general to make the award of the contract in any manner deemed by the entity, in its sole discretion, to be in the best interest of the entity. If contracts ensue as a result of this RFP, each entity will issue separate contracts and purchase orders.

City of Novi - Provide a new turnkey fuel management system

Alternate - Northville Public Schools - Provide a new turnkey fuel management system

The hardware provided should include a central control processor, communications equipment, remote fuel control terminal, wireless rings (minimum of 220 for the City of Novi), and vehicle information transmitter components, a proximity card reader, and network interface card,

The proposed software should include a data collection system, a set of data entry and query screens, report programs, and data query mechanisms. These systems should be organized in a way that will allow the user access to live data being collected by the fuel control terminal, and provide the user with some control over this device. By using this interface, the user can manage the fueling of vehicles and can control who is allowed to put fuel into selected vehicles.

Project includes removal & disposal of the old fuel system pedestal(s).

The proposed system must be designed to meet the following objectives:

- Improve the efficiency, security and control of fuel dispensing.
- Automate the collection of and provide a method to transfer fuel usage information to Fleet Management Software. Provide appropriate reports to the agency.

- Integrate tank level monitoring and inventory control into the automated fuel system utilizing the city's existing Veeder-Root TLS-350 tank level monitoring system.
- Real-time maintenance and vehicle computer data acquisition

The remote fuel island terminal awarded under this Request for Proposal will be installed at the Fuel Island. The information of current Fuel Island equipment is listed below.

Fuel Site Name	Total Number of Dispensers and Hoses	Type of Tank Monitor System	Total number of Fuel Management Units
Department of Public Services Field Services Complex, 26300 Lee BeGole Drive, Novi, MI 48375	1 Diesel dispenser and 2 hoses (both hoses must operate from one dispenser, using the same ID number) 2 Gasoline dispensers with 2 hoses	Veeder-Root TLS-350 (last updated in 1997)	Gasboy 1000 Fuel Management System (to be removed prior to installation of new fuel management system)
Northville Public Schools (Alternate) 504 W. Eight Mile Road, Northville, MI 48167	1 pump/dispensing station with 2 hoses (1 gasoline, 1 diesel)	May be determined at site visit	May be determined at site visit

Scope of Work/Specifications

The following describes the specific performance areas that the offered Fuel Management System must address.

Operating Systems

The system must operate within a Windows 7 (64 bit) environment. If the solution uses a browser to interact that function must be compatible with Windows Explore 9. If there is a server component then it must be compatible with Windows Server 2008 R2. Additionally, while data is being collected, the user should have the ability to view current information.

Fuel Control Terminal

The remote fuel island terminal will be unattended 24 hours, therefore weatherproof devices of high reliability that are tamper-resistant and reasonably protected from vandalism are desired. Due to the corrosive nature of snow and ice control chemicals transported within close proximity of the fuel island, it is the City's preference to have an island monitor device that is constructed of stainless steel, aluminum, or other corrosion resistant material as approved by the City. The remote terminal should contain an alpha/numeric display to prompt the user, and display entered data. A numeric pad (0-9), a complete alphabetical keyboard, a backspace, clear, enter and help key will be available on the terminal. Although transaction data will be transmitted, a

programmable key access system will also be provided for special functions and optional fueling.

The island monitor device shall be the main access point through which the user shall obtain fuel. It will be mounted on the dispenser island and control the operation of the dispensers. The island monitor device shall have the following capabilities:

- Capable of handling an unlimited number of active vehicles.
- Reliably accept all data from the vehicle monitor device.
- Read fuel quantity from each dispenser in 1/10-gallon increments.
- Be able to survive up to seventy-two (72) hours of power failure without loss of data and automatically reset all system parameters upon resumption of power.

Vehicle Information Transmitter

Vehicle Information Transmitters (VIT's) are required for the transmission of vehicle data to the receiver on the fuel hose before fueling. Information transmitted must include vehicle identification, mileage/hour reading, authorized fuel type(s), maximum gallons authorized for the vehicle, and vehicle diagnostic. The transmitters must be UL listed and FCC certified. A copy of the UL listing and FCC certification must be included with proposal.

Vehicle Information Transmitter Programmer

The Vehicle Information Transmitters must be programmed using a portable and battery operated device. Communication between the programmer and VIT unit must be accomplished wireless by holding the programmer in close proximity (within 12 inches) to the VIT antennae on the tank filler neck. The programmer must be menu driven, simple to operate and have the ability to program new VIT installation(s), read vehicle data from the VIT unit, adjust odometer values, calibrate and recalibrate odometer ratios and simulate a fueling transaction. The programmer must store all program entries for later retrieval and reference. The programmer must be able to simulate a fuel island terminal to verify VIT operation characteristics during the installation process.

The programmer must be able to authorize fueling for a vehicle without a VIT unit or with a non-functioning unit. This authorization must download the vehicle number and odometer reading with the transaction. Devices that override the system and charge the fuel to the device will not be acceptable.

Fueling System Software

The database management system will organize and structure the information collected from the fuel control terminal and from user input.

All the information needed for this application may be accessed through the provided screens and reports.

Data Entry Screens

Data entry screens will be provided that allow the user to add, update, delete and query the information contained in the database. Data entry screens will provide the user a consistent interface with appropriate data validity checking to all information

collected by the fuel dispensing and accounting system. All data entry screens are accessed from the menu and are designed for maximum efficiency.

Reporting Software

All reports are to be generated from the menu system. There are two major categories of reports: site oriented reports and equipment/employee-oriented reports.

Ad Hoc Query

The system shall provide the ability to query directly on any of the system files. Each individual field may be used as a condition to search for more general or more specific information. The query capacity should allow any authorized user to take one or two known pieces of information and cross reference them to find the complete set of information related to a particular piece of equipment, card, tank, terminal, etc. The ability will also be included to query on the transaction file directly.

All system reports may be displayed on the screen and printed, or they may just be printed.

Communications Procedures

The system must have the capability to automatically poll the fuel control terminals. The software system must provide the user with a menu driven polling routine.

Polling must be a single step operation. The system must poll the fuel control terminal. A message must be provided to the central control processor describing the result of the polling session. For example: City Hall site 10:30 Complete, DPS Garage 11:05 Incomplete.

Manual re-polling of the single fuel control terminal must be menu driven and simple to initiate.

Vehicle Fueling

Vehicle fueling will be initiated by data transaction from an onboard transmitter to the hose receiver. The vehicle unit will transmit vehicle identification, odometer reading, fuel type, and maximum gallons allowed for verification prior to pump activation. Pump activation must not occur if vehicle ignition is on. Once fueling has begun, if the fuel nozzle is removed or falls from the fuel tank filler neck, the transaction must automatically be terminated. Vehicles without onboard transmitters may fuel by using an HID card. The system must verify the vehicle unit and enable the pump for dispensing.

Central Controller (CC)

The CC will control polling of each island monitor device for fuel usage data collection. It will also contain software, which will be used to maintain the vehicle database as well as generate all required reports.

The City will supply the computer for the system's Central Controller. The computer shall have the following configuration:

It is the intent of the City to have the ability for this data to interact with other established City software applications. Vendor's solution must provide for this interaction.

Tank Level Sensor Interface (TLS) Optional (Include separate pricing with proposal)

Complete reconciliation programs must be included with the TLS interface. It is desirable that the reconciliation programs include the ability for the user to determine which balance to use as the primary balance (the calculated balance or the TLS readings). Reconciliation reports should include the previous period beginning balance, issues, receipts, transfers, over and short, and variance for each period. The reconciliation report can be generated daily or for a user defined date range. The TLS subsystem should include the ability to remotely configure the TLS units from the host controller. An EPA reconciliation report should be available to provide complete tank reconciliation and give "variance of throughput".

Use of Existing Equipment

The Contractor shall use existing equipment such as hoses, nozzles, cabling and conduits as part of the Fuel Management System installation where appropriate.

Future/New Technology

The Contractor shall be capable for upgrading the existing system if its current technology becomes obsolete. The Fuel Management System must have the capability to process new fuel types without limitations in the record keeping or data processing software.

Installation

Installation shall include installation of all hardware, software, cables, conduits, panels etc., and make the entire system fully functional as described in this document. Network connectivity will be supplied by the City. Please indicate in your proposal where that connectivity will need to be located.

City/School staff will install the wireless rings and vehicle information transmitters.

All wiring and construction must conform to all applicable Federal, State and Local laws and regulations. Care must be taken to install all components in a manner that will protect them from the environmental conditions of heat, dust and water. Additionally, they will be installed so as not to impede equipment traffic and will be reasonably protected from damage by moving equipment or high winds. All cables connecting any auxiliary equipment will be placed neatly on the floor and protected from wear and damage. The installation must comply with all local electrical and fire codes.

Training

Included in this Request for Proposal is the education of personnel who will operate, maintain, and enhance the system.

Training will be provided for the following:

- Operation of the island monitor devices.
- Preventative maintenance of the island monitor devices.

- Operation of any external devices including vehicle unit programmer, computer interfaces, installation of vehicle units and any other computer equipment.
- Installation of wireless rings & vehicle information transmitters by City/School staff.

Training shall be conducted at a user's facility. In addition, all training manuals must be provided. Documentation will cover all facets of the system including the various manuals provided by the manufacturer. Proposers must state what type training, length, and for whom it shall be provided in their proposals.

Safety

All contractors and subcontractors performing services for the City are required and will comply with all Occupational Safety and Health Administration (OSHA), State and City Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors will be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract. Proposer shall provide all barricades and other safety equipment, as necessary.

Contractor shall take all necessary measures to prevent damage to other areas adjacent to his work. Should damage occur as a result of the Contractor's work, the Contractor is responsible for the repair and/or replacement of the damaged area. Otherwise the City shall repair and/or replace the damaged area and charge the Contractor or deduct the amount from the Contractor's invoice.

Contractor shall store materials, supplies and equipment in a neat and orderly manner so as not to unduly interfere with the progress of work, the work of other contractors or the operation of City business. Contractor shall not unload, move, hoist and/or store material or equipment so as to interfere with normal use of facilities, roads, driveways, sidewalks or building entrances except with prior written authorization by the City of Novi.

Contractor is responsible for the storage and security of equipment and materials and that of their subcontractors. Location of materials and equipment storage, vehicle parking and staging areas shall be established, only after approval by the City of Novi.

Response Format

To facilitate the analysis of responses to this RFP, the Vendor is required to prepare their response in accordance with the instructions outlined in this document.

Proposals shall be prepared as simply as possible and provide a straightforward, concise description of the Vendor's capabilities. *EMPHASIS SHOULD BE CONCENTRATED ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT.* All parts, pages, figures, and tables should be numbered and labeled clearly. The response should be organized as follows:

Section	Title
1	Executive Summary
2	Company Background
3	Proposed Fuel Management System
4	Work Plan/Methodology
5	Vendor Questionnaire
6	References
7	Pricing Forms

Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

Executive Summary

This part of the response to the Request for Proposals should be limited to a brief narrative not to exceed two (2) pages, describing the vendor's system. The summary should contain as little technical jargon as possible, and should be oriented toward non-technical personnel. The Executive Summary should not include cost quotations.

Company Background

Vendors must provide information about their company so that the City can evaluate the Vendor's stability. The City, at its option, may require the Vendor to provide additional documentation to support and/or clarify requested information.

Using not more than two (2) pages, the Vendor should outline the company's background including a brief description (e.g., past history, present status, future plans, company size, etc.) and organization charts.

If the Vendor is proposing to use a subcontractor on this project, please provide background information on the subcontractor, Vendor relationship with that firm and the specific services and/or products that the subcontractor will be providing on the project. A complete list of subcontractors is required.

Proposed Fuel Management System

The Vendor is required to provide a general description of the proposed system and overall technical solution. Responsive Vendors must address each section of this Request for Proposal and indicate how the City's objectives will be fulfilled (Refer to pages 10-16).

- Operating System
- Fuel Control Terminal
- Vehicle Information Transmitter
- Vehicle Information Transmitter Programmer
- Fueling System Software
- Data Entry Screens
- Reporting Software
- Communication Procedures
- Vehicle Fueling

- Central Controller
- Tank Level Sensor Interface (Optional)

Work Plan/ Methodology

The proposer shall provide a work plan that will address the objectives as discussed herein.

Your work plan shall identify the tasks to be performed by your company and the timeframe to complete them. It must also identify who on the company's team will be performing the tasks and related experience. Proposals shall include implementation (start-up) strategies, communication and coordination procedures/recommendations.

Vendor Questionnaire

The Vendor must respond completely to the Vendor Questionnaire.

Client References

The Vendor must provide at least three (3) references from clients that are similar in size and complexity to the City and located within close proximity. References from the Michigan government sector clients are preferred. Space for references is included in the Vendor Questionnaire.

Pricing Information

Total costs for the Vendor's proposed solution should be submitted on Cost Proposal Form. **Please provide a detailed listing of all components, quantities, unit prices and extended prices for each Option and Alternate on separate sheets.**