



CITY OF MONTE VISTA

cityofmontevista.colorado.gov

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March 7, 2023

Proposal Deadline: April 15, 2023 5:00 p.m.

REQUEST FOR PROPOSAL

Police Department Gym Equipment

Monte Vista, Colorado

Introduction

The City of Monte Vista is seeking proposals from corporations and businesses that have the ability to provide quality equipment for the Monte Vista Police Department. The equipment which is specified below will include resistance and endurance training equipment which will enhance our officer's ability to perform their daily duties safely and health and wellness.

The Police Chief will be the primary liaison for this project.

Overview

Monte Vista is located in Rio Grande County in the San Luis Valley (SLV). Three Colorado State Highways, 15, 160, and 285, go through the City. The population is about 4,000 and our staff of 16 Officers and two administrative staff members are responsible to keeping the peace and enforcing the laws as needed. We have a current gym area which is filled with outdated and inadequate equipment. We are looking for a single vendor who can provide, deliver and assemble quality fitness equipment for our officers to use.

General Information

All work accomplished under the contract shall be in accordance with the federal, state, and City applicable laws and regulations.

Although every effort has been made to describe the scope of services fully, it is anticipated that changes may be required during the course of the contract. An amendment to the contract may authorize changes to the scope of work.

The equipment required for this proposal is as follows:

- 1 Half Rack
- 1 Dual Pulley Functional Trainer
- 1 Suspension Trainer
- 1-20lbs rubber kettlebell
- 1-25lbs rubber kettlebell
- 1-30lbs rubber kettlebell
- 1-40lbs rubber kettlebell
- 1-50lbs rubber kettlebell
- 1-60lbs rubber kettlebell
- 1-Leg press/Calf Raise machine
- 2-Multi Position Bench
- 2- Three Tier 48" Horizontal Dumbbell Rack
- Single set of 5-100 lbs Rubber Hex Dumbbell
- 1-Preacher Curl
- 2- 7' Olympic Bar 2000lbs
- 4- 2.5lb Rubber Tri Grip Plate
- 4- 5lb Rubber Tri Grip Plate
- 4- 10lb Rubber Tri Grip Plate
- 4- 25lb Rubber Tri Grip Plate
- 4- 35lb Rubber Tri Grip Plate
- 4- 45lb Rubber Tri Grip Plate
- 1- 47" Curl Bar
- 4-Lock Collars
- 1-Treadmill Machine
- 1-Elliptical Machine
- 1-Upright Bike
- 1-Prism Fitness Smart In-Home Gym (or similar system with same equipment and storage capacity)

Award contract: April 20th 2023

Timeline: 60 days after contract signed

The City of Monte Vista intends to select the consultant and execute an agreement on or before April 20th, 2023 and to begin work as soon as possible following selection.

Scope of work:

1. Contracted company will provide the equipment to the location
2. Contacted company will install equipment based on guidance from the Chief of Police for placement

Submittal: The submittal should include the following:

1. An Itemized breakdown of equipment including manufacturer, part number and extended price
2. Delivery and Installation cost
3. Expected Timeline for delivery after contract is executed. Justification provided if it exceeds the 60 days mentioned above
4. Appendix A, Required Information Form.

Other Applicable Requirements:

- **Withdrawal of Proposal:** Any proposal may be withdrawn at any time prior to the time fixed in the public notice for the receipt of proposals, only by written request for the withdrawal of the proposal filed with the City Clerk's Office. The request shall be executed by the proposer or his/her duly authorized representative. The withdrawal of a proposal does not prejudice the right of the proposer to file a new proposal. No proposal may be withdrawn after the time fixed in the public notice for the receipt of proposals.
- **Rejection of Proposal:** Failure to meet the requirements of the RFP may be cause for rejection of the proposal. The City may reject the proposal if it is deemed incomplete, contains irregularities of any kind, or is offered conditionally. The City reserves the right to reject any and all proposals without cause. The proposal is to be prepared in such a way as to provide a straightforward, concise delineation of the information requested. Proposals that contain false or misleading statements or which do not support an attribute or condition claimed by the proposer may be cause for rejection of the proposal. If in the opinion of the City, such information was intended to mislead the City in its evaluation of the proposal, it will be cause for rejection of the proposal.

Client Responsibilities:

The City of Monte Vista shall provide all available documentation to the consultant and make staff available on an as-needed basis. City Staff will schedule, coordinate and make all necessary arrangements for meetings conducted by the consultant during the course of this project.

The Schedule of payments will be outlined in the contract.

End Product and Deliverables:

Interested companies/individuals are invited to submit an electronic copy of your RFP by 5:00 PM on April 15, 2023. The plan will be presented in a format and language that is user-friendly and easily comprehensible, and accessible to the general public. The consultant should make an effort to minimize the use of technical planning jargon.

Email: George Dingfelder, Chief of Police gdingfelder@ci.monte-vista.co.us

Questions:

Questions or requests for additional information may be emailed to the Chief of Police.

Addendums: All questions will be posted on the city website one week before the submission deadline.

Availability of Funds: Funds are currently secured for the term of this project.

Selection Process:

The statement of interest, qualifications and performance information will be used to identify a qualified individual or firm to perform the services described in the Scope of Work. Responses will be scored on factors listed in the Scope of Work. The most qualified candidates will be interviewed either in person or by telephone conference call, and reference checks will be conducted. The City of Monte Vista reserves the right to reject any and all proposals. The successful consultant will execute a Professional Services Contract with the City of Monte Vista.

Evaluation Criteria

EVALUATION CRITERIA (Total of 10 points)

Contract work shall begin when designated by City of Monte Vista Manager. The work shall include the following:

- 1. Equipment Quality: (3 points)**
- 2. Total Cost: (4 points)**
- 3. Timeline for completed delivery and assembly (3 points)**

Appendix A

REQUIRED INFORMATION FORM

1. Identity of offeror:

Name of Firm or Individual: _____

Address: _____

Email Address: _____

Telephone Number: _____

Colorado Tax # (if any): _____

Contact Person for Proposal: _____

2. Disclosure of any potential conflicts of interest

Please indicate any potential conflicts of interest including, but not limited to:

- Accepting an assignment where duty to the client would conflict with the Offeror's personal interests, or interests of another client.
- Performing work for a client or having an interest which conflicts with this contract.

(Please attach additional pages if necessary)

Signature

This page has been signed by a signatory with the authority to bind the Offeror. By signing this Signature Page, through the undersigned representative who has the authority to bind the Offeror, and by submitting a proposal, the Offeror agrees to perform the services required by such RFP and to adhere to all requirements, specifications, terms and conditions of the RFP. Offeror further agrees to be bound by this proposal for a minimum of 90 days from the date proposals were due.

Signed by:

Name (print)

Signature

Title

Date