City of Valdez

Request for Proposal

Building Maintenance and Fleet Management Solution

Overview:

The City of Valdez is requesting Proposals for a company with the experience and resources to effectively provide a Building Maintenance and Fleet Management Solution. It is proposed that the company will supply, install, configure, and train all staff in the use of the Building Maintenance and Fleet Management Solution. The submitter must be able to provide ongoing software support (under an annual support contract) and be able to potentially provide future professional services/software development.

The City of Valdez is located in South Central Alaska with a population of approximately 4,100. The municipality employs a little over 100 full time staff and is comprised of twelve departments. The chosen software will be used in (but not limited to) Public Works (solid waste, streets, shop, water and sewer), Capital Facilities (building maintenance), Ports & Harbor (port, harbor and airport).

The goal is to select a Building Maintenance and Fleet Management Solution which will provide the tools to efficiently create, assign, complete, close out and create reports for work orders and preventative maintenance as well as tracking fleet and inventory.

General Requirements:

- Existing partnerships may be leveraged to fulfill different aspects of this RFP so long as all costs and details are identified within the proposal
- All costs must be included in bid. This includes any partner software that may fulfill part of the software requirements. If costs are omitted, then a detailed explanation must be provided within the bid
- Bidders must submit 3 references to demonstrate the product(s) currently exists and is a proven solution (preferably other city or government agencies)
- All software, server(s), printer, scanners and equipment necessary to implement the software must be quoted however, it is understood that the City of Valdez reserves the right to provide some or all comparable hardware
- Details must be provided for maintenance and support. This includes but is not limited to user training, system administration training and call center hours of operation
- Product must be compatible with Server 2008 R2, SQL 2008 R2, Windows 7 & IE 10 or higher
- Software cut sheets & hardware requirements for software to run on need to be included

Data Conversion:

Conversion of all existing Sprocket records required

      -Data is hosted, currently unsure of size or format we will be providing data in

Training:

We desire a "train the trainer" format

      -We would like the "train the trainer" training to be on-site. Webinars are an acceptable form of training for viewing product enhancement information or for our "trainers" to use while teaching other employees

All City of Valdez Departments can be trained at same time

Building Maintenance and Fleet Management Requirements:

Preventative Maintenance, Work Order and Inspection must each be clearly defined in the system

      -Able to view service history

      -Able to have check list options

      -Able to attach/store manuals, model numbers, serial numbers, pictures, invoices

      -Equipment specific data listed on PM/WO – such as filter sizes

Report functionality

      - Able to generate multiple types of reports by filter capabilities

      -Able to create custom reports as needed

Simple Interface

      -Must be user friendly

Mobile Access

      -Phone or tablet app

      -Web access

Inventory tracking – in/out supply count

Fleet Management needs to function for

      -Cars, trucks, machinery (loaders, bobcats), dump trucks, fire trucks, ambulances, and police vehicles – all city rigs

Would like ability to Chargeback to other departments

      -Account for time and money spent at specific location(s)

      -Start/stop time to track employee time while on WO location

      -Code WO to the account money comes from

      -Ability to track time and wages relating to WO or equipment repair

Various levels of access such as:

	Full Rights - user creation	Report Creation - Assign WO & PM	Update & Close WO & PM	Submit WO requests
Administrators	2			
Managers		5		
Technicians			10	
Request submitters				100 - all employees

Proposal Response & Key Dates:
Proposals must be **received** by the City of Valdez no later than 4:00pm **Alaska Time** on April 3rd
Online Demos will be scheduled for the week of April 10th – 14th
Finalists will be notified on April 14th
Onsite Demos for finalists will be scheduled for the week of May 1st – 5th (at vendor's expense)

Faxed or emailed quotes may be received initially; however, the quoting company must provide the original quote documents via mail, in **triplicate**, to the City of Valdez no later than 4:00pm **Alaska Time** on April 3rd, 2017

If the original documents are not received by this date, **all faxed or email quotes will be deemed invalid** and **will not be** processed or considered.

Request for Additional Information:
To ensure a fair and objective evaluation of all proposals, vendors are required to submit all information and additional information inquiries to the Project Manager noted below. All requests for information and responses must be handled either in writing or email. Requests may only be submitted through the Project Manager listed on the last page of this RFP.

Addendums:
All parties with the intention to bid on this RFP must send email notification to the Project Manager listed below. Any addendums to this RFP will be in writing and sent to all persons who have received a copy of this RFP from the issuing office and have notified the Project Manager listed below. Bidder must acknowledge receipt of all addendums and certify that their contents have been considered in the preparation of their proposal.

Rejection of Bids:
The City reserves the right to reject any and all bids: when such rejection is the interest of the City; to reject the bid of a bidder who has previously failed to perform properly or to complete work on time; and to reject the bid of a bidder who is not, in the opinion of the City, in a position to perform the contract; or to waive any irregularities or informalities in a bid.

Project Manager Information:

Lisa Martin

Information Technology Systems Manager

(907) 834-3453

lmartin@ci.valdez.ak.us

Quote Submittal Information:

Original Mailed Quote: Lisa Martin

                            City of Valdez

                            ATTN: MMS RFP

                            PO Box 307 / 212 Chenega Street

                            Valdez AK 99686

Fax or Email: Lisa Martin

                            ATTN: MMS RFP

                            (907) 835-2992 –fax

                            lmartin@ci.valdez.ak.us

ALL QUOTES MUST BE MARKED "MMS RFP"