

COTTONWOOD HEIGHTS

1265 East Fort Union Blvd., Suite 250
Cottonwood Heights, UT 84047

Request for Proposals

(ICOM Radios—Due Friday, 15 July 2016 at 5:00 p.m.)

1. **Introduction.** The city of Cottonwood Heights (the “*City*”) is requesting proposals from licensed radio dealers to provide radios (the “*Radios*”) for the Cottonwood Heights Public Works Department (“*CHPW*”). It is the intent of this Request for Proposals (this “*Request*”) to set forth the minimum acceptable requirements for response to this Request.
2. **Detailed Description of the Radios.** The Radios shall meet the following minimum specifications:
 - (a) ICOM Digital Advanced System UHF Digital/Analog Transceivers Model IC-F4261D and IC-F6121D vehicle radios, new;
 - (b) ICOM Digital Advanced System UHF Portable Radios model IC-F4261DS, new.

The foregoing specifications are not intended to be all-inclusive, but instead only establish minimum standards. Equivalent alternatives for the above specifications may be acceptable, but must be clearly identified in the response to this Request.

3. **Inspection; Delivery.** The City reserves the right to inspect and test any product covered by a response to this Request. Satisfactory results of any such inspection and testing, as determined by the City, are required. “Rebuilt” (or similar) products are not acceptable.
4. **Proposal Requirements.** Three copies of a response to this Request are required to be submitted to the City offices listed above to the attention of Paula Melgar, City Recorder, no later than 5:00 p.m. (MDT) on Friday, 15 July 2016. Any response, modification, or amendment received after the due date and time will not be accepted. No electronic responses (facsimile, e-mail, or telegraphic) will be accepted.

The proposer’s proposal must include or acknowledge, as applicable, the following, and be signed by an authorized representative of the proposer:

- (a) All material terms concerning the sale of Radios to the City;
- (b) A specific description and specification(s) sheet of the Radios, including the manufacturer;
- (c) Purchase price, including delivery costs to the City's offices and all other costs, fees, expenses and obligations necessary for the City's acquisition;

(d) Evidence of proposer's status as a licensed radios dealer.

5. **Clearly Marked.** Each proposal must be clearly marked as: “*Proposal for ICOM Radios.*”

6. **Ownership.** All proposals shall become City’s property and are subject to the Government Records Access and Management Act, UTAH CODE ANN. 63G-2-101 *et seq.* Any proprietary information contained in the response must be clearly marked and delineated. *See, e.g.,* UTAH CODE ANN. 63G-2-309. The City may release any information contained in the response that is not marked and delineated as proprietary following execution of a contract for goods or services.

7. **Identification of Anticipated Potential Problems.** The proposal should identify and describe any potential problems or recommendations with respect to delivery of the Radios.

8. **Evaluation Criteria and Scoring Process.** All proposals received will be reviewed by a selection committee of one or more individuals appointed by the City (the “*Selection Committee*”). In evaluating each proposal, the Selection Committee will utilize the following evaluation criteria, each of which has been given a percentage based on its relative value to the whole. The criteria and each associated percentage are as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
Price	60%
Vendor reputation and product support	30%
Ability to Timely Deliver Radios	<u>10%</u>
TOTAL	100%

9. **Selection.** Discussions may be conducted with proposers determined by the City to be reasonably susceptible of being selected for award; provided, however, that proposals may be accepted without discussion. In addition, the City may inspect and test proposed radio products. Based on the results of the inspection, if any, and proposal scoring, the proposers will be rated by the selection committee, and such recommendations will be forwarded to the City’s manager (the “*Manager*”). The Manager may select a proposer to provide the Radios hereunder. The Manager's decision shall be final.

10. **Purchase Order.** The City will issue a purchase order for the Radios, together with other required documentation.

11. **Suspension of Process, Etc.** The City reserves the right to reject (in whole or in part) any and all responses to this Request; to amend, modify or waive any requirement set forth in this Request; and to accept any response deemed to be in the best interest of the City, subject to legal requirements. Response to this Request is at the proposer’s sole risk and expense, and the City shall not be liable for any cost associated with preparation by any party of any response to this Request. Although the City anticipates selecting one of the proposers, there is no guaranty that any proposer will be selected or that the subject project will be commenced or completed. The City also reserves the right to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the City’s best interest. In no event shall the City have any liability for the cancellation of the award.

12. **Further Information**. Except for information provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request.

13. **Contact Person**. For further information, contact Paula Melgar, City Recorder for Cottonwood Heights, as follows:

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Cottonwood Heights, UT 84047
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