

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.22  
(ID # 29979)**

**MEETING DATE:**  
Tuesday, March 10, 2026

**FROM :** SHERIFF-CORONER-PA

**SUBJECT:** SHERIFF-CORONER-PA: Approve the Participation Agreement with Geotab USA, Inc. for Telemetry and Global Positioning System (GPS) Systems through June 17, 2027, with two (2) one-year renewal options. All Districts. [Total Cost: \$1,190,142; up to \$238,028 in additional compensation; 100% Sheriff Budget]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the Participation Agreement with Geotab USA, Inc. for Telemetry and Global Positioning System (GPS) systems for an aggregate amount not to exceed \$1,190,142 through June 30, 2029 and authorize the Chair of the Board to sign the Agreement on behalf of the County;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: (a) sign amendments that exercise the options of the agreement and/or make modifications to the scope of services that stay within the intent of the agreement; and (b) sign amendments to the compensation provisions that do not exceed the sum total of twenty percent (20%) of the total aggregate cost of the Agreement; and
3. Authorize the Purchasing Agent to issue purchase orders to Geotab USA, Inc. for payment of services in an amount not to exceed the approved compensation amount for telemetry and global positioning system (GPS) systems that are consistent with the Participation Agreement, as amended.

**ACTION:Policy**

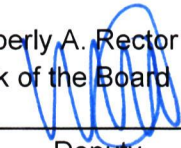
  
Zachary Hall, ASSISTANT SHERIFF 2/24/2026

---

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Medina, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez  
Nays: None  
Absent: None  
Date: March 10, 2026  
xc: Sheriff

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 236,394	\$ 317,916	\$ 1,190,142	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: 100% Sheriff's Sheriff</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 25/26 – 28/29</b>	

**C.E.O. RECOMMENDATION:** Approve

BR# 26-087

**BACKGROUND:**

**Summary**

Advanced telematics devices, also known as Automatic Vehicle Location (AVL) or Global Position System (GPS), enable organizations to manage their vehicle fleets with enhanced efficiency, safety, accuracy, and transparency. The Riverside County Sheriff's Department (RSO) operates a fleet of over 2,000 vehicles and seeks to implement Geotab fleet telematics to improve operational visibility, streamline maintenance management, and enhance vehicle performance monitoring.

Geotab provides comprehensive, real-time monitoring of key metrics that include vehicle utilization, mileage, and system diagnostics. The system analyzes engine performance and sends immediate alerts for diagnostic trouble codes. Access to this level of data will allow RSO to identify mechanical issues early and schedule timely repairs to extend vehicle lifespan and reduce overall operational downtime.

Geotab integrates seamlessly with numerous existing County systems used by the County Purchasing & Fleet Services that include EJ Ward fueling, WEX fueling credit cards, FASTER and Assetworks Fleet Management Information Systems (FMIS). Automatic communication with the California Bureau of Automotive Repair (BAR) enables RSO to bypass traditional smog inspections when vehicles meet BAR telematic standards, reducing vehicle downtime associated with inspection and maintenance scheduling. Direct integration into FMIS systems already used by other County departments will ensure consistency across County fleet operations.

The department's existing resources do not include a telematics system equipped with essential features such as advanced reporting, engine diagnostics integration, and modernized GPS capabilities, which limit operational visibility and data analysis. Geotab offers technology that aligns with current operational needs and supports the department's growing fleet size. All telematics data will be managed in accordance with County data governance, privacy standards, and existing Public Record Act requirements.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

**Impact on Residents and Businesses**

The implementation of Geotab will strengthen the County’s ability to monitor vehicle utilization, improve operational efficiency at predictable stable costs, and maintain reliable fleet services that support law enforcement response and public safety. The increased accuracy of fleet data will also help inform future budget planning, vehicle replacement cycles, and operational deployment strategies.

**Contract History and Price Reasonableness**

Geotab was awarded the State of California – Department of General Services Standard Agreement No. 1-19-58-69 for telematics devices and services. The County Participating Agreement is based on a competitive Request for Proposal (RFP #0000005635) conducted by the State. On April 6, 2018, this RFP was published on the California State Contracts Register (CSCR). On May 15, 2019, after receiving and evaluating six (6), the State awarded Geotab USA the contract.

Before recommending adoption, County Purchasing & Fleet Services conducted a pilot test of Geotab telematics to ensure the system met monitoring and reporting needs. The pilot validated that Geotab provides enhanced accuracy, more intuitive reporting tools, streamlined dashboards, and improved reliability compared to the County previous telematic solution. Furthermore, Geotab offered favorable contract pricing of \$13 per device per month and agreed to firm pricing for five years, ensuring stability over the life of the agreement.

As a result, RSO is requesting to piggyback on the agreement. This procurement method satisfies the County’s competitive bidding requirements and assists with expediting the acquisition and implementation of necessary equipment and services.

**Additional Fiscal Information**

Geotab telematics contract allows for an unlimited amount of units at a subscription cost of \$13 per month per vehicle. Geotab will be providing telematics hardware and RSO anticipates device installation occurring in phases, allowing fleet operation to continue without disrupting patrol or administrative function.

Fiscal Year Period	Annual Cost	Additional Compensation
2/1/2026-6/30/2026	\$236,394	\$47,279
7/1/2026-6/30/2027	\$317,916	\$63,583
7/1/2027-6/30/2028	\$317,916	\$63,583
7/1/2028-6/30/2029	\$317,916	\$63,583
<b>Total Cost:</b>	<b>\$1,190,142</b>	<b>\$238,028</b>

RSO currently operates over 2,000 active units. The cost breakdown reflects the current fleet count. The projected total cost through June 30, 2029 is \$1,190,142. RSO is requesting an

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA

additional twenty percent (20%) contingency in the amount of \$238,028 to cover unforeseen additions of units and service needs during the contract term.

**ATTACHMENTS:**

Approved H-11

Participation Agreement with Geotab USA, Inc.

*Melissa Curtis*  
\_\_\_\_\_  
Melissa Curtis, Deputy Director of Purchasing and Fleet

2/24/2026

*Rebecca S Cortez*  
\_\_\_\_\_  
Rebecca S Cortez, Principal Management Analyst

3/3/2026

*Karan Chandran*  
\_\_\_\_\_  
Karan Chandran, Chief Information Officer

2/23/2026

*Aaron Gettis*  
\_\_\_\_\_  
Aaron Gettis, Chief Deputy County Counsel

2/23/2026

**PARTICIPATION AGREEMENT**  
**FOR STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES**  
**STANDARD AGREEMENT NO. 1-19-58-69**

This Agreement ("**Agreement**") is made and entered into this   10   day of   March  , 2026 (the "**Effective Date**"), by and between the COUNTY OF RIVERSIDE a political subdivision of the State of California, on behalf of Riverside County Sheriff Office (the "**COUNTY**") and GEOTAB USA, INC., a Delaware corporation, ("**CONTRACTOR**").

WHEREAS, CONTRACTOR entered into that certain State of California - Department of General Services Standard Agreement No. 1-19-58-69, effective June 18, 2019, for telemetry/global positioning system (GPS) systems, which is incorporated herein by this reference as Exhibit A, (the "**Statewide Contract**"); and

WHEREAS, the Statewide Contract was the product of a competitive bid process which satisfies the COUNTY's competitive bidding requirements; and

WHEREAS, pursuant to Section 1 of the Statewide Contract, CONTRACTOR agreed the Statewide Contract would be available and open to local government agencies; and

WHEREAS, COUNTY is a local government agency; and

WHEREAS, COUNTY desires to have the CONTRACTOR furnish the same goods and/or services set forth in the Statewide Contract at the prices set forth in the Statewide Contract.

NOW, THEREFORE, the parties hereto agree as follows:

**1.0 DUTIES OF THE PARTIES**

1.1 Statewide Contract. The parties incorporate herein by reference in full the obligations set forth in the Statewide Contract. CONTRACTOR shall provide all goods and services set forth in the Statewide Contract to COUNTY, as needed by COUNTY. COUNTY shall have the same rights and privileges as the State of California ("State"), and CONTRACTOR shall have the same obligations and duties to COUNTY as it does to the State, under the terms of the Statewide Contract. This Agreement is governed by the terms and conditions of the Statewide Contract, as amended.

1.2 Special Requirements. Additional terms, exceptions and conditions of this Agreement, if any, which are made a part hereof are set forth in the **Exhibit B** attached hereto and incorporated herein by this reference. In the event of a conflict between the provisions of **Exhibits A, B, and C** and any other provisions of this Agreement, the provisions of **Exhibits A, B, and C** shall govern. In the event of a conflict between **Exhibits A, B, and C**, the Exhibits shall govern in reverse alphabetical order.

**2.0 COMPENSATION**

2.1 Contract Sum. The payment provisions for the goods and services are as stated in the Statewide Contract unless otherwise stated in **Exhibit C**.

**3.0 PERFORMANCE SCHEDULE**

3.1 Schedule of Performance and Term. CONTRACTOR shall commence and shall perform within the time period(s) established in the "Schedule of Performance" in the Statewide Contract unless otherwise set forth in **Exhibit C**. The term of this Agreement shall commence upon the Effective Date and continue in effect until June

17, 2027 with two (2) one-year renewal options. Each renewal option shall be memorialized via a written amendment signed by the authorized representatives of both parties.

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the Effective Date.

**COUNTY**

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

**CONTRACTOR**

By: Neil Cawse  
Neil Cawse  
President and CEO

**ATTEST:**

Kimberly Rector  
Clerk of the Board

By: [Signature]  
Deputy

**APPROVED AS TO FORM:**

Minh C. Tran  
County Counsel

[Signature]  
Kristine Bell Valdez  
Supervising Deputy County Counsel

Notices Address:  
Riverside County Sheriff Department  
Attn: Purchasing  
4095 Lemon Street  
Riverside, CA 92501

Notices Address:  
GeoTab USA, INC.  
Attn: Drake Zwahlen  
770 East Pilot Road  
Las Vegas, NV 89119

EXHIBIT A - STATEWIDE CONTRACT

State of California

STATEWIDE CONTRACT

USER INSTRUCTIONS

MANDATORY

*\*Supplement 12\**

*\*(Incorporates Supplements 1 – 12)\**

All changes to most recent Supplement are in bold red italic. Additions will be enclosed in asterisks, \*, and deletions will be enclosed in brackets, [].

ISSUE AND EFFECTIVE DATE: ***\*8/18/2025\****

CONTRACT NUMBER: 1-19-58-69

DESCRIPTION: Telemetry/GPS Systems

CONTRACTOR: Geotab

CONTRACT TERM: 6/18/2019 through ***\*6/17/2027\****

STATE CONTRACT ADMINISTRATOR: Robb Parkison

279-946-8302

robb.parkison@dgs.ca.gov

The contract user instructions, products, and pricing are included herein. All purchase documents issued under this contract incorporate the contract terms and applicable California General Provisions:

[IT General Provisions, rev 09/05/2014](#)

(<http://www.documents.dgs.ca.gov/dgs/fmc/gsp/pd/gspd401IT.pdf>)

Cal eProcure link: [www.caleprocure.ca.gov](http://www.caleprocure.ca.gov)

ORDER PLACEMENT INFORMATION		
<b>Mailing Address:</b> Geotab USA, Inc. 7180 Pollock Drive Las Vegas NV, 89119	<b>Fax/Email:</b> Fax: 888-243-5272 Email: <a href="mailto:cageotaborders@geotab.com">cageotaborders@geotab.com</a>	<b>Contact Information:</b> Geotab USA, Inc. Drake Zwahlen Phone: 619-358-3222 Email: <a href="mailto:drakezwahlen@geotab.com">drakezwahlen@geotab.com</a>
<b>Contractor Website:</b> <a href="https://help.geotab.com/california/">https://help.geotab.com/california/</a>		

All changes to most recent Supplement are in *bold red italic*. Additions are enclosed in asterisks; deletions are enclosed in brackets.

**SUMMARY OF CHANGES**

Supplement Number	Description/Articles	Supplement Date
<i>*12*</i>	<i>*Subject contract for Telemetry/GPS Systems is hereby modified to reflect the following changes:</i> <ul style="list-style-type: none"> <li>➤ <i>Contract term has been extended to 6/17/2027.</i></li> <li>➤ <i>Attachment A Contract Pricing product description modifications. *</i></li> </ul>	<i>8/18/2025*</i>
11	<i>*Subject contract for Telemetry/GPS Systems is hereby modified to reflect the following changes:</i>	5/14/2024

Supplement Number	Description/Articles	Supplement Date
	<ul style="list-style-type: none"> <li>➤ Contract term has been extended to 6/17/2026.</li> <li>➤ Gen AI Language</li> <li>➤ Attachment A Contract Pricing product description modifications.</li> </ul>	
10	<p>Subject contract for Telemetry/GPS Systems is hereby modified to reflect the following changes:</p> <ul style="list-style-type: none"> <li>➤ Attachment A reflects a price decrease for monthly services for all assets.</li> </ul>	9/29/2023
9	<p>Subject contract for Telemetry/GPS Systems is hereby modified to reflect the following changes:</p> <ul style="list-style-type: none"> <li>➤ Attachment A reflects a price increase. and product description modifications.</li> </ul>	7/11/2023
8	<p>Subject contract for Telemetry/GPS Systems is hereby modified to reflect the following changes:</p> <ul style="list-style-type: none"> <li>➤ Contract term has been extended to 6/17/2025.</li> <li>➤ Secondary installation method added</li> </ul>	4/3/2023
7	<p>Subject contract for Telemetry/GPS Systems is hereby modified to reflect the following changes:</p> <ul style="list-style-type: none"> <li>➤ Attachment A reflects a price increase. and product description modifications. *</li> </ul>	11/22/2022
6	<p>Subject contract for Telemetry/GPS Systems is hereby modified to reflect the following changes:</p> <ul style="list-style-type: none"> <li>➤ Attachment A was modified to represent only 2 CLINS. One CLIN with installation options and one self-install options.</li> <li>➤ Specific options with the included bundles will be discussed with Geotab to determine needs.</li> </ul>	7/13/2022

<b>Supplement Number</b>	<b>Description/Articles</b>	<b>Supplement Date</b>
	<ul style="list-style-type: none"> <li>➤ Attachment A reflects a price increase. Devises added prior to this supplement will continue at the original pricing.</li> </ul>	
<b>5</b>	<p>Subject contract for Telemetry/GPS Systems is hereby modified to reflect the following changes:</p> <ul style="list-style-type: none"> <li>➤ Contract term has been extended to 6/17/2023</li> <li>➤ Attachment A Cost Price Worksheet: Cost worksheet supplement 5 is replacing supplement 4</li> </ul>	<b>9/2/2021</b>
<b>4</b>	<p>Subject contract for Telemetry/GPS Systems is hereby modified to reflect the following changes:</p> <ul style="list-style-type: none"> <li>➤ Attachment A Cost Price Worksheet: Cost worksheet supplement 4 is replacing supplement 2</li> </ul>	<b>6/9/2021</b>
<b>3</b>	<p>Subject contract for Telemetry/GPS Systems is hereby modified to reflect the following changes:</p> <ul style="list-style-type: none"> <li>➤ Section 45 Data Sharing added</li> </ul>	<b>5/3/2021</b>
<b>2</b>	<p>Subject contract for Telemetry/GPS Systems is hereby modified to reflect the following changes:</p> <ul style="list-style-type: none"> <li>➤ Attachment A Cost Pricing Worksheet: Cost worksheet added and deleted line items</li> <li>➤ Attachment D Multistream language</li> </ul>	<b>2/19/2021</b>
<b>1</b>	<p>Subject contract for Telemetry/GPS Systems is hereby modified to reflect the following changes:</p> <ul style="list-style-type: none"> <li>➤ Attachment A Cost Pricing Worksheet: Cost worksheet added a self-installation package and NON GPS units*</li> </ul>	<b>4/7/2020</b>
<b>N/A</b>	<b>Original Contract Posted</b>	<b>6/18/2019</b>

All other terms and conditions remain the same.

**TABLE OF CONTENTS**

1.	SCOPE	9
2.	CONTRACT USAGE/RULES	9
3.	DGS ADMINISTRATIVE FEES	10
4.	SB/DVBE OFF-RAMP PROVISION	10
5.	EXEMPT PURCHASES	10
6.	PROBLEM RESOLUTION/SUPPLIER PERFORMANCE	10
7.	CONTRACT ITEMS	10
8.	CUSTOMER SERVICE	11
9.	Electronic Catalog/Contract Website Contents	14
10.	Pre-Order Configuration Consultation (Quote Generation)	14
11.	Offer Format	15
12.	Product Substitutions	15
13.	STATE AGENCY INFORMATION TECHNOLOGY CERTIFICATION REQUIREMENT	16
14.	PURCHASE EXECUTION	16
15.	MINIMUM ORDER	17
16.	ORDERING PROCEDURE	17
17.	ORDER ACCEPTANCE	18
18.	ORDER RECEIPT CONFIRMATION	18
19.	OUT OF STOCK REMEDY	18
20.	DISCONTINUED ITEM REMEDY	19
21.	DELIVERY SCHEDULES	19
22.	FREE ON BOARD (F.O.B.) DESTINATION	20
23.	SHIPPED ORDERS	20
24.	PACKING SLIP	21
25.	SAFETY DATA SHEET	21
26.	INSTALLATION	21

27.	INSPECTION AND ACCEPTANCE	23
28.	CONTRACT ADMINISTRATION	23
29.	RETURN POLICY	24
30.	CREDIT POLICY	24
31.	RESTOCKING FEES	24
32.	INVOICING	25
33.	PAYMENT	25
34.	CAL-CARD INVOICING	26
35.	CALIFORNIA SELLER'S PERMIT	26
36.	WARRANTY	26
37.	QUALITY ASSURANCE GUARANTEES	27
38.	EQUIPMENT REPLACEMENT DURING WARRANTY	27
39.	PRINCIPAL PERIOD OF MAINTENANCE	27
40.	RECYCLED CONTENT	28
41.	SMALL BUSINESS/DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION	28
42.	Vetted Forms/certificaiotn (CUF)	28
43.	GENERATIVE ARTIFICIAL INTELLIGENCE (GENAI) PROCUREMENT PROCEDURES	29
44.	TAKE BACK/TRADE IN	29
45.	ELECTRONIC WASTE RECYCLING	29
46.	Data Sharing	Error! Bookmark not defined.
47.	ATTACHMENTS	Error! Bookmark not defined.

## SCOPE

The State of California's contract with Geotab USA, Inc.(Contractor) provides Telemetry/GPS Systems at contracted pricing to the State of California (State) and local governmental agencies. The Contractor shall supply the entire portfolio of products as identified in the contract and will be the primary point of contact for data collection, reporting, and distribution of Telemetry/GPS Systems to the State.

The contract term is for three (3) years with an option to extend the contract for seven (7) additional one (1) year period or portion thereof. The terms, conditions, and prices for the contract extension option shall be by mutual agreement between the Contractor and the State. If a mutual agreement cannot be met the contract may be terminated at the end of the current contract term.

## CONTRACT USAGE/RULES

### State Departments

The use of this contract is mandatory for all State of California departments.

State departments must adhere to all applicable State laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, Code of Regulations, State Administrative Manual, Management Memos, and State Contracting Manual Volume 3, as applicable.

Prior to placing orders against this contract, State departments must have been granted IT purchasing authority by the Department of General Services, Procurement Division (DGS-PD) for the use of this statewide contract. State departments that have not been granted purchasing authority by DGS-PD for the use of the State's statewide contracts may contact DGS-PD's Purchasing Authority Management Section by e-mail at [pams@dgs.ca.gov](mailto:pams@dgs.ca.gov).

State departments must have a Department of General Services (DGS) agency billing code prior to placing orders against this contract. Ordering departments may contact their Purchasing Authority contact or their department's fiscal office to obtain this information.

### Local Governmental Agencies

Local governmental agency use of this contract is optional.

Local government agencies are defined as "any city, county, city and county, district or other governmental body or corporation, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges", empowered to expend public funds for the acquisition of products, per Public Contract Code Chapter 2, Section 10298 (a) (b). While the State makes this contract available to local governmental agencies, each local governmental agency should determine whether this contract is consistent with its procurement policies and regulations.

Local government agencies include agencies in other states within the United States. The contractor reserves the right to decline participation from agencies outside of California if it is outside their normal business practices.

Local governmental agencies shall have the same rights and privileges as the State under the terms of this contract. Any agencies desiring to participate shall be required to adhere to the same responsibilities as do State agencies and have no authority to amend, modify or change any condition of the contract.

A DGS issued billing code is not required for other governmental agencies to place orders against this contract.

Unless otherwise specified within this document, the term “ordering agencies” will refer to all State departments and/or local governmental agencies eligible to utilize this contract. Ordering and/or usage instructions exclusive to State departments or local governmental agencies shall be identified within each article.

## **DGS ADMINISTRATIVE FEES**

### **State Departments**

The DGS will bill each State department an administrative fee for use of this statewide contract. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS.

Current fees are available online in the [Price Book & Directory of Services](https://www.dgs.ca.gov/OFS/Price-Book) (<https://www.dgs.ca.gov/OFS/Price-Book>) (go to Price Book Download and click on Purchasing under Procurement Division).

### **Local Governmental Agencies**

For all local government agency transactions issued against the contract, the Contractor is required to remit the DGS-PD an Incentive Fee of an amount equal to 1% of the total purchase order amount excluding taxes and freight. This Incentive Fee shall not be included in the agency’s purchase price, nor invoiced or charged to the purchasing entity. All prices quoted to local governmental agency customers shall reflect State contract pricing, including any and all applicable discounts, and shall include no other add-on fees.

## **SB/DVBE OFF-RAMP PROVISION**

There is no SB/DVBE off ramp associated with this contract.

## **EXEMPT PURCHASES**

There are no exempt purchases associated with this contract.

## **PROBLEM RESOLUTION/SUPPLIER PERFORMANCE**

Ordering agencies and/or Contractor shall inform the State Contract Administrator of any technical or contractual difficulties encountered during contract performance in a timely manner. This includes and is not limited to informal disputes, supplier performance, outstanding deliveries, etc. The ordering agency should include all relevant information and/or documentation (e.g., purchase documents).

## **CONTRACT ITEMS**

This contract contains both core and non-core items. Core items include the telematics device, training, installation and monthly service plans.

### **Core Items**

Proposed products shall provide a comprehensive in-asset GPS system to collect and report usage, maintenance, and operational data on the following asset categories:

- Category 1 – Light Duty Vehicles

- Category 2 – Heavy Duty Vehicles
- Category 3 – Zero or Low Emission Vehicles
- Category 4 – Non-Self Propelled Assets
- Cellular Data (Monthly Service)
- Satellite Data (Monthly Service)
- Solar Tracker
- AVL Service (Monthly Service)

#### **Non-Core Items**

**Non-Core Items are items that support the Core components and services. Non-Core items shall be offered at a 20 percent discount off the MSRP. Non-Core Catalog items may include any components related to Telemetry and GPS Systems and services. Such items may include, but are not limited to:**

- Driver Identification Device (Key FOB)
- Key FOB Tethers
- Key FOB Readers
- Alternate Power Supply Harness
- Heavy Duty/CanBus Harness
- Light Duty/OBD Harness
- AVL Processor/Interface
- Additional Training
- Additional Installation
- Satellite Modems
- Network Extenders
- AVL Components

#### **CUSTOMER SERVICE**

**Contractor will provide a dedicated account support team and a primary single point of contact for support services to each ordering agency. Back up personnel will be provided in the absence of the primary point of contact.**

**Live technical support and customer support service will be provided by the Contractor and available by telephone from 6:00 AM PT to 5:00 PM PT, Monday through Friday. Customer support service will also be available by e-mail, chat, or other agreed upon method. Ability to make corrections via the Application service for online data will be available twenty-four (24) hours a day, seven (7) days a week, including holidays.**

Incoming calls will be responded to within two (2) hours and substantive responses to user questions will be provided within eight (8) hours (e.g., assistance resolving minor support/administrative issues, retrieving desired data, formatting and saving queries and reports, query results, alternative ways to group, present, or otherwise enhance the understanding of reports, etc.).

Calls of a critical nature (e.g., system down, critical functionality not working correctly, etc.) will be responded to within one (1) hour and substantive responses or resolution provided within four (4) hours.

The Contractor will provide a complete response or resolution to all calls within of forty-eight (48) hours of the call being logged or a time mutually agreed to by the Contractor and the ordering agency.

The Contractor shall provide the following project personnel to comprise the Project Team to include the following (one person can be assigned to multiple roles):

### **Project Manager**

**Role:** The Contractor Project Manager must provide project management oversight through acceptance of the ordering agency system.

#### **Responsibilities:**

- Creates and manages the Project Plan and schedule
- Manages the Contractor Project Team members
- Liaison between ordering agency and Contractor Resources
- Initiates Quality Assurance Processes to monitor the Project
- Manages issues and risks
- Point of escalation for project issues
- Manages the deliverable acceptance process

### **Business Analyst**

**Role:** The Business Analyst must provide contract requirements verification, a project traceability matrix, and subject matter expertise for the proposed project. The Business Analyst will work with the ordering agency authorized personnel. The roles and responsibilities of a Business Analyst can be satisfied by another business title.

#### **Responsibilities:**

- Provide a project traceability matrix to the ordering agency authorized personnel. The traceability matrix will be a live, collaborative online document, requiring no new software

installed to access the matrix. The matrix will be updated within one (1) day of project changes being made.

- Provides oversight of contract requirement verification, design, configuration, workflow, security design, development, and testing.
- Provide solutions for issues that arise. Any business process changes will be provided to, and approved by ordering agency prior to implementation.
- Provide input to training development, and participate as part of the immediate post-go-live support team.

### Technical Lead

**Role:** The Technical Lead will provide technical subject matter expertise for the proposed ordering agency project implementation. The Technical Lead will work collaboratively with the ordering agency authorized personnel.

#### **Responsibilities:**

- Lead the technical team in designing the technical architecture to support the proposed an Application;
- Lead the technical team in tasks for inbound and outbound interfaces, customer development, enhancements, reports, and testing;
- Lead the installation and administrative configuration of the proposed Application and infrastructure;
- Comprehensive technical implementation of the proposed Application;
- Center point of communication for all technical matters concerning the Application and supporting infrastructure;
- Communicate with ordering agency authorized personnel concerning any integration solution that involves ordering agency authorized personnel, prior to any implementation.

### Training Lead

**Role:** The Training Lead's role will plan and lead the design, development, and implementation of the Application and Hardware training program for ordering agency personnel.

#### **Responsibilities:**

- Will follow deliverable schedules for ordering agency project
- Will have thorough understanding of the functional and technical requirements of the Application and ordering agency needs

- Will have thorough understanding of the work flow process of the Application at every tier
- Perform training needs analysis to determine the best method of delivery
- Evaluate participants at every level to determine appropriate training solution
- Lead the implement of the Training Plan

The Contractor will employ these members of the Project Team as regular, fulltime employees throughout the term of the Contract, including all renewals of the Contract. Any Project Team personnel changes after the contract award will not be allowed without prior written approval from the ordering agency. The Contractor will also provide a Project Team to complete the Project. Project Team members who are Contractor's full-time, regular employees will perform at least 50% of the Work to complete the Project. The Contractor may use its personnel or subcontractor personnel to meet the remaining 50% of the effort. The ordering agency may screen or interview members of the Project Team prior to their assignment to the Work. All Project Team members must demonstrate skills appropriate to their assigned roles. The ordering agency may reject any Project Team member for poor performance and request a new member at any time during the contract.

Contact	Phone	Direct Website and Email
Customer Service Unit	800-449-0614	Website: <a href="https://help.geotab.com/">https://help.geotab.com/</a> Email: <a href="mailto:cageotabsupport@geotab.com">cageotabsupport@geotab.com</a>

**ELECTRONIC CATALOG/CONTRACT WEBSITE CONTENTS**

An Electronic Catalog / Contract Website specific to the Statewide Contract for Telemetry/GPS Systems is available and contains the following data elements at minimum:

- Detailed line item descriptions of Telemetry/GPS systems Core items
- Warranty/PPM information
- State-specific contract current pricing
- Quote generation
- Contractor's customer service contact information
- Non-Core items

**PRE-ORDER CONFIGURATION CONSULTATION (QUOTE GENERATIONS)**

The Contractor shall provide pre-sale pre-order technical consultation and configuration assistance to ordering departments in order to assure acquired configurations are operationally designed for the ordering agency's technology needs. Ordering agencies will assure that the Contractor has been appraised on the technical needs of the systems and components acquired under the contract.

## **OFFER FORMAT**

The Contractor shall provide an offer to ordering agencies in MS Excel spreadsheet format based upon agencies scope of work. The Contractor's offer format spreadsheet must include the following data elements:

- Contractor letterhead
- Offer/Quote "prepared by" name and contact information
- Offer/Quote number
- Date of Offer/Quote
- Ordering agency name
- Ordering agency contact person
- Contract number
- Contract expiration date
- Table consisting of:
  - Contract Line Item Number
  - Quantity
  - Core/Non-Core (Y/N)
  - Description of Item
  - Manufacturer's Part Number/SKU
  - MSRP/Index Price
  - Contract Discount
  - Contract Unit Price
  - Extended Price (Quantity x Contract Price)
  - Subtotals of taxable and non-taxable items
  - Rate and calculated tax
  - Applicable fees
  - Grand total

## **PRODUCT SUBSTITUTIONS**

Products and configurations meeting or exceeding the category requirements shall be available throughout the duration of the contract term. The contract provides for technology refresh as models are discontinued or cease production and must be approved by the contract

administrator. These changes will be made in the form of a contract supplement, and will not be effective until the supplement's release.

The Contractor shall not substitute products or configurations or modify catalog information without written approval from the DGS-PD State Contract Administrator.

The Contractor will maintain the contract discount as bid throughout the original term of the contract and any extension, including upon approved substitution.

If no substitute product is available that meets or exceeds the specifications due to fundamental technology or market change, the State may alter the core items to meet the updated marketplace standards. Obsolescence of a core item may be determined at the discretion of the State.

#### STATE AGENCY INFORMATION TECHNOLOGY CERTIFICATION REQUIREMENT

This requirement does not apply to local government agencies.

For State agencies, a signed certification of compliance with state information technology (IT) policies is required for all IT acquisitions of hardware, software, and services that cost \$5,000 or more. The policy and required format is provided in SAM Section 4819.41.

#### PURCHASE EXECUTION

##### State Departments

##### Std. 65 Purchase Documents

State departments not transacting in FISCAL must use the Purchasing Authority Purchase Order (Std. 65) for purchase execution. An electronic version of the Std. 65 is available at the [Office of State Publishing web site](https://www.dgsapps.dgs.ca.gov/osp/StatewideFormsWeb/Forms.aspx) (<https://www.dgsapps.dgs.ca.gov/osp/StatewideFormsWeb/Forms.aspx>) (select STD Forms).

All Purchasing Authority Purchase Orders (Std. 65) must contain the following:

Agency Order Number (Purchase Order Number)

Ordering Agency Name

Agency Billing Code

Purchasing Authority Number

Leveraged Procurement Number (Contract Number)

Supplier Information (Contact Name, Address, Phone Number, Fax Number, E-mail)

Line Item number

Quantity

Unit of Measure

Commodity Code Number

Product Description

Unit Price

Extension Price

**FI\$CAL Purchase Documents**

State departments transacting in FI\$CAL will follow the FI\$CAL procurement and contracting procedures.

**Blanket Orders**

The use of blanket orders against this statewide contract is allowed.

**Local Governmental Agencies**

Local governmental agencies may use their own purchase document for purchase execution. The purchase documents must include the same data elements as listed above (Exception: Purchasing Authority Number is used by State departments only).

**MINIMUM ORDER**

The minimum order shall be one (1) unit or service plan.

**ORDERING PROCEDURE**

Ordering agencies are to submit appropriate purchase documents directly to the Contractor(s) via one of the following ordering methods:

- U.S. Mail
- Facsimile
- Email

The Contractor's Order Placement Information is as follows:

ORDER PLACEMENT INFORMATION			
U.S. Mail:  Geotab USA, Inc.  770 East Pilot Road, Suite A	Phone:  800-449-0614	Facsimile:  888-243-5272	Email:  <a href="mailto:cageotaborders@geotab.com">cageotaborders@geotab.com</a>

When using any of the ordering methods specified above, all State departments must conform to proper State procedures.

Ordering Agencies shall issue a separate Statement of Work (SOW) detailing vehicle types, VINS, installation locations and agreed dates, training, and services, etc., with purchase orders when necessary. Only these order specific details shall be included in the SOW.

Upon receipt of purchase order, Contractor and ordering agency will schedule implementation meetings to develop a plan for implementing Telemetry and GPS Systems in required assets. The Contractor agrees to work with ordering agency to meet the evolving reporting needs of ordering agency.

#### **ORDER ACCEPTANCE**

The Contractor shall accept orders from any ordering agency. The Contractor shall not accept purchase documents for this contract that:

- Are incomplete
- Contain non-contract items
- Contain non-contract terms and conditions

The Contractor must not refuse to accept orders from any ordering agency for any other reason without written authorization from the State Contract Administrator.

#### **ORDER RECEIPT CONFIRMATION**

The Contractor must provide the ordering agencies with an order receipt acknowledgment via e-mail/facsimile within one (1) business day after receipt of an order. The acknowledgement will include:

- Contractor Order Number
- Ordering Agency Name
- Agency Order Number (Purchase Order Number)
- Description of Goods
- Total Cost
- Anticipated Delivery Date
- Identification of any Out of Stock/Discontinued Items

Prior to contract award, Contractor shall provide a copy of a preliminary order receipt acknowledgement during the contract execution period.

#### **OUT OF STOCK REMEDY**

Upon receipt of order acknowledgment identifying out of stock items, the ordering agencies shall have the following options:

- Request back order
- Cancel the item from the order with no penalty

Contractor will provide notification to the ordering agencies regarding out-of-stock items which have been back ordered.

Under no circumstance is the Contractor permitted to make substitutions with non-contract items or unauthorized products.

#### **DISCONTINUED ITEM REMEDY**

Upon receipt of order acknowledgment identifying discontinued items, the ordering agencies shall have the following options:

- Amend purchase document to reflect State-approved substitute item (per Article #12, Product Substitutions/Discontinued Items)
- Cancel the item from the order

Under no circumstance is the Contractor permitted to make substitutions with non-contract items or unauthorized products without approval from the CA.

#### **DELIVERY SCHEDULES**

Delivery for orders placed against this contract shall be in accordance with the following:

##### Locations

Deliveries are to be made (statewide) to the location specified on the individual purchase order, which may include, but not limited to inside buildings, high-rise office buildings, and receiving docks.

##### Schedule

##### Full Implementation

Delivery and installation of Telemetry and GPS Systems will vary based on agreed upon schedule determined during the implementation meetings between ordering agency and Contractor.

##### Individual Asset Up-fit

Individual asset up-fits may take place following a full fleet implementation. Contractor shall complete installation within five (5) business days after receipt of order or installation request.

##### Parts and Supplies

Delivery of ordered product shall be completed within fifteen (15) calendar days after receipt of an order, unless otherwise agreed to by the ordering agency. Since receiving hours for each ordering agency will vary by facility, it will be the Contractor's responsibility to check with each facility for their specific delivery hours before delivery occurs.

The Contractor must notify the ordering agency within twelve (12) hours of scheduled delivery time if delivery cannot be made within the time frame specified on the order.

Contractor is requested to make deliveries in Los Angeles County, Orange County, San Bernardino Metropolitan Area, and San Diego Metropolitan Area during off-peak hours. Off-peak hours are Monday through Friday, 10:00 AM to 4:00 PM PT.

## Training

The in-asset GPS device and Application training shall be provided to authorized ordering agency personnel at agreed upon ordering agency facility locations throughout the state, at no additional cost to the State.

The contractor, shall provide a qualified factory authorized service representative (not a salesman) to provide training for Administrative Staff, Managers, and Technicians. A training plan outline will be developed during implementation meetings with the ordering agency. Training shall include, but not be limited to, the following:

- Administration:

The training for Administrative Users shall be provided at the ordering agency headquarters or other site as designated. This training shall consist of two (2), eight (8) hour days minimum with a cap of three (3), eight (8) hour days. Dates of training will be agreed upon during implementation meetings.

- Administrative Staff

One (1) course to be held at ordering agency HQ or designated location.

Up to 15 people

Minimum Two (2) day course three (3) day cap

Highest level of access rights

Comprehensive application/database training course

- Managers and Technicians:

The training for Managers and Technicians shall be provided at locations outlined during the implementation meetings with ordering agency. This training shall include up to thirty (30) classes, a minimum of four (4) hours in length each.

## Security Requirements

Deliveries may be made to locations inside secure institutional grounds (such as the California State Prisons) that require prior clearances to be made for delivery drivers. Since security clearance procedures for each facility may vary, it will be the Contractor's responsibility for contacting the secure location for security clearance procedures, hours of operation for deliveries and service, dress code, and other rules of delivery.

## **FREE ON BOARD (F.O.B.) DESTINATION**

All prices are F.O.B. destination; freight prepaid by the Contractor, to the ordering organization's receiving point. Responsibility and liability for loss or damage for all orders will remain with the Contractor until final inspection and acceptance, when all responsibility will pass to the ordering organization, except the responsibility for latent defects, fraud, and the warranty obligations.

## **SHIPPED ORDERS**

All shipments shall be in accordance with the General Provisions, section 12 entitled "Packing and Shipment".

#### **PACKING SLIP**

A packing label shall also be included with each order shipped and include the following items, visible on the outside of the box:

- Ordering Agency Name
- Delivery Address, Unit, and/or Floor
- Ordering Agency Contact Information

#### **SAFETY DATA SHEET**

The Contractor shall provide a Safety Data Sheet for product(s) subject to Title 8 of the California Code of Regulations, Section 5194, Hazard Communication. The Safety Data Sheet is to be prepared and delivered in accordance with this Section.

#### **INSTALLATION**

A. Installation will be provided in all areas of the state and will be included with the purchase of any device and hardware package. Hardware package includes all hardware and peripherals necessary for system functionality in each asset.

B. New contractor is responsible to remove previously installed devices peripherals and associated wiring, returning asset to an operational state relative to the general condition of the asset, prior to installing their system components. Ordering agency will provide disposal instructions for removed hardware during the consulting period.

C. Each ordering agency will provide a list of assets to be equipped with an in-asset GPS monitoring system. The assets may vary in classification (LD, HD, ZEV or NSP), model, make, year, and location within California. All hardware necessary for the installation, will be provided by the contractor at the time of installations on like asset model will be standardized to include wiring routing, device location, and location of power supply. The Contractor will supply service documentation for each model installation configuration to include location diagrams, photos of installed components, service instructions, and troubleshooting instructions. Service documentation packages will be supplied electronically to ordering agency's Contractor Manager and available on Contractor's Application.

D. The Contractor is responsible for the project planning, implementation, logistics and scheduling of device installations in cooperation and coordination with ordering agency authorized personnel. Installations will typically be accomplished during regular business hours

Monday through Friday, 8:00 AM to 5:00 PM, however local operational needs may require evening and weekend installation operations at no additional cost. Installation times will correspond to the asset's availability.

E. The Contractor will provide an approved list of installers/field service technicians and/or installation facilities prior to project implementation. The Contractor is required to report installation personnel changes within two (2) days to the ordering agency.

F. All installations will be completed at an installation location approved by the ordering agency. Changes to installation location require pre-approval by the ordering agency.

G. During the contract period, additional assets to be equipped with GPS systems will be identified by the ordering agency based on operational needs and service will be activated on new devices upon request of the ordering agency.

H. Fleet size will vary due to acquisitions, sales, accidents, or unanticipated loss. The Contractor will work with ordering agency to develop a process to allow for deactivation of devices. Deactivated devices will have pro-rated service billing for the month the device was deactivated.

I. All aftermarket installations will be hidden or protected to minimize tampering or accidental disconnection. All installations will be inspected and approved by ordering agency's authorized personnel prior to releasing the asset for service.

J. No splicing of OEM wires will be allowed.

K. All electronic/electrical installations will meet the applicable standards contained within the Caltrans' electronic/electrical standards, Caltrans electronic/electrical quality standards which can be viewed at:  
[http://www.dot.ca.gov/equipment/QualityStandards/Electric/Electric\\_pdf/Electrical.pdf](http://www.dot.ca.gov/equipment/QualityStandards/Electric/Electric_pdf/Electrical.pdf)

L. The Contractor will be held liable for any malfunctions or asset damage that occurs as a result of poor quality installations or installations that do not meet the applicable standards contained within the Caltrans' electronic/electrical standards.

**M. All installations will meet the requirements of the California Asset Code Section 26708 and will not cause interference with any existing asset systems. Installations identified as causing interference with existing asset systems, will be repaired, at no cost to the ordering agency, within three (3) business days of notification by ordering agency's authorized personnel.**

**N. When installation is complete, the GPS system will be tested by the Contractor/Installer to ensure correct operation prior to release for service. Any installation not meeting the Contract requirements will not be accepted as a compliant system. Contractor will repair any and all non-compliant systems while on site at no additional charge to the ordering agency.**

**O. The device/asset installation will be tested by the Contractor/Installer to verify operation by a location ping/event before installation is approved. As a result of the ping/event, the Application will show, Asset ID, Asset operator and/or Asset operator ID number, description of asset, Contractor device serial number, VIN, and current location displayed on Application map by latitude and longitude and the nearest address available.**

**P. All wiring harnesses will meet as a minimum standard the requirements of the Wiring Harness Manufacturer Association IPC/WHMA-A-620 standards found:**

<https://whma.org/ipcwhma-a-620/>

**Q. Contractor shall own and assume all responsibility for all litter, waste, debris, and similar materials arising from or produced by the Contractor under this contract. The Contractor shall clean and keep the work area in an orderly, safe, and clean condition, including, but not limited to, spills and smudges. If the work site is not left clean and in an orderly condition, the Contractor shall be called back to the worksite to clean the worksite at the Contractor's sole expense.**

**R. Such litter, waste, debris, and other materials produced during this contract are not expected to include hazardous materials. If hazardous materials are encountered, the Contractor shall stop work notify the ordering agency.**

#### **INSPECTION AND ACCEPTANCE**

**Inspection and acceptance shall be in accordance with the General Provisions, paragraph 16 entitled Inspection, Acceptance and Rejection (refer to Exhibit 8.22, General Provisions - Information Technology, Rev. 09/05/2014).**

#### **CONTRACT ADMINISTRATION**

**Both the State and the Contractor have assigned contract administrators as the single points of contact for problem resolution and related contract issues.**

<b>Administrator Information</b>	<b>DGS-PD (State Contract Administrator)</b>	<b>Geotab USA Inc. (Contractor)</b>
<b>Contact Name:</b>	Robb Parkison	Drake Zwahlen
<b>Telephone:</b>	279-946-8302	619-358-3222
<b>Facsimile:</b>	NA	888-243-5272
<b>Email:</b>	<a href="mailto:robb.parkison@dgs.ca.gov">robb.parkison@dgs.ca.gov</a>	<a href="mailto:drakezwahlen@geotab.com">drakezwahlen@geotab.com</a>
<b>Address:</b>	DGS/Procurement Division  Attn: Robb Parkison  707 Third Street, 2 <sup>nd</sup> Floor, MS 201  West Sacramento, CA 95605	Geotab USA, Inc.  Drake Zwahlen  770 E. Pilot Rd  Las Vegas, NV 89018

#### RETURN POLICY

Contractor will accept all products for return if returned prior to acceptance by the State Contractor shall offer a credit or refund. Contractor may impose a Restocking Fee.

Products returned should be in the packaging as delivered and include all documentation. Lost or damaged packaging materials and/or documentation shall be supplied by the Contractor. The Contractor shall not charge for these materials in excess of the Contractor's cost or the Restocking Fee, whichever is lower. The Contractor shall provide the State CA and/or ordering department a copy of the Contractor's material cost, if requested, within ten (10) days of request.

All returns shall be picked up within seven (7) working days of notification. Notification is defined as notice in writing, by facsimile or e-mail. Shipping or freight costs for returned items that were shipped in error, defective or freight-damaged shall be paid by the Contractor.

#### CREDIT POLICY

The Contractor shall offer credit/refund for the following items:

- Items shipped in error
- Defective or freight-damaged items

In all cases, the ordering agency shall have the option of taking an exchange or receiving a credit or receiving a refund.

The Contractor will be responsible for the credit or replacement of all products, including those covered by manufacturer warranties. Contractor cannot require the ordering agency to deal directly with the manufacturer.

#### RESTOCKING FEES

The Contractor will not impose a restocking fee on the ordering agency for the following situations:

Items returned that were damaged upon receipt

Incorrect items shipped

Re-stocking fees for all other reasons can be no greater than ten percent (10%) of the value of the items needing re-stocking.

#### **INVOICING**

Invoices shall be submitted to the ordering agencies within seven (7) calendar days from date of delivery. Ordering agencies may require separate invoicing, as specified by each ordering agency.

Prior to contract award, Contractor shall submit a preliminary copy of their invoice during the contract implementation period.

The State CA shall review and determine acceptability of the invoice and the authorized copy shall become the standard for this contract. The State will notify the Contractor if changes to the invoice need to be made.

#### **PAYMENT**

##### Terms

Payment terms for this contract are net forty-five (45) days. Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927, et seq. Unless expressly exempted by statute, the Act requires State departments to pay properly submitted, undisputed invoices not more than forty-five (45) days after the date of acceptance of goods, performance of services, or receipt of an undisputed invoice, whichever is later.

##### CAL-Card Use

State departments may use the CAL-Card for the payment of invoices. Use of the CAL-Card requires the execution of Purchasing Authority Purchase Order (Std. 65) as referenced in Article #39, Purchase Execution and must include all required documentation applicable to the purchase.

The CAL-Card is a payment mechanism, not a procurement approach and, therefore, does not relieve departments from adhering to all procurement laws, regulations, policies, procedures, and best practices, including those discussed in the State Contracting Manual (SCM) Volume 1 and Volume 2. This includes but is not limited to the application of all sales and use tax laws, rules and policies as applicable to the purchase.

##### State Financial Marketplace

The State reserves the right to select the form of payment for all procurements, be it either an outright purchase with payment rendered directly by the State, or a financing/lease-purchase or operating lease via the State Financial Marketplace (GS \$Mart and/or Lease \$Mart). If payment is via the financial marketplace, the Contractor will invoice the State and the State will approve the invoice and the selected Lender/Lessor for all product listed on the State's procurement document will pay the Contractor on behalf of the State.

##### Payee Data Record

Each State accounting office must have a copy of the Payee Data Record (Std. 204) in order to process payments. State departments should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed. State departments should contact the Contractor for copies of the Payee Data Record.

### CAL-CARD INVOICING

All CAL-Card invoices are to be processed separately from other payment methods and include the elements identified in Article #36, Invoicing. CAL-Card invoices shall be submitted to the CAL-Card account holder. The total invoice amount for each CAL-Card order must reflect a zero (0) balance due or credit, if applicable, and state "paid by CAL-Card".

This website contains additional information regarding [DGS-PD's CAL-Card program](https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Enroll-in-CAL-Card-Program-for-Government-Entities) (<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Enroll-in-CAL-Card-Program-for-Government-Entities>).

### CALIFORNIA SELLER'S PERMIT

The California seller permit number for the Contractor is listed below. State departments can verify that permits are currently valid at the following website: [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov). State departments must adhere to the file documentation required identified in the State Contracting Manual Volume 2 and Volume 3.

Contractor Name	Seller Permit #
Geotab USA, Inc.	102897608

### WARRANTY

Equipment provided will be covered under warranty for a minimum period of two (2) year. Warranty period will initiate when installation is complete, the system is activated verified functional, and transmitting accurate data. In the event any contractor supplied equipment becomes inoperative during the warranty period due to a malfunction or through normal use. Battery warranty period shall be a minimum of 3 (three) years.

Warranty repairs will take no longer than five (5) business days to diagnose once the Contractor has received a request for repair via telephone, email, or facsimile. Contractor shall provide written acknowledgement of notification within twenty-four (24) hours to ordering agency.

The Contractor shall bear all material and labor costs for repair of equipment defects and failure during the warranty period. The Contractor shall be the main point of contact for all warranty issues and shall facilitate any necessary contact between the ordering agency and the manufacturer.

During the warranty period, the Contractor must:

- Honor all manufacturers' warranties and guarantees on all products offered through the contract.
- Continue to provide warranty service after contract termination until expiration of warranties for products that have been sold under the contract.
- Provide all labor, parts, and travel necessary to keep the products in good operating condition and preserve its operating efficiency in accordance with its technical specifications.

- Pay any necessary shipment and insurance costs.

The warranty services listed shall include all products, software and firmware maintenance costs and costs of labor, parts, travel, factory overhaul, rehabilitation, transportation and substitute products as necessary.

Substitute products will be comparable to or better than the products removed. In instances where it is necessary for the Contractor to return the products to the factory, the Contractor will be responsible for all costs of the products from the time it leaves the authorized purchaser's site until it is returned to the site in good operating condition.

Only new standard parts or parts equal in performance to new parts will be used in effecting repairs. Parts that have been replaced will become the property of the Contractor except in instances where the State chooses to keep the hard drives. Replacement parts installed will become the property of the authorized purchaser.

All operating system software and firmware will be considered an integral component of the equipment and the Contractor will respond to all requests for warranty service for any failure.

Warranty services during the warranty period will not include products not provided under this contract. Warranty services also will not include repair of damage resulting from transportation by the authorized purchaser between state or local sites or from accident, unless the accident is caused by negligent or intentional acts or omissions of Contractor or its agents.

Packing slip requirements shall be in accordance the General Provisions, section 18 entitled "Warranty".

#### QUALITY ASSURANCE GUARANTEES

The Contractor shall represent and warrant that Telemetry/GPS Systems products provided shall be free from defects in material and workmanship, given normal use and care, over the period of the manufacturer warranty. The terms of this contract will supersede any language to the contrary on purchase orders, invoices, or other sources. Contractors must use new products, parts, and components for all new equipment purchased by the State. Contractors may use parts that are equal in performance to new parts for warranty replacement repair parts only as long as it does not violate manufacturers' warranty.

#### EQUIPMENT REPLACEMENT DURING WARRANTY

If the product(s) provided fails to perform in accordance with technical specifications and functional descriptions contained or referenced in the awarded contract agreement and is subject to warranty response three (3) or more times during any ninety (90) day period, the Contractor will upon the authorized purchaser's request, replace the product(s) at no price. The replacement product(s) will be delivered no later than fifteen (15) working days after the authorized purchaser's request is received by the Contractor. Replacement goods cannot be used, refurbished or recycled, and must be of equal or greater value.

#### PRINCIPAL PERIOD OF MAINTENANCE

The Contractor must provide warranty in accordance with the following Principal Period of Maintenance (PPM).

- Metropolitan Areas shall be 8x5x8 NBD. diagnosis and remediation plan – Eight (8) hours, typically 8:00 am to 5:00 pm, Pacific Time, five (5) days a week, Monday through Friday,

eight (8) hour Next Business Day onsite response time in metropolitan areas, excluding State holidays.

- Non-Metropolitan Areas shall be 8x5x2 (two (2) hour call back response time, excluding State holidays.) Diagnosis and a remediation plan shall be underway within 48 hours.

#### Metropolitan Areas

##### Counties

San Diego	Orange	Riverside	Los Angeles
San Francisco	Alameda	Sacramento	Santa Clara
San Bernardino	Yolo	Solano	Contra Costa

##### San Mateo

##### Cities

Redding	Stockton	Bakersfield	Ventura
Tracy	San Quentin	Santa Rosa	Santa Barbara
Fonterra	Fresno		

#### RECYCLED CONTENT

State departments are required to report purchases in many product categories. The Postconsumer-Content Certification Form for the Contractor is attached (Attachment #C).

#### SMALL BUSINESS/DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION

There is no small business (SB) or disabled veteran business enterprise (DVBE) participation for this contract.

#### VETTED FORMS/CERTIFICATION (CUF)

The DGS-PD, as the awarding department, has assessed the Contractor and subcontractor forms, certifications, and compliance to performing a commercially useful function (CUF) during the solicitation evaluation process. Consequently, when executing purchase documents pursuant to this contract, it is not necessary for State departments operating under statewide contract purchasing authority to conduct a CUF evaluation or request the completion of the following required certifications and forms:

- GenAI Disclosure & Factsheet (STD 1000)
- Bidder Declaration Form (GSPD 05-105)
- DVBE Declaration Form (DGS-PD 843)
- Darfur Contracting Act Form

- California Civil Rights Certification Form
- Iran Contracting Act Certification
- Russian Sanctions Agreement
- Federal Debarment

State departments should make a notation of this within their procurement file.

#### **GENERATIVE ARTIFICIAL INTELLIGENCE (GENAI) PROCUREMENT PROCEDURES**

GenAI contract provisions (rev. 2/20/2025) have been incorporated into the contract. Contractor does not intend to utilize GenAI as a deliverable. If GenAI is disclosed by the Contractor, state departments must follow the required GenAI purchase procedures outlined in SCM Vol.2, Chapter 23, Generative Artificial Intelligence.

#### **TAKE BACK/TRADE IN**

Contractor shall make available a Take Back service for similar equipment, including other OEM equipment. It is mandatory that the Contractor offer this Take Back service. However, it is not mandatory that the ordering agency use the service offered. The equipment returned as part of the Take Back service shall be environmentally responsibly managed. To the greatest extent feasible, the equipment is to be refurbished for resale or recycled.

The State reserves the right to remove and retain the Telemetry equipment, including but not limited to any hard disk drives in the equipment, prior to Take Back.

#### **ELECTRONIC WASTE RECYCLING**

The Contractor will comply with the Electronic Waste Recycling Act of 2003 requiring retailers to collect a recycling fee from consumers on covered electronic devices, starting January 1, 2005. California Public Resources Code Section 42463(f) defines a "covered electronic device" as a video display device containing a screen greater than four inches measured diagonally. The fees must be shown on all purchase orders. See the code identified above for more information and exceptions to this definition or go to [CDTFA Tax Rates - Special Taxes and Fees](https://www.cdtfa.ca.gov/taxes-and-fees/tax-rates-stfd.htm) (<https://www.cdtfa.ca.gov/taxes-and-fees/tax-rates-stfd.htm>) for a breakdown of the fees.

#### **DATA SHARING**

The Contractor will process and transmit the State's Data to provide, maintain and improve Contractor Products and perform obligations under this Agreement and applicable law. The Contractor compiles, stores, and uses State Data commingled with other customer data to produce aggregate and unidentifiable data from which it is not reasonably possible to identify individuals, for the purposes of monitoring and improving the Contractor's Products and for the creation of new products, in accordance with the [Geotab Data Analytics Policy](#). The aggregated and unidentifiable data that the Contractor uses in this manner is no longer associated with an individual vehicle and as such is not State Data. The Contractor will not attempt to disaggregate the data or re-associate it with a vehicle without State consent or unless legally compelled to do so or unless required for safety or troubleshooting purposes.

## EXHIBIT B - ADDITIONAL TERMS, CONDITIONS AND EXCEPTIONS

1. **CONDUCT OF CONTRACTOR.** The CONTRACTOR covenants that it presently has no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with CONTRACTOR's performance under this Agreement. The CONTRACTOR further covenants that no person or subcontractor having any such interest shall be employed or retained by CONTRACTOR under this Agreement. The CONTRACTOR agrees to inform the COUNTY of all the CONTRACTOR's interests, if any, which are or may be perceived as incompatible with the COUNTY's interests. The CONTRACTOR shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom the CONTRACTOR is doing business or proposing to do business, in accomplishing the work under this Agreement. The CONTRACTOR or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to COUNTY employees.
2. **SUBCONTRACTING.** No contract shall be made by the CONTRACTOR with any other party for furnishing any of the work or services under this Agreement without the prior written approval of the COUNTY; but this provision shall not require the approval of contracts of employment between the CONTRACTOR and personnel assigned under this Agreement, or for parties named in the proposal and agreed to under this Agreement, or for suppliers that provide hardware or software that form part of the goods or services identified in the Statewide Contract.
3. **DISPUTES.** The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. CONTRACTOR shall proceed diligently with the performance of this Agreement pending the resolution of a dispute. Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third-party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.
4. **LICENSES AND PERMITS.** CONTRACTOR represents and warrants that it has and will maintain all necessary licenses, permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by applicable laws.
5. **NOTICES.** All correspondence and notices shall be sent to the parties at the addresses set forth in the signature blocks and are deemed submitted two (2) days after their deposit in the United States mail, postage prepaid.
6. **INSURANCE.** Without limiting or diminishing the CONTRACTOR's obligation to indemnify or hold the COUNTY harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of this Agreement. As respects to the insurance section only, the COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents, or representatives as Additional Insureds.

### **A. Workers' Compensation:**

If the CONTRACTOR has employees as defined by the State of California, the CONTRACTOR shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside.

### **B. Commercial General Liability:**

Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONTRACTOR's performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit.

### **C. Vehicle Liability:**

If vehicles or mobile equipment is used in the performance of the obligations under this Agreement, then CONTRACTOR shall maintain liability insurance for all owned, non-owned, or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a

general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.

**D. General Insurance Provisions - All lines:**

1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the COUNTY Risk Manager. If the COUNTY's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

2) The CONTRACTOR must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the COUNTY Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the COUNTY's Risk Manager, CONTRACTOR's carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

3) CONTRACTOR shall cause CONTRACTOR's insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the COUNTY Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverages set forth herein and the insurance required herein is in full force and effect. CONTRACTOR shall not commence operations until the COUNTY has been furnished original Certificate(s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier shall sign the original endorsements for each policy and the Certificate of Insurance.

4) It is understood and agreed to by the parties hereto that the CONTRACTOR's insurance shall be construed as primary insurance, and the COUNTY's insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.

5) If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work; or, the term of this Agreement, including any extensions thereof, exceeds five (5) years; the COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required under this Agreement, if in the COUNTY Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.

6) CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

7) The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the COUNTY.

8) CONTRACTOR agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

7. **GOVERNING LAW; VENUE.** This Agreement shall be governed by the laws of the State of California. Venue shall be the Superior Court of the State of California located in Riverside, California. The parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

8. ENTIRE AGREEMENT; AMENDMENTS. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.
9. COUNTERPARTS; SIGNATURES. This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. CONTRACTOR represents and warrants that the individual signing this Agreement on behalf of CONTRACTOR has full and complete authority to bind CONTRACTOR to the terms of this Agreement. Each party to this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures.

## EXHIBIT C - AGREEMENT-SPECIFIC PRICING

1. COUNTY shall pay the following fees in accordance with the provisions of this Agreement:
  - A. Self-Install Bundle: \$13.00 per month, per device to include the GeoTab GO9 telematics device, ProPlus plan, universal harness, and training.
  - B. The prices listed in Supplement 11, incorporated herein by this reference, for all other products and services.
2. Maximum payments by COUNTY to CONTRACTOR shall not exceed \$317,916 per fiscal year. A fiscal year is defined as beginning on July 1 of each calendar year and ending on June 30 of the following calendar year. CONTRACTOR shall be paid in arrears based on an invoice submitted to COUNTY within fifteen (15) days from the last day of each calendar month, and COUNTY shall pay the invoice within thirty (30) working days from the date of receipt. COUNTY shall not pay interest or finance charges except as permitted by California Government Code §926.10. In the event payment under this Agreement is later disallowed by COUNTY, CONTRACTOR shall promptly refund the disallowed amount to COUNTY on request or COUNTY, at its option, may offset the amount disallowed from any payment due to CONTRACTOR.








# PARTICIPATION AGREEMENT FOR STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES STANDARD AGREEMENT NO. 1-19-58-69 1 (APD 1.4.26) (003)


Final Audit Report

2026-02-18

Created:	2026-02-11
By:	SAMUEL COX (SLCOX@RIVCO.ORG)
Status:	Signed
Transaction ID:	CBJCHBCAABAAnxym7PPSs3qvzjsfAHvnxXltbwj8qv3


## "PARTICIPATION AGREEMENT FOR STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES STANDARD AGR EEMENT NO. 1-19-58-69 1 (APD 1.4.26) (003)" History

-  Document created by SAMUEL COX (SLCOX@RIVCO.ORG)  
2026-02-11 - 11:54:42 PM GMT
-  Document emailed to Kayla Schmitz (kaylaschmitz@geotab.com) for approval  
2026-02-11 - 11:54:48 PM GMT
-  Email viewed by Kayla Schmitz (kaylaschmitz@geotab.com)  
2026-02-12 - 0:23:56 AM GMT
-  Document approved by Kayla Schmitz (kaylaschmitz@geotab.com)  
Approval Date: 2026-02-12 - 0:24:59 AM GMT - Time Source: server
-  Document emailed to Neil Cawse (neilcawse@geotab.com) for signature  
2026-02-12 - 0:25:01 AM GMT
-  Email viewed by Neil Cawse (neilcawse@geotab.com)  
2026-02-17 - 2:46:14 PM GMT
-  Document e-signed by Neil Cawse (neilcawse@geotab.com)  
Signature Date: 2026-02-17 - 3:24:50 PM GMT - Time Source: server

 Document emailed to Kristine Bell Valdez (kbvaldez@rivco.org) for signature  
2026-02-17 - 3:24:53 PM GMT

 Email viewed by Kristine Bell Valdez (kbvaldez@rivco.org)  
2026-02-18 - 1:57:26 AM GMT

 Document e-signed by Kristine Bell Valdez (kbvaldez@rivco.org)  
Signature Date: 2026-02-18 - 1:58:24 AM GMT - Time Source: server

 Agreement completed.  
2026-02-18 - 1:58:24 AM GMT

Home > My Request - RITM0445023

Number	Created	Updated	State
RITM0445023	8d ago	28m ago	Closed Complete

## Policy H-11 Technology Procurement for Sheriff

Actions ▾

Item  
Policy H-11, Technol... DP Requested for  
Denise Padilla

Stage  
▶ Completed

Additional ... Activity Tasks Attachments

**Requested for:**  
Denise Padilla

**Department:**  
Sheriff

**Approving Supervisor/Manager:**  
Michael Thompson

**Requested Purchase:**  
Geotab

**Describe Requested Purchase:**  
Telematics devices or Global Position System (GPS), also known as Automatic Vehicle Location (AVL), is an effective asset management tool that allows the County to monitor vehicle performance including idling, vehicle utilization, miles driven, and system diagnostics. Telematics monitor a vehicle's computer system and

can alert county staff whenever there is a problem with the vehicle via engine diagnostic codes, collisions or unsafe conditions. This allows for faster repairs, lower costs, and less downtime, resulting in improved efficiency for the department. Telematics are also utilized in accident investigations and in the recovery of stolen county vehicles. Telematics have been in use on county vehicles for many years. Geotab will provide a fixed monthly rate of \$13.00 per device over the five-year agreement period.

**Hardware**

true

**Professional Services**

false

**Software**

false

**Other**

false

**Purchase Requested:**

Renewal

**Procurement Status:**

Bid Complete

**Run the Business**

true

**Grow the Business**

false

**Transform the Business**

false

**Reduce Expenses**

false

**Support Current Operations**

true

**Improve Customer Service**

false

**Improve Operational Efficiencies**

false

**Length of Contract (In Years) :**

5

**Is this a multi-year contract?**

Yes

**Start Date:**  
03-14-2025

**End Date:**  
06-30-2029

**Is this Purchase or Lease?**  
Purchase

**Estimated Amount:**  
1984800.00

**Requested Items - Non Standard**  
[Click to view](#)

**BRM: Please choose approve or reject:**  
Approve

**CCB: Please choose option:**  
N/A

**EAB: Please choose option:**  
Approve

**TSB: Please choose option:**  
Approve

**ISO: Please choose option:**  
Approve

**SAM: Please choose option:**  
Approve

**TSOC: Please choose approve, reject or n/a:**  
Approve

😊 Provide feedback



[Contact RCIT Helpdesk](#)

#### Quick Links

[Report an Incident](#)

[Make a Request](#)

#### Resources

[County Web](#)

[PeopleSoft](#)

#### Popular KB Topics

[Application Guides](#)

[Hardware Guides](#)

Phone: (951) 955-9900

Find Answers

Careers

General Information

Board of Supervisors

Human Resources

Riverside County Information Technology  
© Copyright 2025 | All Rights Reserved

😊 Provide feedback