

Request for Bid
Ogden City UPS Replacement

Ogden City Corporation is requesting proposals from qualified firm(s) or individual(s) to deliver and install a new 80kva uninterruptible power supply (USP) at our Public Safety building. We will also require the removal and disposal of the existing UPS system.

Proposal packets are available and may be obtained from Ogden City Purchasing, 2549 Washington Blvd., Suite 510, Ogden, Utah, or by downloading from the Ogden City website at <http://ogdencity.com/264/Purchasing>. Bidders are responsible for securing any and all addenda issued. Questions concerning the scope of work, as well as questions regarding clarification of the meaning or intent of these specifications, may be directed to: Ruby Kakita, 801-629-8742 or purchasing@ogdencity.com

All interested parties must register and attend a walk-through on February 06, 2019 at 10:00AM. Registration for walk-through is located at <https://ogdencityupsreplacement.eventbrite.com>.

Two (2) copies of your bid must be submitted to the office of the City Purchasing Agent, 2549 Washington Blvd, Suite 510, Ogden UT, via mail, courier or in person, **no later than February 11, 2019 at 4 PM. 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. The City reserves the right to issue contracts to multiple vendors.

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

Published: January 27, 2019, February 3, 2019



REQUEST FOR BID
Ogden City Public Safety Building UPS Replacement

PURPOSE

The purpose and intent of this Request for Bid (RFB) is to identify and purchase technology hardware with a qualified firm(s) or individual(s) (hereinafter called the “consultant”) to perform equipment purchase services for Ogden City.

REQUESTED SERVICES

Ogden City is seeking the delivery and installation of a new Uninterruptible Power Supply (UPS) system to replace its aging 80kVA UPS system. Ogden City will also require the removal and disposal of the current UPS system.

Service type	Description
Delivery	Ogden City requires the fulfillment and delivery of an 80kVA UPS system to replace its current 80kVA system.
Installation	Selected consultant will install new UPS system. Selected consultant must attend the required walk-through to gather project and installation requirements.
Removal & Disposal	Selected consultant will remove and dispose of the existing UPS system.

Ogden City requires all interested parties to attend a mandatory walk-through at 10:00 AM on February 6, 2019 to gather the requirements specific to this scope of work. The walk-through will take place at the Ogden Public Safety Building at 2186 Lincoln Ave Ogden, Utah 84401. All parties must register for this at <https://ogdencityupsreplacement.eventbrite.com>.

ADDITIONAL INFORMATION

Questions concerning the scope of work, as well as questions regarding clarification of the meaning or intent of these specifications, may be directed to:

Ruby Kakita
801-629-8742
purchasing@ogdencity.com

SECTION II

GENERAL INSTRUCTIONS TO OFFERORS

SUBMISSION OF BIDS

Two (2) copies of your Bids must be submitted via mail, courier or in person, no later than 4 PM MST, on February 11, 2019. Responses received after that time will not be accepted.

EQUAL OPPORTUNITY

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

COST OF DEVELOPING BIDS

All costs related to the preparation of Bids 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.

BID OWNERSHIP

Once submitted, all Bids, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.

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.

NON-COLLUSION

The offeror guarantees the Bid submitted is not a product of collusion with any other offeror and no effort has been made to fix the Bid price of any offeror or to fix any overhead, profit or cost estimate of any Bid price.

PUBLIC RECORDS

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, they are required to provide a written request for business confidentiality to the Ogden City Recorder at the time the proposal is submitted.

CONTENT OF BID

All Bids submitted must include, but are not limited to, the following information:

1. A signature by a representative of the offeror who is authorized to contractually bind the offeror. The signature must appear on the cover sheet of this solicitation and will be interpreted to indicate offeror's willingness to comply with all terms and conditions set forth in this solicitation, unless specific written exception is noted on the face of the offeror's Bid.
2. A total offer price for the requested services that is good for the next 60 (sixty days).
3. Information, references & qualifications of Company.

EVALUATION CRITERIA

1. Bids shall be evaluated by a selection committee comprised of city employees based upon the following criteria (order is not relevant):
 - a. Experience and qualifications of the offeror (20%);
 - b. Total cost to Ogden City (70%);
 - c. References (10%).

AWARD OF CONTRACT

1. Award will be by written contract with the selected consultant.
2. Ogden City reserves the right to cancel this Request for Bid.
3. Ogden City reserves the right to reject any or all Bids received. Furthermore, Ogden City shall have the right to waive any informality or technicality in Bids received, when in the best interest of the Ogden City.

DISCUSSIONS WITH OFFERORS

Ogden City may conduct discussions with offerors who submit Bids determined to have a reasonable chance of being selected for award. However, Bids may be accepted without such discussions, at Ogden City's option.

Any supplemental information provided to an offeror that was not included in the RFP will be made available to all offerors if a primary contact person and e-mail address has been provided.

SPECIAL TERMS/SPECIFICATIONS

Delivery for all items on this order are to be made to: Ogden Public Safety Building at 2186 Lincoln Ave Ogden, Utah 84401. One Award. One contract award is anticipated under this solicitation. Multiple contract awards shall not be made.