

**Request For Proposal (RFP)
For The Purchase And Installation
Of a Fuel Management System**

Solicitation Number: HCTC2016 – 1

Direct Questions To: Mr. Ken Jimkoski, Director
Huron County Transit Corporation
kenjimkoski.tat@gmail.com

Date Issued: 1/27/2017, 2017

Proposal Due: 2/27/2017, 2017 by 12:00 pm

Amount of Proposal \$ _____

Submit one (1) copy via email to: Ken Jimkoski kenjimkoski.tat@gmail.com

AND the Original plus two (2) copies to: Fuel Management System
Huron County Transit Corporation
1513 Bad Axe Road
Bad Axe, MI 48413

PROPOSER READ AND COMPLETE

The undersigned certifies that he/she offers to furnish materials and services in strict accordance with the requirements of this RFP including the specifications, proposal form, and terms and conditions; that prices quoted are correct; and that this proposal may not be withdrawn for a period of one hundred-twenty (120) days from the due date noted above.

Signature

Date

Federal ID Number:
(Precede with "S" if Social Security Number)

Background:

The Huron County Board of Commissioners through the Huron County Transit Corporation (hereinafter referred to as the “agency”) provides demand-response public transportation in Huron County, Michigan. The transit system operates 41 transit vehicles and provides nearly 340,000 demand-respond trips per year. The agency’s buses are equipped for a GasBOYFuel Dispensing System.

The agency is seeking a fuel management system that will provide better recordkeeping and control of fuel use, and provide better management of fuel purchasing and inventory. The system’s hardware and software must be fully compatible with the agency’s current fuel dispensing system. Submitted proposals must include all installation and configuration. Detailed specifications of the desired fuel management system is attached as Attachment A.

Proposal Content:

Proposals must include the Proposal Cover Page sent with this RFP. The cover page must be signed in ink by an official of the submitting organization authorized to bind the submitter to the provisions of the RFP. The complete Proposal Cover Page must be returned with the proposal. No copies will be accepted.

Proposals must also include:

Product interface capability: Describe how the product’s compatibility with the agency’s current fuel dispensing system is ensured.

Detailed product description: Describe how the fuel management system will perform the functions described in Attachment A.

Business Organization: Full business name and address, and primary contact(s) and authorized negotiator(s) for this proposal and project, and their contact information. Describe your firm’s experience with fuel management systems.

Price: Proposed price must be clearly marked on the Proposal Cover Page.

References: Provide three references with the business’s name, address, contact person and that person’s email and phone number.

Warranty: Describe the warranty of parts and labor, and of the MIFARE or equal tags.

Proposal Conditions:

Submitted proposals become the property of the agency and will not be returned. The contents of the submitted proposals are considered valid for one hundred and twenty (120) days after the submission deadline.

Payment will be by lump sum. Payment will not be made until the agency issues a written Notification of Final Acceptance. This solicitation will result in a firm, fixed price contract.

The agency reserves the right to waive any informalities or minor defects and to accept or reject any or all of the submitted proposals for sound, documentable, business reasons, and to postpone the proposal due date.

Submit the signed, original proposal and two (2) copies in a sealed envelope marked "Fuel Management System" to: Ken Jimkoski, Huron County Transit Corporation, 1513 Bad Axe Road, Bad Axe, MI 48413. Email the one (1) copy to Ken Jimkoski at kenjimkoski.tat@gmail.com The email subject line must say "Fuel Management System". Proposals are due by mail or hand delivery by 5:00 p.m. EST on _____, 2016. Late submissions will not be accepted.

Conditional proposals will be considered non-responsive and may be rejected unless the agency gives specific approval to a written request received at least ten (10) working days prior to the proposal due date. No other proposal changes will be accepted after submittal. All other interested parties will be notified of any changes to the Scope of Work.

This RFP does not commit the agency to award a contract, to pay any cost incurred in the preparation of a proposal, or to preclude the agency from canceling, in part or in its entirety, this RFP, for sound, documentable, business reasons.

Questions:

Questions about this RFP must be submitted by email to Ken Jimkoski at kenjimkoski.tat@gmail.com Phone calls involving the RFP or related questions will not be accepted. All questions, answers and any addendums related to this RFP will be sent to vendors who were sent an RFP and to every firm who has submitted a proposal or a question, and will be posted on the agency's website at www.tatbus.com All questions

and/or comments must be received at least ten (10) working days prior to the proposal due date. Verbal comments are not part of this solicitation.

Evaluation Criteria:

The selection panel members are the agency's director, bookkeeper, maintenance supervisor and human resource. Any submitter falling within a competitive range as determined by the selection panel may be asked to give a presentation to the selection panel to discuss any aspects of the proposal needing clarification. Presentations will be evaluated on clarity, quality and completeness. Evaluation scores may be adjusted based on the results of the interviews.

The agency reserves the right to award to other than the lowest price proposal and to the proposal representing the Best Value to the agency. The award will only be made to a responsive and responsible firm. The selection criteria for this solicitation are following and are equally weighted.

- compatibility with the agency's existing fuel system and maintenance software.
- compatibility and capability of site controller.
- price. Price will be evaluated using the following formula: lowest proposal divided by the proposal being evaluated multiplied by the points available = points awarded.
- host software and hardware ease of use.
- ability to generate reports and ease of report customization

Withdrawal Of Offers:

Proposals may be withdrawn by written request prior to the due date and time. A proposal may also be withdrawn in person by a proposing firm, provided the withdrawal is made prior to the due date and time. The proposing firm must sign a receipt of withdrawal. No proposal may be withdrawn after the due date unless there is a material error in the proposal. Withdrawn proposals may be resubmitted, with or without modifications, up to the due date and time. The agency shall require proof of agency from person withdrawing the proposal.

Terms and Conditions:

This project is funded by the Federal Transit Administration (FTA) and the Michigan Department of Transportation (MDOT) grants. It is subject to federal and state guidelines. The federal requirements for this project are Materials And Supplies Less Than \$100,000, as attached as Attachment B, and available on the internet.

The agency complies with all Federal and State civil rights, equal opportunity, and fair housing requirements of Title VI of the Civil Rights Act of 1964.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract. The agency is exempt from federal, state, and local taxes. The agency will not be responsible for any taxes levied on the respondent as a result of the contract resulting from this RFP.

The selected contractor will contract with the agency and may have to have a third party subcontract approved by the MDOT. This is a firm, fixed price contract. The awarded subcontract, or other written notification, serves as the vendor's Notice to Proceed. The agency reserves the right to cancel the contract with thirty (30) days written notice.

The selected firm must provide the agency and its authorized representatives safe access to the work at all times. The selected firm must provide the agency and its authorized representatives with the information and assistance necessary for them to make complete and detailed inspections. The selected firm is not entitled to a time extension or compensation for reasonable delays, inconvenience, or any other cause attributed to the agency's reasonable inspection of the work.

The agency complies with all Federal and State civil rights, equal opportunity, and fair housing requirements of Title VI of the Civil Rights Act of 1964.

Protests:

Pre-award protests must be received by 10 business days before the proposal due date. Post-award protests must be submitted in writing to the agency within 10 business days of the procurement award. The written protest must clearly define the decision or process being protested, the reason(s) for the protest, and the relief desired of the agency. The agency director or her/his designee will review the written protest and provide a written decision to the protestor within 10 business days of receiving the protest.

Indemnification:

The selected proposer shall indemnify, defend and hold harmless the agency, its officers, agents, employees, independent contractors, the State of Michigan, MDOT and all officers, agents, employees thereof:

--from any and all claims by persons, firms, or corporations for labor, materials, supplies or services provided in connection with any contract awarded, which the offeror shall perform under the terms of this contract; and

--from any and all claims for injuries to, or death of, any and all persons, for loss of or damage to property, environmental damage, degradation response and cleanup costs, and attorney fees or other related costs arising out of, under, or by reasons of this RFP, except claims resulting from the sole negligence or willful acts or omissions of said indemnities, its agents or employees.

Assignment:

Neither party may assign, directly or indirectly, all or part of its rights or obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed.

Attachments

- Attachment A: Fuel Management System Specifications
- Attachment B: Federal Contract Clauses: Materials and Supplies Less Than \$100,000