

**London Transit Commission
450 Highbury Avenue North
London, Ontario
N5W 5L2**

Request for Proposal

Supply and Installation of Wayside Information Signage

1.0 Purpose of the Proposal Call

The purpose of the request for proposal call is to receive submissions for the supply and installation of wayside information signage that directly links to LTC's AVL system to provide next bus arrival information in real time.

The Automatic Vehicle Location System in use is Transit Master by Trapeze. LTC currently has the following inventory of wayside signage that will be updated as part of this request for proposal:

- 10 8-line information signs

In addition to the replacement of the above wayside signage, LTC is looking to expand the number of wayside information signs across the system, to include up to 35 2-line information signs, which will be installed in selected shelters across the system.

2.0 Submission Terms

2.1 Commission means The London Transit Commission.

2.2 The proposal submission, including the completed and signed Bidder Submission Form and Bidder Acknowledgement Form including any relevant back-up material, must be submitted in a sealed envelope and received by the Commission up to and including 11:00 AM on **Wednesday July 26th, 2017**

2.3 The **11:00 a.m.** deadline will be as per the Commission's time clock.

2.4 It is the Bidder's responsibility to ensure that the proposal submission is received by the Commission by the stipulated date and time.

2.5 Proposals submitted by way of Canada Post, or any other private or public courier, will be considered received only when the proposal envelope is signed and dated by an authorized administrator of the Commission, which includes the Senior Buyer, Director of Finance or General Manager.

2.6 All proposal submissions received after the stipulated time and date will not be accepted.

2.7 Any erasure of figures will invalidate the proposal unless initialed by the Bidder.

2.8 Proposals must be submitted in ink or typewritten and signed.

2.9 Facsimile proposals will not be accepted.

- 2.10 **3 Copies** of the response to the Request for Proposal must be provided. Each copy is to be bound and include a cover that clearly identifies the Bidder responding. The table of contents must clearly cross reference the information contained in the submission to the requirements in this Request for Proposal.
- 2.11 The proposal submission will be open for acceptance, by the Commission, for a period of sixty (60) days from stipulated closing date.

3.0 General Terms and Conditions

- 3.1 The Commission reserves the right to accept or reject any proposal submission, reserves the right to accept other than the lowest proposal and also reserves the right to accept and award the proposal in whole or in part.
- 3.3 The Commission will not be liable nor reimburse any Bidder for costs incurred in the preparation of their proposal, or any other services that may be requested as part of the evaluation process.
- 3.4 If requested to make an oral presentation to the Administration, it is expected that the manager(s) and / or account representative(s) who will be assigned to the account will be in attendance at any requested meeting and / or presentation.
- 3.5 With respect to the proposal, Bidders may be requested to:
- Provide additional information.
 - Modify their submissions in areas where the Commission considers them deficient.
 - Address requirements not adequately covered in their original submission; and/or
 - Substitute components where the Commission considers that an alternative may be more suitable.
- 3.6 It is the sole responsibility of the prospective Bidders to seek clarification on any issue contained in the document.
- 3.7 All inquiries, clarifications and any changes in the specifications are to be forwarded to Caroline Roy (croy@londontransit.ca). Responses will be consolidated and issued to all Bidders in the form of an addendum. The communication of the responses will be in written form and transmitted via fax or e-mail to all Bidders.
- 3.8 No oral interpretations, clarifications or changes shall be effective to modify the general conditions or specifications contained in this Request for Proposal.
- 3.9 In the event of conflict or misunderstanding, in any way, of any part of the specifications, the Commission shall be the sole judge as to the true meaning and intent of the specifications. The decisions made by the Commission shall be final.
- 3.10 In cases of dispute as to whether or not a service proposed or delivered meets the condition in the accepted proposal, the decision of the Commission shall be final on all parties.
- 3.11 The Bidder assumes all responsibility for consistent quality and continuity of service. Any charges incurred by the Commission to obtain alternate service due to the inability of the Bidder to supply shall be charged back to the Bidder.

- 3.12 The successful Bidder will not make any assignment or subcontract for the execution of any service without the written authority of the Commission.
- 3.13 The successful Bidder agrees to enter into an appropriate form of contract with the Commission, the basis for which will be as set out in this Request for Proposal, and the related bid submission.
- 3.14 Failure to comply with any or all Terms and Conditions of this proposal and/or subsequent contract relating to this proposal shall be just cause for the cancellation of the award. The Commission shall then have the right to award the contract in a manner deemed appropriate by the Commission.
- 3.15 The target time lines associated with the processing of this Request for Proposal are as follows:
- Release of Request for Proposal - **June 27th, 2017**
 - Bid submissions deadline - **July 26th, 2017**
 - Bid assessment process - **July 26th – August 20th, 2017**
 - Commission approval - **August 30th, 2017**
 - Bid award - **August 31, 2017**
- 3.16 Evaluation of proposals will include, but not be limited to, the following:
- bidders understanding of the purpose and nature of the Request for Proposal as evidenced by clarity of bid submission including work plan;
 - specific experience/expertise of the Bidder;
 - reference checks;
 - bid price (monthly service fees, interest rates paid on account balances)
 - timelines
- 3.17 Information contained in proposals in response to this RFP and any contracts and documents generated therefrom will generally be available to the public pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). If the respondent believes that any of the information it provides is confidential or proprietary, it must identify the exact portions it considers confidential or proprietary and provide a reason why it should not be released under MFIPPA. Those reasons might include, for example, confidential or personal information as described in sections 10(1) or 14(1) of MFIPPA.
- 3.18 The LTC is committed to the highest standards of integrity with respect to the purchase of goods and/or services and managing the processes by which goods and/or services are acquired. The official point of purchasing contact shall be a member of the Purchasing Team. Should it be necessary or desirable to have a contact person to respond to technical issues, that person shall be named in the competitive bid documents. All communications will be made by these individuals and during the procurement process, no Bidder or person acting on behalf of the Bidder or group of Bidders shall contact any elected official, consultant or any employee of the LTC, including the Commission to attempt to seek information or to influence the award of the contract. Any activity designed to influence the decision process, including, but not limited to, contacting any Commission Member, consultant or employee of the LTC for such purposes as meetings of introduction, social events, meals or meetings related to the selection process, shall result in disqualification of the Bidder for the project to which the influential activity is deemed to be directed. Notwithstanding the foregoing, this prohibition does not apply

to meetings specifically scheduled by the Senior Buyer for presentations or negotiations. Any Bidder found to be in breach of this Policy shall be subject to immediate disqualification from the procurement process and may be prohibited from future opportunities at the discretion of the Commission.

In addition, no Bidder who has been awarded the contract shall engage in any contact or activities in an attempt to influence any elected official or any employee of the LTC with respect to the purchase of additional enhancements, options, or modules. However, a contractor may communicate with the Senior Buyer or the Director of Finance for purposes of administration of the contract during the term of the contract.

The determination of what constitutes influential activity is in the sole discretion of the Senior Buyer and/or Director of Finance acting reasonably, and not subject to appeal.

Contract award decisions shall be based on clear, transparent and objective criteria that are applied free from political considerations or political interference.

4.0 Insurance:

4.1 Insurance and Indemnification:

The Bidder agrees to indemnify and save harmless the Commission from and against all liability under such statutes, laws and regulations and in respect to all claims that may arise or be made against the Commission as it pertains to the Terms, Conditions and Specifications of the Request for Proposal.

The successful Bidder shall save harmless and indemnify the Commission against claims for personal injuries, including accidental death and property damage caused by the operations of the Bidder or his/her authorized sub-contractors during the performance of work on the contract. The Commission shall be a named insured on the applicable insurance policies providing the following sums:

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|---|-------------|
| <u>Public Liability</u> – each occurrence – one or more persons | \$2,000,000 |
|---|-------------|

| | |
|--|-------------|
| <u>Property Damage</u> – each occurrence (including environmental liability) | \$2,000,000 |
|--|-------------|

| | |
|---|-------------|
| <u>Comprehensive General Liability</u> – (Errors and Omissions) | \$2,000,000 |
|---|-------------|

The successful Bidder shall not commence services until such time that all insurance policies as mentioned herein have been approved by the Commission.

The successful Bidder is responsible for advising the Commission of any changes to the above coverage during the term of the contract.

4.2 Workplace Safety Insurance Board/ Liability Coverage:

The successful Bidder must be in good standing with the Workers' Safety Insurance Board as may be applicable and shall furnish the Commission with the appropriate Workers' Safety Insurance "Clearance Certificate", prior to commencing any work.

5.0 Scope of Work

- 5.1 To supply and install wayside information signs which are compatible with LTC's Automatic Vehicle Location System across the LTC network.

Given the wide range of options available, specific requirements for signage options are not being specified in order to provide LTC with a number of options to select from. There may be numerous contract awards resulting from this request for proposal, noting the intent is to try a number of different options to determine a best path going forward.

- 5.2 The 10 8-line signs currently in use are all connected to an electricity supply, however 2 of the signs will be subject to a change in location. Bidders will be responsible for site permits and electrical hookups as necessary for the 2 new locations.
- 5.3 The new 2-line signs will be installed at high-volume stops throughout the system. Vendors will be responsible for site permits and electrical supply as required, noting LTC is open to the option of solar powered signage.

6.0 Bidder Information and Submission Format

6.1 Bidder Information

The following information must be provided on a point-by-point basis:

- Firm profile
- Corporate office location
- London office location as may be applicable
- Number of clients for which similar services have been completed
- List of 3 clients for which the same or similar services have been completed
- Firm (related) experience
- Name of principle contact
- Resume of principle contact including related experience
- Supporting number of employees

6.2 Bid Submission Format/Content

The Bid submission must include a copy of the Request for Proposal, the completed "Bidder Submission and Acknowledgement Form – Parts A and B and the request Bidder information as per Section 6.1

In addition, the Bidder must provide:

- a statement of understanding of the work to be completed
- a statement of expectations of the Commission and/or Administration
- timelines to complete all elements of the project

6.3 Bid Evaluation

The submission will be evaluated based upon the completeness of the submission including but not limited to:

- expressed understanding of project requirements
- proposed timelines
- direct relevant experience of bidder firm
- cost

7.0 Bidder Submission and Acknowledgement Form

Part A – Bid Price Form – (provided on an upset limit basis)

| Product | Lines of Information | Power Source | Display Technology | Unit Price |
|----------------|-----------------------------|---------------------|---------------------------|-------------------|
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7.1 A product specification sheet should be provided for each product included in the bid.

7.2 Details with respect to quantity discount pricing should be provided where applicable.

Authorized Signature

Date

Part B - Bidders Submission and Acknowledgement Form

I/We the undersigned do hereby:

- a) acknowledge receipt of and accept all general and specific terms and conditions of this request for proposal document;
- b) submit the enclosed proposal document in accordance with the terms, conditions and requirements as set out in the various sections of this Request for Proposal document;
- c) agree to supply any and all supplementary information elaborating on our submission separately at the request of the Commission and/or as set out in the tender document;
- d) understand that this request for proposal is open for acceptance for a period of sixty (60) days from the stipulated closing date;
- e) declare that this proposal is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a bid for the same products and is in all respects fair without collusion or fraud;
- f) declare that no employee of the Commission, or Commissioner, is or will become interested, directly or indirectly, as a contracting party or otherwise in the supplies, work or business to which it relates or in any of the monies to be derived therefrom; and
- g) declare that the matters stated in the request for proposal are in all respects true.

Dated this the _____ day of _____, 2017 at _____

PROPOSAL SUBMITTED BY:

(Authorized Signature)

NAME (please print or type):

TITLE:

COMPANY:

ADDRESS:

TELEPHONE NUMBER:

Appendix A

London Transit Commission

Summary of Current Wayside Information Signage

London Transit Commission – Summary of Wayside Information Signage Currently in Use

London Transit currently utilizes 10 8-line wayside information signs, located as follows:

- 4 in the downtown (four corners of Richmond and Dundas)
- 1 on Western University campus (Natural Sciences building)
- 1 on Fanshawe College campus
- 1 at Masonville Place
- 1 at Argyle Mall
- 1 at White Oaks Mall
- 1 at Westmount Mall

Nine of the signs listed above utilize cellular reception, with the only exception being the one on Western campus, which utilizes radio wave (TDMA). All signs are connected to electricity.

While it is anticipated that the location of the Western, Fanshawe and four malls will remain the same, two of the four downtown sites will be relocated, exact locations have yet to be determined.