



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

# State of Delaware

## Vehicle Height Monitoring Systems

### Request for Information

**Request No. GSS20867-HEIGHT\_MON**

*December 2, 2019*

**- Deadline to Respond -**  
**January 8, 2020**  
**3:00 PM (Local Time)**

Date: November 5, 2019

**REQUEST for INFORMATION NO. GSS20867-HEIGHT\_MON**

This Request for Information (RFI) will **not** result in award of a competitively bid contract.

The State of Delaware, Government Support Services, is seeking market information on Vehicle Height Monitoring Systems. The information gathered may or may not lead to the issuance of a Request for Proposals.

Responses to this Request for Information will remain confidential until such time as a determination is made on whether the State will move forward with a Request for Proposal for any one or more types of Vehicle Height Monitoring Devices and services. If a decision is made to move forward with a Request for Proposal, the responses to this Request for Information will remain confidential until the completion of the Request for Proposal process.

All responses to this Request for Information shall be submitted in a sealed envelope **clearly displaying the request for information number and vendor name** by **Wednesday, January 8, 2020 at 3:00 PM (Local Time)**.

**Responses must be mailed to:**

**State of Delaware  
Government Support Services  
GSS20867-HEIGHT\_MON  
100 Enterprise Place, Suite 4  
Dover, DE 19904-8202**

Please review and follow the information and instructions contained in this Request For Information (RFI). Should you need additional information, please contact Steven Chillas at [steven.chillas@delaware.gov](mailto:steven.chillas@delaware.gov)

## **I. INTRODUCTION**

### **A. RFI DESIGNATED CONTACT**

All requests, questions, or other communications about this RFI shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid. Vendors should rely only on written statements issued by the RFI designated contact.

**Steven Chillas**  
**ATTN: GSS20867-HEIGHT\_MON**  
**State of Delaware**  
**Government Support Services**  
**100 Enterprise Place, Suite 4**  
**Dover, DE 19904-8202**  
or  
[steven.chillas@delaware.gov](mailto:steven.chillas@delaware.gov)

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

### **B. CONTACT WITH STATE EMPLOYEE**

Direct contact with State of Delaware employees other than the State of Delaware Designated Contact regarding this RFI is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their response from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

### **C. RFI OBLIGATION**

The RFI is a request for information only. There will be no contract awarded as a result of this RFI. Nothing in the materials vendors provide, further referred to as Vendor Information Packages (VIP) as a response to this RFI nor the State's remarks or responses to the VIP's of any individual vendor, will be considered binding for a future contract.

### **D. RFI QUESTION AND ANSWER PROCESS**

The State of Delaware will allow written requests for clarification of the RFI and its attachments. All RFI questions shall be received no later than December 12, 2019 by 4:30 PM. All questions will be consolidated into a single set of responses and posted on the State's website at [www.bids.delaware.gov](http://www.bids.delaware.gov) by the date of December, 19, 2019 by 4:30 PM. Vendor names will be removed from questions in the responses released. Questions should be submitted in the following format. Deviations from this format will not be accepted.

Section number

Paragraph number

Page number

Text of passage being questioned

All questions may be submitted by email to: [steven.chillas@delaware.gov](mailto:steven.chillas@delaware.gov)

Or, questions may be submitted by mail to the RFI designated contact address identified above, but must be received by the “no later than” RFI questions deadline specified.

Questions not submitted electronically shall be accompanied by a CD and all questions shall be formatted in Microsoft Word.

## II. SCOPE OF WORK

### A. PURPOSE / BACKGROUND

The purpose of this RFI is to provide the State of Delaware with information regarding vendor interest and capabilities providing full services related to vehicle height monitoring systems. The State of Delaware invites vendors to submit their capabilities and interests relative to this Request for Information (RFI). The State of Delaware may reference this material as indicative of industry capabilities and in the event the State of Delaware issues a Request for Information (RFI), the State may use this material to facilitate the development of the RFP or the establishment of standards and policies.

### STATEMENT OF NEEDS

As amended, Chapter 45, Title 21 of the Delaware Code, § 4513 establishes the authority for the State of Delaware or its counties or municipalities to use a vehicle height monitoring system to assist in the enforcement of applicable State, County and Municipal law regarding motor vehicle size, including under Chapter 45 of this title.

The following link provides an overview of SB131 as it relates to the RFI:

<http://www.legis.delaware.gov/json/BillDetail/GenerateHtmlDocument?legislationId=47558&legislationTypeId=1&docTypeId=2&legislationName=SB131>

Potential vendors must be able to provide adequate information for the following questions in their response to this RFI:

1. What is your violation detection methodology? Please discuss the type of equipment that you will use and discuss the system functionality.
2. What is the violation recording and tracking methodology? Please discuss how the information is recorded, stored, processed, compared & analyzed as it relates to requirements outlined in SB131.

3. How are repeat offenders identified or tracked?
4. What is the system's ability for interaction with motor vehicles from outside of the State of Delaware? (Many interstate trucks travel through Delaware to & from ports, distribution centers, railways, etc.)
5. What areas do you expect these systems to operate in? Please discuss both potential locations relative to traffic positions as well as the detection system in relation to a physical location.
6. What is the capability of your company for providing service to multiple locations? How is that monitored?
7. What is the anticipated funding source? (Will this be a "one-time" purchase by the vendor? Does the vendor expect revenue generated from violations to cover cost?)
8. What standard maintenance is required to keep detection equipment at optimal performance levels? Discuss maintenance schedule, Vendor vs. State maintenance responsibilities, daily validation tests, etc.
9. The system must be able to provide information that may be used in court proceedings. Discuss judicial findings, opinions, etc., regarding violations that were captured by the vendor's equipment and that have been upheld in court proceedings.

### **III. VENDOR INFORMATION PACKAGE (VIP) REQUIREMENTS**

#### **A. COVER LETTER**

Each VIP response will have a cover letter on the letterhead of the company or organization submitting the response. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFI. The cover letter must also identify a contact person which includes a phone number and email address.

#### **B. DESCRIPTION OF SERVICES AND QUALIFICATIONS**

Each response must contain a detailed description of how the Vendor could provide the goods and services outlined in this RFI. This part of the response may also include descriptions of any enhancements or additional services or qualifications the Vendor will provide that are not mentioned in this RFI.

#### **C. NUMBER OF COPIES WITH MAILING OF RESPONSE**

Each VIP response must be submitted with one (1) paper copy and one (1) electronic copy on CD or DVD media disk. VIP responses are to be sent to the State of Delaware and received no later than 3:00 PM (Local Time) on Wednesday, January 8, 2020. The VIP response may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

**State of Delaware  
Government Support Services  
Contracting Section – GSS20867-HEIGHT\_MON  
100 Enterprise Place, Suite 4  
Dover, DE 19904-8202  
Attn: Steven Chillas**

Any response submitted by US Mail shall be sent by either certified or registered mail. Any response received after the date and time deadline referenced above shall be returned unopened.

**D. VENDOR INFORMATION PACKAGE (VIP) RESPONSE**

**1. SERVICE**

Identify which service under Statement of Need you have the capability to provide. In the event a vendor is capable of providing more than one of the services identified, please separate the VIP response by service.

**2. EXPERIENCE**

Demonstrate the level of experience your organization has related to the questions outlined in the Statement of Need and requirements expressed in SB 131.

**3. PRICING**

Discuss pricing as outlined in the Statement of Needs.

**4. EQUIPMENT**

Discuss equipment as outlined in the Statement of Needs.

**5. REPORTING**

Discuss reporting capabilities and requirements as outlined in the Statement of Needs and SB 131.

**9. INVOICING**

Provide details on how customers are invoiced, frequency of invoices, format used and communications means.