

COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government



FINANCE DEPARTMENT
PURCHASING DIVISION

100 TENTH STREET, P. O. BOX 1340
Columbus, Georgia 31902-1340
706-225-4087, FAX 706-225-3033
WWW.COLUMBUSGA.GOV

December 1, 2020

REQUEST FOR PROPOSALS: RFP NO. 21-0006	Qualified vendors are invited to submit sealed proposals, subject to conditions and instructions as specified, for the furnishing of: PURSUIT CAR BUILD OUT (ANNUAL CONTRACT)
GENERAL SCOPE	The Columbus Consolidated Government (The City) requires the services of a qualified provider on an "as needed" basis to acquire and install the specified equipment into the pursuit vehicles purchased by the City each year, and prepare them for delivery to the City of Columbus at its Fleet Maintenance Shop, as a fully functional pursuit vehicle, for use by one of the Law Enforcement Agencies of the City of Columbus.
PROPOSAL SUBMISSION REQUIREMENTS	Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses until further notice. Effective immediately, responses must be submitted via DemandStar. See Appendix C for information and instructions on how to register and submit a proposal through DemandStar.
DUE DATE	JANUARY 6, 2021 – 2:30 PM (EASTERN) Responses must be submitted via DemandStar on or before the due date/time.
ADDENDA	<u>IMPORTANT INFORMATION</u> The Purchasing Division will post addenda (if any) for this project at https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm . It is the vendors' responsibility to periodically visit the web page for addenda, before the due date and prior to submitting a proposal.
NO PROPOSAL SUBMISSION	<i>If you are not interested in this solicitation, please complete and return page 3.</i>

Andrea J. McCorvey
Purchasing Division Manager



IMPORTANT INFORMATION

e-Notification

The City uses the Georgia Procurement Registry e-notification system. You must register with the Team Georgia Market Place/Georgia Procurement Registry to receive future procurement notifications via <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

If you have any questions or encounter any problems while registering, please contact the Team Georgia Marketplace Procurement Helpdesk:

Telephone: 404-657-6000

Fax: 404-657-8444

Email: procurementhelp@doas.ga.gov

STATEMENT OF “NO PROPOSAL SUBMISSION”

Notify the Purchasing Division if you do not intend to submit a Proposal:

Email bidopportunities@columbusga.org or return this form, via fax or mail, to:

Fax number (706) 225-3033

Attn: Sandra Chandler, Buyer I

Columbus Consolidated Government

Purchasing Division

P. O. Box 1340

Columbus, Georgia 31902-1340

We, the undersigned decline to submit a proposal for **RFP No. 21-0006** for **Pursuit Car Build Out (Annual Contract)** for the following reason(s):

- ☐ Specifications are too “tight”, i.e. geared towards one brand or manufacturer (explain below).
- ☐ There is insufficient time to respond.
- ☐ We do not offer this product and/or service.
- ☐ We are unable to meet specifications.
- ☐ We are unable to meet bond requirements.
- ☐ Specifications are unclear (explain below).
- ☐ We are unable to meet insurance requirements.
- ☐ Other (specify below).

Comments

COMPANY NAME: _____

AGENT: _____

DATE: _____

TELEPHONE: _____

EMAIL: _____

PROPOSALS WILL BE EVALUATED IN ACCORDANCE WITH THE PROCEDURES AS OUTLINED BELOW IN SECTION 3-110 OF THE PROCUREMENT ORDINANCE. ALL PROPOSALS WILL BE KEPT CONFIDENTIAL.

3-110 Competitive Sealed Proposals (Negotiations)

(1) Conditions for Use

When the Purchasing Manager determines that the use of competitive sealed bidding for any procurement is either not practicable or not advantageous to the City, a contract may be entered into using the competitive sealed proposals (negotiation) method. In addition, the competitive sealed proposal process shall be used for the procurement of professional services, specialized equipment or supplies.

The competitive sealed proposal process may be used for procurements with an estimated total cost less than \$25,000, if deemed to be in the best interest of the City. If the total cost can be determined, the authority to approve such solicitations will be as prescribed by Article 3-104, Purchasing Limits. If, due to the required services, a total cost cannot be determined then the award recommendation will be approved by Council.

A. Request for Proposals

Proposals shall be solicited through Request for Proposals. The Purchasing Division shall establish the specifications with the using agency and set the date and time to receive proposals. The request for proposal shall include a clear and accurate description of the technical requirements for the service or item to be procured.

B. Public Notice

The public will be given adequate notice of the Request for Proposals, provided that, adequate notice shall mean at least fifteen (15) business days before the due date, which is stated in the Request. *The City reserves the right to seek Request for Proposals in a shorter period, if necessary, as determined by the Purchasing Manager.*

Notice shall be published in a reasonable time before due date, contain a description of the procurement in general terms, as well as, the place and due date for proposals, and appear in a newspaper(s) of general circulation, specifically the City's legal organ. In addition to publication in newspapers, notice shall also be made by electronic means, including posting on the Internet and on the City's government access television channel.

Public Works construction projects shall be advertised in accordance with Georgia State Law.

The City reserves the right to mail or e-mail invitations directly to vendors under the following circumstances:

- Solicitations for Specialized Equipment/Supplies
- Solicitations for Specialized Services
- Re-bid of Solicitations where normal advertising procedures netted no responses.
- Whenever deemed necessary by the Purchasing Manager.

C. Receipt of Proposals

Proposals must be received by the deadline date established. No public opening will be held. No proposals shall be handled to permit disclosure of the identity of any offeror or the contents of

any proposal to competing offerors during the process of discussion. A register of proposals shall be prepared as part of the contract file, and shall contain the name of each offeror, the number of modifications received (if any), and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

D. Evaluation Factors

The Request for Proposals shall identify the relative importance of cost (when applicable) and other evaluation criteria.

E. Evaluation Process

An odd number of voting members of a Selection or Evaluation Committee shall evaluate all proposals received based upon the criteria stated in the Request for Proposals. Each voting Committee member shall grade each submitted proposal based upon the evaluation criteria.

F. Discussion with Responsible Offerors and Revisions to Proposals

As provided in the Request for Proposals, discussions (negotiations) may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award, to assure full understanding of and conformance to the solicitation requirements. All qualified, responsible offerors shall be given fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or any information derived from proposals submitted by competing offerors. If only one proposal response is received, then the award recommendation shall be to the single offeror, if the offeror meets all requirements.

G. Award

After negotiations, the award recommendation must be presented to Columbus City Council for final approval. Award will be made to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration total cost (if determined) and all other evaluation factors set forth in the Request for Proposals.

After Council approval, a contract based on the negotiations (if negotiations were necessary) will be drawn and signed by all necessary parties. If Council does not approve the award, it may direct that further negotiations may take place with the recommended offeror, or that negotiations begin with the next most qualified offeror. Council may also exercise the option to reject all offers and instruct the Purchasing Manager to begin the procurement process again. The contract file shall contain the basis on which the award is made.

After contract award, the contract file, will be made public. Unsuccessful offerors will be afforded the opportunity to make an appointment with the Purchasing Division for a debriefing. After the award, the contract file and the unsuccessful proposals will become subject to disclosure under the Georgia Open Records Act.

DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?

COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED TO THE PURCHASING DIVISION.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION. **QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE DUE DATE.**

ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

Email bidopportunities@columbusga.org or use the attached "Question/Clarification" Form (on the following page) to submit questions.

QUESTION/CLARIFICATION FORM

DATE: _____

TO: Sandra Chandler, Buyer I
Email bidopportunities@columbusga.org or
Fax (706) 225-3033

Re: Pursuit Car Build Out (Annual Contract); RFP No. 21-0006

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Questions and requests for clarification must be submitted at least five (5) business days before the due date:

From:

Company Name	Website		

Representative	Email Address		

Complete Address	City	State	Zip

Telephone Number	Fax Number		

COLUMBUS CONSOLIDATED GOVERNMENT GENERAL PROVISIONS FOR REQUEST FOR PROPOSALS

Pursuit Car Build Out (Annual Contract) RFP No. 21-0006

The Consolidated Government of Columbus, Georgia (the City) invites proposal submissions from qualified vendors on an “as needed” basis to acquire and install the specified equipment into the pursuit vehicles purchased by the City each year, and prepare them for delivery to the City of Columbus at its Fleet Maintenance Shop, as a fully functional pursuit vehicle, for use by one of the Law Enforcement Agencies of the City of Columbus.

A. PROPOSAL SUBMITTAL DATE:

PROPOSALS ARE DUE: JANUARY 6, 2021 NO LATER THAN 2:30 PM (Eastern Time). *Submit one electronic response via DemandStar .*

After award of Contract by Columbus City Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.

The City shall not be held liable for any expenses incurred by the respondent in preparing and submitting the proposal and/or attendance at any interviews, final contract negotiations or applicable site visits. **The City reserves the right to award this project or to reject any and all proposals; whichever is in the best interest of the City.**

B. RECEIPT OF PROPOSALS:

Unless otherwise stated in the technical specifications of the RFP, the City will accept one, and only one, proposal per Offeror. In the event a team of firms is entering into a joint venture to respond to the RFP, one firm shall be named the prime contractor and the proposal shall be submitted in the name of the prime contractor. All correspondence concerning the RFP will be between the City and prime contractor.

C. SUBCONTRACTING:

Should the offeror intend to subcontract all or any part of the work specified, name(s) and address(es) of subcontractor(s) must be provided in proposal response. The offeror shall be responsible for subcontractor(s) full compliance with the requirements of the RFP specifications. **If awarded the contract, payments will only be made to the offerors submitting the proposal. The Columbus Consolidated Government will not be responsible for payments to subcontractors.**

D. QUESTIONS ABOUT THE RFP:

COMMUNICATION CONCERNING ANY BID/PROPOSAL CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITING AND ADDRESSED TO THE PURCHASING DIVISION. SEE PAGE TITLED “DO YOU HAVE QUESTIONS...” WITHIN THIS PROPOSAL PACKAGE.

E. PUBLIC INFORMATION:

All information and materials submitted will become the property of the Columbus Consolidated Government, Columbus, Georgia; and shall be subject to the provisions of the Georgia public records law. If awarded the contract, the proposal submission, in its entirety, will be included as part of the contract documents and filed, as public record, with the Clerk of Council.

F. ADDENDA:

The proposer shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The proposer should include an initialed copy of each addendum in the proposal package. It is the proposer’s responsibility to

contact the City for copies of addenda if they receive the proposal document from any other source other than the City.

G. CONTRACT:

Each proposal is received with the understanding that an acceptance in writing by the City of the offer to furnish any or all of the services and materials described shall constitute a contract between the proposer and the City. This contract shall bind the proposers to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the condition of said accepted proposal.

It is agreed that the successful respondent will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

H. NON-COLLUSION:

Proposer declares that the proposal is not made in connection with any other proposer submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

I. INDEMNITY:

The successful respondent agrees, by entering into this contract, to defend, indemnify and hold City harmless from any and all causes of action or claims of damages arising out or under this contract.

J. DISADVANTAGED BUSINESS ENTERPRISE CLAUSE:

Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

K. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE:

The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful vendor will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

L. SPECIFICATION DESCRIPTIONS:

The specifications detailed herein represent the quality of equipment, goods or services required by the City. Whenever in this invitation any particular process, service or equipment is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such wording will be deemed to be used for the purpose of facilitating descriptions of the process, service or equipment desired by the City. It is not meant to eliminate offerors or restrict competition in any RFP process. Proposals that are equivalent or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the City.

M. TAXES:

The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

N. DRUG-FREE WORKPLACE:

Per Ordinance No. 93-55, in compliance with Federal and State Drug Free Workplace Acts, the Council of Columbus, Georgia adopted a drug free Workplace Policy. Consequently, any vendor providing goods or services

to Columbus Consolidated Government must comply with all applicable Federal and State Drug Free Workplace Acts.

O. FEDERAL, STATE, LOCAL LAWS:

All respondents will comply with all Federal, State and Local laws, ordinances, rules and regulations relative to conducting business in Columbus, Georgia and performing the prescribed service. Ignorance on the part of the respondent shall not, in any way, relieve the respondent from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

P. PROVISIONS OF THE PROCUREMENT ORDINANCE:

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations to respond to Requests for Proposals and is specifically incorporated herein by this reference. A copy of the ordinance is on file in the Purchasing Division.

Q. INSURANCE:

All respondents shall maintain, and if requested, show proof of insurance applicable for services described in these specifications.

R. HOLD HARMLESS AGREEMENT:

The successful respondent hereby agrees to indemnify, hold free and harmless Columbus Consolidated Government (The City), its agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorney fees, by reason of any liability imposed by law upon the City, except in cases of the City's sole negligence, sustained by any person(s) on account of bodily injury or property damage arising out of or in the consequence of this agreement.

S. TERMINATION OF CONTRACT:

- 1. Default:** If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor will continue performance of the contract to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.

- 2. Compensation:** Payment for completed supplies or services delivered and accepted by the City will be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Director deems to be necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.
- 3. Excuse for Nonperformance or Delayed Performance.** Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by the contractor to make progress in the prosecution of the work hereunder which endangers such performance) if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental

entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather, If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the contractor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

T. TIME FOR CONSIDERATION:

Due to the evaluation process, proposals must remain in effect for at least **120 days** after date of receipt.

U. CONTRACT AWARD:

Award of this contract will be made in the best interest of the City.

V. REQUEST FOR EVALUATION RESULTS:

Per the City's Procurement Ordinance, evaluation results cannot be divulged until after the award of the contract. After contract award, proponents desiring to review documents relevant to the RFP evaluation results will be afforded an opportunity by appointment only.

W. GOVERNING LAW:

The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

X. FINAL CONTRACT DOCUMENTS:

It is understood that the final contract shall include the following: 1) The RFP; 2) Addenda; 3) Awarded Vendors(s) response; 4) Awarded Vendor(s) Clarifications; 5) Negotiated Components; and 6) Awarded Vendor(s) Business Requirements.

Y. PAYMENT DEDUCTIONS:

The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

Z. PAYMENT TERMS:

The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

NOTICE TO VENDORS

Sec. 2-3.05. - Submitting bids to Consolidated Government, etc.—By mayor or councilmembers.

Neither the mayor nor any member of the Columbus Council shall submit any bid to the consolidated government, nor shall the mayor or any member of the Columbus Council own or have a substantial pecuniary interest in any business that submits a bid to the consolidated government. (Ord. No. 92-60, 6-23-92)

Sec. 2-3.06. - Same—By members of boards, authorities, commissions.

No member of any board or authority or commission or other independent or subordinate entity of the consolidated government shall submit any bid to the consolidated government or have a substantial pecuniary interest in any business that submits a bid to the consolidated government if such bid pertains to the board or authority or commission on which such person holds such membership. (Ord. No. 92-61, 6-23-92)

GENERAL SPECIFICATIONS
PURSUIT CAR BUILD OUT (ANNUAL CONTRACT)
RFP No. 21-0006

I. INTRODUCTION

The Consolidated Government of Columbus, Georgia (the City) requires the services of a qualified provider on an “as needed” basis to acquire and install the specified equipment into the pursuit vehicles purchased by the City each year, and prepare them for delivery to the City of Columbus at its Fleet Maintenance Shop, as a fully functional pursuit vehicle, for use by one of the Law Enforcement Agencies of the City of Columbus.

The City of Columbus will deliver, or cause to be delivered, each vehicle to the successful vendor along with the decals and appliques needed to mark the vehicle with the livery of the Public Safety Agency for which it is intended. The successful vendor will acquire and install all required equipment and apply the supplied decals and appliques in accordance with the placement scheme supplied by the City of Columbus.

See Technical Specification pages 18-23.

II. CONTRACT TERM

A. The term of the contract shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

Notice of intent to renew will be given to the contractor in writing by the City’s Purchasing Division Manager, normally sixty days before the expiration date of the current contract. This notice shall not be deemed to commit the City to a contract renewal.

It should be noted that multi-year contracts may be continued each fiscal year only after funding appropriations and programs approval have been granted by the Council of the Consolidated Government of Columbus, GA. In the event the necessary funding is not approved, the affected multi-year contract becomes null and void, effective July 1st of the fiscal year for which such approval has been denied.

B. Termination of Convenience

For the protection of both parties, either party giving 30 days prior notice in writing to the other party may cancel this contract.

III. PRICE ADJUSTMENT CLAUSE

Contract pricing shall remain fixed for the initial 2-year term of the contract. After the initial term, Contractor may request a price escalation by submitting a fully documented request (i.e. documentation from manufacturers illustrating the necessity to implement price increases). ***Request for price increases, without documentation, shall not be considered.*** Such escalation shall not exceed a five percent (5%) increase. The using department(s) and the Purchasing Manager will review the request and shall approve or disapprove the increases based on budget constraints and other price comparisons.

If for any reason the contractor has a price increase that exceeds five percent (5%), the price increase will be evaluated on a case-by-case basis. The City and the Contractor will have the option to discuss and make adjustments to the requested increase. If either party declines approval of the adjustments, the contract will be considered cancelled on the scheduled expiration date of the contract.

IV. INDEMNITY CLAUSE

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the “City”) from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney’s fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor’s intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

V. INSURANCE

The vendors shall be required, at their own expense, to furnish to the City of Columbus Purchasing Division, evidence showing the insurance coverage to be in force throughout the term of the contract. Insurance requirements are listed on the attached **Insurance Checklist (Form 3)**. **The limits shown are minimum limits. Vendor shall indicate the actual limit they will provide for each insurance requirement. The bidder shall complete the Insurance Checklist and include with bid response. Certificate of Insurance is acceptable.** The Insurance Checklist will indicate to the City, the bidder’s ability and agreement to provide the required insurance, in the event of contract award.

The successful candidate shall provide the required Certificates of Insurance within **10 business days** after award notification. The Certificates of Insurance will name Columbus Consolidated Government as an additional insured, **as well as, list the applicable project or annual contract name, and/or Solicitation name and number.** The Certificate of Insurance will be included with the contract documents prior to signing.

VI. E-VERIFY

Pursuant to O.C.G.A. § 13-10-91, a public employer shall not enter into a contract for the performance of services unless the contractor registers and participates in the federal work authorization program. If a supplier is providing services under a contract with a total compensation amount of \$2,500 or greater, (even if such services will be performed outside of the State of Georgia), DOAS requires a notarized affidavit from the supplier attesting to the following:

- (A) The affiant has registered with, is authorized to use, and uses the federal work authorization program;
- (B) The user identification number and date of authorization for the affiant;
- (C) The affiant will continue to use the federal work authorization program throughout the contract period; and
- (D) The affiant will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the same information required by subparagraphs (A), (B), and (C) of this paragraph.

Additional information regarding the State’s E-Verify requirements can be found at: <http://www.audits.ga.gov/NALGAD/IllegalImmigrationReformandEnforcementAct.html>. **A completed, notarized E-Verify Affidavit (Form 1) must be included with sealed proposal; failure to do so will render the firm’s or individual’s proposal non-responsive and ineligible for award consideration.**

VII. AWARD

This contract will be awarded in the best interest of the City. Columbus Consolidated Government will be the sole judge of the factors and will award the contract accordingly.

VIII. ORDERS

All orders will be placed by an official purchase order from the City.

IX. INVOICING

The successful contractor shall submit an invoice to the City for all services. Said invoice shall reference the contract number and shall be completely itemized. Contractor can expect payment within 30 days, if the invoice is not contested. The City will be billed for complete work only and that all service/work orders shall be attached to the invoice.

X. PROPOSAL SUBMISSION REQUIREMENTS

Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses and public solicitation openings until further notice. **Effective immediately, responses must be submitted via DemandStar.** See *Appendix for Submission Checklist and DemandStar Submission Requirements.*

The complete proposal shall contain the following information and shall be submitted in the order shown below.

Firms should submit proposals that address each of the sections specified below. *With the exception of the E-Verify Affidavit (Form 1), the form titled "Communication Concerning This Solicitation" (Form 2) and the proposed cost, fees, revenue, etc. (if any),* the City reserves the right to request any omitted information. Firms shall be notified, in writing, and shall have two (2) days after notification to submit the omitted information. If the omitted information is not received within two (2) days, the firm shall be deemed non-responsive and the proposal will not receive further consideration.

Section 1: Transmittal Letter

Transmittal letter shall introduce the applicant/business, describe the ownership, include complete address, phone and fax numbers, and **include the name and email address of contact person(s) during this proposal process.** All proposals submitted shall remain the property of the City and will be retained or disposed of properly by the City. Include a statement to the effect that the proposal is binding for at least 120 days from the proposal date. **An authorized agent of the business must sign the transmittal letter.**

Section 2: Affidavit for E-Verify/Georgia Security and Immigration Compliance Act (Form 1)

A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration. To access your E-Verify Company Identification Number, see <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES>.

Section 3: Addenda Acknowledgement

Acknowledge receipt for all addenda (if any). Addenda will be posted at: https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm. It is the vendors' responsibility to periodically visit the web page for addenda, before the due date and before submitting a proposal.

Section 4: Communication Concerning This Solicitation

Complete the form titled *Communication Concerning This Solicitation (Form 2)*

Section 5: EXCEPTIONS TO THE RFP

List **ANY AND ALL** exceptions to the RFP specifications in this section of proposal submission. Exceptions listed in other areas of the vendor's submission will not be considered.

PLEASE NOTE: EXCEPTIONS TO THE RFP GENERAL PROVISIONS WILL NOT BE CONSIDERED, AND IF SUBMITTED WILL AUTOMATICALLY RENDER THE RESPONSE NON-RESPONSIVE.

Exceptions shall be considered by the Evaluation Committee. The vendor's proposal may not receive further consideration, if exceptions are not acceptable and/or cannot be clarified to the Committee's satisfaction. Vendor's shall be notified in writing if exceptions are not acceptable.

If there are no exceptions, vendor must include a statement for this Section stating the following: No Exceptions.

Section 6: Experience/Qualifications

This section shall address the offeror's ability to fulfill the requirements of the RFP. Provide responses to the following:

- A. Describe in detail the firm's ability and experience in the provision of the prescribed or similar services.
- B. Provide resumés of key personnel who will be assigned to the contract.
- C. Provide contact person who will be directly responsible for this contract and direct telephone number and email address.

Section 7: Client Work History (Form 4)

Provide at least three (3) existing clients, for which the firm has provided similar services. Include entity name, contact person who may be contacted for verification, address, email address, telephone number, fax number, email address and date of work completion.

Section 8: Vehicle Delivery Rate

Describe how your company will be able to sustain a completed vehicle delivery rate of not less than one car per business day during a Monday – Friday business week.

Section 9: Geographic Proximity

Provide a detailed mileage route from your company business location to the City of Columbus Fleet Maintenance Shop located at 1011 Cusseta Road, Columbus, GA.

Section 10: Facilities Requirements

- A. Describe how your company will be able to perform all work on vehicles belonging to the City of Columbus in an enclosed building where it will be protected from the elements during the time it is in the process of being built out.
- B. Provide pictures of the facilities that will be used to install equipment.

Section 11: Warranty Requirements

- A. Provide a no cost warranty on all of the equipment and installation services that your company will provide for a period not less than one year.

- B. Provide an extended warranty or service contract on equipment your equipment your company will provide and install for a minimum of three (3) years after the contract has expired.

Section 12: Replacement Spares

Provide a replacement plan to replace faulty equipment.

Section 13: Turnkey Pricing Per Complete Car

- A. Provide a total cost per complete car build out **(Forms 5, 6, 7, 8 and 9)**.
- B. As cost proposals remain **confidential until after contract award** (if any), Columbus Consolidated Government will not consider proposed costs, fees, revenue, etc., that are entered directly into DemandStar. In the event DemandStar requests a dollar value for the submittal, vendors are instructed to enter "0". If no proposed cost, fee, revenue, etc., is located within the vendor response file, the proposal shall be deemed "non-responsive" and ineligible for further consideration.

Section 14: Contract Signature Page (Form 10)

City officials will sign the original contract pages after Columbus City Council approves the contract award with the successful firm (*See Note below*). Per the General Provisions, Page 12, Item X, the final contract shall include the following: 1) The RFP; 2) Addenda; 3) Awarded Vendors(s) response; 4) Awarded Vendor(s) Clarifications; 5) Negotiated Components; and 6) Awarded Vendor(s) Business Requirements.

Please note: After award of contract by Columbus Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.

Section 15: Insurance Checklist

Provide Insurance Checklist **(Form 3)** or Certificate of Insurance (COI) – **Section V, page 13**.

Section 16: W-9, Request for Taxpayer Identification Number and Certification

Complete and return **Page 1** of the Form W-9, which is available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Section 17: Business License

Provide a current copy of the Business License (Occupation License) that is required to conduct business at your location.

If awarded the contract, the successful vendor must obtain a business license from the City of Columbus. However, if the business is located in Georgia and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that city, the contractor will not be required to pay occupation taxes in Columbus, Georgia.

If you have questions regarding this requirement, please contact Yvonne Ivey, Revenue Division Manager, at telephone 706-225-3091.

XI. RFP EVALUATION

Each submittal will be evaluated to determine the ability of each offeror to provide the required services. The following weighted criteria will be used to evaluate proposals:

Criteria for Evaluation	Weight
A. Vehicle Delivery Rate	20%
B. Geographic Proximity	10%
C. Experience/Qualifications	15%
D. Facilities Requirements	20%
E. Warranty Requirements	15%
F. Replacement Spares	10%
G. Turnkey Pricing Per Completed Car	10%

Each of the above criteria (A - G) will be given a rating, of 1 through 100, by each member of the Evaluation Committee. The ratings are as follows:

RATING	
1-20	Poor
21-40	Fair
41-60	Good
61-80	Excellent
81-100	Superior

After the review and rating of proposal (s) by the evaluation committee, individual scores will be averaged and ranked. Offerors will be ranked in descending order of numerical predominance.

APPENDIX A

TECHNICAL SPECIFICATIONS PURSUIT CAR BUILD OUT (ANNUAL CONTRACT) RFP No. 21-0006

SCOPE OF SERVICES

The Successful Vendor must acquire and install the following Equipment into each pursuit vehicle purchased by the City.

A. COLUMBUS POLICE DEPARTMENT VEHICLE PACKAGE:

DODGE CHARGER PURSUIT VEHICLE PACKAGE			
QUANTITY	MANUFACTURER	PART NUMBER	DESCRIPTION
1	FedSig	Integrity 44" LP DC LB	Low Profile Dual Color Light Bar
2	FedSig	MPS600U-BB	License Plate Lights (SM)
4	FedSig	MPS600U-BB	Push Bumper Lights
1	FedSig	PF200	Digital Siren/Light Controller
1	FedSig	ES100C	100 Watt Siren Speaker
1	FedSig	ESB-CHGR15	Siren Speaker Bracket
1	Setina	PK0800CGR11	Flat Panel Partition
1	Setina	PP7671	Full Lower Extension Panel
1	Setina	TK1189CGR11	Trunk Tray
1	Setina	WK0513CGR11	Steel Window Bars
1	Setina	GK10261LHKSSCA	Gun Lock
1	Jotto Desk	425-6636	Contour Console
1	Jotto Desk	425-3704	Console Cupholder
1	Jotto Desk	425-6260	Console Armrest
1	Jotto Desk	425-6652	Console 3 12v Outlet
1	FedSig	PBX03	Pit Bumper Center Section
1	FedSig	PBX-PIT03	PBX Pit Wrap
1	FedSig	PBX-TC4L-3	PBX Top Channel (4 Light)
1	FedSig	PBXW-CHGR15	PBX Wing Wrap
1	Laguna	DC9502RB	3P Prisoner w/restraint
1	MPG Ind.	PYT3FS-2KA	Python III Radar
1	10-8 Video	HD-4	Dual Camera In-Car Video
1	AC/DC Ind.	MZL-200	Ignition Sense Delay Timer
1	Big Sky	ELS-270-B	Large Gun Lock
1	Image Signs	Labor	Decal Installation
2	FedSig	MPS600U-BB	Pit Rail Lights
4	FedSig	416300-B	Rear Side/Intersection Warning
2	FedSig	MPSW6-B	Front Side/Inter Warning
1	FedSig	Z861302679A	BRACKET for PIT Rail

SGT. MARKED TAHOE PURSUIT VEHICLE PACKAGE			
QUANTITY	MANUFACTURER	PART NUMBER	DESCRIPTION
1	FedSig	Integrity 51	Dual Color Light Bar
2	FedSig	MPS600U-BB	Tag Lights
1	FedSig	ES100C	Siren Speaker
1	FedSig	ESB-****	Siren Speaker Bracket 2021 Tahoe

1	FedSig	PF200	Digital Siren/Light Controller
6	FedSig	MPS600U-BB	Top Channel & PIT Rail Light
2	FedSig	MPSM6-L	"L" Bracket for PIT Rail
1	FedSig	PBX04	Pit Bumper Center Section
1	FedSig	PBXW-TAH15	PBX Wing Wraps
1	FedSig	PBX-PIT04	PBX PIT Wraps
1	FedSig	PBX-TC4L-4	PBX Top Channel (4 Light)
1	Jotto Desk	TBD Due to Body Change	Contour Console w/locking lid for 2021 Tahoe
1	Jotto Desk	425-3704	Console Cupholder
1	Jotto Desk	425-6260	Console Armrest
1	Jotto Desk	425-6652	Console 3 12v Outlet
2	FedSig	MPSW9-BW	Side of Push Bumper Warning
6	FedSig	MPS600U-BB	Running Board Lights
1	10-8 Video	HD-4	Dual Camera In-Car Video
1	AC/DC Ind.	MZL-200	Ignition Sense Delay Timer
1	Image Signs	Labor	Decal Installation
2	FedSig	MPS600U-BB	Liftgate Lights
4	FedSig	416300-B	Side/Intersection Warning

B. MUSCOGEE COUNTY SHERIFF'S OFFICE VEHICLE PACKAGE:

QUANTITY	(ADMINISTRATIVE PURSUIT VEHICLE PACKAGE)
1	Whelen Inner Edge Front Upper, All Blue, No Takedowns
1	Whelen Inner Edge Low Profile Rear Deck Light, Blue
1	Whelen Switch Box
1	Federal Signal PA 300 Siren/PA
1	Federal Signal 100-Watt Speaker
1	Federal Signal Speaker Bracket for 2012 Charger
1	Ignition Sensing Delay Timer
1	Jotto Console w/Dual Cup Holders
1	Jotto Face Plate Arm Rest
4	Whelen Vertex Corner LED
2	Code 3 Fog Light LED, Blue
1	Code 3 Fog Light Mounting Kit
1	Federal Signal Rumbler Siren
1	Federal Signal Mounting Kit for Rumbler
2	Whelen Tir3, Blue
1	Tir3 Tag Mounting Bracket

QUANTITY	2019-2020 DODGE CHARGER PATROL PURSUIT VEHICLE PACKAGE
1	Federal Signal Alegiant 45 Dual Color LED Lightbar
2	Federal Signal MPS600U-BB License Plate LED
4	Federal Signal MPS600U-BB Top Channel LED
1	Federal Signal ES100C Siren Speaker w/ Bracket
1	Federal Signal PF200 Siren/Light Controller
1	Jotto Desk 475-0986 Prisoner Partition
1	Setina TRK-TRY - 2015+ Charger Trunk Tray w/ Gun Lock
1	Jotto Desk 475-0228 Steel Window Bars
1	Jotto Desk 425-6636 Contour Console 15+ Charger
1	Federal Signal PBX03 - Center Section Push Bumper
1	Federal Signal PBX-PIT-03 - Bumper Protector
1	Federal Signal PBXW-CHGR15 - Headlight Protector

1	Federal Signal PBX-TCL4-3 - 4 Light Top Channel
1	Jotto Desk 475-0323 Bio Seat w/ Floor Pan
1	MPH Ind. Python-III Radar
1	10-8 Video HD-4 In-Car Camera System
1	AC/DC Ind MZL-200 Battery Saver
1	SSUB-CNTRC (Decal Installation)
2	Federal Signal MPS600U-BB Pit Rail Light
1	Federal Signal Z861302679A Pit Rail Light Bracket
2	Federal Signal MPSW6-B Front Intersection Warning
2	Federal Signal 416300-B Rear Intersection Warning

QUANTITY	SGT. MARKED TAHOE PURSUIT VEHICLE PACKAGE
1	Federal Signal Alegiant 53 Dual Color LED Lightbar
10	Federal Signal MPS600U-BB License Plate,Running Board LED
4	Federal Signal MPS600U-BB Top Channel LED
1	Federal Signal ES100C Siren Speaker w/ Bracket
1	Federal Signal PF200 Siren/Light Controller
1	Jotto Desk 425-2968
1	Setina GK1027UXLHKSVSCA T-Rail Gun Lock DUAL
1	Setina GF1029TAH15 Free Standing Gun Lock Mount
2	Federal Signal MPSW6-B Push Bumper Intersection Warning LED
1	Federal Signal PBX04 - Center Section Push Bumper
1	Federal Signal PBX-PIT-04 - Bumper Protector
1	Federal Signal PBXW-TAH15 - Headlight Protector
1	Federal Signal PBX-TCL4-3 - 4 Light Top Channel
2	Federal Signal XSM2-BRW Cargo Warning LED
4	Federal Signal 416300-B Intersection Warning
1	10-8 Video HD-4 In-Car Camera System
1	AC/DC Ind MZL-200 Battery Saver
1	SSUB-CNTRC (Decal Installation)
1	Federal Signal SL8F-B 8 Head Warning Stick for Rear Hatch
1	MPH Ind. Python-III Radar

C. ADDITIONAL INFORMATION:

- 1) Public Safety Departments may upgrade equipment in vehicles already in the City's fleet. Any retrofits to existing vehicles must take place in Columbus, Georgia.
- 2) The City reserves the right to supply vendor with equipment already in inventory to be installed in vehicles. In such cases the City will deliver said equipment to the contracted vendor.
- 3) The City reserves the right to add other vehicle types throughout the term of the contract. The City will obtain quotes from the contracted vendor for equipment and installation cost for added vehicle types.
- 4) ***To coordinate delivery of the vehicles to the vendor's installation site, the awarded vendor must contact the City's Fleet Manager or designated representative.*** The City will deliver the vehicles to the vendor at the installation location on a schedule to be agreed upon by the vendor and the City's Fleet Manager or designated representative.
- 5) Upon completion of build out, all vehicles must be delivered to the City of Columbus at its Fleet Maintenance Shop, located at 1011 Cusseta Road, Columbus, Georgia. Deliveries will be accepted Monday through Friday between the hours of 8:00 A.M. and 4:30 P.M.

- 6) The awarded vendor must coordinate with the following Public Safety Department contacts regarding pursuit vehicle build out packages:

Columbus Police Department: Corporal Joel Reed, 706-225-3244, jreed@columbusga.org

Sheriff's Office: Captain Curtis Lockette, 706-225-3382, clockette@columbusga.org

Lieutenant Bill Jessee, 706-225-3339, wjessee@columbusga.org

- 7) It is the City's intention that the Vendor properly applies all markings and decals provided by the City as a part of the completing the vehicle for delivery.
- 8) The City will purchase Mobile Data Terminals, which will require GPS Software, PMDC Software, GPS Integration, GPS Receiver, JottoDesk Mounting Hardware and Programming by Mobile Communications America (Authorized Motorola Installer). Motorola is the contracted vendor for the City's 800 MHz radio system. The successful vendor for the car build out must commit to coordinating this portion of the installation work with Mobile Communications America, Inc. This will require that the successful vendor deliver the vehicles to Mobile Communications America, Inc. located at 5201 Hamilton Road, Columbus, GA, for their work. After Mobile Communications America, Inc. has completed their work, the successful vendor will deliver the vehicles to the City's Fleet Maintenance Shop located at 1011 Cusseta Road, Columbus, GA.
- 9) The awarded vendor must provide a weekly scheduled day to have all installed equipment repaired. This includes, but not limited to, all emergency lighting, lighting controls, audible warning, in-car video, and other issues that might arise.

D. EQUIPMENT OTHER THAN THAT SPECIFIED:

The City of Columbus desires to maintain standardization in the equipment it uses in its' Public Safety Vehicle Fleet and will regard any response to this RFP that provides the equipment specified above as fully responsive to the needs of the City in the area of providing the functionality we desire. The City of Columbus knows of no impediment to any Vendor being able to obtain the equipment specified.

E. VEHICLE COMPLETION SCHEDULE:

The successful vendor must be able to sustain a completed vehicle delivery rate of not less than one car per business day during a Monday – Friday business week. For the purpose of determining compliance with this minimum delivery schedule the City will consider that any vehicle in the possession of the Vendor by 8:00 A.M. on any given business day can be counted as one which could be finished and delivered on that day. The Vendor may deliver on any convenient schedule provided there is a minimum delivery of not less than five completed vehicles each business week (Monday through Friday). All deliveries must be made to the City's Fleet Manager or designated representative. Deliveries will be accepted Monday through Friday between the hours of 8:00 A.M. and 4:30 P.M.

Each Vendor should be aware that delivery rate is considered one of the key components in this RFP. The City of Columbus reserves the right to cancel any contract with a Vendor should they fail to meet or maintain the vehicle completion rate they guarantee in their response to this RFP, and negotiate a contract with the Vendor who was considered to be second best qualified, based on their RFP response, for the completion of the remaining cars in the current order and any other cars that might be done in the future. The City of Columbus will not be responsible for the cost of any equipment purchased in anticipation of being installed in our vehicles if the contracted Vendor does not meet or maintain their guaranteed vehicle completion rate and loses the contract.

The RFP Evaluation Committee will award up to 20 points to each Vendor guaranteeing a delivery rate in excess of one vehicle per day.

F. GEOGRAPHIC PROXIMITY:

The City of Columbus places a value on dealing with local vendors who are otherwise qualified to provide the needed services. The RFP Evaluation Committee will award up to a maximum of 10 points for geographic proximity to the Columbus Fleet Maintenance Shop, located at 1011 Cusseta Road, Columbus, Georgia. These points will be awarded in the following manner:

- A regularly established business that has been licensed within Muscogee County for five years or more shall receive 10 points.
- A regularly established business that has been licensed in any other county in Georgia or Alabama for five years or more; and is within 75 driving miles of the Columbus Public Safety Building will receive 6 points.
- A regularly established business that has been licensed in any other county in Georgia or Alabama for five years shall receive 3 points.

G. SPECIFIC EXPERIENCE:

The RFP Evaluation Committee will award up to 15 points for experience in the installation of Public Safety Related equipment such as that specified by the City. The Vendor should fully document and justify their claims of experience giving specific examples.

H. MINIMUM FACILITIES REQUIREMENTS:

The successful vendor must be able to perform all work on vehicles belonging to the City of Columbus in an enclosed building where it will be protected from the elements during the time it is in the process of being built out. Open air sheds or carports that cannot be closed up against the elements are not acceptable.

All vehicles belonging to the City of Columbus and in the possession of the Vendor shall be secured either inside a locked building or within a secured and monitored, fenced storage yard or lot that will adequately protect them from theft, vandalism or accidental damage. The successful vendor must submit pictures of the facilities that they propose to use in complying with this provision and the City of Columbus reserves the right to conduct a physical inspection and tour of said facilities in order to satisfy the RFP evaluation Committee that the facilities meet these requirements. The RFP Committee will reward up to 20 points maximum in this area based upon the committee's evaluation of the efficacy of the Vendors facilities.

I. VEHICLE ACCEPTANCE, STORAGE AND DELIVERY:

The Vendor must agree to accept direct delivery of all vehicles for which it will provide the installation services contemplated in this RFP. The Vendor should recognize that the number of cars submitted for build out will fluctuate from year to year. All vehicles shipped to the vendor must be properly stored and safeguarded as described in the "Minimum Facilities Requirements" above. All completed vehicles must be delivered directly to the City of Columbus at its Fleet Maintenance Shop, located at 1011 Cusseta Road, Columbus, Georgia. Completed vehicles are not considered as delivered until they are inspected and accepted by the City's Fleet Manager or designated representative.

The successful vendor shall be responsible for any damages to vehicles while in vendor's possession, and until the delivered vehicles are accepted by the City.

J. WARRANTY REQUIREMENTS:

The Vendor must provide a no cost warranty on all of the equipment and installation services they provide for a period not less than one year. The Evaluation committee will award points to each Vendor based on the strength of the no cost warranty that the vendor provides on all supplied parts, equipment and labor.

The Vendor must offer an extended warranty or service contract on the equipment they provide and install. The yearly cost of this extended warranty, or service contract, must be quoted in the RFP response for a minimum of three years past the expiration of the offered no cost warranty, and the City must have the option to contract for it at any time prior to the expiration of the initial no cost warranty. Points will be awarded by the RFP Evaluation Committee based on the pricing of the extended warranty/maintenance contract. Up to 15 points may be awarded for compliance with these warranty requirements.

K. WARRANTY AND NON-WARRANTY REPAIR SERVICES:

The successful vendor must be a Manufacturer authorized repair provider for each piece of equipment they offer and be able to perform those repair services on all the equipment they install in the vehicles belonging to the City of Columbus. This repair service must be performed locally (within Muscogee County) by trained and knowledgeable technicians employed by the vendor, either at the vendor's location or at a location owned by the City of Columbus. If the successful vendor is not local (within Muscogee County) they must agree to respond to any request for repair service by no later than the next business day after receiving the request for service. The Vendor will guarantee to maintain a stock of loaner spares for each item of supplied equipment that can be used to eliminate any down time caused by the need to ship the broken equipment back to the manufacturer. The Evaluation Committee will award up to 10 points for compliance of these spare parts requirements.

Vehicle repairs and installation should be done in a reasonable and timely manner.

APPENDIX B

FORMS

FORM 1

CONTRACTOR AFFIDAVIT **E-VERIFY / GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of **Columbus Consolidated Government** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Company ID Number (*numerical, 4-7 digits*)

Date of Authorization

****See <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES> to access your E-Verify Company Identification Number.**

Name of Contractor

Pursuit Car Build Out (Annual Contract); RFP No. 21-0006

Name of Project

Columbus Consolidated Government

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ___, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on this the ___ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires:

A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.

COMMUNICATION CONCERNING THIS SOLICITATION

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR’S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR’S RESPONSE NON-RESPONSIVE.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED “QUESTION/CLARIFICATION FORM” TO FAX OR EMAIL QUESTION. **QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE DUE DATE.**

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.

Vendor Name: _____

Print Name of Authorized Agent: _____

Signature of Authorized Agent: _____

INSURANCE CHECKLIST

**RFP No. 21-0006
PURSUIT CAR BUILD OUT
(ANNUAL CONTRACT)**

**CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE
AND ENDORSEMENTS INDICATED BY "X"**

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
X	1. Worker's Compensation and Employer's Liability	STATUTORY REQUIREMENTS	
	Comprehensive General Liability		
X	2. General Liability Premises/Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
X	3. Independent Contractors and Sub – Contractors	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	4. Products Liability	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	5. Completed Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	6. Contractual Liability (Must be shown on Certificate)	\$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	Automobile Liability		
X	7. Owned/Hired/Non-Owned Vehicles/ Employer non ownership	\$1 Million BI/PD each Accident, Uninsured Motorist	
	Others		
X	8. Miscellaneous Errors and Omissions	\$1 Million per occurrence/claim	
X	9. Umbrella/Excess Liability	\$1 Million Bodily Injury, Property Damage and Personal Injury	
	10. Personal and Advertising Injury Liability	\$1 Million each offense, \$1 Million annual aggregate	
	11. Professional Liability	\$1 Million per occurrence/claim	
	12. Architects and Engineers	\$1 Million per occurrence/claim	
	13. Asbestos Removal Liability	\$2 Million per occurrence/claim	
	14. Medical Malpractice	\$1 Million per occurrence/claim	
	15. Medical Professional Liability	\$1 Million per occurrence/claim	
	16. Dishonesty Bond		
	17. Builder's Risk	Provide Coverage in the full amount of contract	
	18. XCU (Explosive, Collapse, Underground) Coverage		
	19. USL&H (Long Shore Harbor Worker's Compensation Act)		
	20. Contractor Pollution Liability	\$2 Million per occurrence/claim	

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
	21. Environmental Impairment Liability	\$2 Million per occurrence/claim	
	22. Pollution	\$2 Million per occurrence/claim	
X	23. Carrier Rating shall be Best's Rating of A-VII or its equivalents		
X	24. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action.		
X	25. The City shall be named Additional Insured on all policies		
X	26. Certificate of Insurance shall show Bid Number and Bid Title		

*If offeror's employees will be using their privately owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

BIDDER'S STATEMENT:

If awarded the contract, I will comply with contract insurance requirements and provide the required Certificate of Insurance.

BIDDER NAME: _____

AUTHORIZED SIGNATURE: _____

FORM 4

CLIENT WORK HISTORY PURSUIT VEHICLE BUILD OUT (ANNUAL CONTRACT) RFP No. 20-0026

Provide at least three (3) clients for whom similar services have been provided within the last five (5) years. Include entity name, contact name, phone number, email address, date contract began and length of contract.

Client:	Contract Amount:
	Start Date: End Date:
Address:	Contact:
	Telephone:
	Email:
Description of services:	

Client:	Contract Amount:
	Start Date: End Date:
Address:	Contact:
	Telephone:
	Email:
Description of services:	

Client:	Contract Amount:
	Start Date: End Date:
Address:	Contact:
	Telephone:
	Email:
Description of services:	

Company Name

Authorized Signature

Print Name of Signatory

Date

FORM 5

RFP NO. 21-0006
PURSUIT CAR BUILD OUT (ANNUAL CONTRACT)

COLUMBUS POLICE DEPARTMENT					
DODGE CHARGER PURSUIT VEHICLE PACKAGE					
QUANTITY	MANUFACTURER	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL
1	FedSig	Integrity 44" LP DC LB	Low Profile Dual Color Light Bar	\$	\$
2	FedSig	MPS600U-BB	License Plate Lights (SM)	\$	\$
4	FedSig	MPS600U-BB	Push Bumper Lights	\$	\$
1	FedSig	PF200	Digital Siren/Light Controller	\$	\$
1	FedSig	ES100C	100-Watt Siren Speaker	\$	\$
1	FedSig	ESB-CHGR15	Siren Speaker Bracket	\$	\$
1	Setina	PK0800CGR11	Flat Panel Partition	\$	\$
1	Setina	PP7671	Full Lower Extension Panel	\$	\$
1	Setina	TK1189CGR11	Trunk Tray	\$	\$
1	Setina	WK0513CGR11	Steel Window Bars	\$	\$
1	Setina	GK10261LHKSSCA	Gun Lock	\$	\$
1	Jotto Desk	425-6636	Contour Console	\$	\$
1	Jotto Desk	425-3704	Console Cupholder	\$	\$
1	Jotto Desk	425-6260	Console Armrest	\$	\$
1	Jotto Desk	425-6652	Console 3 12v Outlet	\$	\$
1	FedSig	PBX03	Pit Bumper Center Section	\$	\$
1	FedSig	PBX-PIT03	PBX Pit Wrap	\$	\$
1	FedSig	PBX-TC4L-3	PBX Top Channel (4 Light)	\$	\$
1	FedSig	PBXW-CHGR15	PBX Wing Wrap	\$	\$
1	Laguna	DC9502RB	3P Prisoner w/restraint	\$	\$
1	MPG Ind.	PYT3FS-2KA	Python III Radar	\$	\$
1	10-8 Video	HD-4	Dual Camera In-Car Video	\$	\$
1	AC/DC Ind.	MZL-200	Ignition Sense Delay Timer	\$	\$
1	Big Sky	ELS-270-B	Large Gun Lock	\$	\$
1	Image Signs	Labor	Decal Installation	\$	\$
2	FedSig	MPS600U-BB	Pit Rail Lights	\$	\$
4	FedSig	416300-B	Rear Side/Intersection Warning	\$	\$
2	FedSig	MPSW6-B	Front Side/Inter Warning	\$	\$
1	FedSig	Z861302679A	BRACKET for PIT Rail	\$	\$
SERVICES	DESCRIPTION			PRICE	TOTAL
	Labor to install above equipment				\$
	Shipping				\$
				GRAND TOTAL	\$
NOTES:					

FORM 6

RFP NO. 21-0006
PURSUIT CAR BUILD OUT (ANNUAL CONTRACT)

COLUMBUS POLICE DEPARTMENT					
SGT. MARKED TAHOE PURSUIT VEHICLE PACKAGE					
QUANTITY	MANUFACTURER	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL
1	FedSig	Integrity 51	Dual Color Light Bar	\$	\$
2	FedSig	MPS600U-BB	Tag Lights	\$	\$
1	FedSig	ES100C	Siren Speaker	\$	\$
1	FedSig	ESB-****	Siren Speaker Bracket 2021 Tahoe	\$	\$
1	FedSig	PF200	Digital Siren/Light Controller	\$	\$
6	FedSig	MPS600U-BB	Top Channel & PIT Rail Light	\$	\$
2	FedSig	MPSM6-L	“L” Bracket for PIT Rail	\$	\$
1	FedSig	PBX04	Pit Bumper Center Section	\$	\$
1	FedSig	PBXW-TAH15	PBX Wing Wraps	\$	\$
1	FedSig	PBX-PIT04	PBX PIT Wraps	\$	\$
1	FedSig	PBX-TC4L-4	PBX Top Channel (4 Light)	\$	\$
1	Jotto Desk	TBD Due to Body Change	Contour Console w/locking lid for 2021 Tahoe	\$	\$
1	Jotto Desk	425-3704	Console Cupholder	\$	\$
1	Jotto Desk	425-6260	Console Armrest	\$	\$
1	Jotto Desk	425-6652	Console 3 12v Outlet	\$	\$
2	FedSig	MPSW9-BW	Side of Push Bumper Warning	\$	\$
6	FedSig	MPS600U-BB	Running Board Lights	\$	\$
1	10-8 Video	HD-4	Dual Camera In-Car Video	\$	\$
1	AC/DC Ind.	MZL-200	Ignition Sense Delay Timer	\$	\$
1	Image Signs	Labor	Decal Installation	\$	\$
2	FedSig	MPS600U-BB	Liftgate Lights	\$	\$
4	FedSig	416300-B	Side/Intersection Warning	\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
SERVICES	DESCRIPTION			PRICE	TOTAL
	Labor to install above equipment				\$
	Shipping				\$
GRAND TOTAL					\$
NOTES:					

FORM 7

RFP NO. 21-0006
PURSUIT CAR BUILD OUT (ANNUAL CONTRACT)

MUSCOGEE COUNTY SHERIFF'S OFFICE			
(ADMINISTRATIVE PURSUIT VEHICLE PACKAGE)			
QUANTITY	MANUFACTURER / PART NUMBER / DESCRIPTION	UNIT PRICE	TOTAL
1	Whelen Inner Edge Front Upper, All Blue, No Takedowns	\$	\$
1	Whelen Inner Edge Low Profile Rear Deck Light, Blue	\$	\$
1	Whelen Switch Box	\$	\$
1	Federal Signal PA 300 Siren/PA	\$	\$
1	Federal Signal 100-Watt Speaker	\$	\$
1	Federal Signal Speaker Bracket for 2012 Charger	\$	\$
1	Ignition Sensing Delay Timer	\$	\$
1	Jotto Console w/Dual Cup Holders	\$	\$
1	Jotto Face Plate Arm Rest	\$	\$
4	Whelen Vertex Corner LED	\$	\$
2	Code 3 Fog Light LED, Blue	\$	\$
1	Code 3 Fog Light Mounting Kit	\$	\$
1	Federal Signal Rumbler Siren	\$	\$
1	Federal Signal Mounting Kit for Rumbler	\$	\$
2	Whelen Tir3, Blue	\$	\$
1	Tir3 Tag Mounting Bracket	\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
SERVICES	DESCRIPTION	PRICE	TOTAL
	Labor to install above equipment		\$
	Shipping		\$
		GRAND TOTAL	\$
NOTES:			

FORM 8

RFP NO. 21-0006
PURSUIT CAR BUILD OUT (ANNUAL CONTRACT)

MUSCOGEE COUNTY SHERIFF'S OFFICE					
2019-2020 DODGE CHARGER PATROL PURSUIT VEHICLE PACKAGE					
QUANTITY	MANUFACTURER	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL
1	Federal Signal	Alegiant 45	Dual Color LED Lightbar	\$	\$
2	Federal Signal	MPS600U-BB	License Plate LED	\$	\$
4	Federal Signal	MPS600U-BB	Top Channel LED	\$	\$
1	Federal Signal	ES100C	Siren Speaker w/ Bracket	\$	\$
1	Federal Signal	PF200	Siren/Light Controller	\$	\$
1	Jotto Desk	475-0986	Prisoner Partition	\$	\$
1	Setina	TRK-TRY 2015+	Charger Trunk Tray w/ Gun Lock	\$	\$
1	Jotto Desk	475-0228	Steel Window Bars	\$	\$
1	Jotto Desk	425-6636	Contour Console 15+ Charger	\$	\$
1	Federal Signal	PBX03	Center Section Push Bumper	\$	\$
1	Federal Signal	PBX-PIT-03	Bumper Protector	\$	\$
1	Federal Signal	PBXW-CHGR15	Headlight Protector	\$	\$
1	Federal Signal	PBX-TCL4-3	4 Light Top Channel	\$	\$
1	Jotto Desk	475-0323	Bio Seat w/Floor Pan	\$	\$
1	MPH Ind.	Python-III	Radar	\$	\$
1		10-8 Video HD-4	In-Car Camera System	\$	\$
1		AC/DC Ind MZL-200	Battery Saver	\$	\$
1		SSUB-CNTRC	(Decal Installation)	\$	\$
2	Federal Signal	MPS600U-BB	Pit Rail Light	\$	\$
1	Federal Signal	Z861302679A	Pit Rail Light Bracket	\$	\$
2	Federal Signal	MPSW6-B	Front Intersection Warning	\$	\$
2	Federal Signal	416300-B	Rear Intersection Warning	\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
SERVICES	DESCRIPTION			PRICE	TOTAL
	Labor to install above equipment				\$
	Shipping				\$
				GRAND TOTAL	\$
NOTES:					

FORM 9

RFP NO. 21-0006
PURSUIT CAR BUILD OUT (ANNUAL CONTRACT)

MUSCOGEE COUNTY SHERIFF'S OFFICE					
SGT. MARKED TAHOE PURSUIT VEHICLE PACKAGE					
QUANTITY	MANUFACTURER	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL
1	Federal Signal	Alegiant 53	Dual Color LED Lightbar	\$	\$
10	Federal Signal	MPS600U-BB	License Plate, Running Board LED	\$	\$
4	Federal Signal	MPS600U-BB	Top Channel LED	\$	\$
1	Federal Signal	ES100C	Siren Speaker w/Bracket	\$	\$
1	Federal Signal	PF200	Siren/Light Controller	\$	\$
1	Jotto	Desk 425-2968		\$	\$
1	Setina	GK1027UXLHKS	VSCA T-Rail Gun Lock DUAL	\$	\$
1	Setina	GF1029TAH15	Free Standing Gun Lock Mount	\$	\$
2	Federal Signal	MPSW6-B	Push Bumper Intersection Warning LED	\$	\$
1	Federal Signal	PBX04	Center Section Push Bumper	\$	\$
1	Federal Signal	PBX-PIT-04	Bumper Protector	\$	\$
1	Federal Signal	PBXW-TAH15	Headlight Protector	\$	\$
1	Federal Signal	PBX-TCL4-3 4	Light Top Channel	\$	\$
2	Federal Signal	XSM2-BRW	Cargo Warning LED	\$	\$
4	Federal Signal	416300-B	Intersection Warning	\$	\$
1	10-8 Video	HD-4	In-Car Camera System	\$	\$
1	AC/DC Inc.	MZL-200	Battery Saver	\$	\$
1	SSUB-CNTRC	(Decal Installation)		\$	\$
1	Federal Signal	SL8F-B 8	Head Warning Stick for Rear Hatch	\$	\$
1	MPH Ind.	Python-III	Radar	\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
SERVICES	DESCRIPTION			PRICE	TOTAL
	Labor to install above equipment				\$
	Shipping				\$
				GRAND TOTAL	\$
NOTES:					

**CONTRACT SIGNATURE PAGE
PURSUIT CAR BUILD OUT
(Annual Contract)
RFP No. 21-0006**

THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.

Witness as to the signing of the contract

By: _____
Signature of Authorized Representative Date

Witness as to the signing of the contract

Print Name and Title of Signatory

(Corporate seal, if applicable)

Company: _____

Company Ordering Address

Company Payment Address

Contact: _____

Contact: _____

Contact Email _____

Contact Email _____

Telephone _____ Fax _____

Telephone: _____ Fax _____

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

Accepted this ____ day of _____ 20__

APPROVED AS TO LEGAL FORM:

Isaiah Hugley, City Manager

Clifton C. Fay, City Attorney

ATTEST:

Sandra T. Davis, Clerk of Council

COMPLETE AND RETURN THIS PAGE WITH SEALED RESPONSE

APPENDIX C

DEMANDSTAR

DEMANDSTAR

SUBMISSION REQUIREMENTS

Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses and public solicitation openings until further notice. **Effective immediately, responses must be submitted via DemandStar.**

There is no cost to submit responses electronically through DemandStar; you will only incur a fee if you opt to receive e-notifications directly from DemandStar. You must select “Columbus Consolidated Government” as your free agency (see registration instructions). Solicitations may be accessed thru the DemandStar link that is posted at https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm. Per Georgia HB489, the Purchasing Division will continue to post solicitations on the Georgia Procurement Registry. To receive future procurement notifications, you must register with the Team Georgia Marketplace at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

Excluding responses to Requests for Proposals (RFP), a tabulation of responses will be available on DemandStar shortly after the solicitation closes. The Purchasing Division will also continue to post tabulations at https://www.columbusga.gov/finance/purchasing/docs/tabulations/bid_tabulations.htm.

Failure to submit electronic responses, via DemandStar, will result in the rejection of your response. Submittals received via U.S. Postal Service, FedEx, UPS, etc., will be returned unopened at the expense of the sender. The Purchasing Division will not accept hand-delivered submittals and will immediately discard any submittal left in the reception area of the Finance Department.

See following pages for an Electronic Proposal Submission Requirements Checklist and information for DemandStar.

The Purchasing Division sincerely appreciates your cooperation during these unprecedented times.

ELECTRONIC PROPOSAL SUBMISSION CHECKLIST

PURSUIT CAR BUILD OUT (ANNUAL CONTRACT)

RFP No. 21-0006

Please submit your electronic response as indicated below:

IMPORTANT NOTICE:

1. Vendors shall submit **only** the required documents listed using the “**Bidder Response ALL Documents**” function. **The City will not consider any information submitted as “Supplemental Documents”.**
2. **Zip files with multiple files are not acceptable**; vendors shall submit one PDF file of their submittal.
3. Due to file size limitations, please **do not resend the City’s full specifications** as this information is already on file.

In the event DemandStar requires a dollar value for your submittal, enter “0”.

- ☐ 1. Transmittal Letter
- ☐ 2. Affidavit for E-Verify/Georgia Security and Immigration Compliance Act (Form 1)
- ☐ 3. Addenda Acknowledgement (if any)
- ☐ 4. Communication Concerning this Solicitation (Form 2)
- ☐ 5. Exceptions to RFP
- ☐ 6. Experience/Qualifications
- ☐ 7. Client Work History (Form 4)
- ☐ 8. Vehicle Delivery Rate
- ☐ 9. Geographic Proximity
- ☐ 10. Facilities Requirements
- ☐ 11. Warranty Requirements
- ☐ 12. Replacement Spares
- ☐ 13. Turnkey Pricing Per Complete Car (Forms 5, 6, 7, 8 and 9)
- ☐ 14. Contract Signature Page (Form 10)
- ☐ 15. Business Requirements
 - Insurance Checklist (Form 3)
 - Page 1 of Form W-9 – (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
 - Business License

Please note: After award of contract by Columbus City Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.

Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

It's EASY! Get started with these 3 easy steps!

1 REGISTER

Go to:

<https://www.demandstar.com/registration>

Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Company Name

☐ I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

Next



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206.940.0305

2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis 

Narrow down your search by selecting a state and county.


State	County
Select State ▼	Select County ▼

- ☐ City of Metropolis – Board of Commissioners
- ☐ City of Metropolis Purchasing
- ☒ Metropolis Technical College

3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

You have chosen **Metropolis Technical College** as your free agency.
Add additional government agencies below for \$25 per County,
Statewide and National subscriptions available.

My Subscriptions  [0]

Nation (0)

States (0)

Counties (0)

		Your Current Rate
Total	(0 subscriptions)	\$0/year

Proceed to Checkout

 Skip for Now

SIGN UP

Visit www.demandstar.com



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206.940.0305

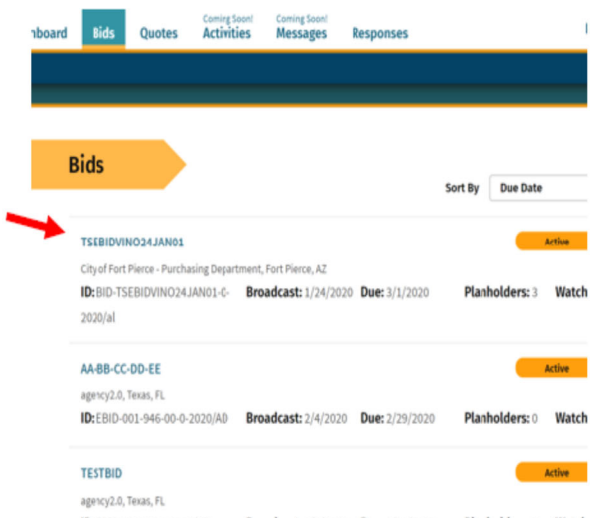
Responding to an Electronic Bid

5 Step Instructions

Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name



Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on "Submit E-Bid Proposal"

Bid Details

Agency Name: Agency A
 Bid Number: BID-123456-0-21021AD
 Bid Type: E-BID
 Broadcast Date: 12/18/2022 2:45:10 (Eastern)
 Fiscal Year: 2022
 Due: 12/18/2022 11:59:59 (Eastern)
 Bid Status Text: BID STATUS

Scope of Work
 123456789

Documents

Filename	Type	Date Modified	Status
123	Attachment	12/18/2022	Complete

Distribution Info

Bid Bond: None
 Plan (Assigned): None
 E-Bidding: 12/18/22
 Distributed By: DemandStar
 Distribution Method: Download (16)
 Distribution Options: Bid has no documents associated with it
 Project Estimated Budget: 1,000,000.00
 Distribution Notes: None

Publications
 View Log (1)

Pre-Bid Conference
 No Pre-Bid Conference Data Found

Commodity Code
 [001-345-00] PHYSICAL SERVICES

Submit E-Bid Proposal

Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under "E-Bid Progress"

Enter "0" as your bid (proposal) amount.

(As cost proposals remain confidential until after contract award (if any), Columbus Consolidated Government will not consider proposed costs, fees, revenue, etc., that are entered directly into DemandStar.)

Bid Details

Agency Name: Agency A
 Bid Number: BID-123456-0-21021AD
 Bid Due Date: 12/18/2022 (PST)
 Bid Opening: 23 days, 04 hours, 23 minutes, 04 seconds Remaining
 Bid Name: TESTBID

E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

E-Bid Response

Contact Information

Company Name: Calgon Carbon Corporation
 Address 1: R. D. Box 717
 Address 2: (optional)
 City: Pittsburgh
 Country: United States of Ame...
 State/Province: Pennsylvania
 Postal Code: 15230-0717
 Phone Number: 4127876823
 Extension: (optional)
 Bid Amount: 127,000
 Alternate Bid Amount: (optional)
 Notes: For the full 6 month contract (optional)

Next

Step 4

After you click NEXT on the Contract Information page, you will be directed to enter the documents required.

Create one (1) file containing **only** the required documents listed on the "Electronic Proposal Submission Checklist" page of the specifications and upload using the "Bidder Response ALL Documents" function.

NOTE: Out of fairness to all vendors, the City will not consider any information submitted using the "Supplemental Documents" function.

Due to file size limitations, please do not include the City's specification document in your uploaded response as this information is already on file. Font and page limitations may also apply.

BEST PRACTICE TIP: In some instances, multiple addenda may be issued for a solicitation. To avoid having to re-upload your firm's response file multiple times, it is **recommended** that vendors upload within five (5) business days of the due date. The City posts all documents, to include addenda, on the Finance Department Bid Opportunities web page:
https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm.

The screenshot shows the DEMANDSTAR E-Bid Response interface. On the left, the 'Bid Details' section includes Agency Name, Bid Number, Bid Due Date, Bid Opening, and Bid Name. Below this is the 'E-Bid Progress' section with links for Contact Information, Documents Upload, and Review Bid. The main area is titled 'E-Bid Response' and contains a 'Required Documents' section with a list of 'Agency Accepted File Formats'. Below this is a 'Required Document' section with a dropdown menu and a 'Choose a File' button. To the right of this is a 'Supplemental Documents' section with a warning: 'You can upload additional documents here.' and an 'Add Document' button. A green arrow points to the 'Upload Complete File' button, and a red arrow points to the 'Do Not Use Supplemental Documents' warning.

Step 5

Review Your E-Bid Response, and if everything is correct, then press "Submit Response"

You are done! And the government to which you've submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

The screenshot shows the DEMANDSTAR 'Review Your E-Bid Response' page. On the left, the 'Bid Details' section is identical to the previous screenshot. The main area is titled 'Review Your E-Bid Response' and contains a 'Contact Info' section with fields for Company Name, Address 1, Address 2, City, State, Country, Postal Code, Phone Number, Fax, Bid Amount, and Alternate Bid Amount. Below this is an 'Agency Required Documents' section with a dropdown menu and a 'Choose a File' button. To the right of this is a 'Supplemental Documents' section with a warning: 'You can upload additional documents here.' and an 'Add Document' button. At the bottom right, there is a 'Submit Response' button. A red arrow points to the 'Submit Response' button.