



Request For Quotes (RFQ) Notice

Date of Notification: January 14, 2025

RFQ for Purposes of: Purchasing and Installing Routers/modems and antennas to advance agency camera technology.

BACKGROUND

This request is to support a larger technology camera project, which will upgrade the existing REI vehicle camera system with a new system, allowing for live viewing and wireless downloading for both interior and exterior cameras. Live viewing will allow the agency to view cameras quickly and make prompt decisions. Wireless downloading will be more efficient to pull videos and save them to a central location. To achieve this project, a centralized mobile router and antenna must be installed on the vehicles to allow for faster downloads and quicker access to a live view than is possible with SIM cards directly inside the DVR hardware. At this time only the camera system will be connected to the mobile routers.

REQUEST

Tri-Valley (Heartland Express) is requesting quotes for mobile routers and antennas for 36 vehicles.

This RFQ will select a preferred vendor who provides the best value to purchase, deliver, and install mobile routers and antennas for each vehicle. Final selection will be based on meeting the requirements of this RFQ, including the identification of the requested equipment (or equivalent), and the experienced labor demonstrated to perform the installation and configuration of the equipment.

Advancing Tri-Valley (Heartland Express) vehicle camera technology with REI camera technology is anticipated to be completed by **March 31, 2025**. To support REI’s dependency on the work within this RFQ, all identified mobile router and antenna equipment shall be delivered to each location noted in **TABLE 1**. The Installation of the mobile routers and antennas shall occur on or before May 31, 2025.

VEHICLE LIST

TABLE 1 provides an overview of the location where vehicles are staged for use.

TABLE 1

Location	Number of Buses
1345 Fairfax Ave Crookston, MN 56716	20 buses and 1 van
524 Barzen Ave Thief River Falls, MN 56701	8 buses and 1 van
5 th ST NW Mahnomon, MN 56557	5 buses
216 Park Ave NW Bagley, MN 56621	3 buses

Thirty-three (33) buses are Ford E450, Light – Duty Medium sized bus / 400 Series.
 Two (2) vans are Chrysler, Light – Duty vans.
 One (1) spare bus is a Freightliner, Medium Duty bus / 500 Series.



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For a vendor to be qualified for this project, the following requirements shall be addressed and considered in the quote provided in response to this RFQ.

- Providing the required equipment identified in the RFQ, or an equivalent or better (any equivalent hardware shall be approved by Tri-Valley (Heartland Express) prior to ordering). You are at risk should the agency not accept the alternate or equivalent.
- All equipment delivered shall be new.
- Provide a listing of the identified (proposed) materials within the quote package.
- Deliver all equipment and related materials to each of the locations identified in **TABLE 1**. Coordination shall occur with the RFQ Administrator or their representative.
- Ensure operation of the installation of the mobile routers and antennas in each vehicle. It is acknowledged that the cameras at this stage may not be installed. The validation is based on testing each one to make sure they are installed correctly for power and are receiving a signal.

Payments will be made after an onsite inspection occurs and illustrating equipment is received, connected, and operational based on the payment requirements noted in this RFQ.

All equipment delivered shall include specifications and the warranty documentation associated with each. These documents shall be provided to the RFQ Administrator.

A contract / purchase order will further define the agreed upon conditions between the selected vendor and Tri-Valley (Heartland Express).

The point of contact regarding this request is:

RFQ Administrator – Elizabeth Hensrud
Tri-Valley (Heartland Express)
Elizabeth.Hensrud@tvoc.org

Vendors may be disqualified if any unsolicited contact related to this RFQ is made with an employee or representative of Tri-Valley (Heartland Express). other than the RFQ Administrator during the solicitation period.

The submittal package includes the quote, and any additional required documentation. The package shall be emailed to the RFQ administrator by **Friday, February 7, 2025, at 2:00 PM CDT**.

Mailed or faxed quotes will not be accepted.

The vendor shall validate with the RFQ Administrator that their quote has been received.

The RFQ Administrator will not provide confirmation noting receipt of the quote. It is up to the vendor to validate that the agency has received the quote.

Attachments:

A: Specifications

B: Conflict of Interest Form

C: Debarment and Suspension

Excel file to be provided with the quote.



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Tables

Table 1 - Vehicle locations (4)

Table 2 - Quote Pricing Form

ATTACHMENT A

Specifications | Equipment Requested | Payment.

REQUIREMENTS

Prior to purchasing any of the requested items, the vendor shall provide a list of the proposed equipment to the RFQ Administrator, or their representative for review and approval. This shall be done one week after selection and award of the contract. Identify any items that are an 'equivalent' to what is specified below.

Once approved the vendor shall provide a schedule identifying the delivery of the equipment (anticipated date / time for delivery to each location), installations dates and a date for final acceptance by Tri-Valley (Heartland Express).

It is required that the vendor coordinate with the RFQ Administrator or their representative for approval of the delivery to each location and the installation on each vehicle.

QUOTE LINE ITEMS

Line items 1a & 1b – Mobile Router & Antenna.

Mobile router and associated antenna equipment that is purchased, per the requirements of this RFQ. The mobile router shall be 5G compatible with a Verizon network, have multiple ethernet ports and a connection to a power source. It must automatically power on when the vehicle is turned on. The router must be securely mounted to the vehicle.

The mobile router shall be a CRADLEPOINT INC. R1900, with 3-year NetCloud performance mobile essentials plan or equivalent as approved by the RFQ Administrator or their representative.

The antenna shall be a low-profile dome black, 7 in 1 antenna: 4x Mimo 2G/3G/4G LTE, 2x 2.4 /5GHz Wi-Fi, GPS/GNSS, 5m/16 cables for use with a single mobile router IRB 1700 – 1200M or equivalent as approved by the RFQ Administrator or their representative.

Two mobile router spares and antennas shall be purchased and delivered (Not installed). These two spares shall be provided to the RFQ Administrator or their representative.

PAYMENT - Line Items 1a & 1b – Mobile Router & Antenna

Compensates the vendor for the purchasing of the mobile router and associated antenna, paid as an each. The line item for the mobile router includes any hardware for mounting the router and cabling for power. Payment is based on a receipt noting 'paid' by the selected vendor and submitting it to Tri-Valley (Heartland Express) for review and approval for payment. Payment also requires all-related warranty documentation and associated specification sheets for the approved mobile router and associated antennas.

Line item 2 - Shipping Router & Antenna.

Compensates for the shipping and delivery cost of the listed equipment.

PAYMENT - Line Item 2 – Shipping Mobile Router & Antenna

Compensates the selected vendor for the shipment, delivery charge for the equipment purchased. A paid receipt shall be submitted for payment to Tri-Valley (Heartland Express). Should the equipment be delivered to each site, reimbursement will be for the total cost for all the equipment delivered to a Tri-Valley (Heartland Express) facility. Coordination of the delivery shall occur prior to delivery with the RFQ identified administrator or their representative.

Line item 3 – Mobilization.

Compensates for the mobilization to each of the locations (4) where the vehicles are placed, per **Table 1**.

PAYMENT - Line Item 3 – Mobilization

Compensate the selected vendor for their trips to each of the sites for the installation of the mobile routers and associated antennas. No additional payment will be made for labor travel time, mileage, daily per diem or lodging. This line item is for the cost to mobilize to each identified site identified in **Table 1**.

Line item 4 – Installation Labor.

Reimbursement for the installation of the mobile routers and antennas into the 36 vehicles staged in the four specified sites illustrated in **Table 1**. The modem routers and associated antennas will not be connected to the camera system, the installer for the camera system will perform this task (by others – separate contract).

PAYMENT - Line item 4 – Installation Labor

Compensates the selected vendor for the installation of the mobile routers and antennas into each vehicle identified in **Table 1**. Payment will be made for installation on each vehicle.

Payment will be provided at the completion and acceptance of the equipment installed in each vehicle. No pre-payment will occur based on the progress of work. No Payment will be made for work not completed.

A request can be made for compensation for the cost of purchasing and the delivery of the equipment based on receipt of a paid invoice / receipt illustrating PAID. No Mark up for equipment will be accepted. All payments and approval for payment will occur from the Tri-Valley (Heartland Express) – RFQ Administrator or their representative.

The remainder of the page is intentionally blank.

Table 2 - Quote Table, I identifies the prior noted line items. This table shall be inserted into your submitted quote.

TABLE 2 – Quote Table

Number	General Description	Equipment Detail / Identification Codes **	Quantity	UNIT	Cost	TOTAL
1a	Mobile Router	CRADLEPOINT R1900 MOBILE ROUTER ***	38	EACH	\$0.00	\$0.00
1b	Antenna	LOW PROFILE DOME BLACK, 7 IN 1 ANTENNA: 4x Mimo 2G/3G/4G LTE, 2x 2.4 /5GHz Wi-Fi, GPS/GNSS, Sm/16 CABLES ***	38	EACH	\$0.00	\$0.00
SHIPPING MOBILIZATION INSTALLATION LABOR						
2	Shipping Router / Modem & Antennae		1	Lump Sum	\$0.00	\$0.00
3	Mobilization		4	EACH	\$0.00	\$0.00
4	Installation Labor		36	EACH	\$0.00	\$0.00
		*** Includes 2 spares (router and antenna)			TOTAL	\$0.00
		** Or equivalent, as approved by Agency				

QUOTE EXCEL FILE

Utilize the excel spread sheet to illustrate your cost for each line item and the total submitted cost. Prior to submittal, validate the equations in the excel spread sheet, ensuring that all rows and columns are totaled correctly in your submitted quote.

Tri-Valley (Heartland Express) is not responsible for validating the equations in the excel spreadsheet, since the format can be altered in the excel file. **Table 2** illustrates the data in the excel file.

While the equipment is identified with specific detail, vendors can quote an equivalent or better product; however final approval should be provided by Tri-Valley (Heartland Express).

QUOTE SUBMITTAL REQUIREMENTS

- On the vendor letter head provide a table illustrating your quote. This can be done by copying the excel file table into your document. This table inserted into your letter is the dollar value used to evaluate your quote.
- Provide within the submitted letter / quote an official company signature, by an authorized representative of the company.
- Identify the date the quote was submitted.
- Note the duration (Date) that the quote is acceptable.
- Provide with the quote the specifications for the quoted items, as illustrated or an equivalent or better. You are at risk should they not accept the assumed items beyond what is noted.
- Provide other information that you feel is necessary to validate a quote to a public agency.

ATTACHMENT B
CONFLICT OF INTEREST CHECKLIST AND DISCLOSURE FORM

Purpose of this Checklist: This checklist is provided to assist proposers in screening for potential organizational conflicts of interest. The checklist is for the internal use of proposers and does not need to be submitted to MnDOT, however, the “Disclosure of Potential Conflict of Interest” form must be submitted with your signed contract or along with your proposal/letter of interest.

Definition of “Proposer”: As used herein, the word “proposer” includes both the prime contractor and all proposed subcontractors.

Checklist is not Exclusive: Please note that this checklist serves as a guide only, and that there may be additional potential conflict situations not covered by this checklist. If a proposer determines a potential conflict of interest exists that is not covered by this checklist, that potential conflict must still be disclosed.

Use of the Disclosure Form: Proposers must complete the attached disclosure and submit it with their proposal/letter of interest (or separately, as directed by MnDOT, for projects not awarded through a competitive solicitation). If the proposer determines a potential conflict of interest exists, it must disclose the potential conflict to MnDOT; however, such a disclosure will not necessarily disqualify a proposer from being awarded a contract. To avoid any unfair “taint” of the selection process, the disclosure form should be provided separate from the bound proposal, and it will not be provided to selection committee members. MnDOT’s Contract Management personnel will review the disclosure and the appropriateness of the proposed mitigation measures to determine if the proposer may be awarded the contract notwithstanding the potential conflict. MnDOT’s Contract Management personnel may consult with MnDOT’s Project Manager and Department of Administration personnel. By statute, resolution of conflict-of-interest issues is at the sole discretion of the Commissioner of Administration.

Material Representation: Proposers are required to submit the attached disclosure form either declaring, to the best of knowledge and belief, that no potential conflict exists, or identifying potential conflicts and proposing remedial measures to ameliorate such conflict. The proposer must also update conflict information if such information changes after the disclosure. The information provided on the form will constitute a material representation as to the award of this contract. MnDOT reserves the right to cancel or amend the resulting contract if the proposer failed to disclose a potential conflict, which it knew or should have known about, or if the proposer provided information on the disclosure form that is materially false or misleading.

Approach to Reviewing Potential Conflicts: MnDOT recognizes that proposers must maintain business relations with other public and private sector entities to continue as viable businesses. MnDOT will take this reality into account as it evaluates the appropriateness of proposed measures to mitigate potential conflicts. It is not MnDOT’s intent to disqualify proposers based merely on the existence of a business relationship with another entity, but rather only when such relationship causes a conflict that potentially impairs the proposer’s ability to provide objective advice to MnDOT. MnDOT would seek to disqualify proposers only in those cases where a potential conflict cannot be adequately mitigated. Nevertheless, MnDOT must follow statutory guidance on organizational conflicts of interest.

Statutory Guidance: Minnesota Statutes §16C.02, subdivision 10(a) places limits on state agency’s ability to contract with entities having an “organizational conflict of interest”. For purposes of this checklist and disclosure requirement, the term “vendor” includes “proposer” as defined above. Pursuant to such statute, “organizational conflict of interest” means that because of existing or planned activities or because of relationships with other persons: (1) the vendor is unable or potentially unable to render impartial assistance or advice to the state; (2) the vendor’s objectivity in performing the contract work is or might otherwise be impaired; or (3) the vendor has an unfair advantage.

Additional Guidance for Professionals Licensed by the Minnesota Board of Engineering: The Minnesota Board of Engineering has established conflict of interest rules applicable to those professionals licensed by the Board (see Minnesota Rules Part 1805.0300). Subpart 1 of the rule provides “A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment, the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest.”

An organizational conflict of interest may exist in any of the following cases:

- ❑ The proposer, or its principals, own real property in a location where there may be a positive or adverse impact on the value of such property based on the recommendations, designs, appraisals, or other deliverables required by this Contract.
- ❑ The proposer, or its principals, in previous work for the state has provided the final design or related services that are directly related to the performance of work required under this contract. **Comment:** this provision will, for example, disqualify a proposer who performed final design for MnDOT and now seeks to provide construction administration services for that same project. MnDOT believes this is necessary because the firm that prepared the plans may be unable to objectively determine plan errors and omissions. This may cause a situation where: (1) the vendor is unable or potentially unable to render impartial assistance or advice to the state; and (2) the vendor’s objectivity in performing the contract work is or might otherwise be impaired.
- ❑ The proposer is providing services to another governmental or private entity and the proposer knows or has reason to believe, that entity’s interests are, or may be, adverse to the state’s interests with respect to the specific project covered by this Contract. **Comment:** the mere existence of a business relationship with another entity would not ordinarily need to be disclosed. Rather, this focuses on the nature of services commissioned by the other entity. For example, it would not be appropriate to propose on a MnDOT project if a local government has also retained the proposer for the purpose of persuading MnDOT to stop or alter the project plans.
- ❑ This contract is for right-of-way acquisition services or related services (e.g., geotechnical exploration) and the proposer has an existing business relationship with a governmental or private entity that owns property to be acquired pursuant to this contract.
- ❑ The proposer is providing real estate or design services to a private entity, including but not limited to developers, whom the proposer knows or has good reason to believe, own or are planning to purchase property affected by the project covered by this contract, when the value or potential uses of such property may be affected by the proposer’s performance of work pursuant to this contract. “Property affected by the project” includes property that is in, adjacent to, or in reasonable proximity to current or potential right-of-way for the project. The value or potential uses of the private entity’s property may be affected by the proposer’s work pursuant to the contract when such work involves providing recommendations for right-of-way acquisition, access control and the design or location of frontage roads and interchanges. **Comment:** this provision does not presume proposers know or have a duty to inquire about all the business objectives of their clients. Rather, it seeks the disclosure of information regarding cases where the proposer has reason to believe that its performance of work under this contract may materially affect the value or viability of a project it is performing for the other entity.
- ❑ The proposer has a business arrangement with a current MnDOT employee or immediate family member of such employee, including promised future employment of such person, or a subcontracting arrangement with such person, when such arrangement is contingent on the proposer being awarded this contract. This item does not apply to pre-existing employment of current or former MnDOT employees, or their immediate family members. **Comment:** this provision is not intended to supersede any MnDOT policies applicable to its own



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employees accepting outside employment. This provision is intended to focus on identifying situations where promises of employment have been made contingent on the outcome of this procurement. It is intended to avoid a situation where a proposer may have unfair access to “inside” information.

- The proposer has, in previous work for the state, been given access to “data” relevant to this procurement or this project that is classified as “private” or “nonpublic” under the Minnesota Government Data Practices Act, and such data potentially provides the proposer with an unfair advantage in preparing a proposal for this project. **Comment:** this provision will not, for example, necessarily disqualify a proposer who performed some preliminary work from obtaining a final design contract, especially when the results of such previous work are public data available to all other proposers. Rather, it attempts to avoid an “unfair advantage” when such information cannot be provided to other potential proposers. Definitions of “government data,” “public data,” “non-public data” and “private data” can be found in Minnesota Statutes Chapter 13.
- The proposer has, in previous work for the state, helped create the “ground rules” for this solicitation by performing work such as: writing this solicitation, or preparing evaluation criteria or evaluation guides for this solicitation.
- The proposer, or any of its principals, because of any current or planned business arrangement, investment interest, or ownership interest in any other business, may be unable to provide objective advice to the state.

Having had the opportunity to review the Organizational Conflict of Interest Checklist, the proposer hereby indicates that it has, to the best of its knowledge and belief:

- Determined that no potential organizational conflict of interest exists.
- Determined that a potential organizational conflict of interest exists, as follows:

Describe the nature of potential conflict:

Describe measures proposed to mitigate the potential conflict:

Signature

Date

If a potential conflict has been identified, please provide a name and phone number for a contact person authorized to discuss this disclosure form with SMART RFQ Administrator.

Name

Phone



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Title Of Authorized Person

Email

ATTACHMENT C

Certification of Primary Vendor Regarding Debarment, Suspension, And Other Responsibility Matters



**CERTIFICATION OF PRIMARY VENDOR REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS**

The Primary Participant _____ certifies to the best of its knowledge and belief, that it and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department, State department, or agency;
- 2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) or this certification; and
- 4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.

If the primary participant is unable to certify to any of the statements in this certification, the participant shall attach an explanation of this certification.

The Primary Participant _____ certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Sections 3801 et seq, are applicable thereto.

Signature and Title of Authorized Official

Date