

REQUEST FOR PROPOSAL

OGDEN CITY CONSTABLE SERVICES

Ogden City is accepting proposals from qualified firms, organizations and individuals interested in providing constable services for Ogden City.

Proposal packets may be obtained from Ogden City Purchasing, 2549 Washington Blvd., Suite 510, Ogden, Utah, or by downloading from the Ogden City website at <https://www.ogdencity.com/264/Purchasing>. Bidders are responsible for securing any and all addenda issued.

Responses to this Request for Proposals shall be submitted to the office of the City Purchasing Agent, 2549 Washington Boulevard, Suite 510 (5th Floor) Ogden, Utah, no later than 3PM MDT on May 10, 2019. **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.

OGDEN CITY PURCHASING

PUBLISHED: April 28 & May 5, 2019

REQUEST FOR PROPOSAL

OGDEN CITY CONSTABLE SERVICES

INTRODUCTION:

Ogden City is accepting proposals from qualified firms, organizations and individuals interested in providing constable services for Ogden City.

SCOPE OF SERVICES:

1. Service of civil process including small claims affidavits;
2. Service and arrest of criminal bench warrants;
3. Bailiff and security services for Ogden City Justice Court;
4. Prisoner transport services to and from Ogden City Justice Court;
5. Retrieve bail and paperwork from Weber County Jail each morning on a daily basis;
6. Running criminal warrants; and
7. Other duties as assigned.

PROPOSAL INCLUSIONS:

Each proposal shall include the items listed below. Incomplete submissions may be rejected.

- Name, address and telephone number of firm or individual submitting proposal, along with the name of one (1) contact person who would be responsible throughout the project.
- The names, association with the firm, experience and level of participation of all those individuals who would be directly working on the project.
- Listing of firm's experience and/or principal officer's experience in the areas covered by the scope of services.
- Proposed fee for services.
- Listing of available equipment to perform required services.

- Demonstration of peace officer certification as required by Utah law for principal officer of firm (this individual would be appointed constable) and associated personnel employed by licensed constable (to be appointed as deputy constables).
- Date which firm can begin providing the contracted services.
- Listing of similar projects performed by firm and key individuals.
- Listing of three references that can attest to the qualifications of the firm or individuals.
- Demonstration of status as duly appointed constable with ability to obtain license to conduct constable business in Ogden City pursuant to requirements of Ogden City ordinance and State law (including evidence of insurance requirements and principal business location within Ogden City).
- Any additional information that may prove helpful in assessing firm's qualifications.

SUBMITTAL REVIEW AND ASSESSMENT:

Proposals will be judged on multiple criteria, and not solely on price. The firm or firms found to be most qualified and in the City's best interest, shall be selected. Criteria used in evaluating the proposals will include but may not be limited to the following:

1. Responsiveness to the RFP: 30%
2. Firm and staff qualifications: 40%
3. Proposed fees and costs: 30%

CONTRACT FORM:

The final contract will be negotiated with the successful firm(s). The scope of services may include all or part of the services stated above.

AUTHORIZATION TO BEGIN WORK:

The contractor shall be expected to begin work as soon as an acceptable agreement has been prepared, approved and signed by all parties.

GOVERNING INSTRUCTIONS:

The Request for Proposal (including all attachments) shall constitute the governing document, and shall take precedence over any oral representations. Should additional instructions become necessary, an addendum shall be issued to all who received this original request.

GENERAL TERMS AND CONDITIONS

The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

The City reserves the right to request clarification of information submitted, and to request additional information from any proposer. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of sixty (60) days, to provide to the city the services described in the attached specifications, or until one or more of the proposals have been approved by the City's administration, whichever occurs first.

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

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 City reserves the right to issue contracts to multiple service providers.

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 at the time the proposal is submitted, to the Ogden City Recorder.

INSURANCE REQUIREMENT

Insurance with coverage as follows:

- Combined General Liability: \$1,000,000 combined single limit per occurrence and \$2,000,000 general aggregate for bodily injury, personal injury and property damage.
- Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- Workers' Compensation and Employers' Liability: Workers' 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.

PROPOSAL SUBMISSION:

All proposals must be received no later than 3PM MDT on May 10, 2019.

Six (6) copies of the proposal must be submitted in a sealed envelope and clearly marked in the lower left-hand corner: "Constable Services Proposal."

Do not use binders or other elaborate binding method. A binder clip is fine. No faxed, electronic or telephone proposals will be accepted. Submit to:

Ogden City Purchasing
2549 Washington Boulevard, 5th Floor
Ogden, UT 84401
(801) 629-8000

No reimbursements will be made by Ogden City for any costs incurred in preparing proposals.

It is the sole responsibility of those responding to this Request for Proposals to ensure that their submittal is made to the correct location and in compliance with the stated date and time.