

***Town of Falmouth***  
***Request for Quotation – Fleet Maintenance Software***  
***February 28, 2015***

***Request for Proposal Overview:*** The *Town of Falmouth* is currently requesting quotes for the replacement their existing fleet maintenance software. It is the desire of the *Town of Falmouth* to receive quotes from qualified vendors for the replacement of their systems/software at the Public Works facility at 101 Woods Road. Currently, the Town is utilizing Extrafleet software along with Symbol/Motorola hand-held devices for repair orders and scanning of inventory.

***Proposals and Pre-Bid Meeting:*** All vendors who wish to submit a proposal attend a pre-bid site visit at the Falmouth Public Works Department at 101 Woods Road and meet with key staff to further understand the requirements and logistics associated with this project. **The pre-bid meeting will be held on March 17<sup>th</sup> at 9:00 AM.**

Proposals shall include all software, labor and materials required for a complete ‘turnkey’ project.

All work shall be done in accordance with all applicable federal, state and local codes. Any conflict between the applicable codes shall be resolved by following the most stringent of the codes. All work shall be performed in a timely manner without undue interruption of services.

The *Town of Falmouth* reserves the right to reject any and all proposals in response to this RFQ that are deemed not to be in the project’s best interest. The *Town of Falmouth* further reserves the right to cancel or amend this RFQ at any time and will notify all recipients accordingly.

***Project Details and Requirements:*** The Falmouth Public Works Department maintains the entire municipal and school fleets, which totals approximately 125 vehicles and equipment. There are 12 separate departments that receive monthly invoices for parts, lubricants, and labor associated with maintenance work. The department currently utilizes Extrafleet software, which allows them to open, track, and finalize repair orders while working on specific vehicles. This is assisted with Motorola-owned ‘shirt-pocket’ devices, which also have a scanning function. This function is utilized to scan and deduct parts from an existing inventory. The inventory uses a bar-coding system. Repair orders are downloaded from the hand-held devices on a monthly basis to the Extrafleet software, which then generates totals for monthly billing for the various departments.

Falmouth is looking to continue operating in this manner, however, are also open to any changes in hardware/software that may be applicable and could improve its’ current system.

Specifically, the following requirements must be met:

1. The successful vendor shall be responsible for conversion of data, installation and setup of software, and shall test/troubleshoot the system until completely functional and error-free.
2. The successful vendor shall provide system/software training to employees on-site.

3. The software shall be compatible with Citrix operating platform (version 6.0 running on Windows Server 2008 R2).
4. The software shall allow for tracking of up to 200 assets (minimum).
5. The software shall allow multiple users to utilize the system.
6. The software shall include reporting functions that can sort by mechanic, department, and/or vehicle/asset.
7. The software shall include an export function to a Microsoft-based program (word, excel, adobe, etc.).
8. The hardware/software shall allow the Town to continue utilizing its' existing inventory and bar-code system.

***Timeline:*** The project shall be substantially completed no later than **June 19, 2015**.

***Submittals:*** Each quotation/submittal shall provide all product details and specifications for materials proposed.

Please provide an itemized quotation that provides the following details of the costs associated with the entire project, with a total cost at the bottom:

1. Software costs
2. Initial Licensing costs (if applicable)
3. Annual re-licensing costs (if applicable)
4. Training cost
5. Support/help service cost
6. Implementation cost
7. Total

Please provide all warranty information, as applicable, in the proposal submittal.

Submittals can be delivered to: Jay Reynolds, Public Works Director, at 101 Woods Road, Falmouth ME, 04105. Fax #: 207-781-7465. Email: [jreynolds@falmouthme.org](mailto:jreynolds@falmouthme.org)

Submittals shall be accepted until **March 31, 2014, at 3:00 PM**.