



REQUEST FOR PROPOSAL
Portable Camera Trailer



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Ogden City Information Technology

November 19, 2021

REQUEST FOR PROPOSAL

Ogden City Corporation

Portable Camera Trailer

Ogden City Corporation requests proposals from qualified vendors capable of fabricating and supplying Portable Camera Trailers and provide needed training and warranty support. The Portable Camera Trailer will allow Ogden City to monitor and visually obtain real-time conditions of roadways, parking lots, and other areas of the city. It is the goal of this RFP to identify a vendor and execute a contract for assembly and supply for an estimated two (2) Portable Camera Trailers.

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, c/o 1st Floor Information Desk, 2549 Washington Boulevard, Ogden, Utah, **no later than 11 AM, December 14, 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 City's best interest. The City reserves the right to issue contracts to multiple vendors.

Ogden City encourages and welcomes proposals from local, small, women and minority-owned businesses and other disadvantaged business enterprises.

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I. SCOPE

OVERVIEW

Ogden City Corporation requests proposals from a qualified vendors capable of fabricating and supplying Portable Camera Trailers and provide needed training and warranty support. The Portable Camera Trailer will allow Ogden City to install it's own cameras to monitor and visually obtain real-time conditions of roadways, parking lots, and other areas of the city.

The City estimates a total of two (2) portable camera trailers will be required over the 1 year term. The City reserves the right to increase or decrease the quantities of the items specified in this RFP. Such additions or deletions shall not be cause for an increase or decrease in any unit proposal price.

SPECIFICATIONS

This specification describes the minimum requirements for the materials, design, and assembly of a fully operational, portable camera trailer.

All portable camera trailer units shall contain a structural support system, mast structure and lifting mechanism, trailer, power and solar supplies and ancillary equipment described herein and necessary for proper operation. The vendor shall not be responsible for providing cameras or communications systems.

- 5' x 6' x 55" overall footprint of trailer (Mast extends height)
- 14 gauge louvered and vented 25" x 33" access door
- 9" x 9" door access for mast winch (lockable)
- 3/16" Steel Frame
- 14 Gauge Steel encasement
- Exterior/ Interior powder coated with industrial outdoor ratings/specifications

- Removable tongue – for security purposes
- Four removable stabilizer jacks
- Reversible towing capabilities
- Forklift channels for semi-trailer loading and storage
- Dual 40" x 67" solar panel bracket (accommodates expansion to up to four panels)
- Dual LG Solar Panels
 - Max Load 6000Pa
 - Pmax 360 W
 - Vmpp 36.50V
 - Max Sys. Volt. 1,000V(IEC)
- Solar Inverter
- 1/8" wall stainless steel type 304 mast with 10'-18' Height Range
- Mast Equipped with 3500lb 3/16" stainless cable winch
- Remote and manual winch capabilities
- Three power source capability: 110 AC, Solar and Battery
- Led Brake / Turn lights
- Side marker lights
- 205/75/R15 Tires
- 8 x 6-volt deep cell battery (220A/H @ 20HC, 110R/C @ 75A)
- 1 x 12 volt mast Battery
- Internal shelf
- 8 Battery Support Bank

WARRANTY

The vendor shall extend to the City a policy guarantee on equipment and/or services against defective material and workmanship for a period of at least one (1) year from the date of delivery.

DELIVERY

The vendor must deliver the fully assembled Portable Camera Trailers to City no later than March 1, 2022. The vendor must notify the City of delivery at least three (3) days prior to the expected delivery date.

The proposed price shall include transportation costs and shall be shipped via “F.O.B. Destination, Freight Prepaid” to the following location:

Francom Public Safety Center
2186 Lincoln Ave.
Ogden, UT

Delivery time shall be deemed an important segment of the proposal and response of delivery date and time quoted by the offeror shall be that time to which the successful proposer shall be expected to adhere.

II. RESPONSE TO REQUEST FOR PROPOSAL

Company Information

The City will accept sealed proposals from firms that are capable of providing all of the work described in the above Scope of Work, including Attachments. Applicants shall include qualifications for work set forth in the Scope of Work for which it proposes to provide services.

- A. Each Proposal must include, as a minimum, the following information:
 1. Name, address, email, and telephone number of the company 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 contract if awarded.
 3. A detailed breakdown of the proposed costs and timeframes to complete the project.
 - a) Include proposed delivery date and time,

- b) Include warranty information.
- 4. Company history with biographies and/or resumes for principal contacts.
- 5. A list of three references. Include project dates, scope, a summary of work performed, and contact information.
- B. Proposals are to be no longer than 10 pages. Double-sided pages count as two pages. Submit six (6) copies of all the required documentation.
- 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
- D. *Being selected and entering into an agreement does not guarantee contractor will be extended any specific amount of work.*

III. EVALUATION OF PROPOSALS

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

1. Ability to provide the product that meets the specifications	30%
2. Vendors capability to accomplish proposed work on schedule	30%
3. Vendor Pricing	25%
4. Warranty	10%
5. References	5%

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) may be eliminated. The remaining proposals will be evaluated in a cursory manner to eliminate from further consideration those proposals, which in the judgment of the evaluation committee fail to offer sufficient and substantive

provisions to warrant further consideration. Each bidder bears sole responsibility for the items included or not included in the response submitted by that bidder. 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 a presentation by a bidder to supplement their written proposal.

IV. Insurance Requirements

The successful proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

- a. The amount of insurance shall not be less than:
 - i) Commercial General Liability: Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
 - ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
 - iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.
- b. Each insurance policy required by this Agreement shall contain the following clauses:
 - i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified

mail, return receipt requested, has been given to the Ogden City Corporation.”

- ii) “It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents, and volunteers shall be excess of Contractor’s insurance and shall not contribute with insurance provided by this policy.”
- c. Each insurance policy required by this Agreement, excepting policies for Workers’ Compensation, shall contain the following clause in a separate endorsement:
 - i) “Ogden City Corporation, its elected and appointed officials, employees, volunteers, and agents are to be named as additional insureds in respect to operations and activities of or on behalf of the named insured as performed under Agreement with Ogden City Corporation.”
- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor’s insurer must be authorized to do business in Utah at the time the license is executed, and throughout the time period, the license is maintained unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.
- f. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents, and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

- h. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- i. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.

V. GENERAL TERMS AND CONDITIONS

- A. As applicable, qualified respondents shall be Licensed Contractors in the State of Utah, for the 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. The City reserves the right to request clarification of information submitted and 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 - 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 without discussion of proposals received from prospective service 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>

VI. GOVERNING INSTRUCTIONS

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

VII. 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 December 10, 2021.

VIII. 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, c/o 1st Floor Information Desk, Ogden UT 84401 **no later than 11 AM, December 14, 2021.**

On the envelope, indicate your company's name and the project name "Portable Camera Trailer RFP."

If the Proposal is submitted by mail or other delivery service, it must be addressed to the Purchasing Office, 2549 Washington Blvd, Suite 510, Ogden UT 84401. It must be received prior to the submission deadline.

The Proposal may also be hand-carried to the 1st Floor Information Desk (west entrance of the building) at the same address.

LATE PROPOSALS WILL NOT BE ACCEPTED.

No facsimile or email transmittals will be accepted.

It is the sole responsibility of those responding to this RFP 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.

No reimbursement will be made by Ogden City, or any other city in Weber County for any costs incurred in preparing proposals.

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.

IX. RFP SCHEDULE

Ogden City will follow the timetable below. The City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline will result in an RFP amendment. Amendments will be published in the City's Purchasing webpage - <https://www.ogdencity.com/264/Purchasing>.

EVENT	TARGET DATE
RFP Process Opens, RFP Available	November 19, 2021
1 st & 2 nd Standard Examiner Legal Ads	November 20 & 27, 2021
Question and Answer Period – Last Day to Send questions	No later than 3 PM; December 10, 2021
RFP Response Deadline	No later than 11 AM; December 14, 2021
Review and Selection Process	TBD
Contracting or Purchase Order	TBD
Delivery of Camera Trailer	No later than March 1, 2022