REQUEST FOR INFORMATION No. 2366

Garbage Truck Route Optimization and Navigation Solutions

DATE ISSUED: March 11, 2019

Closing Location:
Purchasing Department
2020 Labieux Road
Nanaimo, BC
V9T 6J9

CLOSING DATE AND TIME:
Information Packages must be received prior to:
April 1, 2019; 3:00 pm (15:00 hrs) Pacific Time

City Contact:
Purchasing Manager
purchasinginfo@nanaimo.ca

Late Submissions will not be considered
And
Submissions will not be opened publicly
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Section 1.0  Overview

1.1. Overview

The City invites interested Garbage Truck Route Optimization and Navigation Solution providers to submit an Information Package as set out in this RFI. Responses received will assist the City in the determination of future purchasing options or requirements.

1.2. Definitions

The following definitions apply to the interpretation of this document:

“ADDENDUM / ADDENDA” means a change, or addition, or correction significant enough to be formally made to this RFI. Addenda are posted on the City website.

“BUSINESS DAY” means any day from Monday to Friday inclusive, excluding statutory or civic holidays observed in British Columbia.

“CITY” means the City of Nanaimo.

“CLOSING DATE AND TIME” means the deadline for the submission of Information Packages as set out herein.

“CLOSING LOCATION” means the location that all Information Packages for this RFI will be accepted.

“RESPONDENT” means the Legal Entity providing a response to this RFI.

“REQUEST FOR INFORMATION PACKAGE” (RFI) means the document issued by the City used to solicit submissions to the City.

“SUBMISSION” or “INFORMATION PACKAGE” means the information submitted by a Respondent in response to this RFI.

“VENDOR” a legal entity whose principal product and/or services lines are Garbage Truck Optimization and Navigation related.
Section 2.0 Instructions to Respondents

2.1. RFI Closing Date and Submission Instructions

It is the sole responsibility of the Respondent to submit their Information Package to the Purchasing Department prior to the established closing time. Information Packages received after the noted due time WILL NOT be considered. The time clock in the Purchasing Department Office is the official time piece for the receipt of all Information Packages.

Information Packages shall be clearly marked RFI 2366 Garbage Truck Route Optimization and Navigation Solutions and received by one of the following two methods:

a. By hand/courier:
   Sealed Proposals must be addressed to:
   City of Nanaimo Purchasing Department
   2020 Labieux Road
   Nanaimo, BC, V9T 6J9
   And include:
   One (1) original hard copy and One (1) digital copy (CD/DVD/memory stick)

b. By Electronic Bid Opportunity Portal:
   Follow the hyperlink; https://www.nanaimo.ca/bid-opportunities/. Click the submit button for RFI 2366 Garbage Truck Route Optimization and Navigation Solutions, register by providing all the required information; upload the submission document(s) and click submit.
   • An email confirmation will be sent to the email address that has been registered.
   • Registration is required for each submission.

It is the Respondent’s sole responsibility to ensure they allow themselves enough time to submit their Information Package prior to the established closing date and time.

Proposals received by facsimile WILL NOT be accepted.

2.2. Inquiries and Clarifications Related to this RFI

It is the Proponent’s responsibility to clarify interpretation of any matter the Proponent considers to be unclear before the Closing Time, by contacting:

Purchasing Manager
Email: purchasinginfo@nanaimo.ca
Telephone: 250-756-5319
2.3. **Addenda / Addendum**

If the City determines that an Addendum is necessary, the City’s designated project manager will post an Addendum on the City website, and shall become part in parcel part of the RFI Document(s). Upon submitting an Information Package, Respondents are required to sign each of the Addenda and include them with the submission.

It is the responsibility of the Respondent to ensure that it has retrieved any and/or all Addenda and or questions and answers as issued prior to the Closing Date and Time.

2.4. **Ownership of Information Packages**

All Information Packages submitted become the property of the City and will not be returned to Respondents.

2.5. **Respondent Expenses**

Respondents are solely responsible for their own expenses in preparing and submitting Information Packages, and for any subsequent meetings, discussions with or presentations to the City, relating to or arising from this RFI.

2.6. **Freedom of Information and Privacy Protection Act (FOIPPA)**

The contents of the Information Package are subject to the Freedom of Information and Privacy Protection Act (FOIPPA). The Respondent should note within its Information Package whether it considers any part of the Information Package as proprietary or trade secret. The City attempts to keep, to the best of its ability, proprietary or trade secret material confidential, only to the extent permitted by law. Notwithstanding the foregoing, the City has the sole discretion in determining whether any part(s) of Respondent Information Packages contain information that is exempt from FOIPPA legislation.

2.7. **Ownership of Information Packages**

All Information Packages submitted, other than any Information Package withdrawn prior to the Closing Date and Time of Information Packages or any late Information Packages, become the property of the City and will not be returned to Respondents.

2.8. **Working Language**

The working language of the City is English and all Information Packages must be submitted in English.

2.9. **Not a Binding Agreement**

Issuance of this RFI, the Respondent’s preparation of an Information Package, and the subsequent receipt of the Information Package by the City does not obligate the City in any manner whatsoever.

2.10. **Opening of Information Packages**

Information Packages will not be opened publicly.
Section 3.0  General Terms and Conditions

3.1.  Request for Information

Requests for Information (RFI) are a means by which the City can inform itself as to the technology available in the current market. Information gathered through this process will form the basis of the City’s next steps which may include, but not be limited to, the issuance of procurement documents such as a Pre-qualification and/or a Request for Proposal.

This RFI is not intended in any way as a means to pre-qualify any Vendor in respect of any future procurement process initiated by the City.

3.2.  Presentation/Demonstration

Respondents to this RFI may be required to provide to the City a presentation/demonstration of the Garbage Truck Route Optimization and Navigation Solutions available.

In the event presentations/demonstrations are required, the City will provide Respondents with a minimum of ten (10) business days’ notice. The purpose of the presentations/demonstrations will be to allow the City to obtain any required information so as to confirm and validate information provided in the RFI response. Respondents will also have the opportunity to introduce additional information based on questions posed by the City.

The City reserves the right at its sole discretion to determine not to proceed with presentations/demonstrations, and/or any future potential business initiative/competitive bid; or to issue one or more further requests for information and/or expression of interest without cost or penalty.

3.3.  Gifts and Donations

Vendors will ensure that no representative will offer or extend any entertainment, gift, gratuity, discount, or special service, regardless of value, to any employee of the City. Vendors will report any attempt by any employee of The City to obtain such favours to the City of Nanaimo’s Chief Administrative Officer.
Section 4.0 Scope

4.1. Introduction

The purpose of this Request for Information (RFI) is to give Vendors of Garbage Truck Route Optimization and Navigation Solutions the opportunity to inform the City of commercially available solutions. This RFI is intended to gather information that could assist the City in the development of a future procurement process.

Vendors are invited to share their perspectives on how their identified products and services could most optimally be used by the City. Information received through the RFI process may help inform future procurements for Garbage Truck Route Optimization and Navigation solutions.

In the event that sufficient information is received, the City may, but is not obligated to, initiate a competitive bidding opportunity.

4.2. Background and Strategic Drivers

The City of Nanaimo provides curbside collection service to its’ 28,200 (and growing) households on a weekly basis. We have recently updated our collection services to automated cart collection and are looking at new opportunities to optimize our collection service. Currently, we provide weekly collection of comingled organics and bi-weekly collection of garbage and recyclables (alternating each week). There is one tip location for each collection stream. The collection fleet consists of 8 split-body automated side loaders, equipped with RFID, GPS, and mobile communications. The collection fleet is CNG powered and there is one fueling location in the Nanaimo area. The City uses Lateral Innovations Innovasuite for cart management, vehicle tracking, and operations management.

4.3. Current State

The City is divided into 5 zones with 8 or 9 routes per zone. Each route has approximately 600 stops. The City currently uses ArcGIS to translate collection zone and property information into mapping for the drivers to use.

4.4. Out of Scope

As our understanding of Garbage Truck Route Optimization and Navigation options is incomplete, we are not placing any relevant topics out of scope at this time. This means if a product has functionality that the City has not identified; it may be presented in a demonstration.
4.5. **Desired Outcomes**

We are looking for solutions that will integrate with existing services and provide:

1) Route optimization which can be updated periodically to accommodate regular growth;
2) Turn-by-turn directions for the drivers.

We are interested in vendors that might have a solution that can help us with either need.
Section 5.0 INFORMATION PACKAGE

5.1. Description

Vendors interested in responding to this Request for Information are asked to provide detailed information about commercially available technology to the City. The purpose of issuing this RFI is for the following:

a) obtain information on potential technologies or approaches to Garbage Truck Route Optimization and Navigation Solutions;

b) obtain ideas on implementation approach that would enhance the success of a future procurement opportunity for this project; and

c) obtain high-level cost estimates for budget purposes that include different platforms / licensing options.

5.2. Requested Information

Vendors are asked to submit informative Information Packages that show a response based on the details contained in the table provided.

5.3. Instructions

Vendors are asked to provide the City with a written response to its questions and requirements in this document. Respondents should type responses in the table below without inserting or creating additional cells/rows. Reply in Word document or Excel spreadsheet format only if extra space is required for detailed responses.

<table>
<thead>
<tr>
<th>1.00</th>
<th>Company Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>a.</strong> Provide a brief executive level description of your business, customer base and experience providing Garbage Truck Route Optimization and Navigation Solutions to organizations similar to the City.</td>
</tr>
<tr>
<td></td>
<td><strong>b.</strong> Provide 3-5 short examples of projects, describing the project, objectives, your role, outcome and specific lessons learned.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.00</th>
<th>Understanding the City's Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>a.</strong> Identified within this RFI are the City’s target outcomes. How would your organization approach the requirements.</td>
</tr>
</tbody>
</table>
### Budgeting and Costing Model

<table>
<thead>
<tr>
<th>3.00</th>
<th>The City will need to develop a business case to move forward with any activities envisioned or suggested by Vendors through this RFI process. Tell us how to plan and budget for your proposed solution.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Describe the project phases and approximate timelines required to implement your suggested solution.</td>
</tr>
</tbody>
</table>
| c.   | Provide an outline / non-binding estimate of the following categories of costs associated with your suggested solution broken down by module:  
  - Capital Investment Costs  
  - Implementation Investment Costs  
  - Ongoing Operational Costs  
  - Comparison of Cloud versus on premises costs  
  - Recommended internal seconded staff resources |
Section 6.0  Respondent’s Information Form

Respondents must complete this form and include with the Information Package Submission.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Respondent Name</td>
</tr>
<tr>
<td>2.</td>
<td>Respondent’s Main Contact Individual</td>
</tr>
<tr>
<td>3.</td>
<td>Address (include postal code)</td>
</tr>
<tr>
<td>4.</td>
<td>Office Phone #</td>
</tr>
<tr>
<td>5.</td>
<td>Cellular #</td>
</tr>
<tr>
<td>6.</td>
<td>Email address</td>
</tr>
</tbody>
</table>

Respondent: ____________________________     Date ___________________

Signature: _____________________________________________________________

By submitting a response to this Request for Information (RFI), the Vendor acknowledges no binding legal relations is created whatsoever.