

## **HORRY COUNTY SOLID WASTE AUTHORITY, INC.**

The Horry County Solid Waste Authority, Inc. is requesting sealed proposals for a Fuel Card Management System. All interested parties can obtain the RFP at [www.solidwasteauthority.org](http://www.solidwasteauthority.org). Specifications are available at the Administrative Offices of the Solid Waste Authority located at 1886 Highway 90, Conway, South Carolina, or by calling (843) 347-1651. Proposals will be received at the Administrative Offices until **3:00 P.M., Tuesday, July 28, 2016**. Any proposal received later than the specified time will **NOT** be accepted/ considered. The Solid Waste Authority reserves the right to accept or reject any and all proposals or any one item in a proposal.

All proposals must be sealed and properly identified as: **#016-17-04 – Fuel Card Management System - Solid Waste Authority** - and mailed/delivered to:

Horry County Solid Waste Authority, Inc.  
1886 Highway 90  
P.O. Box 1664  
Conway, South Carolina 29528

Attn: Jan Bitting  
#016-17-04

# HORRY COUNTY SOLID WASTE AUTHORITY

## INSTRUCTIONS TO PROPOSERS

1. This request for proposal includes the following:
  - A. Instructions To Proposers
  - B. Specifications
  - C. Proposal Form (s)
2. Proposal (s) will be examined promptly after opening; immediately thereafter, all proposals will be tabulated with said tabulation being made available to all participating. It is not a practice to award any proposal until the Authority has had ample time to review each Proposal. Award will be made however, at the earliest possible date. If the mail is delayed beyond the date and hour set for the proposal opening, Proposal (s) thus delayed, will **NOT** be considered. **Any proposal not present at appointed time will not be opened.** Facsimiles will **not** be accepted. **The proposal number must be clearly visible on the outside envelope.**
3. TAXES - The Authority pays South Carolina State Sales Tax. The Authority is exempt from Federal Excise Tax and will issue exemption certificates as requested.
4. AWARD OF PROPOSAL - Award of Proposal shall be made to the lowest responsible proposer meeting the Specifications, taking into consideration the following:
  - A. Superior Quality
  - B. Adequate Maintenance and Service
  - C. Past Experience with Company's Equipment
  - D. Company's Reputation
  - E. Known as Technically Good and Innovative Company
  - F. Delivery Date
  - G. Guarantees/Warranties
  - H. Performance of Proposer's equipment in hands of other agencies, plants, and firms.
5. Each proposer **must** submit a proposal (s) on the blank form attached. The Proposer shall sign his proposal form correctly and proposal (s) may be rejected if there are any omissions, alterations of form, additions not called for, conditional proposal or any irregularities of any kind.
6. DEVIATIONS - **Any deviations from these Specifications MUST be noted in detail and submitted in writing with this PROPOSAL. The absence of this Specification deviation will hold the Proposer strictly accountable to the Specifications as written herein. Failure to submit this document of Specification deviation, if applicable, shall be grounds for rejection of the item (s) when offered for delivery.**

7. CHANGES - Any changes in Specifications after the Purchase Order/Contract has been awarded, must be with the written consent of the Authority; otherwise, the responsibility for such changes shall be with the Vendor.
8. DELIVERY- Complete unit (s) shall be delivered to the Horry County Solid Waste Authority, 1886 Highway 90, Conway, South Carolina.
9. PAYMENT- The Solid Waste Authority will be invoiced after delivery of equipment or completion of project, the payment terms for this invoice shall be Net 30.
10. INFORMATION – **All questions must be submitted, in writing** to Ms. Jan Bitting, Director of Finance and Administration, Fax number (843) 347-3653. Proper reference to this proposal is required. **Deadline for questions is seven- (7) calendar days prior to proposal opening date.** All questions will be answered and posted as an addendum on our website. All changes in specifications will also posted on our website. All proposers are responsible for monitoring the website for any changes or addendums. Verbal information obtained otherwise, will **NOT** be considered in awarding of proposal.
11. BUSINESS LICENSE - The successful Proposer must provide a copy of their current Horry County Business License.
12. BID BOND – Intentionally Left Blank.
13. PERFORMANCE BOND – Intentionally Left Blank.
14. RETURN OF CHECKS – Intentionally Left Blank.
15. The Authority reserves the right to reject any or all Proposals. It further reserves the right to waive technicalities and formalities in proposals as well as to accept in whole or in part such proposals or proposals where it deems it advisable in protection of the best interests of the Authority.
16. INSURANCE: The successful proposer shall be required to maintain General Liability Insurance in the amount of One Million Dollars (\$1,000,000.) and maintain Workman's Compensation Insurance. The contractor shall be required to submit a copy of proof of insurance prior to commencement of work.
17. Any material included with the proposal becomes the property of the Authority and are not returnable.
18. Any Proposer aggrieved in connection with the solicitation or award of a contract may protest to the Executive Director in writing within 7 days after such person knows or should have known of the facts giving rise to the grievance.

19. The Proposer must include the following items or their proposal may be deemed nonresponsive: Signed Certification of Proposal Submittal Form and a signed and notarized Non-collusion Affidavit.

# **SPECIFICATIONS**

**FOR**

**Fuel Card Management System**

**July 2016**

**HORRY COUNTY SOLID WASTE AUTHORITY, INC.  
P.O. BOX 1664  
CONWAY, SOUTH CAROLINA 2952**

# **SPECIFICATIONS FOR FUEL CARD MANAGEMENT SYSTEM**

These specifications will be for a Fuel Card Management System System,

The following is a description for a complete Fuel Management System. The software for this system will be installed and operated at our office location in Conway, SC and the necessary conduits from the pad to the pulser and pump that are currently location already. Power is also currently present. Please refer to the Specifications for all other details.

## **Automated Fuel Management System Requirements and Specifications**

Furnish, install, test and implement an Automated Fuel Management System, including the Fuel Island Controller (terminal), fuel management software and peripherals, to provide secure access and accountability in connection with the dispensing of fuels. The System shall provide the capability to record and maintain accurate fuel transaction and vehicle mileage and hours information for reporting, accounting and fleet maintenance purposes. The System shall be a stand-alone, driver oriented, automated system able to operate completely unattended 24 hours per day, 7 days per week.

System communications will be achieved via a combination of hard-wired and wireless connections, furnished by the bidder, between each Fuel Island Controller and the nearest building with a communications infrastructure. The System will include the capability to communicate via an existing computer network (provided by HCSWA) that includes the necessary phone connections located within range of the fuel island with a minimum wireless installation range of 1500 ft.

## **Fuel Island Controller Configuration**

### **1. Access Device**

#### **A. Vehicle Identification/Authorization**

The access method for identifying and authorizing a vehicle will be to insert the respective Memory Chip Key into the reading device installed in the Fuel Island Controller.

- • The user will insert personalized card to initiate the identification/authorization process.
- • The user will be prompted to enter the respective vehicle's odometer reading and hours used, which will be checked by the system for "reasonability."
- • The System will grant access to fuels only for authorized vehicles that have been entered into the fuel access database.
- • The System will grant access only to the appropriate fuel and respective dispensing nozzle for three different fuels.

- The System will limit the fuel dispensed, based on quantity limits specified for the respective vehicle.
- The Fuel Island Controller will record and maintain the fuel transactions to be polled by the Central Controller (CC) computer.

**B. Personnel Identification/Authorization**

The access method for identifying and authorizing personnel/users will be for the user to enter his/her PIN (Personal Identification Number) using the Fuel Island Controller touch screen/keypad.

- The System will grant access only to authorized users who have been entered into the fuel access database.

**2. New System Configuration**

The System shall be composed of two levels of processing. The general description of each level is as follows:

**Level 1 – Browser-based Fuel Management System Software** – Application for maintaining fleet-related vehicle, personnel and department data; polling fuel island controllers and capturing and organizing fuel transaction and vehicle information; and for generating reports for facilitating fueling operation accountability.

**Level 2 – Fuel Island Controller** – Stand-alone Fuel Island Controller with vehicle Memory Chip Key and personnel proximity device readers for identification/authorization, for turning fuel dispensers on and off and recording transaction data. Transaction data captured by the Fuel Island Controller will be polled by Central Controller (CC) computer with **Browser-based Fuel Management System Software**.

**Detail Specifications**

**A. Level 1 – Central Controller (CC) Computer and Fuel Management Application**

The Vendor will provide the Fuel Management Software to reside on the Central Controller (CC) computer (provided by HCSWA), which will initiate polling of each Fuel Island Controller for capturing, organizing, and maintaining fuel transaction data. The Fuel Management Software will be used to maintain the fuel access database, as well as generate all required reports.

**Hardware—Central Controller (provided by HCSWA) Detailed Computer/Server Specifications**

Operating System	Microsoft Windows 7 or Microsoft Windows Server 2008 64Bit editions.
Database Storage	Microsoft SQL Server 2005 or SQL Server 2008 R2 or SQL Server 2012 Workgroup, Standard, Express or Enterprise Edition Supported

Miscellaneous	English/US Localization Only Microsoft .Net Framework (included in Windows OS) Internet Information Server (IIS) 5.0 or greater (included in Windows OS)
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### **Software—Fuel Management Application**

The Fuel Management Software shall be menu-driven and almost entirely automated. It shall direct the operator through the functions; with polling and reports available on a scheduled (unattended) basis. The Software shall manage all of the database functions of the system, including the storing of transactions, inventory and access device information. All files, both data and control, shall be easily edited through the program. Standard and custom reports must be available, with latitude in the order of sorting and the range of sites, dates, vehicles and other variables.

Vendor's proposal must include statement reflecting policy regarding availability of Software updates, any recurring maintenance fees and costs for software customizations/modifications.

The following specifications are the minimum required for the Fuel Management Application:

- • Initiate polling and support communication to Fuel Island Controller.
- • Be able to set polling times and have the Central Controller poll Controller without operator assistance.
- • Generate daily reports showing the number of transactions polled, tank inventory, time of polling, error messages and system parameters.
- • Report tank readings and flag for reorder.
- • Generate a daily report showing all polled transactions.
- • Be able to sort the daily transaction listing by date and time, card number, vehicle number, personnel number or personnel data.
- • Be able to print daily a list of each individual department's fueling record and a total fuel use of each type fuel for each department.
- • Be able to store and use a list of a minimum of 25 individual departments along with complete alphanumeric labels for each department.
- • Be able to print on request a total access device list and each individual vehicle's fueling history.
- • Shall be capable of displaying reports on the central computer monitor before the reports are printed, with the capability for the operator to scroll up and down the page of the report.



- • Software must offer administrator capability to change, enter, create or eliminate access device and vehicle data information and add, delete or lockout access devices.
- • Set prices by tank and pump and assign to the quantity of fuel dispensed to show price per transaction.
- • There shall be a method to automatically send Preventive Maintenance (PM) messages to individual vehicles. The number of times the driver is given the message shall be set in the Fuel Management Software (FMS). The PM flag reset shall be performed automatically by the system
- • There shall be a method to send other messages to an individual vehicle. The number of times the driver is given the message shall be set in the FMS by date or number.
- • Software must permit the use of a file server and client workstations.
- • Transaction data may be transferred to any program accepting an ASCII flat file.
- • Must have the ability to interface to tank monitor systems.

### **Data Management and Reporting**

The following information needs to be gathered and stored in a database by type: Vehicle, Personnel, Department, Fuels, Sites, Tanks and Tank Monitors. The system shall provide

the following information at the Central Computer as a transaction record:

- • Driver/User identification number
- • Vehicle identification number
- • Vehicle odometer and/or hour reading
- • Number of units dispensed
- • Price
- • Data & time
- • Hose number
- • Product number
- • Access Device type

## **B. Level 2 - Hardware Specifications: Fuel Island Controller**

The Fuel Island Controller must be a data entry terminal, controlling fuel dispensed from one or more pumps. The Fuel Island Controller will be a 7-day, 24-hour, unattended, Memory Chip Key/PIN -activated unit. The Memory Chip Key will be used to identify the vehicle, and the PIN will be used to identify the driver/user. The Fuel Island Controller shall be the main access point through which the user shall obtain fuel. It will be mounted on the fuel island and shall control the operation of up to 8 dispensing hoses. The Fuel Island Controller shall have the following capabilities:

- • Must have a high contrast, non-glare, shatter resistant touch screen display
  - • Operate up to four (4) dispensing hoses simultaneously
  - • Authorize dispensers of the proper fuel type for each vehicle
  - • Transmit fuel transactions to the Central Controller (computer)
  - • Easy “Plug & Play” hardware parts designed for ease of use when switching out parts – no computer skills needed
  - • Deliver special messages and automatic PM (Preventive Maintenance) messages to individual vehicles, or lock out vehicles from fueling privileges
  - • Provide an internal checking function for memory and communications testing and report any potential problems
- Must read fuel quantities from each dispenser in a variety of increments.
    - Memory storage size: 500,000 fueling transaction and up to 500,000 vehicle/employee numbers
    - Contain manual override switches for each pump in the event of system failure
    - Capture fuel quantities dispensed while in manual override
    - Have separate timings for Pump Turn On and Pump Turn Off, both programmable from 1 to 98 seconds
    - Is resistant to RF interference by use of state-of-the-art components and installation.

Fiber optic and/or radio transmissions are a standard installation component used for interference resistance.

- Designed to use components that will protect the unit from power surges and dips
- Invulnerable to power outages and can maintain its data indefinitely without external power and automatically reset all system parameters upon resumption of power. All storage is in flash memory, and a battery backup is not required.

- • Constructed to withstand extended normal use, discourage vandalism and to be capable of sustaining operation in local ambient conditions
- • A secure method (Memory Chip Key reader) is available to allow identification and local authorization of vehicles.
- • Listed by ETL and designed to meet the following specifications:
- • National Electric Code, NFPA #70-1987
- • Uniform Fire Code
- • Underwriters Laboratories 1238 and 913 specifications
- • Must have direct IP capability for real-time instant transaction polling and diagnostics
- • Must have removable USB / Flash drive storage capability
- • Must have a corrosion-resistant Fuel Island Controller pedestal housing
- • Quick disconnect components

The Fuel Management System must offer the capability to interface automatically supply alarms, levels and delivery information to the Fuel Management System.

### **3. Fueling Procedures**

The following general sequence of actions will occur during each fueling transaction:

- • The Driver/User is prompted to insert the Memory Chip Key into the Memory Chip Key reader.
- • Driver/User is prompted to enter vehicle mileage and/or hours.
- • The User is informed of the status of the Memory Chip Key, i.e.: “Key was read correctly” or  
 “Incorrect key type (with reason specified such as locked out, fueling limit reached, wrong system number, etc.)”
  - The Driver/User will be prompted to enter his/her PIN.
- • The touch screen will indicate the available pumps for use (appropriate for respective vehicle) and prompt the Driver/User to make a hose selection.
- • The system will prompt the Driver/User to initiate the dispensing of the fuel.
- • The SWA has a fuel truck to deliver fuel to equipment on-site. The successful bidder must include a wireless fuel truck dispensing device to record fuel to these on-site units.

#### **4. Warranty and Maintenance**

The contractor will warrant the system to be free from defects during the warranty period and assume sole responsibility for the performance of all equipment, materials, labor, software and programs supplied during this period. The contractor must certify that an engineer or electronics technician trained in the operation and repair of the system is employed by the contractor for warranty work.

Maintenance costs, terms and conditions (that apply after the warranty period) must be stated by the bidder with the proposal. Warranty period must also be given.

#### **5. Training**

Included in these specifications is the education of personnel who will operate, maintain and enhance the system at the end of the contract period. Training will be provided for:

- • Operation of the Fuel Island Controller (terminal).
- • Preventive maintenance of the Fuel Island Controller (terminal)

Documentation will cover all facets of the system, including the various manuals provided by the manufacturer. Bidders must state what type and length of training and for whom it shall be provided.

#### **6. Installation Criteria**

Installation shall include all costs necessary to make the entire system fully functional as described in these specifications.

All wiring and construction must conform to all applicable Federal, State and Local laws and regulations. All 110 volt power lines from the Fuel Island Controller to the pumps must be enclosed in steel conduit. Care must be taken to install all components in a manner that will protect them from the environmental conditions of heat, dust and water. Additionally, they will be installed so as not to impede equipment traffic and will be reasonably protected from damage by moving equipment or high winds.

**FUEL CARD MANAGEMENT SYSTEM  
PROPOSAL SUBMITTAL FORM**

1. PROPOSAL PRICE: One unit as herein described,  
Installed, delivered to 1886, Highway 90,  
Conway, South Carolina 29526

\$ \_\_\_\_\_  
BASE PRICE

2. Options

\$ \_\_\_\_\_

3. Freight

\$ \_\_\_\_\_

\$ \_\_\_\_\_  
SALES TAX

\$ \_\_\_\_\_  
TOTAL

4. Days to install after receipt of order.

\_\_\_\_\_  
# of Days

5. Provide proposer information:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

6. Certification: The undersigned hereby certifies that this proposal will be in effect for a period of 90 days following the proposal date. Proposer further acknowledges that the Authority will not necessarily award proposal on proposal price only, but will compare individual units and all proposal information to determine the choice for meeting the overall objectives of the Authority. Proposer shall understand that all information requested in this specification package will be evaluated and contribute to the selection process.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

