



District of Port Hardy

7360 Columbia Street ♦ PO Box 68
Port Hardy BC V0N 2P0 Canada
Telephone: (250) 949-6665 ♦ Fax (250) 949-7433
Email: general@porthardy.ca ♦ www.porthardy.ca



Request for Quotations

Reference No. 1220-20-529-2019

Asset Management Software System

Introduction

The District of Port Hardy is a small community located on the north eastern tip of Vancouver Island. The District's population was 4,132 in 2016. The District has a relatively small workforce, that maintains infrastructure over a large land base of 38.73 square kilometers. The District has the following infrastructure and engineering structures:

Paved Roads – 41km	Waterline - 70 km	Sanitary Sewer – 50 km	Storm Sewer - 35 km
Unpaved Roads – 7 km	4 Water Reservoirs	2 Waste Water treatment plants	9 Sewer Lift Stations
Sidewalks – 30 km	7 PRV's	400 sewer manholes	2 Dams, 1 pumphouse
Pool/arena/curling rink	4 Marinas / Piers	2 Fire Halls	Other municipal buildings

Purpose

The purpose of this RFQ is to solicit quotations from software suppliers who can demonstrate that they possess the organizational, functional and technical capabilities to provide an Asset Management Software System (AMSS) that meets the District of Port Hardy's needs.

The AMSS should provide a platform to support the District's lifecycle management of all assets and all asset classes. The District does not have a GIS mapping system. The District contracts the Comox Valley Regional District for mapping services hosted on iMap, through shared services from the Regional District of Mount Waddington. The AMSS should include a method to integrate the AMSS with iMap, or the AMSS should integrate with an alternate mapping solution.

System Expectations and Scope:

- Asset register that supports all asset classes
- Hierarchies that include condition assessments, lifecycle management, risk modeling
- Comprehensive reporting for strategic planning and financial reporting
- Data analysis, graphs and charts
- Attachment capability of notes, files, photos to each individual asset
- Integration with iMap or provide an alternate mapping solution
- Local or Hosted storage (server must be located in Canada).
- HTML web-based solution
- Migration of existing asset data from spreadsheets
- Training and support



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System Expectations and Scope (continued):

- Phased expansion options:
 - Field operations and mobile access
 - Work order management
 - Scheduled maintenance
 - Maintenance history
 - Asset inspections

The District is open to suggestions or recommendations from vendors for options that may be the best solution for a community of our size. Vendors must be prepared to host an online demonstration of their product. Adding any optional suggestions to the quote will be taken into consideration with the entirety of the quote provided.

This is a Request for Quotations only. By requesting quotations, the District of Port Hardy does not intend to enter into, and shall not be considered to have entered into, contractual relations upon the submission of a quotation by any person and no "Contract A" shall be formed between the District of Port Hardy or any vendor upon the submission of a quotation. Without limiting the foregoing, the District shall not be obligated in any manner whatsoever to any vendor until a written agreement for the performance of the work herein contemplated has been duly executed.

Quotations will be evaluated based on price and other factors, as determined by the District of Port Hardy's purchasing policy. Scoring will be based on the following measures:

- Function available, ease of access, ease of administering and maintaining
- Product characteristics including ease of system navigation, standards conformity and interface look and feel
- Product best meets the Districts business needs
- Experience of vendor
- Completeness of the software demonstration
- Price – including initial AMSS purchase, training, migration plus any annual fees if applicable

Quotations must be submitted by email to general@porthardy.ca with the subject: '**Request for Quotations Reference No. 1220-20-529-2019**' or in a **sealed** envelope, clearly marked with suppliers name and above project name and description and received by **2:00 p.m. (local time) Wednesday, June 26, 2019:**

District of Port Hardy, Municipal Hall
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For more information please contact:

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