

REQUEST FOR PROPOSALS



West Valley City Public Works Department

**Request for Proposals
for a
Fleet Management Software System**

WVCPW Fleet 2026-001

July 2025

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I. Summary and Intent of Request for Proposal

The purpose of this RFP is to solicit proposals for a comprehensive fleet management software solution that supports vehicle maintenance, operations, and reporting to improve efficiency, compliance, and decision-making for West Valley City.

This Request for Proposal generally sets forth the desired capabilities for the proposed systems to be submitted herein. It is the intent of West Valley City to choose a proposal from the responder most capable of meeting the objectives of the city at a competitive price. West Valley City may choose all, part, or none of the proposals. Failure to follow any requirement of this request may result in the rejection of a proposal.

The successful responder will contract with the City to provide fleet management software services.

II. Project Information

A. Organizational Background

West Valley City is the second-largest city in Utah. The City operates a wide range of municipal services, including public safety, public works, parks and recreation, and community development. To support these operations, the City manages a fleet of over 500 vehicles and equipment units across multiple departments. West Valley City is committed to improving efficiency, ensuring safety, and extending the life cycle of its assets through the adoption of modern fleet management tools and technologies.

B. Proposed Schedule:

Fleet Software RFP Schedule		
Date	Time	Milestone
Thursday, July 10, 2025		Issue RFP
Friday, August 15, 2025	10:00 AM	Proposal Due Date
Thursday, September 11, 2025		Anticipated End of City Evaluation Period
Late September 2025		Contract Negotiation and Preparation
Tuesday, September 23, 2025		Present RFP Recommendations to City Council
Tuesday, October 14, 2025		City Council Award of Contract
Wednesday, October 15, 2025		Anticipated Notice of Award
Late October 2025		Anticipated Start of Implementation
Wednesday, July 1, 2026		Anticipated Full Implementation

C. Scope of Work and Key Objectives

Proposed systems should address as comprehensively as possible the following items:

1. Core Functional Requirements

The following elements are desired components of the system. Proposers should accurately describe their system capabilities related to these elements.

Fleet Data

- Vehicle/Asset Specification Data
 - Solution will create a record for each asset, logging characteristics of each asset (VIN, Make/Model, Color, Fuel Type, etc.), and assign each asset to a specific department or customer.
- Driver Information & Tracking
 - Store licensing, certification, incident history, and assigning drivers to specific vehicles.

Repair/Maintenance

- Work Order Management

- Create, assign, and track repair and maintenance work orders with associated parts and labor for each fleet asset. Ability to manage maintenance on multiple components of a vehicle (i.e., sweeper truck engine vs. pony motor).
- The City's Fleet Management Division provides services for outside agencies. The system should be capable of managing work orders for outside agencies.
- Scheduling Service
 - Schedule maintenance based on mileage, time, or other customizable triggers. Schedule "repairs to-do" on a vehicle that may not be time critical but must be done the next time the vehicle is serviced. Notify customers automatically upon work completion.
- Electronic Service Request Form
 - Submit and track service requests electronically with automated routing and notifications. Should be capable of the customers uploading photos or videos to aid in problem diagnostics.
- Repairs/Risk Tracking
 - Log and categorize vehicle repair history for each unit. Track repairs that are associated with accidents separately.
- Warranty Management
 - Monitor and flag repairs that fall under warranty for cost recovery.
- Preventive Maintenance Tracking
 - Set up and manage recurring maintenance tasks.
- Motor Pool
 - On-line reservation
 - Check out & Check in.
 - Ability to modify an existing reservation
 - Ability to secure vehicle and keys 24/7
 - Key kiosk for motor pool

Billing

- Billing Functionality
 - The ability to bill internal and external customers for service. The ability to mark-up parts and labor for internal vs. external customers.

Parts and Fuel Management

- Parts Inventory Management
 - The ability to maintain a current parts inventory, tracking parts moving in and out of the system.
 - A parts inventory is completed monthly by fleet personnel.
- Fuel System
 - Fuel management system within the software
 - Fuel RFID controller and pedestal for 6 hoses 3 pumps.

- Automatic mileage update

Vehicle Inspections

- The ability for vehicle technicians to perform vehicle inspections and identify needed repairs.
- Pre-trip and Supervision Inspection
 - Digital inspection checklists for drivers and supervisors, capable of uploading photos from pre-trip inspections.

State Inspections

- State Inspections and Emissions Compliance
 - Ensure readiness and tracking for state and federal regulatory inspections.

2. Reporting & Analytics

- Customizable Reporting Tools
 - Reports on maintenance, repairs, labor, inventory, inspections, driver performance, etc.
- Technician Hourly Reporting
 - Track time spent per task, work order, or asset by mechanic. Manage mechanic availability (PTO, holidays, etc.)
- Parts Inventory Reports
 - Report on parts usage, stock levels, and reorder points.
- Group System Codes
 - Organize assets or tasks using customizable codes or groupings for reporting purposes.
- Fuel Mileage Reporting
 - Advanced fuel use tracking and efficiency analysis.
- Fleet Health Analysis & Scoring
 - Assess vehicle performance and maintenance trends using automated scoring systems.
- Fleet Health Prediction Tools
 - Predict upcoming repairs or replacements based on usage and history.
- Vehicle Replacement Planning Tools
 - Guide strategic replacement decisions using cost, performance, and age metrics. Ability to develop vehicle replacement plans either by department, city-wide, multiple departments, vehicle classification or some other criteria.
- Department Customer Dashboard
 - Ability for department managers over specific users of the fleet to access specific fleet data.

3. Fuel & Fluid Management

- Fuel System Connectivity (Currently using Fuelmaster and Fuelman for the State of Utah Fueling)
 - Integration with fuel cards, pumps, or external fuel systems.
- Fluid Tracking
 - Record fluid usage (oil, coolant, etc.) by asset and service.

4. Visual & Media Tools

- Picture Uploads
 - Attach images to work orders, inspections, or service history.

5. Technical Elements

- Cloud-hosted or on-premises hosting
 - Role-based and department-level access controls
 - Read-only vs. full or limited access by role
 - Department-limited data views for dashboards
 - Mobile-friendly interface or native apps
 - API integrations with existing systems (fuel providers, HR/payroll, GPS/telematics, etc.)

Proposals to replace existing systems may also be evaluated by the City.

 - Existing systems include:
 - Fuel
 - Fuelmaster (on-site fueling)
 - Fuelman (off-site state fuel system)
 - HR/Payroll
 - CitySuite
 - Paylocity
 - GPS-Telematics
 - Focus by Telus (Public Works Telematics/Routing)
 - AT&T (Police/Fire Telematics)
 - Netradyn Driver-I (driver video)
 - Secure data storage, encryption, and regular backups
 - PCI compliance
 - Proposers should describe their data security and incident response protocols.
 - Data migration support from legacy systems – CFA
- ### **6. Cost Structure**
- Proposers should define pricing structure, differentiating implementation, migration and training costs from ongoing annual costs, including tech support and licensing structure.

III. Instructions to Proposers

A. Submission of Proposals

West Valley City invites and will receive proposals for fleet management systems. Proposals shall be received on <https://utah.bonfirehub.com/> in pdf format. Any proposal not received prior to the time described above, or as revised by addendum, shall be disqualified.

Proposals must be submitted no later than the date and time specified in the RFP schedule table in this document.

Proposals will reflect the best and most current information and offer.

All proposals must be signed by an authorized representative of the responder. The signature on the proposal signifies the responder's intent to comply with the terms, specifications, and conditions set forth in this request, unless specific exceptions are explicitly noted on the face of the proposal.

West Valley City reserves the right to reject any or all proposals, to waive any formality or technicality in the City's sole discretion, or to accept any proposal deemed to be in the best interests of the City.

B. Preparation of the Proposal

All Proposals shall be prepared and signed by the Proposer.

The legal status of the Proposer, whether a corporation, partnership, or individual, shall also be stated in the Proposal. A corporation shall execute the Proposal by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership shall give full names and addresses of all partners. Partnership and individual Proposers shall be required to state in the Proposal the names of all persons interested therein. A limited liability company shall execute the proposal by its member or authorized manager. If the proposer is a joint venture consisting of a combination of any or all of the above entities, each joint venturer shall execute the Proposal. Anyone signing a Proposal as an agent of another or others shall submit with his Proposal, legal evidence of his authority to do so.

C. Questions from Proposers

Explanations desired by a prospective Proposer shall be done within the solicitation on <https://utah.bonfirehub.com/>, and if explanations are necessary, they will be given within the solicitation with visibility to all proposers. Any verbal statements regarding this Request for Proposals, by any person, shall be unauthoritative and not binding.

D. Information to be Submitted with Proposal

Supporting data shall be submitted with the Proposal in the form of additional PDF files uploaded to <https://utah.bonfirehub.com/> to assist in determining whether the Proposer is qualified, responsible, and adequately prepared to fulfill the Contract. The experience and qualifications of a parent corporation or subsidiaries may satisfy any or all of the requirements of this section. Failure to submit any required data may be cause for rejection. Proposers may

submit such other data as they deem appropriate, however, voluminous or overly elaborate proposals are discouraged.

E. Proposal Format

Proposals should be structured in the following order:

1. Executive Summary
2. Functional Fit Response
3. Implementation Plan & Timeline
4. Support & Training Approach
5. Data Migration Plan
6. Cost Proposal
7. Vendor Background & References
8. Exceptions to RFP or Contract Terms

Page limits are not imposed but proposers are encouraged to be clear and concise in the proposal language. Long submissions are discouraged.

IV. Alternative Proposals

Alternative proposals, including proposals which may deviate from specific sections of this Request for Proposals or the proposed Contract Documents may be submitted by Proposers provided such proposals fully disclose alternatives and costs.

V. Evaluation of Proposals

The City may consider non-responsive any Proposal not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any or all Proposals for lack of formalities.

Acceptance of a Proposal shall not be construed as an acceptance of the Proposer as a qualified, responsible Proposer. The City reserves the right to determine the competence and responsibility of a Proposer from its knowledge of the Proposer's qualifications or from other sources after conducting a review thereof.

Proposers considered for award may be requested to make an oral presentation, provide a demo to a selection board or to submit additional data.

Only proposals submitted by responsible and responsive responders as defined by the West Valley City Code will be considered. Proposals will be evaluated according to the following criteria. Proposals will be scored in each area, with the score given the weight indicated below. Proposers should demonstrate their abilities in the following areas.

Criteria	Weight
Cost	40%
Functional Fit to Requirements	30%
Implementation & Support	10%
Vendor Experience & References	10%
Reporting & Analytics Capabilities	10%

VI. Insurance Required

The selected contractor shall maintain Commercial General Liability insurance with per occurrence limits of at least \$3,000,000 and general aggregate limits of at least \$4,000,000.

If the coverage described above is not in place at the time a proposal is submitted, the proposer should describe in detail what types and levels of coverage are in place currently and clearly indicate the proposer's ability and willingness to obtain the above-listed coverage required by the City. The City reserves the right to require additional coverage from that presented, at the proposer's expense for the additional coverage.

The proposer shall maintain all employee-related insurance, in the statutory amounts, such as unemployment compensation, worker's compensation, and employer's liability, for its employees or volunteers involved in performing services pursuant to this contract. Proposer shall also maintain "all risk" property insurance at replacement cost applicable to proposer's property or its equipment.

The proposer's insurance carriers and policy provisions must be acceptable to West Valley City and remain in effect for the duration of the contract. The City shall be named as an additional insured on the Commercial General Liability insurance policy by endorsement. Proposer will cause any of its subcontractors, who provide materials or perform services relative to this contract, to also maintain the insurance coverage and provisions listed above.

The proposer shall submit certificates of insurance as evidence of the above-required coverage to the City prior to the commencement of any contract. Such certificates shall provide the City with thirty (30) calendar days' written notice prior to the cancellation or material change of the applicable coverage, as evidenced by return receipt or certified mail, sent to the City Hall address in paragraph II above.

VII. Other Important Information

The City reserves the right in its sole discretion to reject any and all responses to this Request for Proposals. The City reserves the right to, in its sole discretion, waive any requirement set forth in this Request for Proposals, or cancel this Request for Proposals. The City reserves the right in its sole discretion to negotiate with responders prior to final award.

Response to this Request for Proposals is at the responder's sole risk and expense. The City anticipates selecting one of the responders, but there is no guarantee that any responding proposal will be selected.

All responses to this Request for Proposals are subject to the Governmental Records Access Management Act ("GRAMA").

Non-Discrimination

It is the City's policy to encourage equal opportunity in the award of contracts. The City endeavors to do business with responders that share the City's commitment to equal opportunity and will not do business with any company that discriminates on the basis of race, religion, color, ancestry, age, gender, sexual orientation, disability, medical condition, or place of birth. Responder shall comply with the Title VI general assurances promulgated by the federal government and available at <https://udot.utah.gov/connect/docs/usdot-order-1050-2a-standard-title-vi-assurances-with-instructions/>.

The City appreciates in advance the efforts that responders will make and looks forward to participating with responders in the selection process.