

Tally A. Burke-Ellison +1.801. 886.2255 Ext.: 521 (Direct) +1.801.819.3495 (Mobile) tellison@inthinc.com

February 17, 2012

Sent Via UPS Overnight Courier Tracking No. 1Z043AT70164115873

Attn: Bid Clerk
West Virginia Purchase Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Re: RFQ No. FLT12006 - Addendum No. 3

Dear State of West Virginia Bid Clerk:

Enclosed please find our submission RFQ No. FLT-12006 Addendum 3.

If you have any questions or need anything additional, please don't hesitate to let me know.

Kind Regards,

Tally A. Burke-Ellison Corporate Paralegal

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2012 FEB 21 A 9: 461

PLANTASING DIVISION STATE OF WV



State of West Virginia
Department of Administration
Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

### Request for Quotation

FLT12006

ADDRESS CORRESPONDENCE TO ATTENTION OF KRISTA FERRELL 304-558-2596

Inthinc

**Attn: Quote Request Department** 4225 West Lake Park Blvd, Suite 100 Salt Lake City, UT 84120

DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2101 WASHINGTON STREET, EAST **BUILDING 17** CHARLESTON, WV 25305 304-558-0086

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RFQ No. FLT 12006

## STATE OF WEST VIRGINIA Purchasing Division

### **PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

#### **DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (**West Virginia Code** §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

# Authorized Signature: Date: 1/19/12 State of Utah

County of Salt Lake, to-wit:

WITNESS THE FOLLOWING SIGNATURE

Taken, subscribed, and sworn to before me this 19 day of January , 2012

My Commission expires Jerember 14, 2015

**AFFIX SEAL HERE** 

NOTARY PUBLIC Sally Son Buta-Ellison

Tally Ann Burke-Ellison
NOTARY PUBLIC - STATE OF UTAH
My Comm. Exp. 12/14/2015
Commission # 651027

Purchasing Affidavit (Revised 12/15/09)

### State of West Virginia

### **VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

l. 	Application is made for 2.5% resident vendor publisher is an individual resident vendor and has resident the date of this certification; or,	ded continuousty it vv	est viigisila loi ioui (4) yee	
<del></del> .	Bidder is a partnership, association or corporation rebusiness continuously in West Virginia for four (4) wownership interest of Bidder is held by another indimaintained its headquarters or principal place of	years immediately pre vidual, partnership, as business continuousl	sociation or corporation re y in West Virginia for fou	esident vendor who has r (4) years immediately
	Bidder is a nonresident vendor which has an affiliate and which has maintained its headquarters or prin years immediately preceding the date of this certif	cipal place of busines fication; <b>or,</b>	S Within West Virginia Con	hundred state residents tinuously for the four (4)
2.	Application is made for 2.5% resident vendor Bidder is a resident vendor who certifies that, dur working on the project being bid are residents of Wimmediately preceding submission of this bid; or,	ring the life of the con	ITACT ON AVELAGE ALICASI	t 75% of the employees nuously for the two years
3.	Application is made for 2.5% resident vendor Bidder is a nonresident vendor employing a minir affiliate or subsidiary which maintains its headque minimum of one hundred state residents who cer employees or Bidder's affiliate's or subsidiary's e continuously for the two years immediately prece	mum or one nundred to larters or principal platifies that, during the lamployees are resider	ice of business within We ife of the contract, on ave its of West Virginia who h	erage at least 75% of the
4.	<b>Application is made for 5% resident vendor p</b> Bidder meets either the requirement of both subdi	reference for the rea	ason checked:	stated above; or,
5.	Application is made for 3.5% resident vendor Bidder is an individual resident vendor who is a vete and has resided in West Virginia continuously f submitted; or,	r preference who is eran of the United State for the four years imr	a veteran for the reason es armed forces, the reser nediately preceding the	n checked: ves or the National Guard date on which the bid is
6.	Application is made for 3.5% resident vendor Bidder is a resident vendor who is a veteran of the purposes of producing or distributing the commod continuously over the entire term of the project, or residents of West Virginia who have resided in the	ne United States arme lities or completing the on average at least so he state continuously f	a forces, the reserves of a project which is the subjective percent of the or the two immediately pr	ect of the vendor's bid and vendor's employees are eceding years.
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author the red deem	ubmission of this certificate, Bidder agrees to disclosorizes the Department of Revenue to disclose to the Dequired business taxes, provided that such informationed by the Tax Commissioner to be confidential.	ion does not contain t	ne amounts of taxes paid	nor any other information
	er penalty of law for false swearing (West Virgin accurate in all respects; and that if a contract is ages during the term of the contract, Bidder will		no Division in writing i	mmediately.
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\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.



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State of West Virginia Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

### Request for Quotation

RFQ NUMBER

2

FLT12006

KRISTA FERRELL 304-558-2596

DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2101 WASHINGTON STREET, EAST **BUILDING 17** CHARLESTON, WV 25305 304-558-0086

DATE PRINTED SHIP VIA TERMS OF SALE F.O.B FREIGHT TERMS 12/14/2011 31D OPENING DATE: 01/26/2012 **BID OPENING TIME** 01:30PM CAT LINE QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER. ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET. TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELLaWV.GOV. DEADLINE FOR ALL TECHNICAL QUESTIONS IS JANUARY 12, 2011 AT THE CLOSE OF BUSINESS. ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED AFTER THE DEADLINE HAS LAPSED. VERBAL COMMUNICATION: ANY VERBAL COMMUNICATION BETWEEN THE VENDOR AND ANY STATE PERSONNEL IS NOT BINDING, INCLUDING THAT MADE AT THE MANDATORY PRE-BID MEETING. ONLY INFORMATION ISSUED IN WRITING AND ADDED TO THE RE SPECIFICATIONS BY FORMAL WRITTEN ADDENDUM IS BINDING. NO CONTACT BETWEEN THE VENDOR AND THE AGENCY IS PERMITTED WITOUT THE EXPRESS WRITTEN CONSENT OF THE VIOLATION MAY RESULT IN THE REJECTION STATE BUYER. OF THE BID. STATE BUYER NAMED ABOVE IS THE SOLE THE SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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Department of Administration **Purchasing Division** 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

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**BUILDING 17** CHARLESTON, WV 25305

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State of West Virginia Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

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DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2101 WASHINGTON STREET, EAST **BUILDING 17** CHARLESTON, WV 25305

304-558-0086

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ADDRESS CHANGES TO BE NOTED ABOVE

DATE PRINTED TERMS OF SALE SHIP VIA FOB FREIGHT TERMS 12/14/2011 OPENING DATE 01/26/2012 BID OPENING TIME 01:30PM CAT QUANTITY LINE UOP ITEM NUMBER UNIT PRICE AMOUNT CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER. THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM. REV. 05/26/2009 PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD. EXHIBIT 4 LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER. REV. 3/88 SEE REVERSE SIDE FOR TERMS AND CONDITIONS TELEPHONE

MUCH DECOMPRISE TO DEC. INCEDENTABLE AND ADDRESS IN ODACE ADOLE LABELED STREET



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## REQUEST FOR QUOTATION AUTOMATIC VEHICLE LOCATION (AVL) DEVICES AND SERVICES PURCHASE - FLT12006

The Acquisition and Contract Administration Section of the Purchasing Division, hereinafter referred to as "State", is soliciting bids for the Fleet Management Office, hereinafter referred to as "FMO", to establish a contract to purchase automatic vehicle location (AVL) devices, data transmission services, accessories, and ancillary equipment for use on state vehicles owned, leased, rented, operated, managed or administered by FMO. This contract will not be used to purchase cell phones or cell phone accessories.

### 1.0 MANDATORY PRE-BID CONFERENCE

1.1 A mandatory pre-bid conference shall be conducted on January 6, 2012 at 1:00 p.m. Eastern Standard Time. Said conference will be held at 2101 Washington Street East, Bldg. 17 (Finance Division), Charleston, West Virginia 25305.

#### 2.0 PURPOSE

- 2.1 The purpose of this RFQ is to request bids from responsible vendors with the intent to award a purchase contract to provide automatic vehicle location devices, data transmission services, accessories, and ancillary equipment for use on State vehicles or by state employees. These automatic vehicle location devices and data transmission services shall include the logging and retention of data; wireless transmission of data; and supporting browser client-server application services. Automatic vehicle location devices. ancillary equipment, accessories, and installation services are included, as well as related maintenance, support services, and data transmission service plans. AVL devices shall include devices that are OBD-II and SAE J-1708/J-1939 schema compliant and are CDMA or GPRS data transmission capable. Optional service may include the use of the device as a Wi-Fi enabler (hot spot) for other Wi-Fi capable devices. e.g., GPS notebook/notepad/laptop computer, etc. to access the internet or other related data transmission services.
- 2.2. The State presently utilizes approximately 500 AVL devices and approximately 1,200 data devices (Blackberries, Treos, I-Phone, I-Pad, and similar data devices). FMO plans to increase the number of AVL-equipped vehicles by 1,000 vehicles or more over the standard life of the contract (subject to appropriation).

### 3.0 DEFINITIONS

The below terms shall be herein defined as:

A. "Agency": Any entity seeking goods/services under this "Contract".



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

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FLT12006

ADDRESS CORRESPONDENCE TO ATTIENTION OF THE

KRISTA FERRELL 304-558-2596

DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2101 WASHINGTON STREET, EAST **BUILDING 17** CHARLESTON, WV 25305 304-558-0086

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beyond the bordering counties in adjoining states within the continental United States.

- K. "DSP": Data transmission service plan
- L. "ECU": Engine Control Unit
- M. "GPS": Global Positioning System
- N. "GPSR": Global Positioning System Receiver
- O. "Home area/local data transmission footprint": Geographic West Virginia, and bordering counties located in adjoining states, will be considered the "home area", or local data transmission footprint, for all services related to this RFQ.
- P. "J-1708/J-1939": The standard schema used for serial communications between ECUs on heavy-duty vehicles and also between a computer and the vehicle.
- Q. "Mandatory Requirements": The terms "must", "will", "shall", "minimum", "maximum", or "is/are required" identify a mandatory item or factor. Decisions regarding compliance with any mandatory requirements shall be at the sole discretion of the State. Failure on the part of the Vendor to meet any of the mandatory specifications shall result in the disqualification of the bid.
- R. "Manufacturer": the company who produces the equipment.
- S. "OBD-II": On-board Diagnostic vehicle computer. The OBD-II specification provides for a standardized hardware interface—the female 16-pin (2x8) J1962 connector.
- T. "Ping rate": The intervals or frequency of data transmission by the AVL device during a 60-minute period.
- U. "Roaming Cost": Charges that apply only when the user is outside of the "home area/local data transmission footprint". Roaming is defined as the area beyond the bordering counties in adjoining states within the continental United States.
- V. "SAE": Society of Automotive Engineers
- W. "Sets/kits/outfits": Additional hardware, adapters, or manufacturer-specific tools necessary to install AVL device or ancillary equipment.
- X. "Vendor(s)": The successful bidder(s). Section 7.0, provides additional detail on multiple award procedures.

### 4.0 SCOPE OF WORK

The Vendor(s) will provide a basic device package for purchase by the State. The equipment package shall include a state-selected device (asset tracker,

- B. "Ancillary equipment": Ancillary equipment includes devices or components that are interoperable with AVL devices or support AVL browser client-server application and provide an audible or visual signal to the vehicle driver, e.g., Tom-Tom, Garmin (or equivalent) GPS devices with turn-by-turn directions; Green Road (or equivalent) with red, amber, green light and audible beep or voice reminders (accelerometer and gyroscopic alerts, etc.); DriveCam (or equivalent) forward and rearward facing video capture; radio frequency identification devices, e.g., Inverse, Fuel Master, Zonar (or equivalents) to record vehicle utilization, fuel use, and compliance with Federal inspection standards.
- C. "Basic equipment with diagnostics": Basic equipment with engine diagnostic capabilities are powered by the vehicle and include engine on/off detection; accelerometer, gyroscopic, geospatial location capability; may be upgradable to support additional functionality e.g., door open/closed, plow up/down, seatbelt on/off, etc.; and may be interoperable with other non-engine diagnostic devices such as employee tracker with panic feature; GPS device, laptop/notebook/notepad computer; driver behavior monitoring device; and vehicle inspection compliance device (RFID equipped vehicle), etc.
- D. "Basic equipment without diagnostics": Basic equipment without engine diagnostics are powered by the vehicle, or self-contained device battery, or by car charger and include accelerometer, gyroscopic, geospatial location capability, may be interoperable with other AVL devices allowing for retransmission of a panic signal, use of GPS device; driver behavior monitoring device; and vehicle inspection compliance device (RFID equipped vehicle), etc.
- E. "Asset tracker": A telematic device that that can be self-powered or powered by a vehicle or ancillary equipment; has no diagnostic capability; can be permanently affixed to an asset, temporarily affixed, or hand-carried; and can be a data logger (see "Data logger" below).
- F. "Automatic vehicle location device": Automatic vehicle location devices (also referred to as telematic devices) are used to log data about a vehicle, asset, or employee and transfer information as data over a distance without the use of enhanced electrical conductors or wires.
- G. "Contract": the binding agreement that is entered into between the State of West Virginia and Vendor(s) to provide the services as herein specified.
- H. "CDMA" or Code Division Multiple Access: A competing cell phone service technology to GSM, which is the world's most widely used cell phone standard.
- 1. "Data logger": Any device capable of storing data during periods of intermittent or no data service availability and later transmitting that data when data service is restored to a hub, host, or browser client-server AVL application.
- J. "Data Roaming": Data roaming will apply only when the user is outside of the "home area/local data transmission footprint". Roaming is defined as the area

employee tracker, data logger with engine diagnostics, data logger without engine diagnostics, data logger with visual/audible alerts and engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with video capture and engine diagnostics, data logger with video capture without engine diagnostics), mounting sets/kits/outfits (based on selection), external antenna (based on selection), ancillary equipment (based on selection), battery for asset and employee tracker selection, AC and car adapter/charger for asset and employee tracker selection, device installation (if appropriate), and user manual.

- 4.2 Basic equipment with engine diagnostic capabilities shall be powered by the vehicle and include engine on/off detection; accelerometer, gyroscopic, geospatial location capability; may be upgradable to support additional functionality e.g., door open/closed, plow up/down, seatbelt on/off, etc.; and may be interoperable with other non-engine diagnostic devices such as employee tracker with panic feature; GPS device, laptop/notebook/notepad computer; driver behavior monitoring device; and vehicle inspection compliance device (RFID equipped vehicle), etc.
- 4.3 Basic equipment without engine diagnostics will be powered by the vehicle, or self-contained device battery, or by car charger and include accelerometer, gyroscopic, geospatial location capability, may be interoperable with other AVL devices allowing for retransmission of a panic signal, use of GPS device; driver behavior monitoring device; and vehicle inspection compliance device (RFID equipped vehicle), etc.
- 4.4 Vendor(s) shall provide the following services at no additional cost.
  - 4.4.1 For data loggers with engine diagnostics: Browser client-server application for real-time reporting of device location, stop-detail, speed, fuel economy or use, odometer, vehicle inspection compliance (RFID equipped vehicle) and engine diagnostic codes. Additional functionality to modify organizational hierarchy/device/driver, use of dynamic application filtering, and ad-hoc reporting including breadcrumb, geofence, landmark, odd-hours, etc.
  - 4.4.2 For data loggers without engine diagnostics: Browser client-server application for real-time reporting of device location, vehicle inspection compliance (RFID equipped vehicle) and stop-detail. Additional functionality to modify organizational hierarchy/device/employee, use of dynamic application filtering, and ad-hoc reporting including breadcrumb, geofence, landmark, odd-hours, etc.
  - 4.4.3 No roaming charges or fees for data transmission service plans within West Virginia and the bordering counties of adjoining states.
  - 4.4.4 Upgrades or downgrades to service plans by FMO as needed, with no limits.

- 4.4.5 Cancellation of service at the end of the regular billing cycle without early termination fees.
- 4.5 Vendor(s) shall activate service on new devices when shipped.
- Vendor(s) must provide one or more of the following items. Cost must be identified on the Cost Proposal Bid Sheet.
  - 4.6.1 Asset tracking device without panic feature
  - 4.6.2 Asset tracking device with panic feature
  - 4.6.3 Employee tracking device (key fob) with panic feature
  - 4.6.4 Data logger with engine diagnostics
  - 4.6.5 Data logger without engine diagnostics
  - 4.6.6 Data logger with visual/audible driver alerts and engine diagnostics
  - 4.6.7 Data logger with visual/audible driver alerts and without engine diagnostics
  - 4.6.8 Data logger with video capture and engine diagnostics
  - 4.6.9 Data logger with video capture and without engine diagnostics
  - 4.6.10 Ancillary equipment (GPS device with visual/audible turn-by-turn capability; driver behavior monitoring device; RFID vehicle inspection device; all with unlimited data transmission service plans which may be separate from or included with AVL device data transmission service plans).
  - 4.6.11 Statewide AVL device data transmission service plans will be based on device "ping" rate.
  - 4.6.12 Browser client-server application that can be used to pinpoint the location of an AVL device, provide real-time reporting, modify organizational hierarchy/device/employee, use dynamic application filtering, and ad-hoc reporting interface including breadcrumb, geofence, landmark, odd-hours, inspection compliance (RFID equipped vehicle) etc.
  - 4.7 The successful Vendor(s) shall be available to communicate with the Fleet Management Office on regular basis (monthly or quarterly, at FMO's discretion) to discuss the utilization of this contract and any relevant issues.
  - 4.8 Application Security:

The Vendor(s)' browser client-server application must provide the ability to provide user authentication, strong passwords, action selection for a maximum number of failed logon attempts, application lock, an inactivity timeout, and certificate delivery.

### 5.0 REQUIREMENTS: ORDERING, SERVICE, SUPPORT, REPORTING AND BILLING

### 5.1 Ordering:

- 5.1.1 The Vendor(s) shall provide activation of new service at no additional charge.
- 5.1.2 Devices must be signed for at delivery by FMO.

### 5.2 Service:

- 5.2.1 The FMO plans to enter into device purchase agreements for an indefinite quantity of automatic vehicle location devices in the various device categories outlined in this RFQ.
- 5.2.2 The FMO will furnish written orders for devices to be purchased, specifying make, model, and installation requirements including any required modification or upfitting (manufacturer or third party).
- 5.2.3 The State of West Virginia is not subject to sales tax, usage tax, or personal property tax.
- 5.2.4 The FMO shall not cause any lien to be attached to any device without the prior written consent of the Vendor. Authority to sign device purchase agreements on behalf of the FMO rests with the Executive Director, FMO and DOA Fleet Manager.
- 5.2.5 The FMO shall notify the Vendor, in writing, of any change in name, address, ownership or control of the FMO. Such notification to be supplied to the Vendor within fifteen (15) days of such change.

### 5.3 Support:

5.3.1 Vendor(s) shall provide a toll-free support number coverage, staffed by technical personnel, to answer technical questions.

### 5.4 Reporting:

5.4.1 Vendor(s) will provide a free quarterly optimization calculation, as applicable and requested by the FMO. There shall not be any additional charge or commitment for moving a device into a more appropriate data transmission service plan (greater or lesser ping rate per hour). Optimization recommendations must be communicated through a quarterly report. The FMO will use this information for

- evaluating AVL and ancillary equipment usage, as provided by the Vendor(s).
- 5.4.2 Vendor(s) shall provide to the FMO an additional monthly report that shows total bytes of usage by AVL device or ancillary equipment serial number, in addition to billing the vehicle using agencies.

### 5.5 Billing

- 5.5.1 FMO shall have the ability to change data service plans on a particular AVL device at the end of the regular billing cycle without any fee or charge.
- 5.5.2 It will be the responsibility of the successful Vendor(s) to bill the individual spending units based on individual AVL and ancillary equipment requirements. Options may include:
  - 5.5.2.1 A separate bill per device requested
  - 5.5.2.2 Aggregate billing by agency geographic location
  - 5.5.2.3 Aggregate billing for the spending unit
- 5.5.3 This billing shall be provided in a pre-approved format, as agreed upon by both the Vendor(s) and the FMO. These bills will be delivered to the spending unit on a pre-arranged delivery date, mutually agreed upon by the FMO and the Vendor(s). Billing at a minimum should detail, for each AVL device or ancillary equipment on that bill, the following:
  - 5.5.3.1 Vehicle number (last six-digits of VIN) or complete VIN (seventeen alpha/numeric characters)
  - 5.5.3.2 Device Number
  - 5.5.3.3. Office (landline) Number
  - 5.5.3.4 Supervisor's Name
  - 5.5.3.5. Supervisor's Office (landline) Number
  - 5.5.3.6 Department
  - 5.5.3.7 Agency Name
  - 5.5.3.8 Unit Name
  - 5.5.3.9 Organization Number

- 5.5.3.10 Bill to address
- 5.5.3.11 Data transmission service plan level
- 5.5.3.12 Cost of data transmission
- 5.5.3.13 Overage charges, if applicable
- 5.5.3.14 Fees
- 5.5.4 Vendor(s) shall work directly with spending units to resolve billing issues.
- 5.5.5 The State will not pay activation fees, disconnection fees, early termination fees, or roaming fees (within the designated "home area"), as part of this contract.
- 5.5.6 Vendor(s) must include, per AVL device or ancillary equipment number and/or IP address, and all fees (USF, Administrative Fees, etc.). The State cannot pay any tax, fee, or surcharge that is not included as part of the base monthly rate. The State of West Virginia is exempt from all Federal and West Virginia State taxes.

#### 6.0 PROPOSAL FORMAT

The bid format should be as follows:

- 6.1. Cost Proposal Bid Sheet
  - 6.1.1 The Vendor is required to quote a fixed price fee for all required products and services contained in Section 4.0. Specifically, perdevice and fixed price per-ping rate or data transmission service plan charges. If no fee will be imposed on the State, the Vendor must indicate by entering "\$0.00" in the appropriate space provided on the Cost Proposal Bid Sheet.
  - 6.1.2 Rebates, incentives, discounts, and reporting frequency must be identified using the unit of measures provided on the Cost Proposal Bid Sheet (dollars, percentage, time period, transaction type, etc.).
  - 6.1.3 No separate reimbursement will be made to the Vendor(s) for travel, or any other expense or service.

#### 7.0 AWARD

- 7.1 The State reserves the right to award to one Vendor or to split the award to multiple Vendors based on the lowest cost per item.
- 7.2 The Vendor(s) are solely responsible for all work performed under the contract and shall assume prime contractor responsibility for all services

offered and products to be delivered under the terms of this contract. The State shall consider the Vendor(s) to be the sole point of contact with regard to all contractual matters. The Vendor(s) may, with the prior written consent of the State, enter into written subcontracts for performance of work under this contract; however, the Vendor(s) are totally responsible for the payment of all subcontractors.

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Roaming Cost – Cost of Roaming if out of state.

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DSP — 20 pings per hour or unlimited data transmission for ancillary equipment.

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RFQ COPY

TYPE NAME/ADDRESS HERE

State of West Virginia Department of Administration **Purchasing Division** 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

### Request for Quotation

FLT12006

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KRISTA FERRELL <u>304-558-2596</u>

DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2101 WASHINGTON STREET, EAST **BUILDING 17** CHARLESTON, WV 25305 304-558-0086

DATE PRINTED TERMS OF SALE FOB FREIGHT TERMS 01/19/2012 BID OPENING DATE: 01/26/2012 BID OPENING TIME 01:30PM LINE QUANTITY UOP ITEM NUMBER UNIT PRICE **AMOUNT** ADDENDUM NO. 1 THIS ADDENDUM IS ISSUED TO: PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE 1.) LIST AND PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS 2.) SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE DRIGINAL REQUEST FOR QUOTATION (FLT12006) BID OPENING DATE REMAINS: 01/26/2012 BID OPENING TIME REMAINS: 1:30 PM \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* END ADDENDUM NO. 1 \*\*\*\*\*\*\*\*\* 0001 EΑ 550-91 AUTOMATIC VEHICLE LOCATION DEVICES SEE REVERSE SIDE FOR YERMS AND CONDITIONS IGNATURE DATE ITLE FFIN ADDRESS CHANGES TO BE NOTED ABOVE

## GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

- 1. Awards will be made in the best interest of the State of West Virginia.
- 2. The State may accept or reject in part, or in whole, any bid.
- 3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
- 4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
- 5. Payment may only be made after the delivery and acceptance of goods or services.
- 6. Interest may be paid for late payment in accordance with the West Virginia Code.
- 7. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
- 8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- 10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
- 11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
- 12. BANKRUPTCY: In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
- 13. HIPAA BUSINESS ASSOCIATE ADDENDUM: The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.html and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
- 14. CONFIDENTIALITY: The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf.
- 15. LICENSING: Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
- 16. ANTITRUST: In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

### **INSTRUCTIONS TO BIDDERS**

- 1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form,
- 2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as EQUAL to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
- 3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
- 4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
- 5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va, C.S.R. §148-1-6.6).

### **Technical Questions**

RE: FLT12006 Automatic Vehicle Location Equipment and Services

Question 1: Regarding 4.2, 4.3, and 4.4: Package calls for vehicle inspection compliance (RFID equipped vehicle). This requirement is not spelled out in the cost sheet. If this requirement is applicable to the entire fleet, then there is only one vendor suited for this requirement. In this case, there is little point in competitive bidding. So, is vehicle inspection compliance required?

#### Response 1:

[Solicitation Page 12, Section 4.2] The section is changed to read:

4.2 Basic equipment with engine diagnostic capabilities shall be powered by the vehicle and include engine on/off detection; accelerometer, gyroscopic, and geospatial location capability. Basic equipment with engine diagnostic capabilities may be upgradable to support additional functionality e.g., door open/closed, plow up/down, seatbelt on/off, etc.; and may be interoperable with other non-engine diagnostic devices such as employee tracker with panic feature, GPS device, laptop/notebook/notepad computer, driver behavior monitoring device, and vehicle inspection compliance device (RFID equipped vehicle), etc.

[Solicitation Page 12, Section 4.3] The section is changed to read:

4.3 Basic equipment without engine diagnostics shall be powered by the vehicle, or self-contained device battery, or by car charger and include accelerometer, gyroscopic, geospatial location capability. Basic equipment without engine diagnostics may be interoperable with other AVL devices allowing for retransmission of a panic signal using a GPS device, driver behavior monitoring device, and vehicle inspection compliance device (RFID equipped vehicle), etc.

[Solicitation Page 12, Sections 4.4.1 and 4.4.2] The sections are changed to read:

- 4.4.1 For data loggers with engine diagnostics: Browser client-server application for real-time reporting of device location, stop-detail, speed, fuel economy or use, odometer, engine diagnostic codes and for vehicles equipped with an RFID inspection compliance device, inspection compliance data. Additional functionality to modify organizational hierarchy/device/driver, use of dynamic application filtering, and ad-hoc reporting including breadcrumb, geofence, landmark, odd-hours, etc.
- 4.4.2 For data loggers without engine diagnostics: Browser client-server application for real-time reporting of device location, stop-detail, speed, and for vehicles equipped with an RFID inspection compliance device, inspection compliance data. Additional functionality to modify organizational hierarchy/device/driver, use of dynamic application filtering, and ad-hoc reporting including breadcrumb, geofence, landmark, odd-hours, etc.

Question 2: Regarding 4.2, and 4.3: Package calls for accelerometer and gyroscope. These items often do the same function. Does this requirement mean you need to have one or the other, or does one need to have both?

Response 2: Both. The State requires the following alerts: The vehicle exceeds either posted speed limit or agency-assigned speed threshold; whenever the vehicle brakes excessively; and whenever the vehicle makes an erratic lane change.

Question 3: Where and when will all questions be posted with appropriate answers?

Response 3: Technical questions and answers will be provided to prospective Vendors using an Addendum format. The Purchasing Division makes every effort to provide timely response to technical questions provided prior to the technical question deadline identified in the solicitation.

#### **Question 4:**

4.8 Application Security: The Vendor(s)' browser client-server application must provide the ability to provide user authentication, strong passwords, action selection for a maximum number of failed logon attempts, application lock, an inactivity timeout, and certificate delivery.

In reference to section 4.8 in the Scope of Work, does the State have a definition or requirement for "strong passwords?" e.g. alphanumeric, symbols?

<u>Response 4:</u> Strong passwords must be at least 8-characters long; not to exceed 32-characters and at a minimum contain at least: one upper and lowercase character, one digit, and one punctuation character.

**Question 5:** We would like to bid on the 500 AVL units that are currently in the RFQ. Can we bid on those units separate from the remaining 1200?

We currently can't accommodate 5.2.1, but we are working to make that available in the future.

Response 5: [Solicitation Page 16, Section 6.1.1] The section is changed to read:

6.1.1 The Vendor is required to quote a fixed price fee for products and services contained in Section 4.0. Specifically, per-device and fixed price per-ping rate or data transmission service plan charges. If the Vendor elects not to bid a particular category, the Vendor must indicate by entering "No Bid" in the appropriate space provided on the Cost Proposal Bid Sheet. If no fee will be imposed on the State, the Vendor must indicate by entering "\$0.00" in the appropriate space provided on the Cost Proposal Bid Sheet.

Multiple awards under this contract may be made if in the best interest of the State of West Virginia. If multiple awards are made, the award/s will be by category and by data transmission type (GPRS and CMDA). There are eight categories which may yield up to

#### 16 awards.

Question 6: The RFQ states that the contract will not be used to purchase cell phones or cell phone accessories. However, Section 2.1 states the device may be used as a Wi-Fi enabler (hot spot). Wi-Fi enabler devices (hot spot) are currently on the CPHONEO7 contract. Is it the State's intent to allow agencies to purchase wireless data services through FLT12006 which are outside the scope of automatic vehicle location?

Response 6: The State does not intend to purchase wireless data services outside the scope of automatic vehicle location devices. If the AVL device has Wi-Fi enabler technology included as a standard feature of the device, it may be enabled under the contract. Additional Wi-Fi enabling peripherals outside the scope of FLT12006 will not be purchased using this contract.

Question 7: Can a vendor submit multiple bids?

<u>Response 7:</u> Vendors may submit multiple bids. Vendors submitting multiple bids should submit as separate bids and clearly identify product, manufacturer, and model being bid.

**Question 8:** Is the State of WV willing to utilize a WSCA Agreement to obtain services requested in FLT12006?

Response 8: No.

Question 9: If vendor installation is required, can the installation be completed at one site?

Response 9: Yes. It is the state's intent that installations will be accomplished at a centralized location.

Questions 10: Is the State going to award a GSM product and a CDMA product for each category?

**Question 10:** Yes. The State intends to award GPRS and CDMA by category if the bids are received for both communications technologies.

Question 11: Due to the complexity of the bid, cans the bid submission be extended until Feb 23rd?

Response 11: No.

Request for Proposal No. / 200 6

PLEASE PRINT

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### Tally Ellison

From: Sent: To: Subject:	send@mail.efax.com Wednesday, January 25, 2012 3:19 PM tellison@inthinc.com Successful transmission to 13045583970. Re: RF	<sup>=</sup> Q#	FLT 1200	6	
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	Re: RFQ # FLT 12006		×		
	The 6 page fax you sent through eFax.com to 13045583970 was successfully transmitted at 2012-01-25 22:18:47 (GMT).				
	The length of transmission was 312 seconds.				
	The receiving machine's fax ID: .	:			
	Best Regards,				
	If you need additional assistance, please visit our online help center at <a href="http://www.efax.com/help/">http://www.efax.com/help/</a> . Thank you for using the eFax service.				
	eFax.com				
	Customer Service Online Help: <a href="http://www.efax.com/help/">http://www.efax.com/help/</a> Tel: 323-817-3205 (US) or 0870 711 2211 (UK) Email: <a href="help@mail.efax.com">help@mail.efax.com</a>				
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# **Facsimile**

4225 West Lake Park Blvd. Suite 100 West Valley City, Utah 84120 801-886-2255 (Phone) 801-665-1604 (Fax)

Tally A. Burke-Ellison Direct: (801) 886-2255 Ext. 521

tellison@intlnnc.com

To:	West	Virginia Purchase D	ivision - Bid ClerkFrom:	Tally Burke-Ellison	
Fax:	1-304	-558-3970	Pages:	6	
Phone	•		Date:	January 25, 2012	
Re:	RFQ N	lo. FLT 12006	CC:		
<b>□</b> (	Jrgent	☐ For Review	☐ Please Comment	☐ Please Reply	☐ Please Recycle

Attached please find correspondence regarding Bid No. FLT 12006 from inthinc Technology Solutions, Inc.

This facsimile transmission contains information, which is confidential and/or privileged. This information is intended for use only by the addressee indicated above. If you are not the intended recipient, please be advised that any disclosure, copying, distribution, or use of the contents of this information is strictly prohibited, and that any misdirected or improperly received information must be returned to this company immediately. Your cooperation in phoning us of erroneous receipt is requested.



Tally A. Burke-Etitison +1.801, 886.2255 Ext.: 521 (Direct) +1.801.819.3495 (Mobile) tellison@inthinc.com

January 25, 2012

Sent Via Facsimile Transmission (304)558-3970

Attn: Bid Clerk
West Virginia Purchase Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Re: RFQ No. FLT12006 - Addendum No. 2

Dear State of West Virginia Bid Clerk:

I telephoned Krista Ferrell's this morning after receiving the facsimile Addendum No. 2, with additional technical questions and answers and extending the date of the Automatic Vehicle Location Devices RFQ to February 9, 2012. She instructed me on how to address this issue.

We already sent our submission RFQ No. FLT-12006 via UPS Tracking No. 1Z 043 AT7 01 6490 7437, on January 24, 2012. We have reviewed the Addendum and have no changes to make to our RFQ submission.

Please use this letter as our confirmation of receipt of Addendum No. 2 and our notification that we have nothing to add and therefore please attach this correspondence to complete our filing.

If you have any questions or need anything additional, please don't hesitate to let me know.

Kind Regards,

Tally A. Burke Ellison

**Corporate Paralegal** 



WV PURCHASING ACA SECT Fax 304-558-4115 State of vvest virginia Department of Administration **Purchasing Division** 2019 Washington Street East Post Office Box 50130

Charleston, WV 25305-0130

Quotation

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Jan 25 2012 08:48am P001/004

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Inthinc Technology Solutions 4225 W. Lake Park Blvd Ste 100 West Valley City, UT 84120

DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2101 WASHINGTON STREET, EAST BUILDING 17 CHARLESTON, WV 25305 304-558-0086

01/24/2012				
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## GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

- 1. Awards will be made in the best interest of the State of West Virginia.
- 2. The State may accept or reject in part, or in whole, any bid.
- 3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
- 4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
- 5. Payment may only be made after the delivery and acceptance of goods or services.
- 6. Interest may be paid for late payment in accordance with the West Virginia Code.
- 7. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
- 8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- 10. The laws of the State of West Virginia and the Legislative Rules of the Purchasing Division shall govern the purchasing process.
- 11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
- 12. BANKRUPTCY: In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
- 13. HIPAA BUSINESS ASSOCIATE ADDENDUM: The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vro/hipaa.html and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
- 14. CONFIDENTIALITY: The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf.
- 15. LICENSING: Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
- 16. ANTITRUST: In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

#### **INSTRUCTIONS TO BIDDERS**

- 1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
- 2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
- 3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
- 4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
- 5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

#### **Automatic Vehicle Location Devices**

#### **RFQ FLT12006**

Question 1: 4.1 is video capture a requirement?

Response1: The State intends to award to each equipment category identified in the RFQ. There are two equipment categories that specify video capture (data logger without engine diagnostics and video capture and data logger with engine diagnostics and video capture).

Question 2: 4.3 is a self-contained battery option mandatory or just an option if not hard wired?

Response2: A self-contained battery option is required if the equipment is not directly powered by the vehicle (hard wired) or cannot be powered through the use of a car charger.

Question 3: 4.4.4 is this statement referring to standard software upgrades or additional components with new features being added at no charge? Or is this referring to the monthly service plan for the data usage?

Response3: Data service plan.

Question 4: 4.6.10 Does the navigation need to be on a device supplied by us or can it be on a device the driver might already have such as a handset or tablet?

Response 4: Navigation may be on a device the driver might already have, e.g., Garmin (or equivalent).

Question 5: 5.5.2.1 Does the State want a separate invoice for each device or a separate invoice for each department?

Responses: The Vendor is responsible to meet the billing requirements identified in Section 5.5.2.1., i.e., (device, geographic location (division/office), and spending unit).

Question 6: Can a response to the RFQ incorporate equipment/services that the responding vendor has with a partner?

Response 6: Yes, however, vendors may not submit joint bids. Vendor submitting bid assumes all contractual obligations and is responsible for the work performed by a partner or subcontractor.

Question 7: Please explain the difference between a RFQ and RFP.

#### Response 7:

Request for Quotation (RFQ) - A document, containing the specifications or scope of work and all contractual terms and conditions that is used to solicit written bids. Conformity to specifications and price are the only factors used in the evaluation process. The Purchasing Division's RFQ form is a WV-17, with the agency (delegated purchasing) equivalent being aWV-43 form. Award is made to the lowest

responsible bidder or bidders, as defined in the specifications, meeting all mandatory requirements of said specifications.

Request for Proposals (RFP) - A Best Value Procurement tool used to acquire professional and other services where the scope of work may not be well defined and cost is not the sole factor in determining the award. All criteria by which the bidders will be evaluated must be contained within the bid document. Award is made to the vendor meeting all mandatory specifications and obtaining the highest combined score of technical and cost proposals.

Question 8: Please clarify what you mean by Ancillary Equipment Battery. Is this for Garmin type devises or for standalone battery powered devises for trailer, equipment, etc.?

Response 8: A self-contained battery option is required if the equipment is not powered directly by the vehicle (hard wired) or cannot be powered through the use of a car charger. This requirement applies to all types of devices.

Question 9: On you pricing sheet would you be willing to add a column for different carriers' monthly fees?

Response 9: No.

Question 10: Is this service going to be integrated with and/or interface with other maintenance management and accident managements services?

Response 10: Yes.

Question 11: Are you going to require administrative support, custom reports, and consultation?

Response 11: Yes as outlined in the RFQ.



TLE

State of West Virginia Department of Administration **Purchasing Division** 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

### **Request for** Quotation

RFO NUMBER FLT12006 1

ADDRESS CORRESPONDENCE TO ATTENTION OF

ADDRESS CHANGES TO BE NOTED ABOVE

KRISTA FERRELL **304-558-2596** 

Inthinc

**Attn: Quote Request Department** 4225 West Lake Park Blvd, Suite 100 Salt Lake City, UT 84120

DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2101 WASHINGTON STREET, EAST BUILDING 17 CHARLESTON, WV 25305 304-558-0086

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Product ↓ Service →	Manufacturer	Model	Estimated Device Requirement	Device Cost	Device Discount	Net Device Cost	Installation Cost	Installation Discount	Net Installation Cost	Data Transmissio n Service Plan Cost (5 minute ping rate)	Plan	n Service Plan Cost (5	Roaming	DSP Roaming Discount	Net DSP Roaming Cost	Browser Client-Server Application Cost	Browser Client Server Application Discount	Net Browser Client-Server Application Cost	Total Cost
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Asset Tracker # without Panic Feature																			
Manufacturer	inthinc																		
Model		no bid																	
CDMA Device Cost			50			\$0													\$0
GPRS Device Cost			50			\$0													\$0
Battery Cost			50			\$0													\$0
Antenna Cost			50			\$0													\$0
Car Charger Cost			50			\$0													\$0
Kits/Sets/Outfits Cost			50			\$0													\$0
Installation Cost			50						\$0										\$0
DSP Cost (5-minute ping)			50									\$0							\$0
Roaming Cost			50												\$0				\$0
Browser client-server application			50															\$0	\$0
																		Total	\$0

Basic Package – Device (asset tracker, employee tracker, data logger with engine diagnostics, data logger with visual/audible alerts and engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with video capture and engine diagnostics, data logger with video capture without engine diagnostics) and user manual.

DSP – 12 pings per hour or unlimited data transmission for ancillary equipment.

Product ↓ Service>	Manufacturer	Model	Estimated Device Requirement	Device Cost	Device Discount	Net Device Cost	Installation Cost	Installation Discount	Net Installation Cost	Data Transmissio n Service Plan Cost (5 minute ping rate)	Data Transmissio n Service Plan Discount (5- minute ping rate)	riansmissio	Roaming	DSP Roaming Discount	Net DSP Roaming Cost	Browser Client-Server Application Cost	Browser Client-Server Application Discount	Net Browser Client-Server Application Cost	Total Cost
Employee Tracker (key fob) # with Panic Feature				3/6															
Manufacturer	inthinc																		
Model		no bid																	
CDMA Device Cost			50			\$0													\$0
GPRS Device Cost			50			\$0													\$0
Battery Cost			50			\$0													\$0
Antenna Cost			50			\$0													\$0
Car Charger Cost			50			\$0													\$0
Kits/Sets/Outfits Cost			50			\$0													\$0
Installation Cost			50						\$0										\$0
DSP Cost (5-minute ping)			50									\$0							\$0
Roaming Cost			50												\$0				\$0
Browser client-server application			50															\$0	\$0
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Basic Package – Device (asset tracker, employee tracker, data logger with engine diagnostics, data logger with visual/audible alerts and engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with video capture and engine diagnostics, data logger with video capture without engine diagnostics) and user manual. DSP - 12 pings per hour or unlimited data transmission for ancillary equipment.

Product ↓ Service →	Manufacturer	Model	Estimated Device Requirement	Device Cost	Device Discount	Net Device Cost	Installation Cost	Installation Discount	Net Installation Cost	Data Transmission n Service Plan Cost (to minute ping rate)	Plan	n Service Plan Cost (5	DSP Roaming Cost	DSP Roaming Discount	Net DSP Roaming Cost	Browser Client-Server Application Cost	Browser Client-Server Application Discount	Net Browser Client-Server Application Cost	Total Cost
Data Logger# with Engine																			
Diagnostics  Manufacturer	inthinc																		
Model		no bid																	
CDMA Device Cost OBD-II			500			\$0													\$0
CDMA Device Cost J1708/J1930			500			\$0													\$0
GPRS Device Cost OBD-II			500			\$0													\$0
GPRS Device Cost J1708/J1930			500			\$0													\$0
Battery Cost			500			\$0													\$0
Antenna Cost			500			\$0													\$0
Car Charger Cost			500			\$0													\$0
Kits/Sets/Outfits Cost			500			\$0													\$0
Installation Cost			500						\$0										\$0
DSP Cost (5-minute ping)			500									\$0							\$0
Roaming Cost			500												\$0				\$0
Browser client-server application			500															\$0	\$0
						<del></del>												Total	\$0

Basic Package – Device (asset tracker, employee tracker, data logger with engine diagnostics, data logger with visual/audible alerts and engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with video capture without engine diagnostics) and user manual.

DSP – 12 pings per hour or unlimited data transmission for ancillary equipment. Roaming Cost – Cost of Roaming if out of state.

Product Service>	Manufacturer	Model	Estimated Device Requirement	Device Cost	Device Discount	Net Device Cost	Installation Cost	Installation Discount		Data Transmissior Service Plan Cost (5-minute ping rate)	Data Transmission Service Plan Discount (5- minute ping rate)	Net Data Transmission Service Plan Cost (5-minute ping rate)	DSP Roaming Cost	DSP Roaming Discount	Net DSP Roaming Cost	Browser Client- Server Application Cost	Browser Client- Server Application Discount	Net Browser Client Server Application Cost	Total Cost
Data Logger #without Engine																			
Diagnostics																			
Manufacturer	inthinc													,					
Model		Tiwi Pro																	
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Installation Cost			7000				\$0		\$0										\$
DSP Cost (5-minute ping)			7000							\$0		\$0							\$
Roaming Cost			7000										\$0		\$0				\$
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Basic Package — Device (asset tracker, employee tracker, employee tracker, data logger with engine diagnostics, data logger with visual/audible alerts and engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts and engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with video capture and engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with video capture and engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with video capture and engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with video capture and engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with visual/audible alerts without engine diagnostics with visual/audible alerts without engine diagno

Product ↓ Service →	Manufacturer	Model	Estimated Device Requirement	Device Cost	Device Discount	Net Device Cost	Installation Cost	Installation Discount	Net Installation Cost	Data Transmissio n Service Plan Cost (5 minute ping rate)	Plan	n Service Plan Cost (5	DSP Roaming Cost	DSP Roaming Discount	Net DSP Roaming Cost	Browser Client-Server Application Cost	Browser Client-Server Application Discount	Net Browser Client-Server Application Cost	Total Cost
Data Logger with Visual/Audible Driver Alerts and with Engine Diagnostics #																			
Manufacturer	inthinc																		
Model		no bid																	
CDMA Device Cost OBD-II			50			\$0													\$0
CDMA Device Cost J1708/J1930			50			\$0													\$0
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Browser client-server application			50															\$0	\$0
																		Total	\$0

Basic Package – Device (asset tracker, employee tracker, data logger with engine diagnostics, data logger with visual/audible alerts and engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with video capture without engine diagnostics) and user manual.

DSP – 12 pings per hour or unlimited data transmission for ancillary equipment.

Product ↓ Service →	Manufacturer	Model	Estimated Device Requirement	Device Cost	Device Discount	Net Device Cost	Installation Cost	Installation Discount	Net Installation Cost	Data Transmissio n Service Plan Cost (5 minute ping rate)	Plan	n Service Plan Cost (5	DSP Roaming Cost	DSP Roaming Discount	Net DSP Roaming Cost	Browser Client-Server Application Cost	Browser Client-Server Application Discount	Net Browser Client-Server Application Cost	Total Cost
Data Logger with Visual/Audible Driver Alerts and without Engine Diagnostics #																			
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GPRS Device Cost			2000	\$750	\$245	\$505													\$1,010,000
Battery Cost			2000	\$0		\$0													\$0
Antenna Cost			2000	\$0		\$0													\$0
Car Charger Cost			2000	\$0		\$0													\$0
Kits/Sets/Outfits Cost			2000	\$0		\$0													\$0
Installation Cost			2000				\$0		\$0										\$0
DSP Cost (5-minute ping)			2000							\$0		\$0							\$0
Roaming Cost			2000										\$0		\$0				\$0
Browser client-server application			2000													\$30	\$1	\$29	\$58,000
										M						-		Total	\$1,068,000

Basic Package – Device (asset tracker, employee tracker, data logger with engine diagnostics, data logger with visual/audible alerts and engine diagnostics, data logger with visual/audible alerts and engine diagnostics, data logger with video capture without engine diagnostics) and user manual.

DSP – 12 pings per hour or unlimited data transmission for ancillary equipment.

Product ↓ Service →	Manufacturer	Model	Estimated Device Requirement	Device Cost	Device Discount	Net Device Cost	Installation Cost	Installation Discount	Net Installation Cost	Data Transmissio n Service Plan Cost (5 minute ping rate)	Data Transmission In Service Plan Discount (5 minute ping rate)	n Service Plan Cost (5	DSP Roaming Cost	DSP Roaming Discount	Net DSP Roaming Cost	Browser Client-Server Application Cost	Browser Client-Server Application Discount	Net Browser Client-Server Application Cost	Total Cost
Data Logger with Video Capture and with Engine Diagnostics #																			
Manufacturer	inthinc																		
Model		no bid																	
CDMA Device Cost OBD-II			50			\$0													\$0
CDMA Device Cost J1708/J1930		2.5	50			\$0													\$0
GPRS Device Cost OBD-II			50			\$0													\$0
GPRS Device Cost J1708/J1930			50			\$0													\$0
Battery Cost			50			\$0													\$0
Antenna Cost			50			\$0													\$0
Car Charger Cost			50			\$0													\$0
Kits/Sets/Outfits Cost			50			\$0													\$0
Installation Cost			50						\$0										\$0
DSP Cost (5-minute ping)			50									\$0							\$0
Roaming Cost			50												\$0				\$0
Browser client-server application			50															\$0	\$0
			· · · · · · · · · · · · · · · · · · ·														····	Total	\$0

Basic Package — Device (asset tracker, employee tracker, data logger with engine diagnostics, data logger with visual/audible alerts and engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with video capture without engine diagnostics) and user manual.

DSP – 12 pings per hour or unlimited data transmission for ancillary equipment.

Product ↓ Service →	Manufacturer	Model	Estimated Device Requirement	Device Cost	Device Discount	Net Device Cost	Installation Cost	Installation Discount	Net Installation Cost	Data Transmissio n Service Plan Cost (5 minute ping rate)	Plan	Net Data Transmissio n Service Plan Cost (5 minute ping rate)	DSP Roaming Cost	DSP Roaming Discount	Net DSP Roaming Cost	Browser Client-Server Application Cost	Browser Client- Server Application Discount	Net Browser Client-Server Application Cost	Total Cost
Data Logger with Video Capture and without Engine Diagnostics #																			
Manufacturer	inthinc																		
Model		no bid																	
CDMA Device Cost OBD-II			200			\$0													\$0
CDMA Device Cost J1708/J1930			200			\$0													\$0
GPRS Device Cost OBD-II			200			\$0													\$0
GPRS Device Cost J1708/J1930			200			\$0													\$0
Battery Cost			200			\$0													\$0
Antenna Cost			200			\$0													\$0
Car Charger Cost			200			\$0													\$0
Kits/Sets/Outfits Cost			200			\$0													\$0
Installation Cost			200						\$0										\$0
DSP Cost (5-minute ping)			200									\$0							\$0
Roaming Cost			200												\$0				\$0
Browser client-server application			200															\$0	\$0
																		Total	\$0

Basic Package – Device (asset tracker, employee tracker, data logger with engine diagnostics, data logger with visual/audible alerts and engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with video capture and engine diagnostics, data logger with video capture without engine diagnostics) and user manual.

DSP – 12 pings per hour or unlimited data transmission for ancillary equipment.

Product ↓ Service →	Manufacturer	Model	Estimated Device Requirement	Device Cost	Device Discount	Net Device Cost	Installation Cost	Installation Discount	Net Installation Cost	Data Transmissio n Service Plan Cost (5 minute ping rate)	Plan	n Service Plan Cost (5	DSP Roaming Cost	DSP Roaming Discount	Net DSP Roaming Cost	Browser Client-Server Application Cost	Browser Client-Server Application Discount	Net Browser Client-Server Application Cost	Total Cost
Ancillary Equipment Battery #																			
Manufacturer	inthinc																		
Model		no bid																	
CDMA Device Cost OBD-II																			
CDMA Device Cost J1708/J1930																			
GPRS Device Cost OBD-II																			
GPRS Device Cost J1708/J1930																			
Battery Cost			50			\$0													\$0
Antenna Cost																			
Car Charger Cost																			
Kits/Sets/Outfits Cost																			
Installation Cost																			
DSP Cost (5-minute ping)																			
Roaming Cost																			
Browser client-server application																			
																		Total	\$0

Basic Package – Device (asset tracker, employee tracker, data logger with engine diagnostics, data logger with visual/audible alerts and engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with video capture without engine diagnostics) and user manual.

DSP – 12 pings per hour or unlimited data transmission for ancillary equipment.

Product ↓ Service>	Manufacturer	Model	Estimated Device Requirement	Device Cost	Device Discount	Net Device Cost	Installation Cost	Installation Discount	Net Installation Cost	Data Transmissio n Service Plan Cost (5 minute ping rate)	Data Transmissio n Service Ptan Discount (5- minute ping rate)	Net Data Transmissio n Service Plan Cost (5 minute ping rate)	DSP Roaming Cost	DSP Roaming Discount	Net DSP Roaming Cost	Browser Client-Server Application Cost	Browser Client Server Application Discount	Net Browser Client-Server Application Cost	Total Cost
Ancillary Equipment Battery #																			
Manufacturer	inthinc																		
Model		no bid																	
CDMA Device Cost OBD-II																			
CDMA Device Cost J1708/J1930																			
GPRS Device Cost OBD-II																			
GPRS Device Cost J1708/J1930																			
Battery Cost																			
Antenna Cost			50			\$0													\$0
Car Charger Cost																			
Kits/Sets/Outfits Cost																			
Installation Cost																			
DSP Cost (5-minute ping)																			
Roaming Cost																			
Browser client-server application																			

Basic Package — Device (asset tracker, employee tracker, data logger with engine diagnostics, data logger with visual/audible alerts and engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with video capture and engine diagnostics, data logger with video capture without engine diagnostics) and user manual.

 ${\sf DSP-12\ pings\ per\ hour\ or\ unlimited\ data\ transmission\ for\ ancillary\ equipment}.$ 

Product ↓ Service>	Manufacturer	Model	Estimated Device Requirement	Device Cost	Device Discount	Net Device Cost	Installation Cost	Installation Discount	Net Installation Cost	Data Transmissio n Service Plan Cost (5 minute ping rate)	Data Transmissio n Service Plan Discount (5- minute ping rate)	n Service Plan Cost (5	DSP Roaming Cost	DSP Roaming Discount	Net DSP Roaming Cost	Browser Client-Server Application Cost	Browser Client-Server Application Discount	Net Browser Client-Server Application Cost	Total Cost
Ancillary Equipment Battery #																			
Manufacturer	inthinc																		
Model		no biđ																	
CDMA Device Cost OBD-II																			
CDMA Device Cost J1708/J1930																			
GPRS Device Cost OBD-II																			
GPRS Device Cost J1708/J1930																			
Battery Cost																			
Antenna Cost																			
Car Charger Cost			50			\$0													\$0
Kits/Sets/Outfits Cost																			
Installation Cost																			
DSP Cost (5-minute ping)																			
Roaming Cost																			
Browser client-server application																			
																		Total	\$0

Basic Package – Device (asset tracker, employee tracker, data logger with engine diagnostics, data logger with visual/audible alerts and engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with video capture without engine diagnostics) and user manual.

DSP – 12 pings per hour or unlimited data transmission for ancillary equipment.

Product ᢤ Service ─→	Manufacturer	Model	Estimated Device Requirement	Device Cost	Device Discount	Net Device Cost	Installation Cost	Installation Discount	Net Installation Cost	Data Transmissio n Service Plan Cost (5 minute ping rate)	Data Transmissio n Service Plan Discount (5- minute ping rate)	n Service Plan Cost (5	DSP Roaming Cost	DSP Roaming Discount	Net DSP Roaming Cost	Browser Client-Server Application Cost	Browser Client Server Application Discount	Net Browser Client-Server Application Cost	Total Cost
Ancillary Equipment Battery #																			
Manufacturer	inthinc																		
Model		no bid																	
CDMA Device Cost OBD-II																			
CDMA Device Cost J1708/J1930																			
GPRS Device Cost OBD-II																			
GPRS Device Cost J1708/J1930																			
Battery Cost																			
Antenna Cost																			
Car Charger Cost																			
Kits/Sets/Outfits Cost			50	·		\$0													\$0
Installation Cost																			
DSP Cost (5-minute ping)																			
Roaming Cost																			
Browser client-server application																			

Basic Package – Device (asset tracker, employee tracker, data logger with engine diagnostics, data logger with visual/audible alerts and engine diagnostics, data logger with visual/audible alerts without engine diagnostics, data logger with video capture without engine diagnostics) and user manual.

DSP – 12 pings per hour or unlimited data transmission for ancillary equipment.