



REQUEST FOR PROPOSAL

Rifle Shields



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Ogden Police Department

January 8, 2021

REQUEST FOR PROPOSAL

Ogden City Corporation

Rifle Shields

Ogden City Police Department is requesting sealed proposals from offerors for its purchase of rifle shields.

Proposal packets are available and may be obtained by downloading from the Ogden City website at <http://ogdencity.com/264/Purchasing>.

Proposers are responsible for securing any and all addenda issued.

Responses to this Request for Proposal shall be submitted to the office of the City Purchasing Agent, 2549 Washington Boulevard, Suite 510 (5th Floor) Ogden, Utah, **no later than 11 AM, January 28, 2021. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from women and minority owned businesses.

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REQUEST FOR PROPOSAL

Ogden City Corporation Rifle Shields

I. INTRODUCTION

Ogden City desires to purchase new, rifle shields for its Police Department. The goal of this purchase is to maintain consistency with current rifle shield inventory. Pursuant to Ogden City administrative policy 1210-3, the standardization of the Police Department's inventory of rifle shields will maintain consistent training methods, allow for consistent protection against types of rifle and handgun fire, and uniformity of storage and placement in police vehicles.

II. SPECIFICATIONS

- A. Approximate size: 20x30 Rifle Shield
- B. Weight no greater than 16 lbs.
- C. Characteristics capable of maneuvering the shield into the windshield and door of a police vehicle
- D. Ambidextrous handles
- E. No shoulder straps or hip resting connections
- F. Front plates covering handle and bolts to prevent issues with secondary projectiles
- G. Delivery Date: On or before March 31, 2021

The ability to stop the following threats:

- A. Small arms fire
- B. .30-06
- C. .308
- D. 7.62X51 147gr.
- E. .223
- F. 5.45X39
- G. 7.62X39

III. RESPONSE TO REQUEST FOR PROPOSAL

Company Information

Applicants shall include requested information that suffices the procurement of the requested goods as set forth in "Section II. Specifications."

- A. Each Proposal must include, as a minimum, the following information:
1. Name, address, email and telephone number of the firm submitting the proposal.
 - a. Include the name and contact information of the person designated as the firm's representative.
 2. A description of the firm's experience and capability of fulfilling this purchase if awarded. Include company history with biographies and/or resumes for principal contacts.
 3. A detailed breakdown of the proposed costs and warranty period. Include a price guarantee period.
 4. Statement indicating delivery of goods at the requested date <What date?>.
 5. A list of three references. Include contact information and description of awarded purchase.
- B. Proposals are to be no longer than 10 pages. Double-sided pages count as two pages.
- C. For City record keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
- a. Submitted as loose leaf with binder clip
 - b. Submitted in a regular 3-ring binder

V. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the following criteria, listed in descending order of importance:

- | | |
|-------------------------|-----|
| 1. Shield Specification | 40% |
| 2. Cost / Fee Proposal | 30% |

- 3. Timeline for Delivery 20%
- 4. References 10%

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures.

In the initial phase of the proposal evaluation process, the evaluation committee will review all proposals timely received. Non-responsive proposals (those received after the deadline or not conforming to RFP requirements) will be eliminated. The remaining proposals will be evaluated using a score sheet to be completed by each committee member. Each proposal bears sole responsibility for the items included or not included in the response submitted by that proposer. The City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

At the conclusion of this initial evaluation phase, finalist proposals will be selected for detailed review and evaluation. The City may require an in-person presentation by a proposer to supplement their written proposal.

VI. ADDITIONAL INFORMATION – GENERAL TERMS AND CONDITIONS

- A. If applicable, qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City’s insurance and bonding requirements, and have experience with all work defined in the scope of work.
- B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows “Criminal History Verified” and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any

response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.

- C. All work must meet current industry standards including all Federal, State and local rules and regulations.
- D. Ogden City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- E. Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.
- H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- I. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.
- J. Award of Contract or Purchase - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract or purchase without discussion of proposals received from prospective providers. The selected company shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this Request for Proposal. Ogden City reserves the right to reject any or all

proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter into contracts with more than one vendor.

- K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of bid submission. The form can be accessed through the Recorder's webpage at:
<https://www.ogdencity.com/DocumentCenter/View/7004/Business-Confidentiality-Claim-form>

VIII. GOVERNING INSTRUCTIONS

This Request for Proposal will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

IX. CONTACT PERSON

For any questions related to this RFP, please contact the Ogden City Purchasing office via email purchasing@ogdencity.com or at (801) 629-8742.

The question-and-answer period ends at 3 PM on January 22, 2021.

X. SUBMISSION OF PROPOSALS

Firms shall submit six (6) copies of the proposal in a sealed envelope to the office of the City Purchasing Agent, 2549 Washington Blvd, Suite 510, Ogden UT 84401 **no later than 11 AM, January 28, 2021.** On the envelope, indicate your company's name and the project "Rifle Shields RFP." **LATE PROPOSALS WILL NOT BE ACCEPTED.**

No facsimile or email transmittals will be accepted. All submittals must be delivered by the mail or other delivery service or hand-carried to the 1st Floor Information Desk (back

entrance of the Municipal Building) at the same address. It is the sole responsibility of those responding to this Request for Proposal to ensure that their submittal is made to the correct location and in compliance with the stated date and time. City offices are closed on holidays.

The City reserves the right to accept or reject any submittal as it best serves convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from women and minority owned businesses.