



City of Coquitlam

Request for Proposals
RFP No. 17-01-06

Automated License Plate Reader
(ALPR) System

Issue Date: January 25, 2017

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APPENDIX A – SPECIFICATIONS

PROPOSAL SUBMISSION FORM

DEFINITIONS

“Contract” means the City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“City” means City of Coquitlam.

“Price” means the amount that will be paid by the City to the Supplier for delivery and upon acceptance of goods and services

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals.

“APLR” means Automated License Plate Reader System used for Bylaw Enforcement.

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met.

“Supplier” means the successful Proponent awarded the Contract for supply of goods and services.

1. INSTRUCTIONS TO PROPONENTS

1.1 Introduction

The City of Coquitlam (City) requests Proposals from experienced qualified Suppliers to supply and deliver a new **Automated License Plate Reader (ALPR) System** for parking enforcement.

The City intends to purchase two (2) **ALPR** systems and the software to support the functionality.

ALPR Systems offered shall be certified CPI compliant to legislated standards, and shall meet or exceed the specified design, performance, testing and certification requirements for ALPR used by enforcement personnel during commercial operations.

For further details refer to: [Appendix A – Specifications](#)

1.2 Obtaining RFP Documents

RFP documents are available for downloading from the City of Coquitlam's website: www.coquitlam.ca/BidOpportunities

Printing of the RFP documents is the sole responsibility of the Proponents.

1.3 Timelines

The City requires the first delivery of Automated License Plate Reader ALPR Systems no later than **March 13, 2017**.

1.4 Term

The initial term of the service and support contract shall be in effect **for five (5) years to December 31, 2021** with options to extend for additional terms subject to mutual acceptance of price and service.

1.5 Price

All prices quoted shall be quoted in Canadian funds and be firm for the initial term.

1.6 Closing Date & Time

Proposals will be received on or before 2:00 pm (local time):

Thursday, February 9, 2017

1.7 Instructions for Proposal Submission

Proposal submissions are to be uploaded electronically through Qfile, the City's file transfer service accessed at website:

qfile.coquitlam.ca/bid

1. In the "Subject" field enter: RFP Number and Name
2. Add files in .pdf format and Send
(Ensure you receive 2 emails from Qfile to confirm upload is complete.)

Proposals submitted shall be deemed to be successfully received when displayed as new email in the in-box of the City email address. The City will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program, and the City will not be liable for any damages associated with Proposals not received.

The City reserves the right to accept Proposals received after the closing date and time but is under no obligation to evaluate.

Proposals will not be opened in public.

Proposals may be withdrawn by an authorized representative of the proponent upon request sent to email: bid@coquitlam.ca prior to time set as closing time for receiving Proposals.

1.8 Enquiries

All inquiries are to be directed in writing by email quoting the RFP name and number to: bid@coquitlam.ca

Questions are to be submitted in writing no later than 3 business days prior to the closing date.

The City shall determine, at its sole discretion, whether the query requires response, and such responses will be made available to all Proponents by issue of Addenda posted on the City's website that will be incorporated into and become part of the RFP.

No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

1.9 Addenda

Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website address:

www.coquitlam.ca/BidOpportunities

If a change or additional information is warranted, the City's response will be communicated to all Proponents by written Addenda that will be posted on the City's website prior to the Closing date.

Upon submitting a proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City website, and deemed to have considered the information for inclusion in the Proposal submitted.

Should there be any discrepancy in the documentation provided; the City's original file copy shall prevail.

1.10 Privacy Act

Proponents are advised that submissions are subject to the Freedom of Information and Protection of Privacy Act and contents may be disclosed if required to do so pursuant to the Act.

1.11 Irrevocability & Acceptance of Proposals

The City requests that proposals remain open for acceptance for a period of not less than sixty (60) days from the Closing date and time.

The City reserves the right to accept or reject any or all proposals or cancel the RFP at any time. The lowest proposal may not necessarily be accepted. All proposals will be evaluated to determine best overall value to the City.

The City will be under no obligation to proceed further with any submitted proposal and should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the Closing date and time unless invited by the City. Should a Proposal be accepted, a City purchase order (PO) will be issued for the provision of these goods and services that will incorporate all related documents and correspondence.

1.12 No Claim

Except as expressly and specifically permitted in this Request for Proposals, no Proponent shall have any claim for any compensation of any kind whatsoever, relating to this RFP, including accepting a non-compliant bid, and by submitting a proposal, each Proponent shall be deemed to have agreed that it has no claim.

1.13 No Contract

This is not a tender process. No contractual, tort, or other legal obligations are created or imposed on the City, or any other individual, officer or employee of the City with respect to the RFP documentation or by submission or consideration by the City of any Proposal.

1.14 Non-Solicitation

Proponents and their agents will not contact any member of the City Council with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the City may reject the Proposal of any Proponent that makes any such contact.

1.15 Conflict of Interest

Proponents shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees.

1.16 Liability for Errors

While the City has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive.

1.17 Extension of Offer

Proponents agree to allow other local public agencies with similar needs within British Columbia to participate in this contract.

Additional participating agencies may opt to enter into a contract with the successful Supplier for the purchase of the products and services described in this RFP based on the terms, conditions, prices, and percentages offered by the Supplier to the City of Coquitlam with possible minor changes negotiated.

This is intended to be means of promoting cooperative purchasing efforts with the public sector, and to provide additional value to the Supplier.

1.18 Evaluation Criteria

The criteria for evaluation of the Proposals are listed in no particular order or precedence and may include but are not limited to, the following:

Corporate:

- Experience and references; similar in size scope and complexity being provided to other local government agencies and commercial operations in BC

Technical:

- Compliance to Specifications
- Performance and Functionality
- Warranty and Repair
- Training and Technical Support

Financial:

- Price
- Sustainable Benefits
- Value Added Benefits
- Total Cost of Ownership

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

1.19 Selection Process

The City will evaluate proposals received and may invite one or more of the highest ranked proponents to provide a presentation to demonstrate the features of the proposed system.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal.

Upon submitting a Proposal, Proponents agree that the City may disclose their company name; however, no prices, scores, weights or totals will be provided to any Proponents.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

1.20 Negotiation

The City reserves the right, prior to Contract award, to negotiate changes to the scope of the services or to the Contract documents (including pricing) with the proponent or any one or more proponents, proposing the “best value” without having any duty to advise any other proponent or to allow them to vary their proposal as a result of changes to the scope of the services or to the Contract documents; and the City may enter into a changed or different Contract with the proponent(s) proposing the “best value”, without liability to proponents who are not awarded the Contract.

2. **AWARD OF CONTRACT**

2.1 Notification of Award

The City will notify the successful Proponent (“Supplier”) in writing of its decision to award the Contract by issue of a City Purchase Contract or Purchase Order (PO).

The City’s Terms and Conditions of Purchase will form the contract and are posted on the City’s website: [City of Coquitlam Terms and Conditions of Purchase](#)

The following terms and conditions will also apply to this contract:

2.2 Supply of Products

The Supplier will supply Automated License Plate Reader ALPR Systems as described in [Appendix A – Specifications](#).

2.3 Warranty

The Supplier shall warranty the Automated License Plate Reader ALPR Systems against defects for a minimum one (1) year term. Faulty systems shall be repaired or replaced at no additional charge to the City. Should repair be required, the Supplier will provide a loaner ALPR within 48 hours at no charge to the City.

2.4 Insurance

The Supplier agrees that it will maintain Commercial General Liability and Property Damage Insurance satisfactory to the City in the amount of not less than FIVE MILLION DOLLARS (\$5,000,000.00) inclusive per occurrence. The policies in force will include:

The City of Coquitlam will be named as additional insured; and

The policy will not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City's written approval of the cancellation, transfer, assignment or alteration.

2.5 Advertisement

The Supplier will not advertise its relationship with the City without prior written authorization from the City.

2.6 Non-Exclusivity

The intent of the City is to award to one Supplier but the acceptance of any proposal, and upon award, does not entitle any Supplier to exclusive rights for the supply of goods, services and materials.

2.7 Invoices and Payment

The City will provide payment for goods and services that have been received in good condition and are accepted by the City.

- a) Invoices are to be sent in .pdf format to email: apinvoices@coquitlam.ca
- b) Invoices shall indicate the Date, a unique invoice number, the City Purchase Order Number, Work Order or Purchase Contract Number and City contact name;
- c) The Supplier shall be paid net 30 days or best effort from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Supplier and the City.
- d) Taxes are to be shown separately.

2.8 Default

The City reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and purchase goods from any other Supplier, if the successful Supplier:

- Fails to make delivery of the goods;
- Fails to perform any provision of the contract within the time specified, or within a reasonable amount of time if no time is specified, as determined by the City;
- Fails to meet the City's standard of expected and agreed level of service and performance of the products;
- Be adjudged bankrupt or makes general assignment for the benefit of creditors.

2.9 Cancellation

The contract may be cancelled by either party, without cause or penalty upon thirty (30) days written notice. The supplier would be paid for systems and services provided to date of notification.

APPENDIX A – SPECIFICATIONS

The City of Coquitlam requires Automated License Plate Reader (ALPR) Systems for parking enforcement.

ALPR Systems, including any ancillary and/or associated equipment to have the system fully functional is described herein.

1. Cameras and Software

- Installation of ALPR systems; software and hardware
- Vehicle Mounted Platform
- System must be equipped with high resolution LPR cameras that can be specifically used in varying inclement wet weather conditions
- System must read license plates from vehicles on both sides of the unit. Target vehicles may be either parked or moving.
- System must be able to read across one and a half lanes and be capable of reading vehicles that are either parallel parked or parked at 45 or 90 degrees, both on street and off-street.

2. Functional Requirements

- Automatically detect vehicles parked in time limited parking zones and the capability to display on an in-vehicle map the location of all vehicles (i.e. live monitoring of parking meter data).
- Scan license plates to determine length of time a vehicle has been parked in a spot
- Enforce parking regulations and identify vehicles that have overstayed the paid period or maximum stay rules.
- Pay by License enforcement
 - LPR system must be able to enforce plates entered in pay stations in near real-time of new transactions and the ability to connect to vendor database through in-vehicle application and verify ticketing.
 - LPR system must be able to enforce plates entered into database using a pay by phone, pay by cell and pay by application with the ability to verify by connecting to vendor database through in-vehicle application.
- The system must provide the capability to manually enter a license plate number
- The in-vehicle application shall support the review of stored reads and hits and their associated data. Upon a hit, the user shall be required to accept or reject the hit. If the user rejects the hit, they can select a reject reason from a list of reasons. If the user accepts the hit, they shall be required to enforce or not enforce the hit.

- Reporting; real time data and data capture to be used for strategic planning
- Training as needed
- Service and support

3. Durability and Performance

- Minimum 4 hour run time battery with charge time of less than 2.5 hours
- Continuous functionality in submergible water for 30 minutes or more
- Maximum start time of 5 seconds
- Temperature reading
- Battery Level Indicator

4. Warranty

- Manufacturer standard warranty
- Extended Warranty
- Full replacement of faulty equipment within one year of purchase

5. Warranty and Repair Facility

- Lower Mainland (Vancouver region)
- Available loaner ALPR equipment within 24 hours



CITY OF COQUITLAM

RFP No. 17-01-06

Supply and Delivery of New

AUTOMATED LICENSE PLATE READER (ALPR) SYSTEM

Proposals will be received on or before 2:00 pm local time on

Thursday, February 9, 2017

(Closing date and time)

Proposal Submission Instructions

Proposal submissions are to be consolidated into one (1) .pdf file and uploaded electronically through Qfile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. in the "Subject" field enter: **RFP Number and Name**
2. Add files in .pdf format and **Send**
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete and was sent to email: bid@coquitlam.ca.)

Proponents are responsible to allow ample time to complete the Proposal submission process. If assistance is required phone 604-927-3060.

PROPOSAL SUBMISSION FORM

Complete and return this Proposal Submission Form and Attach Pages as Required

Submitted by: _____
(Company name)

1. PRICE

Unit prices shall include transport, freight, custom duties, brokerage fees and any other delivery costs (excluding GST) stated in Canadian dollars.

Prices shall remain firm for the **five (5) year term and be in effect to December 31, 2021**. All prices quoted shall include delivery charges, freight prepaid FOB: to the City of Coquitlam.

The City intends to purchase two (2) Automated License Plate Reader (ALPR) Systems. The results of this RFP will create a contract to purchase additional units, if required, over the contract term. The contract may be renewed for additional terms subject to mutual agreement of price and service.

The quantities stated are estimates only and not a commitment. Actual quantities ordered may increase or decrease dependent on need and budget availability.

AUTOMATED LICENSE PLATE READER (ALPR) SYSTEMS						
		Description	Equip. Mfg. Name and Model No. / Name of Software	Quantity	Unit Price (exclude GST & PST)	Extended Price (exclude GST & PST)
1	Equipment	Automated License Plate Reader (ALPR) Systems		2	\$	\$
2	Installation	2 City vehicles		2	\$	\$
3	Software System	Subscription and Licensing Fees – Year 1			\$	\$
4	Optional handheld ALPR unit	Handheld Automated Licence Plate Reader		1 (provisional)	\$	\$
	TOTAL (exclude PST & GST)					\$

2. PRICE – SERVICE AND SUPPORT

Service & Support Year 2,3, 4 & 5				
			Description	Price (exclude GST & PST)
1	Service & Support	Year 2 – 2018	Support and Maintenance	\$
2		Year 3 – 2019	Support and Maintenance	\$
3		Year 4 – 2020	Support and Maintenance	\$
4		Year 5 – 2021	Support and Maintenance to December 31, 2021	\$
5	TOTAL			\$
	Other			

3. SUBMITTALS

Proponents shall submit the following appendices for each Option above:

a) **Technical Specifications**

- Manufacturer Technical Specifications
- Certifications and verification of product testing
- Software platform

b) **Warranties**

- Manufacturer and Distributor Warranties
- Extended Warranties

4. LEAD TIME FOR DELIVERY

State the lead time for delivery from the date of order:

5. OPERATIONAL CRITERIA

The City expects that the Contractor will be responsible for all life cycle costs associated with the ALPR system and maintain all equipment in a fully operational state throughout the first five years of operation. This is to be included in the price proposed. This should include, but not be limited to, the following:

Item	Requirements	Confirm YES/NO (If no, provide details)
.1	Confirm the maximum distance of GPS positional accuracy.	
.2	Generate and implement multiple zones within a block face.	
.3	Systems server location in Canada, specify details:	
.4	Live Time Monitoring – identify vehicles that have overstayed the paid period or maximum stay rules:	
.5	Alerts – ability to load 3 rd party information and obtain alerts on recognized license plates:	
.6	Reports -	
.7	ALPR is re-configurable through desktop software for: Frequency of reporting intervals, content of data sets	

6. PRIVACY IMPACT ASSESSMENT

Proponent will be required to demonstrate how its technology meets British Columbia Privacy Laws by providing a Privacy Impact Assessment.

7. DEMONSTRATION

Proponents confirm they will provide an on-site demonstration for the purposes of testing and evaluation.

Demonstration equipment must include manufacturer training materials.

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8. WARRANTIES AND RETURN

Proponent agrees to provide full replacement/repair for any cameras that fail during the initial one (1) year term at no charge to the City.

Proponents **MUST list the location and capabilities of the warranty and repair facility** and demonstrated proof of the facility of the stated capabilities, as acceptable to City in the areas of onsite versus offsite repairs, testing and warranty work.

Preference will be given to organizations that provide onsite repairs, testing, warranty work and loaner ALPRs for any warranty or repairs required.

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9. MANUFACTURER'S LOCATION OF PRODUCTION OF CAMERAS EQUIPMENT

Address:	
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10. DISTRIBUTOR'S LOCATION

Address:	
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11. PARTS LOCATION

12. TECHNICAL SUPPORT AND SERVICE

Describe the technical support offered including training to City personnel, manuals provided and all other support services.

Describe how upgrades are implemented and how is the City notified.

13. REPAIR AND MAINTENANCE

Describe expectations of what type of repair and maintenance would be required in the 5 year term to optimize the life cycle value. Confirm this is provided by the Proponent and included in the annual support price:

14. VALUE ADDED

Provide information on what makes the Supplier innovative. What is your competitive advantage, and what other additional services does the Supplier provide that would be of benefit to the City.

15. SUSTAINABLE BENEFITS

Provide information on the equipment and any initiatives, programs and product choices that the Proponent has implemented that could be considered environmental, financial/economic, social/ethically sustainable value that would benefit the City.

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16. REFERENCES

Contracts indicated below should be of similar size and with other similar clients. Proponents agree that by providing information below, the City has permission to contact references provided.

Supply Contract Description	
Effective Start Date	
Approximate Value	
Customer/Municipality Name	
Reference Contact	
Telephone / Email	

Supply Contract Description	
Effective Start Date	
Approximate Value	
Customer/Municipality Name	
Reference Contact	
Telephone / Email	

17. CONFLICT OF INTEREST

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the City, their elected or appointed officials or employees:

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18. ACCEPTANCE

The City requests that proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date.

We confirm that this proposal is open for acceptance by the City for a period of _____ days.

19. ADDENDA

We acknowledge receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued

20. AUTHORIZATION

We confirm that we are an authorized dealer, re-seller or manufacturer and hereby submit our Proposal for the supply and services specified in accordance with the Terms & Conditions provided in this RFP:

Company Name:	
Address:	
Phone:	
GST Registration No.	
Name and Title of Contact <i>for communication related to this RFP</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature of Authorized Person:	
Date:	

This proposal is submitted and signed by a representative that can bind the company to statements made. For the purpose of the Proposal submission, digital copies of original documents and electronic signatures are accepted.