



**FEBRUARY 2016**

**REQUEST FOR PROPOSAL**

**AUTOMATED VEHICLE LOCATOR SYSTEM (AVL)**

**CLAYTON COUNTY WATER AUTHORITY  
1600 Battle Creek Road, Morrow, Georgia 30260**

**Proposal Opening:** Tuesday, March 22, 2016 at 2:00 p.m. (local time)  
1600 Battle Creek Road, Morrow, GA 30260

**Non-Mandatory Pre-Proposal  
Conference Call:** Tuesday, March 8, 2016 at 2:00 p.m. (local time)

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## **Division 1**

## **General Information**

### **Section 1: Request for Proposals**

Clayton County Water Authority  
1600 Battle Creek Road  
Morrow, Georgia 30260

Name of Project: **Automated Vehicle Locator System (AVL)**

The Clayton County Water Authority will open sealed proposals from contractors at its offices located at 1600 Battle Creek Road, Morrow, Georgia 30260, on **Tuesday, March 22, 2016 at 2:00 p.m. (local time)** for an Automated Vehicle Locator System (AVL). Any proposals received after the specified time will not be considered.

A Non-Mandatory Pre-Proposal Conference Call will be held on **Tuesday, March 8, 2016 at 2:00 p.m. (local time)**. Vendors interested in participating in the conference call meeting should email our Procurement Department at **ccwa\_procurement@ccwa.us** no later than Tuesday, March 8, 2016 by noon. The email needs to include the participant's phone number, and CCWA will provide call in instructions.

In an effort to promote responsible environmental practices the proposal package is available in electronic (Adobe PDF) format and can be requested by calling **770-960-5223**, M-F, 8:00 am - 5:00 pm or by e-mail to **CCWA\_Procurement@ccwa.us**. Proposers will need to provide contact information and an email address and any file size transfer limits to insure email transmittals can be made. A hardcopy proposal package can also be requested at a cost of \$25.

Clayton County Water Authority

John Chafin, Chairperson

**END OF SECTION**

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## **General Information**

### **Section 2: Overview**

#### **2.1 Project Overview and Objective**

This RFP is an invitation to your firm to submit a sealed proposal for providing an Automated Vehicle Locator System (AVL) for the Clayton County Water Authority's (CCWA) vehicle fleet, as specified under the Project Scope below.

It is CCWA's intention to award a Master Services Contract to a single firm to install and support the AVL needs of CCWA. A contract will be awarded to the responsive and responsible proposer whose offer conforms to this Request for Proposal (RFP) and will be the most advantageous to the CCWA as set forth in the evaluation criteria. All items must meet or exceed specifications as stated by the CCWA. The initial term of this contract will be three (3) years contract period with the option to renew for two (2) individual one (1) year intervals up to five (5) years total.

CCWA is a county water, wastewater and stormwater utility that operates daily in Clayton County, Georgia and the surrounding area providing service to approximately 75,000 customers. CCWA has a fleet of approximately 200 vehicles and almost 400 employees that service, maintain and monitor thousands of assets throughout our service area. CCWA would like to have the data and tools available to understand vehicle location and use, as well as, improve awareness of upcoming (preventive) vehicle maintenance requirements. This system will aid CCWA management efforts to maintain insurance premiums, increase safety through awareness of proper vehicle operation and provide documentation. To achieve these objectives, this AVL system is to provide real-time and historical reporting of location and operation of vehicles within the contiguous United States.

#### **2.2 Project Scope**

CCWA is seeking a firm to provide an automated vehicle locating, monitoring, and tracking system, along with the ability to give turn by turn directions with voice prompts, routing, and ability to accept a destination from the AVL for fuel optimization. This proposed system will be used by several Departments within CCWA and shall comply with the following requirements:

- A. Review the attached proposed Master Service Agreement. Provide a list of any preferred exceptions for consideration.
- B. Provide vehicular hardware and software that meet the requirements as listed in Appendices A, B, C, D and E as a minimum. Failure to meet any of

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these minimum requirements will likely be deemed a non-responsive proposer.

- C. Provide System Administration – CCWA anticipates to have up to 15 unique user groups all with varying levels of permissions. This project includes assistance in determining the number of user groups and completion of the process work flows that are impacted by the AVL system. The system administration services shall include providing a plan for how the AVL system will be configured for each department group and user group for items such as list of assets, geofence definition, alarms, security and access of individual users, and alarm levels.
- D. Procure and deliver hardware and software to the installation site.
- E. On-site installation of the hardware and software at multiple CCWA locations within a 3-week period including weekends. Create and use an approved (by CCWA) QA/QC installation form. Removal and disposal of the remaining previously-installed AVL demo units.
- F. Acquire and manage the connectivity service for each unit.
- G. Configure the software by inputting sufficient information gathered for this phase during the system administration phase such as CCWA assets, users, and groups, Home, County, and Restricted geofences and preventative maintenance models.
- H. Setup, configure, and test the data historians (cloud and on-premise) and the standalone application.
- I. Training: Create a training presentation per user group and administer training classes at a CCWA assigned location to demonstrate the software functionality at a level appropriate for each user group. Create and administer an alarm understanding documentation with input from CCWA Staff and Department Managers. Create and administer a certification test for use on each vehicles.
- J. Commission the system over a period of 3 months. The commissioning should include a functional acceptance test with written verification of acceptance for each asset and operator. The commissioning should include incorporation of each department’s setup, alarms, and plans for alarm levels and action level.
- K. Transfer units from a retired or discontinued asset to a new asset within 10

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business days of CCWA written request.

- L. Provide Services, System Maintenance and Technical Support:
  - 1. Provide and maintain the AVL service.
  - 2. Maintain hardware beyond the CCWA firewall. This includes but is not limited to replacement, repair, inspect, clean, removal, and/or otherwise to ensure the performance reliability. New technology shall be incorporated and updated every 6 months.
  - 3. Administer the software with the most up-to-date information as provided by the CCWA Power User within 24 hours of notice.
  - 4. Maintain the data historian.
  - 5. Provide customer support for the software 24 hours a day and 365 days a year.
  - 6. Provide maintenance and technical support for the hardware 24 hours a day and 365 days a year with a response time of under 1 hour for the hardware.
  - 7. If an inoperation event occurs, provide an incident report within 24 hours of notification defining the root cause, time occurred, time responded, time recovered, etc. to the Power User.
- M. The following appendices are provided as a list of supporting documentation:
  - 1. Appendix A - Minimum Hardware Requirements
  - 2. Appendix B - Minimum Software Requirements
  - 3. Appendix C - Minimum Data Stream required per Asset
  - 4. Appendix D – Minimum Alarms
  - 5. Appendix E – Report Requirements
  - 6. Appendix F – Fleet Master List
  - 7. Appendix G – Potential Advanced Integration Requirements

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- N. Coordination and Safety for potential demonstrations: The Contractor shall provide a written notification to access property before the installation of hardware and software for the units. The Contractor shall provide all of its staff with photo identification and use vehicles with permanent company logos/markings/identification that are prominently displayed and clearly visible at all times. Contractor shall limit installation to regular business hours. No weekend work is permitted without prior written approval from CCWA.

### 2.3 Proposal Schedule

The planned schedule for proceeding with the selection process for this work is as follows:

Request for Proposal Released	Wednesday, February 10, 2016
Non-Mandatory Pre-Proposal Conference Call	Tuesday, March 8, 2016 – 2:00 PM
Deadline for Questions	Thursday, March 10, 2016 – 2:00 PM
Issue Last Addendum	Wednesday, March 16, 2016-2:00 PM
Proposal Opening	Tuesday, March 22, 2016 – 2:00 PM
Short List Notification, If needed	Monday, May 2, 2016
Short List Vendor Presentations, if needed	Thursday, May 12, 2016
Anticipated CCWA Board Approval	Thursday, June 2, 2016
Anticipated Contract Execution	Wednesday, June 29, 2016
Anticipated Planned Start Date	Monday, June 30, 2016

During the RFP process, no firm or individual is to have verbal or written communication on any aspect of this RFP with any CCWA employee or Board member. All questions and requests shall be made in writing via email to [CCWA\\_Procurement@ccwa.us](mailto:CCWA_Procurement@ccwa.us). This is to ensure that all prospective respondents have the same level of knowledge of the work as well as insuring that all data is uniformly and consistently made available to all respondents. Failure to comply with this requirement may result in disqualification from the process.

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#### **2.4 Addenda**

Proposers may ask questions regarding this project prior to the proposal opening. To be considered, all questions must be received in writing via email (**CCWA\_Procurement@ccwa.us**) by **2:00 p.m. local time on Thursday, March 10, 2016**. Any and all responses to proposers' questions will be issued in the form of an Addendum by email. All Addenda issued shall become part of the Proposal Documents.

#### **2.5 Proposal Preparation Costs**

Cost for developing proposals are entirely the responsibility of the Proposer and shall not be chargeable to the CCWA.

#### **2.6 Proposal Submission**

One (1) original and five (5) bound copies of the Proposal (**excluding the cost proposal form**) shall be submitted in a sealed, opaque container representing the RFP submittal package and delivered by hand, courier service, or mailed via the United States Postal Service to **Clayton County Water Authority, 1600 Battle Creek Road, Morrow, GA 30260**. No facsimiles will be accepted. At the time specified for the Proposal Opening, the sealed containers shall be publicly opened and the names of Proposers shall be read aloud. The Cost Proposal Form must be sealed in its own opaque envelope representing the Cost Proposal Envelope and placed within the completed sealed RFP submittal package. No other references or mentioning of costs should be included in any other section of your submitted proposal. The Cost Proposal Envelope is to be opened after all initial evaluations of each proposal have been completed.

#### **2.7 Proposal Format**

Proposal portion shall be limited to a maximum length of 25 pages (not including resumes, brochures, preprinted information, required forms, and appendices A–G. Each proposal package should be prepared and presented to include the information outlined below and be tabbed to denote the sections noted below. In order for the proposal package to be considered responsive, Sections A through E need to be provided as described below.

##### **A. Executive Summary**

This section of the response to the RFP is a letter of introduction and



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interest on letterhead. Provide the full legal name, firm's principal business office address and satellite offices, if any, and indicate the location from which these professional services for the CCWA would be conducted. Include telephone number, fax, email, website if applicable and point of contact. Include information on the firm's history, business activities, size, employees (per office), and ownership. Indicate whether you operate as a single proprietorship, partnership, or corporation. Include the state(s) in which you are incorporated and/or licensed to operate. A representative who has the legal capacity to enter the organization into a formal contract must sign the cover letter. Other items the document would ideally include are:

1. Number of years in the business.
2. Number of years involved with these types of services.
3. Number of signed contracts in progress.

#### **B. Qualifications/Experience of Project Team and Sample Plan**

This section of the RFP response should address the following items:

Provide an organizational chart and relevant summary experience and/or resumes of key personnel and any subcontractors proposed for the project. If use of subcontractors is proposed, identify their placement in the project organization chart and provide the primary responsibility for each subcontractor.

The proposer shall demonstrate their knowledge and experience in providing the solutions and/or services listed above in the response. Relevant (i.e. local government applications) and recent projects will be weighed higher in the evaluation of the responses to this RFP.

Specify the office/location for each person, subcontractor identified, and the level of effort of involvement anticipated. Full resumes may be included in an Appendix and will not be included in the page limit.

Submit a sample plan that you have completed in the past that most relates to this project. The sample plan should include conceptual plans for improvements, staffing needs, and associated budget.

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#### **C. Project Understanding and Approach**

Each proposal must contain a detailed description of how the proposer will provide the services outlined in the RFP. This section of the proposal may also include descriptions of any enhancements, additional services or qualifications the proposer will provide that are not mentioned in the RFP. Present a proposed schedule, including significant workshops, milestones, deliverables and activities to complete the project. Present a proposed approach to complete the services as described in this RFP including how the proposer shall describe the process for determining user groups and the associated process work flows impacted by the AVL.

Provide a System Architecture Drawing showing each piece of hardware along with connectivity, supplier, and installer.

Describe how the hardware components meet the requirements in Appendix A and complete the table. Describe who will be required to install components. Describe in detail the installation requirements including installations challenges, repair and replacement ease, life expectancy, and who will be required to install components.

Include a hardware cut sheet that demonstrates alignment with the requirements listed in Appendix C and compatibility with each asset in Appendix F.

Describe how the requirements in Appendix B, D and E will be met and complete the table. The proposer shall describe your systems report generation capabilities in detail. The proposer shall describe your systems standard reporting capabilities. The proposer shall provide sample outputs including maps and dashboards. The proposer shall provide a directory of standard reports and include samples of same in the proposal package.

Describe training and include sample user documentation.

Describe a basic commissioning plan that conditions the Operators to the alarms over a period of time.

Describe typical maintenance and support services along with typical update and upgrade intervals.

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Describe emerging technology and features that will likely be incorporated within the next three years.

Provide a brief description how your software could provide for the routing and service order functionality listed in Appendix G and complete the table.

#### **D. References.**

Proposers must provide at least three (3) client references. Each reference should be for a similar project as the one being proposed for CCWA along with similar size and complexity of the CCWA requested services under this RFP.

Preference is given to utility clients within the State of Georgia, and in the Southeast.

Information should include at a minimum:

1. Client name, address, phone number, e-mail, and contact person.
2. A brief summary of the project and description as to the current status of the project i.e. was the plan implemented.
3. The team, staff and sub-contractors that worked on the project.

#### **E. Cost Proposals**

One paper original of the cost proposal form must be submitted in a separate sealed envelope and placed within the sealed submittal package. The cost proposal envelopes will NOT be opened until all evaluations and references are completed for all Proposers.

CCWA reserves the right to negotiate cost with any and all Proposers that may be awarded work under this RFP. Such negotiations are at the sole discretion of the CCWA.

No other references or mentioning of costs should be included in any other sections of your submitted proposal.

In order for the Proposal Package to be considered responsive, the Cost Proposal Form must be completed in its entirety. Please note this cost

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proposal section must be submitted in a sealed separate container from the rest of the RFP submission.

Include all upfront costs for hardware including but not limited to GPS modules, antennas and all related cabling and attachment hardware, installation, and software.

**2.8 Evaluation Criteria**

Proposals will be evaluated by CCWA staff and ranked based on the following criteria items below. CCWA staff will then evaluate the cost proposal submission portion and rank the proposals. CCWA reserves the right to develop short-list of the top ranked firms. At the discretion of CCWA and after a short-list of the top ranked firms is completed, presentations (potentially on-site), interviews, and demonstrations may be conducted to complete the selection process. At its option, CCWA may request any or all proposers to provide on-site and/or WebEx demonstrations of the proposed system and a pilot test with any short-listed vendor. Ranking of proposals, short-listing and proposed contract award will be made at the sole discretion of the CCWA.

Item	Evaluation Criteria	Points
A	Executive Summary	5
B	Qualifications/Experience of Project Team and Sample Plan	20
C	Project Understanding and Approach	30
D	References	15
E	Cost Proposal	30
	<b>Total Base Points</b>	<b>100</b>
F	Presentation, Interview and/or Demonstration – Short-listed Firms (if requested by CCWA).	20
	<b>Maximum Total Points with Presentation/Demonstration</b>	<b>120</b>

**END OF SECTION**

## **Division 2**

## **Proposal Requirements**

### **Section 1: Instructions to Proposers**

These instructions are to be followed by every entity proposing to provide the Clayton County Water Authority (CCWA) with goods and/or services. These instructions constitute an integral part of the proposal, and any Proposer agrees that tender of a proposal constitutes acknowledgment and acceptance of its obligation to adhere to these instructions, which are to be incorporated into and considered part of any contract the Proposer ultimately executes with the CCWA.

1. If there is any question whatsoever regarding any portion of the specifications, it shall be the Proposer's responsibility to seek clarification immediately from the CCWA, as early as possible prior to the proposal opening. Regarding public works projects, requests for interpretations of specifications must be made in writing to the department proposing out the project not later than five (5) days prior to receipt of proposals.
2. Unless it is otherwise stated in the proposal documents, it shall be the responsibility of the proposer to inform itself as to all conditions of the work site and to make and take account thereof in calculating and submitting its proposal. Documents may be made available by the CCWA during the proposal process; no warranty of accuracy is made in regard to these documents, and it is the responsibility of the proposer to make its own investigations as to the nature of the work and the conditions under which it shall be performed, and to make its own independent assumptions as to these matters. The burden of anticipating unforeseen circumstances, either hidden or latent, and the conditions of the work site and all related circumstances, and the cost of accommodating therefore should unanticipated circumstances be later encountered shall rest upon the proposer.
3. Pre-proposal meeting or any other information session will be held at the location as indicated in the solicitation. Unless indicated otherwise, attendance is not mandatory; although proposers are strongly encouraged to attend. However, in the event the meeting is mandatory, then a representative of the proposer must attend the meeting in its entirety to be considered eligible for solicitation award. Late entry to the meeting will not be allowed.
4. In the event that, after the acceptance of a proposal by the Board of Directors of the CCWA, any unsuccessful proposer wishes to contest such action, a written "Notice of Contest" must be filed with the General Manager no later than close of business on the 5th business day after the selection of successful proposer by the Board. Failure to timely file such notice shall forever preclude the filing of a contest of the award, or any civil action in the courts of the State of Georgia or of the United States.

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## **Proposal Requirements**

### **Section 1: Instructions to Proposers**

5. Information submitted by the Proposer in the proposal process shall be subject to disclosure after proposal award in accordance with the Georgia Open Records Act. Proprietary information must be identified and be accompanied by a signed affidavit outlining the redacted information. Entire proposals may not be deemed proprietary.
6. Proposals must be made on the enclosed Proposal Form. Unless otherwise requested, one (1) original and at least two (2) copies of the Proposal Form need to be submitted, and these copies must be typewritten or printed in ink. All copies of any Proposal Forms must be signed in ink by the person or persons authorized to sign the Proposal Form. The person signing the Proposal Form must initial any changes or corrections.
7. The name of the person, firm, or corporation making the proposal must be printed in ink, along with the Proposer's signature, on all separate sheets of the Proposal Form. If a proposal is made by an individual, his name and post office address must be shown. If made by a firm, or partnership, the name and the post office address of each member of the firm or partnership must be shown. If made by a Corporation, the person or persons signing the proposal must show the name of the State under the laws of which the Corporation is chartered and his, or their, authority for signing same. The names, titles and addresses of the President, Secretary and the Treasurer and the corporate authority for doing business in this state shall be listed and returned with the Proposal Form.
8. All proposals must be hand delivered, delivered by courier service, or mailed via the United States Postal Service. No facsimiles will be accepted. The person, firm, or corporation making the proposal shall submit it in a sealed envelope on or before the date and time specified in the proposal package. The envelope shall be marked "**Sealed Proposal**" and carry the proposal title, Contractor's License Number and date and time of opening as set forth in the proposal package. The envelope shall also bear the name of the party making the proposal and the party's address. Address proposals to *Clayton County Water Authority, 1600 Battle Creek Road, Morrow, Georgia, 30260*. Even if a proposal is not submitted, the Proposal Form should be returned signed and with an explanation, otherwise the result will be deletion from the mailing list.
9. If published price books are a part of your proposal, one price book must be included with your Proposal Form, and the successful Proposer is required to furnish additional current price books after award of the proposal.

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## **Proposal Requirements**

### **Section 1: Instructions to Proposers**

10. Alterations to the documents are strictly prohibited and shall result in automatic disqualification of the Contractor's proposal. If there are "exceptions" to the specifications or comments to any of the solicitation requirements or other language, then the proposer may ask questions regarding those requirements or submit additional documentation as to the variation from the specifications, but may not alter any of the language contained in the solicitation.
11. In the case of goods, the person, firm or corporation making the proposal may propose all items. All items may be considered separately, at the discretion of the CCWA.
12. Bids for public works whose price exceeds \$100,000.00 must be accompanied by a certified check, cashier's check, or acceptable bid bond in an amount not less than five percent (5%) of the amount bid.
13. Proposers for construction contracts where the laws of Georgia or the United States of America require a license in order to perform such construction must list the license number and class on the face of the proposal envelope and must enclose copies of any required license with the proposal.
14. When public work is let out for proposal, no person shall prevent or attempt to prevent competition in such proposal. Such Proposers must make an oath filed with the officer who makes payments under the contract that they have not prevented or attempted to prevent competition in the proposal process. Such oath must be signed by: if a partnership, all partners and any officer or agent or other person who acted on the partnership's behalf during the proposal process; if a corporation, all officers, agents, or other persons who acted for the corporation in the proposal process.
15. Proposals shall not be withdrawn or cancelled by the proposer past the proposal opening date and time. The proposer may make modifications/corrections to the proposal by submitting a corrected seal proposal but only if the change is prior to the proposal opening. The corrected document should be clearly marked that it supersedes the proposal originally submitted. No modification or corrections will be allowed subsequent to the proposal opening.
16. By tendering a proposal, a Proposer agrees to leave the proposal open for acceptance by the CCWA for ninety (90) days after the date set for the opening thereof.
17. By tendering a proposal, the Proposer certifies that the Proposer has carefully examined these instructions and the terms and specifications applicable to and made a part of the proposal. The Proposer further certifies that the prices shown in any

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### **Section 1: Instructions to Proposers**

schedule of items on which the Proposer is proposing are in accordance with the conditions, terms and specifications of the proposal and that they are aware that any exception taken thereto may disqualify the proposal. Proposers are required to inform themselves fully as to the availability of materials and the conditions relating to construction and labor under which any work will be or is now being performed. No error or misjudgment nor any lack of information on local conditions, general laws or regulations on the part of the Proposer shall merit withdrawal of the proposal.

18. Copies of all communication pertaining to proposals must be sent to the Contracts, Compliance and Risk Management Section.
19. The purpose of this proposal is to establish contract prices. Unit price extension and net total must be shown if applicable. Cash discounts should be indicated separately. The CCWA is exempt from federal or state sales taxes; do not include such amounts in the proposal. Exemption certificates are furnished upon request.
20. Proposers are hereby notified and agree by submission of a Proposal Form that if additional items not listed in the Proposal Form become necessary and require unit prices not established by the Proposal Form, the unit prices of such items shall be negotiated and shall be directly proportional to the established unit prices of similar items in the Proposal Form.
21. All prices on goods shall be for delivery, our destination, f.o.b. freight prepaid Jonesboro, Georgia, and/or Morrow, Georgia, unless otherwise shown. Any deliveries shall be made as needed and requested throughout the contract period.
22. Quantities when shown are estimates only, based on anticipated needs. The CCWA reserves the right to purchase more or less based on actual need at contract price. If a Proposer intends to offer minimum or maximum shipment quantities, such intent and such quantities should be specified on the Proposal Form. Otherwise, none will be assumed.
23. The time for completion of the work is stated in the Proposal Form. Failure to complete the work within this period shall result in payment to the CCWA of liquidated damages in an amount provided for by contract for each calendar day in excess of the Contract time.
24. The Proposer must employ such methods and means in carrying out the work as will not cause any interruption of or interference with any other Proposer.



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### **Section 1: Instructions to Proposers**

25. The successful Proposer must comply with the applicable Risk Management Requirements prior to beginning performance, and during the contract period.
26. The Contract between the CCWA and the Proposer shall be executed on a form provided by CCWA and will be subject to all requirements of the contract documents (which include but may not be limited to the Contract, these instructions, any Purchase Orders, the Risk Management Requirements, and the Hold Harmless Agreement), and shall form a binding contract between the contracting parties.
27. Failure to execute the Contract, any required Surety Performance and Payment Bonds, or to furnish any required satisfactory proof of carriage of required insurance within ten (10) days from the date of notice of award of the Contract shall be just cause for the annulment of the award and for forfeiture of the proposal guaranty to the CCWA, not as a penalty, but in liquidation of damages sustained. At the discretion of the CCWA, the award may then be made to the next lowest responsible proposer, or the work may be re-advertised or constructed by the CCWA.
28. Any Contract and Contract Bonds shall be executed in duplicate.
29. Award of this proposal shall be by action of the CCWA Board at its regular monthly meeting.
30. The CCWA reserves the right, with or without notice or cause, to accept any proposal regardless of the amount thereof; to reject any proposal, or any number of proposals; to negotiate with any Proposer for a reduction of or alterations in its proposal; to reject all proposals and to call for additional proposals upon the same or different invitations to proposal, plans or specifications; to be sole judge, in its discretion, on all questions as to whether or not a proposal complies with the invitation to proposal, the plans or the specifications, and as to the solvency and sufficiency of any and all sureties on all bonds.
31. The apparent low proposal for goods shall be considered to be the lowest aggregate total price of specified products at their unit prices times the estimated required quantities of these specified products.
32. While price is the prime criteria, and the CCWA intends to purchase at the lowest responsible proposal available, price shall not be the sole criteria utilized by the CCWA in evaluating the proposal package submitted. The following criteria shall also be utilized by the CCWA in determining the lowest responsible proposal:

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## **Proposal Requirements**

### **Section 1: Instructions to Proposers**

- a. Ability of proposer to perform in the time frame needed by the CCWA.
  - b. Reputation of the proposer in its industry.
  - c. Reasonableness of the proposal in relation to anticipated costs.
  - d. Ongoing relationships with the CCWA based on above-average prior performance of work with the Authority.
  - e. Preference for local proposers where there is no significant variance in price or service.
33. Proposers are notified that the Authority reserves the right except in the case of public works contracts to include among the factors considered in awarding the contract the proximity of each Proposer's place of business to any affected Authority facility. The Authority further reserves the right to award the contract to a Proposer other than the Proposer offering the lowest price where: (a) the difference in price between the low Proposer and the preferred Proposer is nominal; and (b) the Authority's Board determines that the preferred proposal provides the most cost effective option due to the closer proximity of the preferred Proposer's place of business to the affected Authority facility or facilities. In such a situation, by responding to this proposal, the Proposer waives any cause of action against the Authority for frustration of proposal or under any similar legal theory; furthermore, the Proposer agrees to pay all costs and expenses, including but not limited to attorney fees, incurred by the Authority in defending against any such claim.
34. It is the policy of the Clayton County Water Authority (CCWA) to promote award of sub-agreements for goods and/or services to qualified minority and women-owned businesses. Proposers are encouraged to solicit small local, minority and women-owned businesses whenever they are potential sources.
35. Proposers are encouraged to utilize the services and assistance of the U.S. Small Business Administration (SBA), and the office of the Department of Commerce Minority Business Development Agency (MBDA). These agencies can provide assistance in securing the names of qualified small local, minority and women-owned businesses.

The Georgia Department of Transportation (DOT) has established a list of qualified Disadvantaged Business Enterprises. Information is available online under the tab for "Directories", link for "UCP Directory - Excel" at:

<http://www.dot.ga.gov/PS/Business/DBE>.

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## **Proposal Requirements**

### **Section 1: Instructions to Proposers**

The successful Proposer will be asked to provide, along with his Request for Payment each month a list of MBE/WBE businesses utilized on this Project.

#### **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006**

36. Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Proposer understands and agrees that compliance with the requirements of O.C.G.A. 13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this proposal and contract document. The Proposer further agrees that such compliance shall be attested by the Proposer and any of his Subcontractors by execution of the appropriate Affidavit and Agreement included after the Agreement Form of these documents.

**END OF SECTION**

## **Division 2**

## **Proposal Requirements**

### **Section 2: Risk Management Requirements**

The Contractor will provide minimum insurance coverage and limits as per the following: The Contractor will file with the Authority Certificates of Insurance, certifying the required insurance coverages and stating that each policy has been endorsed to provide thirty (30) day notice to the Authority in the event that coverage is cancelled, non-renewed or the types of coverage or limits of liability are reduced below those required. All bonds and insurance coverage must be placed with an insurance company approved by Authority Management, admitted to do business in the State of Georgia, and rated Secure (“B+” or better) by A.M. Best Company in the latest edition of Property and Casualty Ratings, or rated by Standard & Poors Insurance Ratings, latest edition as Secure (“BBB” or better). Worker’s Compensation self-insurance for individual Contractors must be approved by the Worker’s Compensation Board, State of Georgia and/or Self-Insurance pools approved by the Insurance Commissioner, State of Georgia.

#### **CONTRACTS FOR UP TO \$50,000**

**Worker’s Compensation** – Worker’s Compensation coverage on a statutory basis for the State of Georgia with an Employer’s Liability limit of \$100,000 each Accident, Disease \$100,000 each employee, \$500,000 Disease policy limit.

**Automobile Liability** – Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$500,000 combined single limit.

**Commercial General Liability** – Coverage to be provided on “occurrence” not “claims made” basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground (“xcu”) perils, the “Clayton County Water Authority” is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

#### **CONTRACTS FOR MORE THAN \$50,000**

**Worker’s Compensation** – Worker’s Compensation coverage on a statutory basis for the State of Georgia with an Employer’s Liability limit of \$1,000,000. The increased Employer’s Liability limit may be provided by an Umbrella or Excess Liability policy.

**Automobile Liability** - Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$1,000,000 combined single limit.

**Commercial General Liability** – Coverage to be provided on “occurrence” not “claims made” basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground (“xcu”) perils, the “Clayton County Water Authority” is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

**Division 2**

**Proposal Requirements**

**Section 2: Risk Management Requirements**

**RISK MANAGEMENT REQUIREMENTS (Cont'd)**

**CONTRACTS FOR UP TO \$50,000**

**CONTRACTS FOR MORE THAN \$50,000**

**LIMITS OF LIABILITY:**

\$1,000,000	Per Occurrence
\$1,000,000	Personal and Advertising
\$50,000	Fire Damage*
\$5,000	Medical Payments*
\$1,000,000	General Aggregate
\$1,000,000	Products/Completed Operations per Occurrence and Aggregate

*\*These are automatic minimums*

**Owner's Protective Liability** – The Authority's Management may, in its discretion, require Owner's Protective Liability in some situations.

**Umbrella and/or Excess Liability** – The umbrella or Excess Liability Policy may be used to combine with underlying policies to obtain the limits required. The Management of the Authority may elect to require higher limits.

**Owner's Protective Liability** – The Authority's Management may, in its discretion, require Owner's Protective Liability in some situations.

**END OF SECTION**

## **Division 2**

## **Proposal Requirements**

### **Section 3: Proposal Submittals**

#### **3.1 Required Submittals (Forms):**

The following forms are required to be included as part of the proposal submittal. Failure to include any of these items may result in the proposal being deemed non-responsive:

- A. Cost Proposal Form – Proposers must submit their completed and signed Cost Proposal Form in a separate sealed container which should be marked “Cost Proposal Form”, and include the proposal title, opening date and time. **The provided Cost Proposal Forms shall not be altered or modified.**
- B. Proposer Qualification Information Form.
- C. Georgia Security and Immigration Compliance Act of 2006 Form.
- D. Contractor Affidavit and Agreement Form.
- E. Subcontractor Affidavit Form.

If a Contractor/Subcontractor will not be performing any services under this contract, the Contractor/company submitting the proposal MUST also complete, sign, date, and have both Affidavit forms notarized and make proper notation of "N/A" - Not Applicable.

Clayton County Water Authority (CCWA) cannot consider any proposal which does not include completed affidavits. It is not the intent of this notice to provide detailed information or legal advice concerning the Georgia Security & Immigration Compliance Act of 2006, as amended on May 11, 2009. All Proposers intending to do business with CCWA are responsible for independently apprising themselves and complying with the requirements of that law, and its effect on CCWA procurements and their participation in those procurements.

- F. Special Provisions.
- G. Addenda (if any).

**END OF SECTION**

## **Division 2**

## **Proposal Requirements**

### **Section 4: Cost Proposal Form**

**This Form must be provided in a separate sealed envelope, and placed within the completed sealed RFP submittal package.**

Proposal of \_\_\_\_\_

(Hereinafter "Proposer"), organized and existing under the laws of the State of \_\_\_\_\_, doing business as \_\_\_\_\_ (insert "a corporation", "a partnership", or "an individual" or such other business entity designation as it is applicable).

To the Clayton County Water Authority (hereinafter "CCWA").

In compliance with the Request for Proposals, Proposer hereby proposes to provide an **Automated Vehicle Location System (AVL)** in strict accordance with the Contract Documents as enumerated in the Request for Proposals, within the time set forth therein, and at the prices stated below.

By submission of this proposal, Proposer certifies, and in the case of joint proposal each party thereto certifies as to the party's own organization that this proposal has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this proposal with any other Proposer or with any competitor. Proposer also certifies compliance with the Instructions to Proposers.

In submitting this proposal, Proposer certifies that he/she is qualified to do business in the state of Georgia as required by laws, rules, and regulations or, if allowed by statute, covenants to obtain such qualification prior to contract award.

#### **CONTRACT EXECUTION:**

The undersigned Proposer agrees, if this proposal is accepted, to enter into a Master Service Agreement with CCWA on the form provided in this proposal package to perform and furnish work as specified or indicated in the RFP Documents for the contract price derived from the proposal and within the times indicated herein and in accordance with the other terms and conditions of the Documents.

#### **PAYMENT TERMS:**

CCWA shall make payments by check net 30 days after receipt of goods and/or services and an invoice.

## **Division 2**

## **Proposal Requirements**

### **Section 4: Cost Proposal Form**

#### **CONTRACT TIME:**

Proposer hereby agrees to commence work within fourteen (14) calendar days from the date the Contract is fully executed or on a date to be specified in the Notice to Proceed.

#### **INSURANCE:**

Proposer further agrees that proposal amount(s) stated herein includes specific consideration for the specified insurance coverages.

#### **ADDENDA:**

Proposer acknowledges receipt of the following Addenda:

---

Proposer accepts the terms and conditions of the Documents.

#### **MEASUREMENT AND PAYMENT:**

The basis of payment will be the unit prices in the Cost Proposal Form. The quantities shown are estimated and do not necessarily reflect the total units to be completed. CCWA reserves the right to adjust the quantities up or down as necessary and to prioritize the installation of hardware and software in any order. Measurement and payment will be based on the actual quantities completed and approved for payment by CCWA. Provide sub-contractor bills as part of monthly pay application.



**Division 2**

**Proposal Requirements**

**Section 4: Cost Proposal Form**

In compliance with the Request for Proposals, Proposer hereby proposes to provide with **Automated Vehicle Location System (AVL)** in strict accordance with this Contract Documents as enumerated in the Request for Proposals, within the time set forth therein and at the prices proposed below:

PROPOSAL:

The undersigned proposes to complete, in all respects, sound, complete and conformable with this Contract Document the following work for the following amounts.

The per unit cost for the monthly service must include but not be limited to: System hardware and software requirements, administration, procurement, installation, connectivity, configuration, training, and commissioning.

<b><u>MONTHLY SERVICE, MAINTENANCE AND SUPPORT</u></b> <b>(Assure 3 year agreement term)</b>	
Per Unit Cost	\$

<b><u>TRANSFER FEE</u></b>	
Per Unit Cost	\$

Submitted by: \_\_\_\_\_  
COMPANY NAME OF PROPOSER

**Division 2**

**Proposal Requirements**

**Section 4: Cost Proposal Form**

***Submitted by:***

COMPANY NAME OF  
PROPOSER:

---

By: (OFFICER NAME)

---

SIGNATURE:

---

TITLE:

---

COMPANY ADDRESS:

---

CITY, STATE, ZIP CODE:

---

PHONE NUMBER:

---

FAX NUMBER:

---

EMAIL ADDRESS:

---

WEBSITE:

---

DATE:

---

**END OF SECTION**

**Division 2**

**Proposal Requirements**

**Section 6: Proposer Qualification Information**

COMPANY NAME OF PROPOSER: \_\_\_\_\_

NUMBER OF YEARS IN BUSINESS \_\_\_\_\_

BUSINESS ADDRESS OF COMPANY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

POINT OF CONTACT NAME: \_\_\_\_\_

POINT OF CONTACT EMAIL  
ADDRESS: \_\_\_\_\_

COMPANY TAX ID NUMBER: \_\_\_\_\_

COMPANY WEBSITE: \_\_\_\_\_

- ENTITY TYPE:
- |   |   |
|---|---|
| <input type="checkbox"/> Individual/Sole Proprietor     | <input type="checkbox"/> Employee Owned Company |
| <input type="checkbox"/> Privately Held Corporation/LLC | <input type="checkbox"/> Partnership            |
| <input type="checkbox"/> Publicly Owned Company         | <input type="checkbox"/> Attorney               |
| <input type="checkbox"/> Other (specify):               |   |

NAME OF PRINCIPAL OFFICERS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**END OF SECTION**

**Division 2**

**Proposal Requirements**

**Section 7: Contractor Affidavit and Agreement**

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006**

- A. Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the Contractor understands and agrees that compliance with the requirements of O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-.02 are conditions of this Agreement. The Contractor further agrees that such compliance shall be attested by the Contractor through execution of the contractor affidavit required by Georgia Department of Labor Rule 300-10-1-.07, or a substantially similar contractor affidavit. The Contractor's fully executed affidavit is attached hereto as Exhibit \_\_\_\_ and is incorporated into this Agreement by reference herein.
  
- B. By initialing in the appropriate line below, the Contractor certifies that the following employee-number category as identified in O.C.G.A. § 13-10-91 is applicable to the Contractor:
  - 1. \_\_\_\_\_ 500 or more employees;
  - 2. \_\_\_\_\_ 100 or more employees;
  - 3. \_\_\_\_\_ Fewer than 100 employees.
  
- C. The Contractor understands and agrees that, in the event the Contractor employs or contracts with any subcontractor or subcontractors in connection with this Agreement, the Contractor shall:
  - 1. Secure from each such subcontractor an indication of the employee-number category as identified in O.C.G.A. § 13-10-91 that is applicable to the subcontractor;
  - 2. Secure from each such subcontractor an attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 by causing each such subcontractor to execute the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1-.08, or a substantially similar subcontractor affidavit. The Contractor further understands and agrees that the Contractor shall require the executed subcontractor affidavit to become a part of the agreement between the Contractor and each such subcontractor. The Contractor agrees to maintain records of each subcontractor attestation required hereunder for inspection by the Clayton County Water Authority at any time."

**Contractor** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Division 2**

**Proposal Requirements**

**Section 7: Contractor Affidavit and Agreement**

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with [O.C.G.A. 13-10-91](#), stating affirmatively that the individual, firm, or corporation which is contracting with the Clayton County Water Authority has registered with, is participating in, uses, and will continue to use for the duration of the contract, the federal work authorization program - EEV/Basic Pilot Program operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA), commonly known as E-Verify, in accordance with the applicability provisions established in [O.C.G.A. 13-10-91](#).

The undersigned further agrees that, in connection with the physical performance of services pursuant to this contract with the Clayton County Water Authority, the contractor will only employ or contract with subcontractor(s), who can present a similar affidavit verifying the subcontractor's compliance with [O.C.G.A. 13-10-91](#). Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Clayton County Water Authority within five days of the subcontractor(s) presenting such affidavit(s) to the contractor.

---

EEV / Basic Pilot Program\* User Identification Number  
**Enter four to six digit numbers**

---

Name of Contractor (Printed)

---

BY: Authorized Officer or Agent  
(Contractor Name)

---

Date

---

Title of Authorized Officer or Agent of Contractor

---

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.

---

Notary Public

---

My Commission Expires

**Division 2**

**Proposal Requirements**

**Section 7: Contractor Affidavit and Agreement**

**SUBCONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with [O.C.G.A. 13-10-91](#), stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_

\_\_\_\_\_ on behalf of the Clayton County Water Authority has registered with, is participating in, uses, and will continue to use for the duration of the contract the federal work authorization program - EEV/Basic Pilot Program operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA), commonly known as E-Verify, in accordance with the applicability provisions and deadlines established in [O.C.G.A. 13-10-91](#).

The undersigned further agrees that, in connection with the physical performance of services pursuant to this contract with \_\_\_\_\_

\_\_\_\_\_ on behalf of the Clayton County Water Authority, the subcontractor will only employ or contract with sub-subcontractor(s), who can present a similar affidavit verifying the sub-subcontractor's compliance with [O.C.G.A. 13-10-91](#). The undersigned further agrees that the Subcontractor will maintain records of such compliance and provide a copy of each such verification to the Contractor within five days of the sub-subcontractor(s) presenting such affidavit(s) to the Sub-contractor.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number  
**Enter four to six digit numbers**

\_\_\_\_\_  
Name of Sub-Contractor (Printed)

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Subcontractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

Subscribed and sworn before me on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

**END OF SECTION**

**Division 3**

**Contract Forms**

**Section 1: Agreement Form**

**STATE OF GEORGIA**

**COUNTY OF CLAYTON**

**AGREEMENT FOR ONGOING PROVISION  
OF GOODS AND SERVICES**

This Agreement made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for **Automated Vehicle Locator System (AVL)**, between the **CLAYTON COUNTY WATER AUTHORITY** (hereinafter "the Authority") and \_\_\_\_\_

(hereinafter "the Contractor"), witnesseth:

**WHEREAS**, the Authority is contracting with the Contractor for the provision of certain goods and services described below for the term specified herein;

**NOW THEREFORE**, the parties agree as follows:

1. **DESCRIPTION OF GOODS AND SERVICES:** The Contractor shall provide goods and services to the Authority in such quantities as the Authority requires for **Automated Vehicle Locator System (AVL)**, as described in the Request for Bid dated February 2016.
2. **COSTS:** The Authority shall pay and the Contractor shall receive the prices stipulated in the Bid dated \_\_\_\_\_, hereto attached as full compensation for all items furnished by the Contractor relative to the above described goods and services. The Authority shall pay the Contractor net 30 days after receipt of an invoice and upon approval of Contractor's work.
3. **TERM OF AGREEMENT:** The initial three (3) year term of this Agreement shall commence on or about the \_\_\_\_ day of \_\_\_\_\_, **2016**. The Agreement shall remain in effect until \_\_\_\_ day of \_\_\_\_\_, **20\_\_\_\_**.
4. **RENEWAL PROVISIONS:** The contract may be extended for two (2) individual one (1) year intervals up to five (5) years total, by mutual written consent from both parties at the existing contract terms, conditions, and prices.
5. **INITIATION OF INDIVIDUAL PROJECTS:** Each individual project shall begin with a Purchase Order ("PO"). The Contractor agrees to the terms and conditions contained in the PO; however, in the event of a conflict between the

## **Division 3**

## **Contract Forms**

### **Section 1: Agreement Form**

terms of this Agreement and the terms of the PO, the terms of this Agreement shall control.

6. **WARRANTY ON SERVICES RENDERED:** The Contractor warrants its workmanship to be free from defects as follows:

- Shall be performed as stipulated in the bid documents.
- Shall be performed by workmen experienced in and capable of doing the kind of work assigned to them.

The Contractor further warrants that its workmanship will conform to all specifications and will perform as specified. Upon receipt of written notice of a defect in workmanship, the Contractor shall repair the defect in a timely manner at no expense to the Authority.

7. **WARRANTY ON GOODS PROVIDED:** The Contractor warrants its goods for a period of two (2) years from the date of final acceptance. Furthermore, the Contractor warrants that goods ordered to specifications will conform thereto and to any drawings, samples, or other description furnished or adopted by the Authority, and will be fit and sufficient for the purpose intended; and that all goods are merchantable, of good material and workmanship, and free from defect. Such warranties, together with the Contractor's service warranties and guarantees, if any shall survive inspection, test, acceptance of, and payment for the goods and shall run to the Authority, its successors, assigns, customers at any tier, and ultimate user and joint users. Notices of any defect or nonconformity shall be given by the Authority to the Contractor within fifteen (15) months after acceptance by ultimate user; provided however that in the event the goods are designed by the Contractor, notice must be given within three (3) years after acceptance by ultimate user. The rights and remedies of the Authority concerning latent defects shall exist indefinitely, and shall not be affected in clause. The Authority may, at its option, and in addition to other remedies available at law, either (i) return for credit, (ii) require prompt correction or replacement of the defective or nonconforming goods, or (iii) have the defective items corrected or replaced at the Contractor's expense and deduct the cost thereof from any monies due the Contractor. The return to the Contractor of any defective or nonconforming goods and delivery to the Authority of any corrected or replaced goods shall be at the Contractor's expense. Goods required to be corrected or replaced shall be at the Contractor's expense. Goods required to be corrected or replaced shall be



## **Division 3**

## **Contract Forms**

### **Section 1: Agreement Form**

subject to the provision of this paragraph and the paragraph of this Agreement entitled "inspection" on the same manner and to the same extent as goods originally delivered under this Agreement. In addition to correcting or replacing any defective or nonconforming goods, the Contractor shall also reimburse the Authority for all costs and expenses incurred by the Authority in connection with inspection and discovery of the defects, identifying and correcting the cause of such defects and all other activities reasonably undertaken by the Authority to obtain conforming goods or attempting to obtain from the ultimate user a waiver to permit the defective goods to be used with all or part of the defective conditions.

8. **INSPECTION:** The Authority shall have the right to inspect the goods supplied hereunder at any time during the manufacture or fabrication thereof at the Contractor's facilities or elsewhere. Such inspection may include, without limitation, raw materials, components, work in process, and completed products as well as drawings, specifications, and released data. Final inspection and acceptance shall be after delivery to the delivery point designated by the Authority. If any inspection or test is made by the Authority at the Contractor's facility or elsewhere, the Contractor shall provide reasonable facilities and assistance for the inspection personnel. The Authority may reject all goods supplied hereunder, which are found to be defective. Goods so rejected may be returned to the Contractor at the Contractor's expense. No inspection, examination or test, regardless of extensiveness or type, and no approval give in connection with any such inspection, examination or test, whether under this Agreement or another contract for the same or similar goods, shall relieve it, of any obligation to comply fully with all requirements of this Agreement, including the obligation to produce goods that conform to all requirements of the drawings, specifications and any other Contract Documents. At the Authority's request, the Contractor shall repair or replace defective goods at the Contractor's expense. Failure to inspect goods, failure to discover defects in goods or payment for goods shall not constitute acceptance or limit any of the Authority's rights, including without limitation those under the WARRANTY provisions of this Agreement. In the event inspection reveals a defect or defects and schedule urgency requires that the defect or defects be corrected by the Authority to support production, all cost of such correction, including without limitation installation and removal, will be charged to the Contractor; such charges will also include time and material and appropriate indirect and overhead expenses. The Contractor shall maintain in inspection system acceptable to the Authority covering the goods furnished hereunder.

## **Division 3**

## **Contract Forms**

### **Section 1: Agreement Form**

9. **CONTRACTOR'S AFFIDAVITS:** The Contractor shall issue a "Standard Contractor's Affidavit Interim Waiver and Release Upon Payment" and a "Standard Contractor's Affidavit Unconditional Waiver and Release upon Final Payment" provided by the Authority before receiving any interim or final payment for any services performed.
10. **ASSIGNMENT AND SUBCONTRACTING:** The Contractor shall not assign this Agreement or any portion of this Agreement, nor shall the Contractor sub contract for goods or completed or substantially completed services purchased hereunder without the prior express written consent of the Authority. No assignment or subcontract by the Contractor, including any assignment or subcontract to which the Authority consents, shall in any way relieve the Contractor from complete and punctual performance of this Agreement, including without limitation all of the Contractor's obligations under the WARRANTY provisions of this Agreement.
11. **THE AUTHORITY'S ASSISTANCE AND COOPERATION:** During the Contractor's performance of this Agreement, the Authority may, but has no obligation to, provide assistance to, or cooperate with, the Contractor in activities that facilitate the proper performance and completion of this Agreement by the Contractor. Such assistance and cooperation may include without limitation: (i) providing engineering or other analysis or advice on correcting problems; (ii) refraining from strict enforcement of time schedule requirements under this Agreement; (iii) permitting use of test materials or documentation not performed or produced under this Agreement. Such assistance or cooperation by the Authority shall not be construed, and the Contractor agrees that it will not claim that any such assistance or cooperation operates, to relieve the Contractor from complete, proper and punctual performance of all the Contractor's obligations under this Agreement.
12. **WORK ON THE AUTHORITY'S DESIGNATED PREMISES:** In the event that the Contractor, the Contractor's employees or agents or the Contractor's subcontractors enter the Authority's designated premises for any reason in connection with this Agreement, the Contractor and such other parties shall observe all security requirements and all plant safety, plant protection, and traffic regulations. The Contractor shall defend, indemnify, and hold the Authority harmless from all claims, actions, demands, loss, and causes of action, arising from injury, including death, to any person, or damage to any property, when such injury or damage results in whole or in part from the acts or

## **Division 3**

## **Contract Forms**

### **Section 1: Agreement Form**

omissions of the Contractor, the Contractor's employees or agents or the Contractor's subcontractor, save and except damage caused by the sole negligence of the Authority. The Contractor, and any subcontractor's used by the Contractor in connection with this Agreement, shall carry Workmen's Compensation and Employees' Liability Insurance to cover the Contractor's and any subcontractor's legal liability on account of accidents to their employees. The Contractor and any subcontractor shall carry adequate Comprehensive General Liability and adequate Comprehensive Automobile Liability Insurance covering accidents to their employees. The Contractor and any subcontractor shall carry adequate Comprehensive General Liability and adequate Comprehensive Automobile Liability Insurance covering legal liability of the Contractor and any subcontractor on account of accidents arising out of the operations of the Contractor or any subcontractor and resulting in bodily injury, including death, being sustained by any person or persons, or in any damage to property. At the Authority's request, the Contractor shall furnish to the Authority certificates from the Contractor's insurers showing such coverage in effect and agreeing to give the Authority thirty (30) days prior written notice of cancellation of the coverage.

13. **RISK MANAGEMENT REQUIREMENTS:** The Contractor shall abide by the Authority's applicable Risk Management Requirements, attached to this Agreement as Exhibit A and hereby incorporated into this Agreement.
14. **TERMINATION FOR DEFAULT:**
  - (a) The Authority may, subject to the provisions of subparagraph (c) below, by written notice of default to the Contractor, terminate the whole or any part of this Agreement in any one of the following circumstances; (i) if the Contractor fails to perform this Agreement within the time specified herein or any extension thereof; or (ii) if the Contractor fails to perform any of the other provisions of this Agreement, or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and does not cure such failure within a period of ten (10) days or longer period (as the Authority may authorize in writing) after receipt of notice from the Authority specifying such failure.
  - (b) In the event the Authority terminates this Agreement in whole or in part as provided in subparagraph (a) above, the Authority may procure, upon such terms and in such manner as the Authority may deem appropriate, services, similar to those so terminated, and the Contractor shall be liable

## **Division 3**

## **Contract Forms**

### **Section 1: Agreement Form**

to the Authority for any Excess costs for the same, including without limitation all cost and expenses of the type specified in the "WARRANTY" paragraph of this Agreement; provided, that the Contractor shall continue the performance of this Agreement to the extent not terminated hereunder.

- (c) Except with regard to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform this Agreement arises out of causes beyond the control and without the fault of negligence of the Contractor such causes may include, but are not limited to, acts of God, or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, flood, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and the subcontractor, and without the fault of negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule. The term "subcontractor" shall mean subcontractor at any tier.
  - (d) If, after notice of termination of this Agreement under the provisions of this paragraph, it is determined for any reason that the Contractor was not in default under the provisions above or that the default was excusable under the provisions of this paragraph, the rights and obligations of the parties shall be the same as if the notice of termination has been issued pursuant to the "Termination for Convenience" paragraph of this Agreement.
  - (e) The rights and remedies of the Authority provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.
15. **TERMINATION FOR CONVENIENCE:** The Authority may at any time by written notice terminate all or any part of this Agreement for the Authority's convenience. If this Agreement is terminated, in whole or in part, for the Authority's convenience, the Contractor shall be paid an amount, to be mutually agreed upon, which shall be adequate to cover the actual and reasonable cost

## **Division 3**

## **Contract Forms**

### **Section 1: Agreement Form**

paid by the Contractor for the actual goods and labor reasonably used by the Contractor to perform the work under this Agreement to the effective date of termination, plus a reasonable profit thereon; provided that no amount shall be paid to the Contractor for (i) any anticipatory profits related to work under this Agreement not yet performed, or (ii) costs incurred due to the Contractor's failure to terminate work as ordered on the effective date of termination. In no event shall the total amount paid under the provisions of this paragraph exceed the prices set forth in this Agreement for the work terminated.

16. **DISPUTES**: Pending resolution of any dispute hereunder, the Contractor shall proceed diligently with the performance of work in accordance with the Authority's direction.
17. **NOTICES**: All notices required or permitted to be given hereunder shall be deemed to be properly given if delivered in writing personally or sent by United States certified or registered mail addressed to the Contractor or the Authority, as the case may be, with postage thereon fully prepaid. The effective time shall be at the time of mailing.
18. **ATTORNEYS' FEES**: The Contractor shall pay reasonable attorneys' fees to the Authority should the Authority be required to incur attorneys' fees in enforcing the provisions of this Agreement or in the collection of any monies herein required to be paid by the Contractor to the Authority.

**SIGNATURES ON NEXT PAGE**

**Division 3**

**Contract Forms**

**Section 1: Agreement Form**

**IN WITNESS WHEREOF** this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_, said parties have hereunto set their seals the day and year above first  
written.

Executed on behalf of:

**CLAYTON COUNTY WATER AUTHORITY**

BY: \_\_\_\_\_

P. MICHAEL THOMAS

TITLE: General Manager

[Seal]

ATTEST (sign here): \_\_\_\_\_

Name (print): \_\_\_\_\_

DATE: \_\_\_\_\_

**CONTRACTOR**

BY (sign here): \_\_\_\_\_

Name (print): \_\_\_\_\_

Title: \_\_\_\_\_

[Corporate Seal]

ATTEST (sign here): \_\_\_\_\_

Name (print): \_\_\_\_\_

Title: Corporate Secretary

DATE: \_\_\_\_\_

**Division 3**

**Contract Forms**

**Section 1: Agreement Form**

**EXHIBIT A**

**RISK MANAGEMENT REQUIREMENTS**

The Contractor will provide minimum insurance coverage and limits as per the following: The Contractor will file with the Authority Certificates of Insurance, certifying the required insurance coverage and stating that each policy has been endorsed to provide thirty (30) day notice to the Authority in the event that coverage is cancelled, non-renewed or the types of coverage or limits of liability are reduced below those required. All bonds and insurance coverage must be placed with an insurance company approved by Authority Management, admitted to do business in the State of Georgia, and rated Secure (“B+” or better) by A.M. Best Company in the latest edition of Property and Casualty Ratings, or rated by Standard & Poors Insurance Ratings, latest edition as Secure (“BBB” or better). Worker’s Compensation self-insurance for individual Contractors must be approved by the Worker’s Compensation Board, State of Georgia and/or Self-Insurance pools approved by the Insurance Commissioner, State of Georgia.

**CONTRACTS FOR UP TO \$50,000**

**Worker’s Compensation** – Worker’s Compensation coverage on a statutory basis for the State of Georgia with an Employer’s Liability limit of \$100,000 each Accident, Disease \$100,000 each employee, \$500,000 Disease policy limit.

**Automobile Liability** – Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$500,000 combined single limit.

**Commercial General Liability** – Coverage to be provided on “occurrence” not “claims made” basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground (“xcu”) perils, the “Clayton County Water Authority” is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

**CONTRACTS FOR MORE THAN \$50,000**

**Worker’s Compensation** – Worker’s Compensation coverage on a statutory basis for the State of Georgia with an Employer’s Liability limit of \$1,000,000. The increased Employer’s Liability limit may be provided by an Umbrella or Excess Liability policy.

**Automobile Liability** - Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$1,000,000 combined single limit.

**Commercial General Liability** – Coverage to be provided on “occurrence” not “claims made” basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground (“xcu”) perils, the “Clayton County Water Authority” is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

**Division 3**

**Contract Forms**

**Section 1: Agreement Form**

**RISK MANAGEMENT REQUIREMENTS (Cont'd)**

**CONTRACTS FOR UP TO \$50,000**

**CONTRACTS FOR MORE THAN \$50,000**

**LIMITS OF LIABILITY:**

\$1,000,000	Per Occurrence
\$1,000,000	Personal and Advertising
\$50,000	Fire Damage*
\$5,000	Medical Payments*
\$1,000,000	General Aggregate
\$1,000,000	Products/Completed Operations per Occurrence and Aggregate

*\*These are automatic minimums*

**Owner's Protective Liability** – The Authority's Management may, in its discretion, require Owner's Protective Liability in some situations.

**Umbrella and/or Excess Liability** – The umbrella or Excess Liability Policy may be used to combine with underlying policies to obtain the limits required. The Management of the Authority may elect to require higher limits.

**Owner's Protective Liability** – The Authority's Management may, in its discretion, require Owner's Protective Liability in some situations.

**END OF SECTION**



**Division 3**

**Contract Forms**

**Section 4: Non-Collusion Certificate**

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

Personally appeared before the undersigned officer duly authorized by law to administer oaths

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

who, after being first duly sworn, depose and say that they are all the officers, agents, persons or employees who have acted for or represented

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, and that said

in proposing or procuring the Contract with the Clayton County Water Authority on the following project: **Automated Vehicle Locator System (AVL)**

has not by (himself, themselves) or through any persons, officers, agents or employees prevented or attempted to prevent by any means whatsoever competition in such bidding; or by any means whatsoever prevented or endeavored to prevent anyone from making a proposal therefore, or induced or attempted to induce another to withdraw a bid for said work.

ATTEST:

By: \_\_\_\_\_  
Bidder

By: \_\_\_\_\_  
Name

By: \_\_\_\_\_  
Name

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public: \_\_\_\_\_ My Commission expires: \_\_\_\_\_

**END OF SECTION**

**Appendix A**

Appendix A: Minimum Hardware Requirements							
Item #	Item	Part of base product	Config or Modify	3rd party product	Custom code needed	Future release, if so, when	Not supported
1	Sensors and connections sufficient to capture and transmit the data stream shown in Appendix C.						
2	Compatible with original equipment manufacturer (OEM) protocols with plug-and-play installation.						
3	Compatible with Light-duty vehicle management connected to the On-Board Diagnostics Port (OBDII)						
4	Compatible with Pre-OBDII light-duty vehicles and Heavy- duty vehicles with a J1708 port						
5	Compatible with off road equipment and assets listed in Appendix F: Fleet Master List.						
6	Universal unit for older heavy-duty vehicles, off-road equipment, and our other vehicles.						
7	Provide method for the operator to login/logout via FOB, employee badge stripe, keypad or other but other must be mentioned within proposal response.						
8	Cellular, GPS, or satellite antennas must be internal to the AVL unit.						
9	Real-time, active, continuous tracking and monitoring for vehicle position.						
10	Operational in all areas of Clayton county, Georgia and where CCWA has facilities.						
11	Operational in all areas of the contiguous United States.						
12	Ability to generate alarm (an audible beep) within the vehicle cab with adjustable volume set by power user.						
13	The Contractor shall be solely responsible for all computer hardware, equipment, software, maps, storage, licenses, upgrades, staffing and any other associated costs to fully support the AVL software program and to maintain the system wide performance rate.						
14	The AVL system should perform at a level such that no more than 15 hours of inoperation exist per month per unit.						
15	Inoperation would result in a fee reduction of 15/Time of inoperation (hours) *fee per unit per 30 day timeframe as defined by data streams at CCWA network.						
16	Inoperation is defined as a data stream communicated inaccurately to software and historian within CCWA network, possibly being more than 3 missing data sets from the data stream or loss of software functionality such as the GUI or individual terminals not having full functionality being some malfunctioning buttons or damaged screen, device or cable.						
17	Must be able to identify and recognize the vehicle by both the "Asset #" and the "Unit #" of each vehicle and equipment in the CCWA fleet. CCWA assigns and maintains these two (2) unique identification numbers on each piece of vehicle/equipment within JDE.						
18	Must be weatherproof AVL hardware with internal battery for non-mobile asset and construction equipment applications.						
19	Internal battery must provide 48 hour operation.						
20	Must store AVL information when vehicle losses connectivity and enable the collected data to be transmitted once the connection is restored.						
21	Must provide hardware and/or ports able to provide satellite communication (global satellite voice and data network), cellular communication, WiFi communication or CAT6 communication.						
22	Connections and devices to provide that without login the vehicle does not start.						
23	Software, firmware, and programming updates to AVL equipment and hardware shall be included at no additional cost.						
24	Must provide the hardware necessary to achieve the software requirements						
25	Include the removal cost of units within the monthly maintenance fee after completion of contract term. No fee will be provided if termination is by default.						
26	The screen size on the vehicle units must be 3" high by 4" wide minimum (12 square inches minimum).						

**Appendix B**

Appendix B: Minimum Software Requirements							
Item #	Item	Part of base product	Config or Modify	3rd party product	Custom code needed	Future release, if so, when	Not supported
1	The GPS/AVL software program shall provide CCWA with access from personal computers, smartphones, tablets, mobile apps, and other commercially available wireless mobile devices.						
2	Provide 24/7/365 access to CCWA fleet information utilizing an Internet-based AVL software program.						
3	Maximum delay of 3 second of vehicle position between actual vehicle position and on screen representation.						
4	This system shall allow the driver to login/logout, have the ability to track driver activities and capture the hours occupied and utilized.						
5	Alarm feature – This system shall have as a minimum the features, events, and alarms listed in appendix D.						
6	This system shall have the ability to generate an audible beep within the vehicle cab.from alarm and view on screen						
7	This system shall have the ability to generate an SMS text to User mobile numbers.						
8	This system shall have the ability to generate emails to Users.						
9	The SMS text and email shall display the date, time, name of alarm, and frequency within a User-specified timeframe.						
10	The system shall allow programming for frequency of alarms to generate the responses to differing levels of Users.						
11	Data Storage feature – The system must store the data requested in Appendix C and D for at least 3 years within the AVL internet based historian. Archive all AVL data and information for the duration of the contract. Data/information for 3 years or less shall be accessible online. Contractor shall be solely responsible to maintain the archival dataset.						
12	Data Availability - When requested, the data must be surrendered in an approved in SQL format on a portable harddrive.						
13	Data Streaming - In addition to the storage mentioned above, this system must provide the data streaming real-time to CCWA storage devices in a SQL format with a preference for Microsoft Sequel. CCWA's GIS group will store the data for 3 years.						
14	Open architecture feature – Ability to integrate information from AVL via a standards-based protocol, preferably utilizing a service-oriented architecture that is SOAP 2.0 compliant, to be able to provide reliable real-time integration between software applications used by CCWA.						
15	Create and provide an application within 3 months of Notice to Proceed Letter an application that allows CCWA stored historian data to be viewed by CCWA without licensing or access verification from outside parties.						
16	Geofencing feature – The system shall have the ability to alarm when a vehicle is within specific geographical areas. These areas could include areas defined as Home, County, CCWA, Restricted etc.						
17	Preventative Maintenance (PM) notification feature: This system shall have an integrated PM notification feature that can receive a Work Order (WO) model via data entry using an AVL standard form and email to notify Supervisors of upcoming PM per asset.						
18	Single Waypoint Routing feature – The AVL system must contain the ability for a dispatcher to enter an address (waypoint) with notes and assign the address to a specific Asset. The assignment awaits the Operator to return to the vehicle and check-in before alerting the operator and providing the turn-by-turn directions and ETA.						
19	Advanced routing with multiple addresses, optimization sequencing, and prioritization as described in Appendix G would be favorable. It may be appropriate to mention in the project understanding.	N/A	N/A	N/A	N/A	N/A	N/A
20	Directions feature – This feature shall provide turn-by-turn navigation to the waypoint and the estimated time of arrival (ETA) on the vehicle graphical user interface (GUI).						
21	The vehicle unit shall provide for the Operator to select time-in and time-out via button on the vehicle device in close proximity to the GUI (Smart Buttons).						
22	The anticipated plan including waypoint ETA and actual time of arrival shall be available for viewing on the Operator and Supervisor GUI.						
23	Capture the messages sent and store in data historians						

**Appendix B**

Appendix B: Minimum Software Requirements							
Item #	Item	Part of base product	Config or Modify	3rd party product	Custom code needed	Future release, if so, when	Not supported
24	Messaging feature – The AVL system shall provide for 2-way messaging between dispatcher and operator. Messaging capabilities shall include the following: a. Send and receive text messages directly to and from designated staff b. Send messages to one or multiple users c. Create, Select, and send frequently used “pre-determined messages.”						
25	The Contractor shall be solely responsible for all computer hardware, equipment, software, maps, storage, licenses, upgrades, staffing and any other associated costs to fully support the AVL software program and to maintain the system wide performance rate.						
26	System Wide Performance Guarantee – The AVL system shall perform reliably such that no more than 15 hours of inoperation exist per month per unit. Inoperation would result in a fee reduction of 15/Time of inoperation (hours) *fee per unit per 30 day timeframe as defined by data streams at CCWA network. Inoperation is defined as: a. Data stream communicated inaccurately to CCWA network. No more than 3 missing or inaccurate data sets from the data stream. b. Software functionality – The GUI or individual terminals have full functionality and all buttons are operable.						
27	The software program shall utilize the latest and most up-to-date street mapping of Clayton County and be able to provide street view, satellite imagery, and hybrid mode in the vehicle and in terminal.						
28	The system shall be set up by the winning bidder to include the multiple levels of security and accessibility by user, agencies, departments, divisions, work groups, and sub-groups as well as by county fleet, sub-fleet, vehicle class, sub-class, location, and other user defined parameters.						
29	The software must Identify each vehicle and display Operator and asset # of the CCWA fleet on the non-Operator terminal screens.						
30	The software must display AVL data from each vehicle and equipment for real-time position, speed, location, direction, and distance traveled, on the website in a graphical roadway map and aerial/satellite image format including addresses, symbols, icons, and landmarks.						
31	The software must utilize user-definable screens (sometimes called dashboards) to display AVL data points of a single, group, departmental, or CCWA wide fleet. User shall be able to create and save multiple dashboards with simple drag-and-drop functions.						
32	The software must update vehicle and equipment positions automatically on-screen. Selection of refresh rates to be 3 sec, 1, 2, 5, or 15 minute intervals are to be an option.						
33	The software must provide instant playback of fleet activity from historical data and real-time is to be seamless.						
34	The software must allow multiple dispatchers to view the same vehicles at the same time.						
35	The software must allow CCWA to download and print daily and archived data information in PDF and Excel.						
36	The software must maintain the security of the AVL information including displaying service routes and schedule data (i.e.: street sweeper).						
37	The software must have the capability to setup of geo-fencing which could be assigned to a single, group and/or all vehicle and equipment in the fleet. The geofencing shall be monitored and reported in real-time by the AVL. Corresponding Geofences shall display on screen image and list on side window when an asset is selected.						
38	Communication Loss - Software to verify acceptable data range of each set for a unit each minute. Total cycle to recheck a unit is 3.33 hours						
39	The software must provide for searching, locating, and reporting by either asset # or Operator name.						
40	Alarms displayed on screen when triggered.						

**Appendix C**

<b>Appendix C: Minimum Data Stream Required per Asset</b>					
	Real-time and Historian reporting, calculating and updating on		0.333 Hz Frequency		
Set #	Data Set	Units	accuracy	display tolerance	Notes
1	Date	yyyy/mm/dd	day	yyyy/mm/dd	
2	Time	army	seconds	hh:mm:ss	
3	GPS Latitude	Degrees	Device Reporting or 3 feet, whichever is less	Device Reporting	
4	GPS Longitude	Degrees	Device Reporting or 3 feet, whichever is less	Device Reporting	
5	Elevation	Feet	0.1	0.1	
6	Operator	employee #	integer	integer	
7	Lateral acceleration	%g	vehicle reporting	0 decimal places	positive is left from a seated driver
8	Forward and Reverse acceleration	%g	vehicle reporting	0 decimal places	
9	Tachometer	RPM	vehicle reporting	3 significant figures	
10	Speed	MPH	vehicle reporting	0 decimal places	
11	Speed Limit at location	MPH	Device Reporting		
12	Fuel consumption	gallons per hour	3 decimal places to capture idle	3 decimal places to capture idle	
13	Seat belt indicators	Utilized/free		Show in GUI of the Human Machine Interface (HMI)	
14	Seat utility indicators (weight in seat)	Utilized/free		Show in GUI of the HMI	
15	Odometer	miles	0.05	0.1	
16	ignition status	off/acc/on/starting			
17	Power Take Off (PTO) engaged	disengaged/engaged			
18	Check Engine Light	off/on			
19	High Coolant Temperature Light	off/on			
20	Coolant Temperature	degrees F	0.1	0.1	
21	Low Oil Pressure Light	off/on			
22	Oil Pressure	degrees F	0.1	0.1	
23	High Transmission Temperature Light	off/on			
24	Transmission Temperature	degrees F	0.1	0.1	
25	Low Voltage Light	off/on			
26	Voltage	Volts	0.1	0.1	
27	Fuel Tank Level	Percentage full	integer	fractions: 1/8,1/4,3/8,1/2 etc	
28	Diagnostic Trouble Codes (DTCs)	integer	integer	integer with OBDII standard description	
29	All required alarms from minimum alarms sheet				

**Appendix D**

Appendix D: Minimum Alarms											
Item No.	Feature, Event, Calculation, Warning or Alarm	Required	Ideal	Store	Part of base product	Config or Modify	3rd party product	Custom code needed	Future release, if so, when	Not supported	
1	Seatbelt use Alarm (seat utilized, seatbelt off, drive gear)	X		X							
2	Idle Alarm (no PTO, ignition on, less than 10' movement in 5 minutes)	X		X							
3	Movement in last 5 minutes calculation	X									
4	Ability to turn engine off feature		X	X							
5	Longest Daily idle Inactivity per asset calculation (ignition off, less than 10' movement in 5 minutes)	X		X							
6	Daily Inactivity outside home geofence calculation after last SR/SO completed		X	X							
7	Daily Inactivity outside home geofence with seat utilized calculation	X		X							
8	RPM Limit - Fuel rated		X	X							
9	RPM Limit - Engine longevity	X		X							
10	RPM Limit - Engine Damage	X		X							
11	Speed exceeding speed limit	X		X							
12	Speed exceeding governed speed	X		X							
13	Home Geofence Alarm (outside work hours)	X		X							
14	County Geofence Alarm (within work hours)	X		X							
15	CCWA Geofence Alarm (within work hours)	X		X							
16	Restricted Location Geofence Alarm	X		X							
17	Routing Geofence Alarm		X	X							
18	Congregation Alarm (< 100' proximity, >2 vehicles, outside home geo fence, non-lunch hours)		X	X							
19	Deceleration above 0.5g	X		X							
20	Acceleration above 0.5g	X		X							
21	Lateral Acceleration Alarm - Left	X		X							
22	Lateral Acceleration Alarm - Right	X		X							
23	MPG instance Alarm		X	X							
24	Check Engine Light Alarm	X		X							
25	High Coolant Temperature Light Alarm	X		X							
26	Low Oil Pressure Light Alarm	X		X							
27	High Transmission Temp Light Alarm		X	X							
28	Low Voltage Light Alarm		X	X							
29	Fuel Tank Less than 1/8 Alarm		X								
30	DTC Code		X	X							
31	Communication Loss (loss of data stream to CCWA Network)	X		X							
32	Unauthorized Usage (no login)		X	X							
33	Unutilized Vehicle - Ign off, 1.5 hour		X	X							
34	Utilized outside work hours		X	X							

All Departments

**Appendix E**

Appendix E: Report Requirements							
Item #	Item	Part of base product	Config or Modify	3rd party product	Custom code needed	Future release, if so, when	Not supported
1	The software must have the ability to create reports. All reports shall be able to be viewed on-screen, printed in PDF, and exported to Excel. Reports shall be scheduled to run automatically and sent to specific staff's electronic mailbox at desired intervals based on user defined criteria.						
2	Report Format - Reports shall have the ability to be printed, directly, imported or exported in convenient formats including PDF, XML, CSV and Excel.						
3	Standard Reports - The AVL Software shall have the ability to create the following reports: <ul style="list-style-type: none"> <li>• On Time Performance</li> <li>• Operating Statistics</li> <li>• Passengers by Date, Agency, and Trip Purpose</li> <li>• Travel Time</li> <li>• Trip Summary</li> <li>• Driver Hours</li> <li>• Daily Run Efficiency</li> <li>• Forecasted Slack Time</li> <li>• Overlapping Trips</li> <li>• Pull Out – Pull In List</li> <li>• Scheduled Trips by Date</li> <li>• Trips by Status and Date</li> <li>• Unscheduled Trips by Date</li> <li>• Vehicle and engine speed</li> <li>• Idle and stop time</li> <li>• Geo-fence violation</li> <li>• Fuel use and MPG</li> <li>• Odd / weekend hours</li> <li>• Odometer and engine hours</li> <li>• Malfunction Indicator Lamp (MIL)</li> <li>• Active Diagnostic Trouble Codes (DTC)</li> <li>• Driver's hours of service</li> <li>• Activity details</li> <li>• Stop details</li> <li>• AVL malfunction</li> </ul>						
4	Ad Hoc Report Generation - The system must provide tools and wizards that allow CCWA to easily create new, edit, and save reports and report formats.						
5	During commissioning activity, provide a daily report for each asset that contains alarms and/or open PM notifications that lists the asset, mileage, alarms, and Open PM notifications to the Power User daily.						
6	During maintenance activity, provide an incident report within 24 hours of notification of inoperation defining the root cause, time occurred, time responded, time recovered, etc.						

## Appendix F: Fleet Master List as of December 31, 2015

#	Asset #	RBU	Description	Mileage	Unit #	Serial Number	Employee Name	Tag #	Year	Data Needed for each asset to generate alarms										
										RPM Redline	RPM Engine Longevity	RPM Fuel Rated	Governed Speed	Home Location	Work hours	Team or Single Driven	PM WO Model			
<b>----- INFORMATION ONLY -----</b>											<b>Data will be gathered during the System Administration Phase</b>									
1	10839	960	International Box Dump <b>D</b>	147,258	9932	1HTSCPEN0PH502177	Thomas McClain	GO61421	1993											
2	13251	744	International Truck	50,810	9071	1HSGLAUT3VH458275	Dexter Norris	GO61403	1997											
3	13365	930	Chevrolet Astro	88,868	4476	1GNNDM19W5VB165497	Derry Carver	61565	1997											
4	13828	612	International 4700 Dump	105,200	9981	1HTSCAAN6WH551207	Jimmy Lee Wilson	165533	1998											
5	15745	930	International Tandem Dump Truck <b>D</b>	110,138	9901	1HTSCABNS5YH301314	Derry Carver	147410	2000											
6	17039	930	Ford F-250 <b>D</b> 4x4	94,779	1605	1FTNF21L7YEE07157	Derry Carver	156577	2000											
7	18100	930	Ford F-150 4X4 X-cab <b>(L)</b>	116,092	1424	1FTRX18L72NA62086	Derry Carver	157581	2002											
8	18148	740	Ford F-250 <b>D</b> 4x4	83,534	1437	1FTNX21L52EB43814	Dexter Norris	156608	2002											
9	18149	930	Ford F-250 <b>D</b> 4x4	134,983	1436	1FTNX21L92EB50250	Derry Carver	156607	2002											
10	18313	930	International 4000 Jet Truck	149,960	9914	1HTSDAANX1H367748	Derry Carver	156626	2001											
11	18339	930	Chevrolet Malibu <b>(L)</b>	64,731	4322	1G1ND52J12M644396	Derry Carver	156638	2002											
12	103710	930	Ford F-150 4x4 X-Cab	116,948	1440	1FTRX18WX2NB61107	Derry Carver	156644	2002											
13	103987	320	Sterling Roll-Off Truck <b>D</b>	8,217	1921	2FZHAXANX3AL06570	Jeffrey Smith	165515	2003											
14	104013	352	Chevrolet Blazer 4x4	72,137	4430	1GNNDT13X73K117193	Mary C Lambert	165522	2003											
15	104016	618	Ford F-250 <b>D</b> X-cab	99,131	1632	1FDNF20L03EB00399	Derrick Stroud	165518	2003											
16	104070	970	Ford F-350 Utility Body	112,421	1826	1FDWFF36F63EA08127	Shane LeQuire	165527	2003											
17	104075	930	Chevrolet Blazer	105,105	4433	1GNCS13X03K114456	Derry Carver	165524	2003											
18	104082	930	Ford F-150 X-cab <b>(L)</b>	123,128	1444	1FTRX17W22KB57443	Derry Carver	165525	2002											
19	104083	507	Chevrolet Blazer 4x4	48,378	4432	1GNNDT13X53K117385	Cliff Beroset	165523	2003											
20	104738	930	Ford F-150	95,705	1453	1FTRF17253NA39385	Derry Carver	165544	2003											
21	104799	210	Ford F-150 X-Cab 4x4	78,833	1499	1FTRX18W33NB76646	Kwame Gyimah	165539	2003											
22	104954	627	Freightliner C & C Jet Truck <b>D</b>	99,235	9941	1FVABTCS14HM91428	Erin Brooks	GV57427	2004											
23	105020	950	Sterling C & C Truck <b>D</b>	17,595	1931	2FZHATAK03AL06290	Coty Davidson	165549	2003											
24	105106	740	International Box Dump	13,089	9940	1HTWYAHT54J022702	Dexter Norris	GV57415	2004											
25	105263	618	Ford F-150 X-Cab	99,169	1413	2FTRX17W54CA29530	Jeremy Storm	GV57402	2004											
26	105264	930	Ford Ranger <b>(L)</b>	60,970	1414	1FTYR10U84PA55813	Derry Carver	GV57406	2004											
27	106542	101	Ford Expedition	83,916	1206	1FMPU17L44LA57312	P. Michael Thomas	GV57424	2004											
28	108316	612	Ford F-250 <b>D</b> Utility	101,756	1650	1FDNF20L24ED15851	Andrew Paulk	GV57440	2004											
29	108317	618	Ford F-250 <b>D</b> Utility	111,309	1651	1FDNF20L74ED15778	Brandon Powell	GV57436	2004											
30	108318	970	Ford F-150 X-Cab	103,601	1459	2FTRX17W44CA98130	Thomas McClain	GV57437	2004											
31	108320	535	Ford F-150	75,602	1460	1FYX14575NA20964	Jim Quattlebaum	GV57447	2005											
32	108347	301	Chevrolet Blazer w/fleet pref.	78,993	4450	1GNCS13X65K109541	Kendra Staniel	GV57470	2005											
33	108416	925	Ford F-250 Utility	147,808	1649	1FDNF20L84ED15742	Doug Thomas	GV57439	2004											
34	110144	740	Ford F-250 <b>D</b> Extended Cab	69,890	1653	1FTSX21546EA01903	Donnie Kiblinger	GV57473	2006											
35	110150	744	Ford F-250 <b>D</b> Extended Cab	58,528	1654	1FTSX21526EA01902	Mark Cochran	GV57474	2006											
36	111112	740	Ford F-250 <b>D</b>	64,922	1664	1FTSF21Y06EA68494	Dexter Norris	GV57489	2006											
37	111113	930	Ford F-250	88,319	1661	1FTSW20596EA78528	Derry Carver	GV57487	2006											
38	111115	627	Ford F-150 Super Cab	98,316	1452	1FTRX14W25FB49697	Garfield Cousins	GV57482	2005											
39	111116	627	Ford F-150 Super Cab	87,326	1451	1FTRX14W45FB49698	Al Loftis	GV57480	2005											
40	111117	627	Ford F-250 <b>D</b>	91,296	1660	1FTSX21P26EA68484	Gerald Fuller	GV57484	2006											
41	111118	950	Ford MiniCargo Van	100,012	1665	2FTZA54696BA08279	Victor Bros	GV57490	2006											
42	111244	310	Ford Ranger	48,729	1462	1FTYR10U85PB06969	Stephen Tarpley	GV57486	2005											
43	111245	621	Ford F-250 <b>D</b>	76,198	1663	1FTSF21P46EA68487	Billy Von Den Bosch	GV57485	2006											
44	111246	930	Ford F-150 Super Cab	101,357	1450	1FTRF14W05NB95960	Derry Carver	GV57479	2005											
45	111522	501	Chevrolet Trailblazer	41,663	4460	1GNDS13S562117608	Kelly Taylor	GV57488	2006											









**Appendix F**

**Appendix F: Fleet Master List as of December 31, 2015**

#	Asset #	RBU	Description	Mileage	Unit #	Serial Number	Employee Name	Tag #	Year	Data Needed for each asset to generate alarms					
										RPM Redline	RPM Engine Longevity	RPM Fuel Rated	Governed Speed	Home Location	Work hours
											----- INFORMATION ONLY -----				
184	124320	950	Ford F-250 4x4	4,591	1841	1FD7X2B61FEB45420	Robert Rhew	GV6250E	2014	Data will be gathered during the System Administration Phase					
185	124321	612	Ford F-250 4x4	18,400	1842	1FD7X2B60FEB54934	Cliff Terrell	GV7655E	2014						
186	124322	612	Ford F-250	20,958	1843	1FD7X2A63FEB45419	Delbert Williams	GV4881E	2014						
187	124323	901	Ford Explorer	2,552	1240	1FMSK7B8XFGA70340	Marshall Maddox	GV4862E	2014						
188	124325	320	Ford F-150	17,211	1747	1FTEX1CM7EKF78629	Terry K Dorris	GV4884E	2014						
189	124371	101	Ford Explorer	4,323	1242	1FMSK7B87FGB13077	Bernard Franks	GV6257E	2014						
190	124635	210	Ford F-150	5,751	1750	1FTEX1C86FFB25485	Capital Assets	GV0682F	2015						
191	124745	131	Ford F-150	5,316	1754	1FTEX1C88FFC07752	Capital Assets	GV9454E	2015						
191	124746	617	Ford F-150 4x4	4,528	1751	1FTEX1E84FFC07759	Capital Assets	GV9457E	2015						
192	124747	627	Ford F-150	1,861	1752	1FTEXC86FFC07748	Capital Assets	GV9458E	2015						
193	124749	627	Ford F-150	2,397	1753	1FTEX1C84FFC7747	Capital Assets	GV9459E	2015						
194	124752	131	Ford F-150	4,918	1755	1FTEX1C81FFC07754	Capital Assets	GV9452E	2015						
195	124753	131	Ford F-150	5,487	1756	1FTEX1C85FFC07756	Capital Assets	GV9451E	2015						
196	124754	131	Ford F-150	3,773	1757	1FTEX1C84FFC07750	Capital Assets	GV9453E	2015						
197	124755	131	Ford F-150	7,313	1758	1FTEX1C84FFC07747	Capital Assets	40811800	2015						
198	124756	131	Ford F-150	6,555	1759	1FTEX1C86FFC07751	Capital Assets	GV9456E	2015						
199	124757	131	Ford F-150	7,769	1454	1FTEX1C8XFFC07753	Capital Assets	GV9455E	2015						
200	124758	131	Ford F-150	114,131	1455	1FTEX1C83FFC07755	Capital Assets	GV9469E	2015						
201	124848	507	Ford F-150 4x4	1,941	1456	1FTEX1E89FFC62630	Tommy Stephens	GV8311F	2016						
202	124849	507	Ford F-150 4x4	1,523	1457	1FTEX1E80FFC62630	Timothy Daniel	GV8317F	2016						
203	124850	507	Ford F-150 4x4	1,644	1458	1FTEX1E82FFC62632	Terry Smith	GV8318F	2016						
204	124851	507	Ford Escape S	821	1243	1FMCU9GX4GUB16552	Matt Bilz	GV8321F	2016						
205	124852	507	Ford Escape S	481	1244	1FMCU9GX6GUB16553	Larry Michaels	GV8320F	2016						
206	124858	131	Ford F - 150	3,362	1760	1FTEX1C88FFC95606	Joshua Wood	GV8313F	2016						

**Appendix G**

Appendix G: Potential Advanced Integration Requirements							
Item #	Item	Part of base product	Config or Modify	3rd party product	Custom code needed	Future release, if so, when	Not supported
1	The AVL software and hardware be integrated with Northstar						
2	The AVL software and hardware be integrated with Mcare						
3	The AVL software and hardware be integrated with JDE.						
4	The AVL software and hardware be integrated with Cityworks.						
5	The AVL software and hardware be integrated with Fuel Station						
6	The AVL software and hardware be integrated with new Customer Information System						
7	The AVL software and hardware include 75 small, low-cost, low resolution trackable devices for accounting for temporary meters in the field.						
8	The software receive Service Orders (SO) from Northstar including yesterdays incomplete SO, updates to the Cycle Route Walks, and information on the availability of CCWA Account Service Representatives (ASR) and their zones. Using this information and the ASR zone, the software will delegate the total list to the appropriate ASR creating a daily route.						
9	Using the priority received on the SO, the software then sequences and optimizes each daily route for optimal time, distance, typical traffic, etc.						
10	The software then setups a geofence around the planned route and prompts the ASR for review and acceptance.						
11	Prioritized rerouting – The software shall include a capability to adjust an operators route via the Dispatcher’s command to add or remove a new SO/SR/WO after being released.						
12	The software prompts the Users if they have the checked the vehicle for safety and readiness.						
13	The daily route, ETAs, and geofence shall be updated if the system detects an issue with its integrated traffic notifications.						
14	The system should allow the user to input a reason when variances exist such as unplanned road construction or other events between waypoints.						
15	The software receives the individual Service Requests (SR) and Work Orders (WO) from Cityworks, determines route, setups geofences and tracks time-in and time-out.						
16	The software shall track hours, miles, fuel per SO,SR,and WO.						
17	The software must transfer completed SO/SR/WO with mileage, fuel usage, labor hours to Cityworks and JDE.						
18	The daily route including its multiple waypoints, ETAs and actual times of arrival should be available for viewing on the Operator and Supervisor GUI.						
19	This equipment and software includes that necessary to provide a (2) large format (40 inch+ in portrait orientation for on wall projection in a CCWA location known as the Headquarter Building) TV system showing a map of our service area with the respective CCWA assets denoted. Those assets include but are not limited to CCWA customer service address assets.						
20	Vehicle inoperable until driver login.						
21	Devices for trailers						
22	WiFi - The AVL shall provide a wifi signal with strong signal within 20 feet of vehicle and WPA2 (AES) encryption.						
23	Routing Report Name - With the information, the AVL system is to provide a report daily for each user showing variances and Operator-inputted reason.						