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**ADDENDUM 01**  
**RFP 20-048**  
**Specialty Vehicle Up-Fitting, Multi-Agencies**  
Fleet Services  
*Boise City Purchasing*  
*Tammi Leatham*  
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Date: October 2, 2019	Total Pages (Including this sheet): Fifteen (15)
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Message: You are hereby notified of the following clarifications of and/or changes to the above referenced project.

**Attachment 1 – REVISED BID FORM pdf.**

**Attachment 2 – REVISED BID FORM in Word** - For ease of completion this Word version will allow for proposers to complete the Bid Proposal Section. The PDF version shall be the version of record should discrepancies occur.

**All proposals must use the Revised Bid Form.**

**Added Requirement - Section 6, Facility:** Due to the fact that a good volume of the work will be performed on public safety and police vehicles, the selected firm, as well as its employees, must be bondable, pass drug tests and background investigations.

This Addendum is hereby as of the above posted date made a part of the project requirements and contract documents for the referenced project. You are to note the receipt of, and compliance with this Addendum upon the space provided within the bid or proposal. Failure to acknowledge this Addendum does not relieve you from fulfilling the Addendum requirements. This is the only communication you will receive regarding this Addendum.

**RFP 20-048**  
**Addendum 1 Attachment 1**  
**Return with Bid Proposal**  
**BID PROPOSAL SIGNATURE PAGE**

<b>Name of Business:</b>			
	Please print or type		
<b>Address:</b>			
<b>City:</b>			
<b>State:</b>		<b>Zip Code:</b>	
<b>Phone No.:</b>			
<b>Signature:</b>			
<b>Printed Name:</b>			
<b>E-Mail</b>			
<b>Title:</b>			
<b>Date:</b>			

**Significant Local Economic Presence:** \_\_\_\_ Yes; \_\_\_\_ No

(Misstatement of local presence may result in disqualification of the bid or proposal by the City Council). **Provide local address if different than mailing address.**

Proposer Acknowledge Receipt of the Following Addenda:

Addendum #1     Addendum #2     Addendum #3     Addendum #4

The above signed proposes to provide services in accordance with the specifications for this project for the City of Boise, Idaho and to bind themselves, on the acceptance of this Bid/Proposal, to enter into and execute a contract, of which this Bid/Proposal, terms and conditions, and specifications will be part. Submission of this signed proposal signifies agreement with the solicitation's specifications and specifically constitutes a waiver of any objections to them.

The above signed acknowledges the rights reserved by the City to accept or reject any or all Bids/Proposals as may appear to be in the best interest of the City and is authorized to do business in Idaho.

Proposal Guarantee

Number of days price will be guaranteed:	
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(Request minimum of 90 days)

**PUBLIC AGENCY CLAUSE**

Bid prices will be made available to other "Public Agencies" as defined in Section 67-2327 of the Idaho Code, to include any city or political subdivision of this state including, but not limited to counties; school districts; highway districts; port authorities; instruments of counties; cities or any political subdivision created under the laws of the State of Idaho; any agency of the state government; and any city or political subdivision of another state. It will be the responsibility of the "Public Agency" to independently contract with the vendor and/or comply with any other applicable provisions of Idaho Code governing public contracts. Typically, other municipalities buy from our agreement.

Accept Public Agency Clause?    Yes \_\_\_\_\_    No \_\_\_\_\_

RFP 20-048  
Addendum 1 Attachment 1  
Return with Bid Proposal  
**SECTION 2 BASIC QUALIFICATIONS**

**Section 2. Basic Qualifications (350 POINTS)**

1. Previous Government experience with similar size and scope:

Response:

2. Provide basic data relative to the firm's size, history, personnel and special expertise.

Response:

**3. Project Manager and Key Staff**

- a. Identify the assigned project manager: and/or key staff; describe his or her responsibilities, qualifications, relevant experience and length of service.

Response:

- b. Identify any sub consultants you would use in connection to the services requested. Include their qualifications and responsibilities relevant to this RFP.

Response:

**4. Approach to Project**

Include a statement describing how you would approach the work defined by this RFP. You can write about each of the services you can provide on an individual basis, or you can write one statement to describe your approach on all the services your firm/company is interested in performing.

Response:

**5. Specific Relevant Project Experience**

Provide information on previous projects for specialty vehicle up-fitting. Include agency name, vehicle volume and turn time. Also indicate if equipment was supplied by agency (customer), contractor or both.

Response:

**6. Other (Optional)**

This section is provided to allow for any other information you as a Proposer believe is important to be noted as a part of the selection process.

Response:

**RFP 20-048**  
**Addendum 1 Attachment 1**  
**Return with Bid Proposal**  
**SECTION 3 COSTS (400 POINTS)**  
**BID SCHEDULE 1**

**Small Quantity Vehicle Up-Fitting** (small volume, 1-10 vehicles)

(\$10,000 of purchase equipment and 150 labor hours will be used to calculate scores)

**Includes Police and Fire Emergency Response Vehicles, Police Undercover Vehicles, Police Motorcycles, General City Vehicles and Utility Vehicles**

Note: Except for Agency supplied components, all parts quoted shall be warranted per manufacturer's warranty from date of acceptance and defective product shall be replaced at no charge to Agency. All workmanship is to be warranted for a minimum of 4 years after date of receipt and shall be repaired or replaced at no charge to the Agency. Vehicle transport to and from up-fitter facilities outside the Boise Metropolitan Area shall be provided by Commercial Carrier. Agency reserves the right to purchase labor and/ or parts on an as needed basis.

Specialty Vehicle Up-fitting Indicate mark up from current manufactures list pricing for equipment, with + (plus) or discount - (minus) and percentage amount offered. Other Optional Equipment to be quoted at vendor actual invoice cost plus markup percentage offered.

**Partial quotes accepted.**

- Aedec Prisoner Safety Seats ( +/- ) \_\_\_\_\_ %
- Brooking Industries ( +/- ) \_\_\_\_\_ %
- Big Sky Racks ( +/- ) \_\_\_\_\_ %
- Code 3 ( +/- ) \_\_\_\_\_ %
- D&R Electronics ( +/- ) \_\_\_\_\_ %
- ECCO ( +/- ) \_\_\_\_\_ %
- Federal Signal ( +/- ) \_\_\_\_\_ %
- Gamber Johnson ( +/- ) \_\_\_\_\_ %
- Havis ( +/- ) \_\_\_\_\_ %
- Jotto Desk ( +/- ) \_\_\_\_\_ %
- Ram Mount ( +/- ) \_\_\_\_\_ %
- Ray Allen K9 ( +/- ) \_\_\_\_\_ %
- Setina Products ( +/- ) \_\_\_\_\_ %
- Sound Off Signal ( +/- ) \_\_\_\_\_ %
- Whelen Engineering ( +/- ) \_\_\_\_\_ %
- Patrol Power ( +/- ) \_\_\_\_\_ %
- Power Guardian ( +/- ) \_\_\_\_\_ %
- Other Optional Equipment (Cost +) \_\_\_\_\_ %
- Labor Rate for owner supplied equipment \$ \_\_\_\_\_ /Hr.
- Labor Rate for vendor supplied equipment \$ \_\_\_\_\_ /Hr.
- Vehicle pickup/delivery cost (round trip) \$ \_\_\_\_\_
- Out of Warranty Service Call Charge fee \$ \_\_\_\_\_
- Out of Warranty Hourly Charge for Service \$ \_\_\_\_\_ /Hr.
- Shipping expense on equipment included? Mark Yes/No \_\_\_\_\_
- If "No" how is expense charged? \_\_\_\_\_

(This is to be used for comparison purposes only and is not a commitment to purchase)

**End of bid schedule 1**

**RFP 20-048**  
**Addendum 1 Attachment 1**  
**Return with Bid Proposal**  
**SECTION 3 COSTS**  
**BID SCHEDULE 2**

**Large Quantity Vehicle Up-Fitting** (large volume, 11-35 vehicles)

(\$300,000 of purchase equipment and 1500 labor hours will be used to calculate scores)

**Includes Police and Fire Emergency Response Vehicles, Police Undercover Vehicles, Police Motorcycles, General City Vehicles and Utility Vehicles**

Note: Except for Agency supplied components, all parts quoted shall be warranted per manufacturer's warranty from date of acceptance and defective product shall be replaced at no charge to Agency. All workmanship is to be warranted for a minimum of 4 years after date of receipt and shall be repaired or replaced at no charge to the Agency. Vehicle transport to and from up-fitter facilities outside the Boise Metropolitan Area shall be provided by Commercial Carrier. Agency reserves the right to purchase labor and/ or parts on an as needed basis.

Indicate mark up from current manufactures list pricing for equipment, with + (plus) or discount - (minus) and percentage amount offered. Other Optional Equipment to be quoted at vendor actual invoice cost plus markup percentage offered.

**Partial quotes accepted.**

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- Gamber Johnson ( +/- ) \_\_\_\_\_ %
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- Whelen Engineering ( +/- ) \_\_\_\_\_ %
- Patrol Power ( +/- ) \_\_\_\_\_ %
- Power Guardian ( +/- ) \_\_\_\_\_ %
- Other Optional Equipment (Cost +) \_\_\_\_\_ %
- Labor Rate for owner supplied equipment \$ \_\_\_\_\_ /Hr.
- Labor Rate for vendor supplied equipment \$ \_\_\_\_\_ /Hr.
- Vehicle pickup/delivery cost (round trip) \$ \_\_\_\_\_
- Out of Warranty Service Call Charge fee \$ \_\_\_\_\_
- Out of Warranty Hourly Charge for Service \$ \_\_\_\_\_ /Hr.
- Shipping expense on equipment included? Mark Yes/No \_\_\_\_\_
- If "No" how is expense charged? \_\_\_\_\_

(This is to be used for comparison purposes only and is not a commitment to purchase)

**End of bid schedule 2**

**RFP 20-048**  
**Addendum 1 Attachment 1**  
**Return with Bid Proposal**  
**SECTION 4 REFERENCES (100 POINTS)**

Proposers must provide at least three (3) current professional references from different firms/organizations for which this type of service has been provided. **Reference points** will be awarded based on projects with **similar size** and **scope of work**. A qualified professional reference is not just one who provides a good review in general but is one that is able to provide positive feedback on the proposer's work experience specifically regarding a project of the same or very similar scope or size as the subject of the present RFP. Reference scores are greatly affected by provision of references for whom incomparable services were performed and do not respond timely to contact attempts from City personnel. Failure to provide references with similar scope, successfully performed projects may be grounds for disqualification.

**Reference #1**

Client name	
Job description	
Job dates (starting and ending)	
Client manager name and telephone number	
Dollar value of contract and size of agency	
Indicate the person responsible for day to day requirements of the contract	

**Reference #2**

Client name	
Job description	
Job dates (starting and ending)	
Client manager name and telephone number	
Dollar value of contract and size of agency	
Indicate the person responsible for day to day requirements of the contract	

**Reference #3**

Client name	
Job description	
Job dates (starting and ending)	
Client manager name and telephone number	
Dollar value of contract and size of agency	
Indicate the person responsible for day to day requirements of the contract	

**\*Attach examples of completed work for all references listed.**

**RFP 20-048**  
**Addendum 1 Attachment 1**  
**Return with Bid Proposal**

**SECTION 5 LOCATION (250 POINTS)**

Address of facility that will perform these services:

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**SECTION 6 FACILITY (250 POINTS)**

Facility information included Yes \_\_\_ No\_\_\_

Secure Storage Capacity (please list quantity) \_\_\_\_\_ Vehicles

1. Provide information on facilities, vehicle storage capability and locations.

Response:

2. Ability to securely store an additional 20 contract vehicles.
  - a) Indicate current capacity volume & your plan to store an additional 20 units

Response:

**REQUIREMENT:**

Due to the fact that a good volume of the work will be performed on public safety and police vehicles, the selected firm, as well as its employees, must be bondable, pass drug tests and background investigations.

Comply: Yes \_\_\_ No\_\_\_

**RFP 20-048  
Addendum 1 Attachment 1  
Specialty Vehicle Up-Fitting, Multi-Agencies**

**CHECK LIST FOR PROPOSAL:**

<b>Description</b>	<b>Check if complete</b>
<b>Section 1: Signature Page</b>	
<b>Section 2: Basic Qualifications – no more than 20 pages plus attachments</b>	
<b>Section 3: Bid Schedule 1</b>	
<b>Section 3: Bid Schedule 2</b>	
<b>Section 4: References – minimum of three (3) with examples of past work</b>	
<b>Section 5 &amp; 6: Location and Facility Information</b>	
<b>Requirement Compliance</b>	

For ease of completion this Word version will allow for proposers to complete the Bid Proposal Section. The PDF version shall be the version of record should discrepancies occur.