

REQUEST FOR PROPOSAL (RFP)

RFP No. 307-24

SAFETY MANAGEMENT SERVICES

Purchasing Analyst of Record: Denise Serna
Denise.serna@thorntonco.gov

City Hall - 2nd Floor
Contracts and Purchasing Division
9500 Civic Center Drive
Thornton, CO 80229-4326
Main Phone: 303-538-7325

TABLE OF CONTENTS

SECTION A: SCHEDULE, PURCHASING ANALYST OF RECORD, AND GENERAL SUMMARY OF NEEDS	4
A.1 SCHEDULE OF EVENTS:	4
A.2 PURCHASING ANALYST OF RECORD:	4
A.3 GENERAL SUMMARY OF PROCUREMENT NEEDS:	4
SECTION B: CURRENT STATE, SCOPE OF WORK, AND SPECIAL CONSIDERATIONS ..	5
B.1 CURRENT STATE:	5
B.2 GOALS FROM THIS RFP:	5
B.3 AWARD LENGTH:	5
B.4 SCOPE OF WORK – GENERAL CONSIDERATIONS:	5
B.5 ESTIMATED QUANTITIES:	8
B.6 F.O.B. POINT:	8
B.7 DELIVERY CONSIDERATIONS:	8
B.8 SAMPLES:	8
B.9 DEMONSTRATIONS AND INTERVIEWS:	8
B.10 INVOICING REQUIREMENTS:	9
B.11 FELONY DISQUALIFICATION:	9
B.12 VENDOR PERFORMANCE MANAGEMENT:	9
B.13 COOPERATIVE PURCHASING:	9
SECTION C: PROPOSAL QUESTIONS TO PROSPECTIVE VENDOR	10
C.1 INSTRUCTIONS FOR ANSWERING QUESTIONS:	10
C.2 PROPOSAL QUESTIONS:	10
SECTION D: PRICING AND PROPOSAL ITEMS	12
D.1 PRICING INFORMATION:	12
D.2 BEST AND FINAL OFFER:	12
D.3 TARIFFS:	12
D.4 PRICING:	13
D.5 ANNUAL PRICE UPDATES:	13
D.6 PROPOSAL ITEMS:	14
SECTION E: PROPOSAL INSTRUCTIONS, EVALUATION, AND AWARD	15

E.1 PROPOSAL POSTED LOCATIONS:	15
E.2 PROPOSAL QUESTIONS:	15
E.3 ADDENDA:	15
E.4 SUBMISSION OF PROPOSALS:	15
E.5 DOCUMENTS FOR FINAL VENDOR SUBMISSION:	16
E.6 CONFIDENTIAL AND PROPRIETARY INFORMATION	16
E.7 LATE PROPOSAL SUBMISSIONS:	17
E.8 AWARDS:	17
E.9 ACCEPTANCE PERIOD:	18
E.10 EVALUATION OF PROPOSALS:	18
E.11 EVALUATION CRITERIA:	18
E.12 POST AWARD PURCHASE ORDER:	19
E.13 STANDARD PROPOSAL CONSIDERATIONS:	19
SECTION F: SAMPLE AGREEMENT	20
F.1 SAMPLE AGREEMENT:	20
SECTION G: REQUIRED VENDOR SIGNATURE FORMS	21
G.1 ACCEPTANCE AND ADDENDA ACKNOWLEDGEMENT FORM:	21
G.2 SAMPLE AGREEMENT ACKNOWLEDGEMENT FORM	22
G.3 REFERENCES AND AUTHORIZATION AND RELEASE FORM:	23
SECTION H: AUTHORIZATION FOR SOLICITATION POSTING	24
H.1 PURCHASING MANAGER FORM:	24

SECTION A: SCHEDULE, PURCHASING ANALYST OF RECORD, AND GENERAL SUMMARY OF NEEDS**A.1 SCHEDULE OF EVENTS:**

The following is a list of important items, dates, and times that pertain to this solicitation. All times listed below are in reference to the local Thornton, Colorado time.

<u>Solicitation Item</u>	<u>Date</u>	<u>Time</u>
Proposal Issued	12/13/2024	
Deadline to Submit Additional Questions	12/20/2024	5:00 P.M.
Response to Written Questions	12/27/2024	5:00 P.M.
Proposal Due Date	12/31/2024	5:00 P.M.

A.2 PURCHASING ANALYST OF RECORD:

The Purchasing Analyst of Record for this solicitation will be the central point of contact throughout the solicitation process. All questions and inquiries must be submitted in writing via a direct email to the Purchasing Analyst. No communication is to be directed to any other Thornton personnel.

The Purchasing Analyst of Record's contact information is as follows:

Name: **Denise Serna**
Title: **Purchasing Analyst**
Email: Denise.serna@thorntonco.gov

A.3 GENERAL SUMMARY OF PROCUREMENT NEEDS:

The City of Thornton, CO ("Thornton") is seeking Proposals from interested firms to provide Safety Management Services for our existing First Aid supplies, AEDs (Automatic External Defibrillators, Fire Extinguishers, and Eye Wash Stations at Thornton's facilities.

SECTION B: CURRENT STATE, SCOPE OF WORK, AND SPECIAL CONSIDERATIONS

B.1 CURRENT STATE:

Thornton currently has a vendor that provides safety management services for first aid kits, AEDs, and fire extinguisher supply management. Thornton is expanding the program to include eye wash stations.

First Aid Kits – Thornton has both Class A and Class B type I first aid kits at various locations throughout Thornton’s facilities and vehicles. See **Exhibit A Locations**.

AEDs – AEDs are placed at various sites and locations throughout Thornton. See **Exhibit A Locations**.

Fire Extinguishers – are located at each Thornton facility. See **Exhibit A Locations**.

B.2 GOALS FROM THIS RFP:

The City of Thornton is interested in having on-going management services for Thornton’s safety supplies and equipment. The awarded Vendor shall be responsible for maintaining supplies, managing safety equipment and equipment replacement for current facilities listed in this RFP and additional facilities as needed.

B.3 AWARD LENGTH:

The initial award from this solicitation will be from the date of the final signature of the agreement, until **December 31, 2030**.

B.4 SCOPE OF WORK – GENERAL CONSIDERATIONS:

The Service Provider shall be experienced in and able to perform inspection and minor maintenance of First Aid Kits, Automatic External Defibrillators (AEDs), and Eye Wash Stations. Locations may be added or removed by Thornton.

First Aid Kits (Class A and Class B First Aid Kits are listed in Exhibit B)

- The Service Provider shall perform and document monthly inspections of first aid kits located at Thornton facilities.
- The Service Provider shall restock all first aid kits as necessary based on the Class designation of the first aid kit (Class A or Class B).
- The Service Provider shall perform maintenance on first aid kit cabinets as needed and complete installation and stocking of any newly added first aid kits cabinets.
- The Service Provider shall inform the City of Thornton Risk Management Division when the First Aid Kit monthly inspections have been completed.
- Vendors are expected to supply the First Aid Kits in accordance with the required supplies per ANSI / ISEA Z308.1-2021.

- City vehicles shall be on a two-year replacement schedule.

AED Units

- The Service Provider shall perform and document inspections of AEDs located at Thornton facilities on a monthly basis.
- The Service Provider shall replace any expired items on the AED Unit, including the unit itself (AED electrodes, pads, AED Batteries) as needed per monthly inspections.
- The Service Provider shall inform Thornton's Risk Management Safety Administrator when the monthly AED inspections have been completed and note any that are out of service.
- The Service Provider shall provide services for the purchase of new AEDs including loaner AEDs for AEDs that are out of service for maintenance.
- The Service Provider shall perform installation of any new AEDs including the setup of the new AED.
- The Service Provider shall update Thornton's inventory with addition or removal of any AEDs to include Serial Numbers and locations of the AED installations.
- The Service Provider shall provide a method for tracking the inspections of all AEDs, equipment expiration dates, recalls related to AEDs and associated equipment, and any changes to Colorado State Laws involving AED use.
- The Service Provider shall provide a method for medical oversight for Thornton's AED program including certificate of AED prescription.
- The Service Provider shall provide software updates and configurations as needed.
- The Service Provider shall provide post services - data download – EGG; AED inspection, supply replenishment -batter, electrodes, CPR kits.
- The Service Provider shall provide AED medical oversight and direction.

Eye Wash Stations

- The Service Provider shall perform, and document inspections of Eye Wash Stations installed at Thornton facilities per the manufacturer's requirements and/or the most current ANSI Z358.1 standard or as the eyewash units are activated for emergency use. The below manufacturer/ANSI required inspection schedule should be utilized:
 - i. Plumbed Eye Wash Stations that are directly tied into the facilities plumbing are to be inspected on a weekly basis.
 - ii. Self-Contained Portable Eye Wash Stations are to be regularly inspected and serviced on a quarterly basis to empty, clean the unit, and refill with water and the proper bacteriostatic preservative water additive. Including when the eyewash station has been activated for an emergency situation.
 - iii. Eye Wash Stations containing personal eyewash bottles are to be inspected and maintained on a monthly basis. Bottles are to be replaced per the manufacturers listed expiration date or when used in an emergency situation.

- The Service Provider shall inform the City of Thornton Risk Management Division when the monthly eyewash station inspections have been completed.

Fire Extinguishers:

- The Service Provider shall conduct a monthly visual inspection of facility fire extinguishers which will include at a minimum verifying the following:
 - The fire extinguisher pressure gauge is in the operable range or position
 - No obstruction to access or visibility
 - There is no visible damage to the fire extinguisher (e.g., corrosion, leakage, etc.)
 - Fire extinguisher tags are present
- The Service Provider will date and initial the fire extinguisher tag once the inspection is complete.
- The Service Provider will inform Building Maintenance and the Risk Management Divisions of any fire extinguisher deficiencies immediately.
- The Service Provider will inform Building Maintenance and Risk Management once the monthly fire extinguisher inspections have been completed.

Thornton City Facilities:

Thornton’s facilities and addresses are listed in Exhibit A. Seasonal locations are serviced during the open months. Any new locations can be added throughout the term of this solicitation. Service Provider shall service all new locations and price under the current annual price.

Active Adult Center	11181 Colorado Boulevard, 80233
City Hall	9500 Civic Center Drive, 80229
Community Connections	9471 Dorothy Boulevard, 80229
Infrastructure Maintenance Services	12450 Washington Street, 80241
Justice Center	9551 Civic Center Drive, 80229
Margaret Carpenter Recreation Center	11151 Colorado Boulevard, 80233
Municipal Service Center	8651 Colorado Boulevard, 80229
Police Training Facility	9000 Colorado Boulevard, 80229
Thornton Community Center	2211 Eppinger Boulevard, 80229
Thornton Community Bldg./City Pool (Seasonal)	2141 East 95 th Avenue, 80229
Thornton Water Treatment Plant	920 Thornton Parkway, 80229
Thorncreek Golf Course	13555 Washington Street, 80241
Trail Winds Recreation Center	13495 Holly Street, 80602
Wes Brown Treatment Plant	3651 East 86 th Avenue, 80229
Fire Museum (to be included)	9471 Dorothy Boulevard, 80229
Fire Station 1 / Fire Administration	2300 Thornton Parkway, 80229
Fire Station 2	9667 Huron Street, 80260
Fire Station 3	11257 Birch Drive, 80233
Fire Station 4	1400 East 128 th Avenue, 80241
Fire Station 5	14051 Colorado Boulevard, 80602
Fire Station 6 / Fossil Ridge PD Substation	13150 Quebec Street, 80601
Fire Station 7	15705 York Street, 80602

Baseball parks (Seasonal)	McKay Fields / Northern Lights
Park Village Pool (Seasonal)	4051 Summit Grove Parkway, 80241
Police Training Facility	9000 Colorado Boulevard, 80229
McAllister Facility *not used at this time	720 West 96 th Avenue, 80229
Seasonal and Pump Station locations are listed in each section.	Varies

B.5 ESTIMATED QUANTITIES:

Quantities listed are Thornton’s best estimate and do not obligate Thornton to order or accept more than Thornton’s actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds. It is expressly understood and agreed that the resulting agreement is to supply Thornton with its complete actual requirement of the materials specified in this proposal for the contractual period.

B.6 F.O.B. POINT:

Prices quoted shall be F.O.B. at the listed locations, unloaded and installed as necessary.

B.7 DELIVERY CONSIDERATIONS:

The successful vendor will be required to maintain adequate local inventories to cover normal usage by agencies of the Thornton. Delivery of any items ordered under this proposal shall be made between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding holidays.

B.8 SAMPLES:

Upon request, vendors are required to furnish a sample of the goods and/or services to be supplied at no cost to Thornton. Any sample submitted shall create an express warranty that the whole of the goods and/or services shall conform to the sample submitted. All samples become the property of Thornton.

B.9 DEMONSTRATIONS AND INTERVIEWS:

Thornton reserves the right to review a Vendor’s proposed solution that would be on hand or in the field of use. The proposed solution may be viewed at Thornton’s sole discretion virtually or at a physical Thornton facility. It will be at Thornton’s sole discretion if a demonstration is deemed to be necessary during the evaluation phase of this solicitation.

In addition to demonstrations, Thornton may also elect to conduct Vendor interviews in order to clarify and answer additional questions. All interviews will be held at a physical/virtual location at Thornton’s sole discretion and shall be at Thornton’s decision if an interview is deemed as being necessary.

Thornton shall not compensate a proposing Vendor for any costs incurred by a Vendor that are related to a demonstration or interview conducted by Thornton during this RFP process.

B.10 INVOICING REQUIREMENTS:

Thornton's Accounts Payable Division is the only division within Thornton that issues payments to Vendors who have submitted invoices. Thornton only issues payments from invoices and will not issue payments to Vendors off of quotes.

Thornton's standard payment terms are net thirty (30) calendar days after receipt of an invoice. All invoices submitted shall be emailed to AP.Invoices@ThorntonCO.gov. In lieu of email, physical copies may be submitted to City of Thornton – Accounts Payable, 9500 Civic Center Drive, Thornton, CO 80229-4326. Invoices sent to anyone other than Accounts Payable are not considered to be properly submitted and will not be paid until they are properly submitted.

B.11 FELONY DISQUALIFICATION:

The vendor shall not employ, retain, hire or use any individual that has been convicted of any felony charges as the same is defined under the laws of the State of Colorado in the performance of the services to be rendered and materials to be provided to Thornton pursuant to this proposal unless the vendor receives prior written permission from the Director of Support Services. The Director may require that a fidelity bond, or such other assurance in such amount as deemed appropriate, be provided to Thornton as a condition precedent to the grant of such permission.

B.12 VENDOR PERFORMANCE MANAGEMENT:

Thornton may administer a Vendor performance management program as part this proposal and resulting agreement. The purpose of this program is to create a method for documenting and advising Thornton of exceptional performance or any problems related to the purchased goods and services.

B.13 COOPERATIVE PURCHASING:

Thornton encourages the proper use of cooperative purchasing and reserves the right to make results of this solicitation available to other governmental agencies seeking like equipment, goods, or services. Other agencies using this solicitation must do so according to regulations established by their individual organizations and accept sole responsibility for its use. The terms and conditions of any resulting transaction shall be exclusively between the buyer and the seller. Buyers and sellers from other municipalities and political subdivisions using this solicitation in a cooperative or "piggy-back" fashion, agree to defend and hold harmless Thornton from any dispute or action arising from its use.

The remainder of this page has been left blank intentionally

SECTION C: PROPOSAL QUESTIONS TO PROSPECTIVE VENDOR

C.1 INSTRUCTIONS FOR ANSWERING QUESTIONS:

Your proposal response must specifically address each of the questions/issues that are listed within this RFP. The **quality and detail** of your responses, along with how closely your firm can meet or exceed Thornton's Scope of Work expectations from Section B, will be considered in the overall evaluation of your proposal. Proposers are encouraged to give examples and provide comprehensive information to support your compliance on each point.

All answers provided by the awarded Vendor may be incorporated into the final agreement between the Vendor and Thornton as an additional exhibit or as part of a finalized Scope of Work.

C.2 PROPOSAL QUESTIONS:

To standardize the format of all proposals for evaluation, Proposers are required to respond to all questions **in the order given** and to list the item number and restate the question prior to giving their answer. Failure to comply with this requirement may result in your proposal being declared non-responsive.

A. General Vendor Questions

1) General Vendor Summary

Please provide a brief description of the following:

- a) Full legal company name;
- b) Your headquarters address;
- c) Primary company contact including name, phone number, and email address;
- d) The year your firm was established;
- e) A brief listing of your Vendor core competencies; and
- f) A current copy of your firm's W-9 (IRS version October 2018).

2) Experience and References

Please provide three (3) current client references that you have sold and implemented the same or like services in the past five (5) years. Of these references, please list any that are governmental municipalities.

- a) Include in your reference information:
 - i) Name of the municipality or firm;
 - ii) Client's headquarters address;
 - iii) Current reference contact information, including the Reference's:
 - (1) Name;
 - (2) Title;
 - (3) Phone number;
 - (4) Email address;

- iv) Project start date (date of signed agreement);
- v) Project end date (project close-out date);
- vi) Project description including all services performed; and
- vii) Contractual value.
- viii) Please provide the number of overall clients that you have currently using your proposed services within the State of Colorado

B. Proposed Solution Engagement**1) Vendor Engagement Team**

Please provide the following:

- a) The responsibilities for each role; and

2) Engagement Methodology

Thornton's expectation is that the awarded Vendor will use their expertise to provide proactive leadership, guidance, and direction to the Thornton, CO team throughout each phase of the project life cycle while working collaboratively to plan and implement the solution.

- a) Please describe your management solution in detail for the Scope of Work.
 - i) Please provide your reporting and documentation methods;
 - ii) Restocking schedule and reporting;
 - iii) Replacement schedule of expired equipment;
 - iv) Installation plan of new units (i.e., First Aid Kits, AED units, Fire Extinguishers);
 - v) Proposed Project schedule for services.

The Remainder of this Page Is Intentionally Blank

SECTION D: PRICING AND PROPOSAL ITEMS

D.1 PRICING INFORMATION:

This section shall include a description of the proposed costs and prices. All pricing information shall be limited solely to this section of your proposal. This section should address all requirements set forth in Section B as well as any other items pertinent to your proposal pricing such as additional discounts for increased quantities, service requirements, etc. The requirements have been developed to allow Thornton to uniformly evaluate prices submitted for the work. Accordingly, you should follow these instructions carefully and provide all data requested in the formats specified herein and in any referenced attachments.

Any omissions in this proposal shall be identified by each Vendor and incorporated into their proposal including any omissions for hardware, service, support, software, travel, shipping, etc. which is necessary to the success of the project. All items must be identified as a separate line item with pricing and included as part of this RFP, unless otherwise requested by Thornton. Thornton will not increase any subsequent agreement or purchase order (neither dollar amount or time) for items not included in the submitted proposal documents. Thornton reserves the right to purchase part or the entire proposal.

D.2 BEST AND FINAL OFFER:

Thornton reserves the right after review and evaluation of Vendors, including after all interviews and demonstrations that have been conducted, to go back to the "short list" of Vendors to conduct a Best and Final Offer ("BAFO"). If issued, the BAFO may be included as a final pricing evaluation tool by Thornton to aid in the award decision process.

D.3 TARIFFS:

Thornton recognizes the ever-changing geopolitical climate and how this affects the Vendor's pricing. For the sake of convenience, all pricing submitted with this proposal shall contain all costs, including tariffs that are in place at the time of this proposal's posting.

If during an awarded period with Thornton, the Vendor sees an increase in the steel and/or plastic prices due to tariffs, then the awarded Vendor is to document this change and submit it with their requested pricing updates. No requested pricing update shall be allowed more than once in any given renewal period.

If during an awarded period with Thornton, the Vendor sees a decrease or elimination of the tariffs that are in place at the time of this proposal's publication, then Thornton will expect the awarded Vendor to immediately reduce their agreed upon pricing to Thornton by no less than what the reduced/eliminated tariffs had been set at.

D.4 PRICING:

All prices quoted shall be firm and fixed for the initial award period or up to one (1) year, whichever occurs last. In the event the market price on any item is reduced during the period of the agreement, the successful vendor for that item shall reduce the proposal price to Thornton accordingly.

D.5 ANNUAL PRICE UPDATES:

The awarded Vendor must hold the Bid prices quoted firm until **December 31, 2025**, after which time the Vendor may request annual price adjustments for inflation based on the Denver-Aurora-Lakewood Price Index upon mutual agreement of the Parties.

Price adjustment requests are to be made by the Vendor in writing (e.g., email) to the Thornton Purchasing Division, no later than sixty (60) calendar days prior to the agreement's renewal date or year in which the adjustment may take effect. Should the Vendor fail to submit a request for a price adjustment to Thornton's Purchasing Division, then the current pricing shall remain in effect for the following renewal period of the agreement.

A link to index that is current at the time of this solicitation has been provided below:

https://data.bls.gov/pdq/SurveyOutputServlet?data_tool=dropmap&series_id=CUURS48BSA0,CUUSS48BSA0

Notwithstanding the above, Thornton may, at its sole discretion, consider other publicly published pricing indices and/or modifications as deemed appropriate given market conditions. Note, Thornton is under no obligation to make such considerations and may require vendors to provide documentation substantiating any unusual market conditions beyond its control.

The Remainder of this Page Is Intentionally Blank

D.6 PROPOSAL ITEMS:

Price sheet is provided in Excel sheet titled **“307-24 D.6 Price Sheet”** under separate cover:

The Remainder of this Page Is Intentionally Blank

SECTION E: PROPOSAL INSTRUCTIONS, EVALUATION, AND AWARD

E.1 PROPOSAL POSTED LOCATIONS:

This Request for Proposal (RFP) has been posted publicly to the following locations:

- BidNet® Direct: www.BidNetDirect.com
- Thornton's Purchasing website: <https://solicitations.thorntonco.gov/solicitations>

Thornton currently uses BidNet Direct® and its own website to distribute official records for all copies of publicly posted proposals for viewing. Both websites operate as a free to view and download option for prospective Vendors.

Upon request by a Proposing Vendor, the Purchasing Division will also make this solicitation available for viewing at the Contracts and Purchasing Division office. The address for the office is located on the cover page of this RFP.

E.2 PROPOSAL QUESTIONS:

Thornton shall not be bound by and the Vendor shall not request or rely on any oral interpretation or clarification of this RFP. Therefore, any questions regarding this RFP are encouraged and shall be submitted in writing by email to the Purchasing Analyst of Record listed within this RFP.

Questions received up to deadline to submit question in the Schedule of Events will be answered in writing per the Schedule of Events. Answers to questions from any Vendor will be provided to all Vendors via a written addendum.

E.3 ADDENDA:

In the event it becomes necessary to revise, change, modify or cancel this RFP or to provide additional information, addenda will be issued and made available on BidNet® Direct and on Thornton's website. Changes, clarifications, and answers to RFP questions that have been posted in a written addendum that affect or change the RFP's Scope of Work shall be considered as to have replaced and superseded the original proposal's Scope of Work.

It is the responsibility of the proposer/ contractor to confirm that they have acquired all addenda related to this proposal and they have reviewed/ complied with the requirements therein.

E.4 SUBMISSION OF PROPOSALS:

Submission of proposals for this RFP may be done electronically through a Vendor portal (currently done via BidNet Direct®). Proposals can be submitted at www.bidnetdirect.com, but shall not be completely submitted later than the date and time indicated in the Schedule of Events.

If you experience problems with BidNet Direct®, please call 1-800-835-4603 for assistance. There is no charge by BidNet Direct® for this service.

Proposing Vendors who are unable to submit a proposal through BidNet®, may request to submit a physical copy of their proposal for consideration. A proposing Vendor shall email the Purchasing Analyst of Record prior to the question due date listed in the Schedule of Events, for instructions on where and how to submit their physical proposal. All physical proposal submissions shall be submitted and recorded no later than the date and time indicated in the Schedule of Events.

E.5 DOCUMENTS FOR FINAL VENDOR SUBMISSION:

Proposing Vendors are solely responsible to ensure that their submission is complete and responsive prior to a final submission. As a reminder this RFP contains the following documents that will require completion by the proposing Vendor to be considered as initially responsive:

- 1) Section C.2 – Proposal Questions – Answers provided by the proposing Vendor
- 2) Section D.6 – Proposal Items Under Separate Cover
- 3) Section F.1 - Sample Agreement
- 4) Section G.1 – Acceptance and Addenda Acknowledgement Form
- 5) Section G.2 – Sample Agreement Acknowledgement Form
- 6) Section G.3 – References and Authorization Release Form

It is not necessary for a proposing Vendor to submit this entire RFP document that has been provided by Thornton with the Vendor's response. Only the above-mentioned items are currently required with your proposal submission. Thornton reserves the right to request any clarification, ask any questions, or request additional documents that may aid in the evaluation of your proposal.

E.6 CONFIDENTIAL AND PROPRIETARY INFORMATION

As a Colorado home rule municipality, Thornton is subject to and must comply with the Colorado Open Records Act ("CORA"), C.R.S. § 24-72-201 *et seq.* All Vendor submitted documents are subject to requests for public records pursuant to CORA. **Proposing Vendors must clearly identify within their submissions any information that is confidential and proprietary by marking such information as "Confidential" or "Proprietary" information.** Any information a Vendor marks as confidential or proprietary shall comply with CORA and any other applicable statute(s).

Prior to a final award and agreement, Vendor submitted information that is contained within the proposal may be held by Thornton as confidential and proprietary at Thornton's sole discretion. **In accordance with CORA, upon the conclusion of a final award and agreement, Thornton may, in its sole discretion, release any and all portions of Vendor submissions not marked as confidential or proprietary.** Thornton shall be held harmless from any claims arising from the release of confidential and proprietary information not clearly designated as such by the proposing Vendor within their proposal documents to Thornton.

In general, it is not acceptable to Thornton for a proposing Vendor to mark information other than the following items as confidential or proprietary:

- 1) Financial statements
- 2) Project financing data
- 3) Litigation history
- 4) Tax audit history
- 5) Client lists and references

Thornton does not generally find it acceptable to mark proposal pricing, nor the entirety of your proposal, as confidential or proprietary. Failure to adhere to these restrictions may result in your proposal being deemed non-responsive.

For more information about Thornton's processes related to CORA, including using Thornton's Public Records Request Form or for submission of a CORA request, please visit the website of the office of Thornton's City Clerk at <https://www.thorntonco.gov/government/city-clerk/Pages/default.aspx> or you can reach the Clerk's office by email at Clerk@ThorntonCO.gov or by phone at (303) 538-7615.

E.7 LATE PROPOSAL SUBMISSIONS:

Proposing Vendors are expected to allow adequate time to upload a complete submission for consideration through the electronic Vendor portal (currently BidNet Direct®). The Vendor portal will not allow a Vendor to modify, save, nor upload their proposal after the submittal date and time have passed. It is **highly recommended** that as a proposing Vendor you do not wait until the last minute to submit your proposal.

Late proposals will not be accepted. Sole responsibility rests with the proposing Vendor to ensure that its proposal is completely uploaded through the Vendor portal or is received in the Purchasing Office prior to the submission deadline. Proposals that are left in a "Draft" status in the Vendor portal will not be accepted by Thornton for consideration.

All physical proposals received in the Purchasing Office after the submittal date and time will be immediately rejected without consideration.

E.8 AWARDS:

Due to the nature of the items requested on this proposal and the importance of the equipment or services they impact, Thornton reserves the right to award to one primary vendor. It shall be the responsibility of the primary vendor to survey the needs of the various agencies involved to ensure that adequate inventory is maintained to service their day-to-day operations. Thirty (30) days will be allowed after award for stocking of frequently requested items. The first call will always be made to the primary vendor. If the primary vendor is unable to furnish the item(s) requested within the time frame, the agency will contact the secondary vendor. Repeated supply deficiencies will be reported to Thornton and may be grounds for disqualification of the primary vendor. In the event that the item is unavailable locally and requires special order, the primary

vendor shall be given the opportunity to provide it. As always, Thornton reserves the right to source critical materials from outside vendors.

E.9 ACCEPTANCE PERIOD:

Submissions in response to this proposal shall remain valid until an award has been made to a proposing Vendor or at a minimum of one hundred twenty (120) calendar days from the time of submission, whichever date comes last.

E.10 EVALUATION OF PROPOSALS:

All proposals will be evaluated by a Selection Committee assigned by the City Manager, or their designee. Proposals shall be evaluated on the basis of qualifications, experience, and the applicability of the solutions offered to meet Thornton's needs as they pertain to the Evaluation Criteria noted herein and in the context of best value received for the required goods and/or services. Note that any tools utilized by the Selection Committee in their evaluation process are only intended to facilitate the understanding of the submissions received and facilitate the member's ability to weigh the merits of each proposal. Therefore, any tools utilized by the Selection Committee have no binding effect on their vote or the final award made by Thornton as a result of this RFP.

In addition, other pertinent information which becomes available during the evaluation, interview, or negotiations may be considered in the evaluation. The committee may make a selection on the basis of the Proposals received, or may choose to "short list" prospective firms for further consideration, which may include interviews and or negotiations. The firm selected for the Award will be chosen on the basis of the apparent greatest operational and financial benefit to Thornton, and not necessarily on the basis of lowest price. The City Manager, or their designee, shall make the final determination of the firm selected.

E.11 EVALUATION CRITERIA:

Evaluation criteria for this RFP may include, but is not limited to, the following items:

- 1) Responsiveness to the needs of Thornton, including the time required to complete the implementation of the awarded Vendor's solution.
- 2) Responsibility of the proposing Vendor.
- 3) The written responses provided by the proposing Vendor to the Proposal Questions – Section C.2, and all clarification questions asked by Thornton during the RFP evaluation.
- 4) The proposing Vendor's submitted pricing.
- 5) The results of the Vendor's reference checks.
- 6) The degree to which the Vendor's proposal meets or exceeds the needs as defined in the RFP, including any additional value-add items.

- 7) The results of any Vendor samples, and/or interviews from this RFP.
- 8) The agreeability of the Vendor to Thornton's terms and conditions and the ability to contract with the awarded Vendor.
- 9) All other applicable information and documents submitted by the Vendor and received by Thornton in the evaluation of the proposal.

E.12 POST AWARD PURCHASE ORDER:

A Purchase Order (PO) may be generated by Thornton's Contracts and Purchasing Division as a result of the Award from this solicitation. This Award shall allow Thornton to place orders on an as-needed basis for future years' worth of needs that may arise, based on City Agency actual needs. All future year POs shall be conditional upon annual appropriation approval by Thornton's City Council. Thornton shall not be liable for any future charges from the awarded Vendor should the funding not be appropriated and approved by City Council.

E.13 STANDARD PROPOSAL CONSIDERATIONS:

Thornton maintains a standard set of RFP considerations and terms and conditions for RFPs that are non-federally funded and are not through a cooperative awarded process. These considerations are static between each RFP process. It is the sole responsibility of the proposing Vendor to have read all RFP considerations. A copy of these standard RFP considerations has been uploaded with this RFP document as a separate cover.

The remainder of this page has been left blank intentionally

SECTION F: SAMPLE AGREEMENT**F.1 SAMPLE AGREEMENT:**

A sample GSA Technology Master Service Agreement, General Services Agreement, or Professional Services Agreement has been provided under separate cover as part of this solicitation. This sample agreement has been provided to inform the proposing Vendor of Thornton's terms and conditions expectations for the awarded Vendor from this solicitation. This sample agreement is subject to change at Thornton's sole discretion.

The sample agreement that has been provided by Thornton shall serve as the overarching agreement for this project, its subsequent renewal years, and all work performed by the Vendor and if applicable, their subcontractors for the duration of the entire agreement period. The opportunity for a prospective Vendor to provide any proposed redlines to Thornton's sample agreement is during the submittal process and all Vendor proposed redlines shall be submitted with the Vendor's final proposal. This sample agreement is subject to change at Thornton's sole discretion.

Thornton does not anticipate signing any separate Vendor contractual documents, including separate general or online terms and conditions, Vendor agreements, Vendor quotations with separate terms and conditions, etc. Vendors who have such documents that are required for their solution must submit these documents for Thornton's review and potential incorporation into the final agreement between both Parties as part of their final proposal submission.

The Vendor does not need to complete any of the information within the sample agreement as part of the initial proposal submission process. At Thornton's sole discretion and as part of a final evaluation process by Selection Committee, the Purchasing Analyst of Record may contact a proposing Vendor for any clarifications.

The remainder of this page has been left blank intentionally

SECTION G: REQUIRED VENDOR SIGNATURE FORMS**G.1 ACCEPTANCE AND ADDENDA ACKNOWLEDGEMENT FORM:**

- 1) Vendor indicates acceptance of the following conditions:
City of Thornton Charter Section 7.4 prohibits Thornton from issuing a Purchase Order to firms which employ certain family members of employees unless the Thornton Council determines it is in Thornton's best interest. For the purposes of this Charter Section, a domestic partner shall be considered equivalent to a family member. The Vendor attests to the following:

No City Council Member, member of a board or commission, Municipal Judge, City Manager, City Attorney, or employee of the City of Thornton, or any such person's family member, domestic partner, or person assuming a relationship being the substantial equivalent of the above, has an existing or pending, direct or indirect, financial, pecuniary or personal interest in the proposing firm or this Invitation for Bid, except as follows: (list, if any) _____

- 2) The undersigned Vendor, having examined the Proposal Documents, and having full knowledge of the product and/or services requested and described herein, hereby proposes that it will fulfill the obligations contained herein specifications set forth; and that it will furnish all required products and pay all incidental costs all in strict conformity with these Proposal Documents, for the stated prices as payment in full. Yes No
- 3) I acknowledge receipt of any and all published addenda and a copy of the sample agreement as provided by Thornton : Yes No
- 4) I acknowledge that I have submitted all items and documents as required of the final proposal submission Yes No

Proposing Vendor's Name: _____

Date: _____

Submitted By (Printed): _____

Submitted By (Signature): _____

Title: _____

Telephone Number: _____

Email: _____

G.2 SAMPLE AGREEMENT ACKNOWLEDGEMENT FORM

Regarding Thornton's Sample Agreement, the undersigned Vendor acknowledges the following:

- 1) The proposing Vendor has received a copy of Thornton's sample Agreement.
Yes No
- 2) All proposed exceptions to Thornton's sample Agreement and all proposed Vendor agreements may be included as part of Thornton's final evaluation process.
Yes No
- 3) All proposed exceptions or redlines to Thornton's sample Agreement by the Vendor, and all proposed terms and conditions have been uploaded with the Vendor's final proposal as a separate file and has been clearly marked as so.
Yes No
- 4) If chosen for award, that Thornton may accept, reject, or negotiate all proposed changes to the terms and conditions of the sample Agreement and all other Vendor proposed terms and conditions.

Should an Agreement be unable to be reached between Thornton and my firm, I acknowledge that Thornton retains the sole discretion to reject the award made and move to another Vendor for award and contractual negotiations.

Yes No

Proposing Vendor's Name: _____

Date: _____

Submitted By (Printed): _____

Submitted By (Signature): _____

Title: _____

G.3 REFERENCES AND AUTHORIZATION AND RELEASE FORM:**REFERENCE AUTHORIZATION FORM**

By: _____, A Corporation
(Proposing firm) A Partnership whose address is _____
An Individual (Circle One)

Proposing firm has submitted a sealed Proposal to the City of Thornton (Thornton) for this solicitation.

Proposing firm hereby authorizes Thornton to perform such investigation of proposing firm as Thornton deems necessary to establish the qualifications, responsibility, trustworthiness, and financial ability of the proposing firm. By its signature hereon, the proposing firm authorizes Thornton to obtain reference information concerning the proposing firm and releases the party providing such information named above and Thornton from any and all liability to the proposing firm as a result of any reference information provided.

Proposing firm further authorizes Thornton to discuss and release any and all information regarding the Proposing firm's performance on its forthcoming services related to this project or other past projects upon receiving a request for such information. Proposing firm releases Thornton from any and all liability associated with such a release of information.

Proposing firm further waives any right to receive copies of reference information provided to Thornton. A copy or facsimile of this executed Reference Authorization and Release Form may be used with the same effectiveness as an original.

Proposing Vendor's Name: _____

Submitted By (Printed): _____

Submitted By (Signature): _____

Title: _____

Date: _____

SECTION H: AUTHORIZATION FOR SOLICITATION POSTING**H.1 PURCHASING MANAGER FORM:**

All communications regarding this solicitation shall be directed to the Purchasing Analyst of Record listed within this solicitation in Section A.2 – Purchasing Analyst of Record.

This solicitation has been reviewed and approved for a public posting by the Thornton Purchasing Manager.

Megan deGrood, CPPB
Purchasing Manager

EXHIBIT A

FIRST AID, AED UNITS, EYE WASH UNITS AND FIRE EXTINGUISHERS AND LOCATIONS

First Aid Kit Locations:

Units Per Location	Thornton Facility	Address
1	Arts and Culture Center	9209 Dorothy Boulevard, 80229
1	Carpenter Recreation Boat House	3498 East 112 th Avenue, 80233
2	City Development	9500 Civic Center Drive, 80229
1	City Hall	9500 Civic Center Drive, 80229
1	City Pool (seasonal)	2141 East 95th Avenue, 80229
2	Community Center	2211 Eppinger Boulevard, 80229
2	Community Connections	9471 Dorothy Boulevard, 80229
1	Justice Center	9551 Civic Center Drive, 80229
1	Park Village Pool (seasonal)	4051 Summit Grove Parkway, 80241
3	Thorncreek Golf Maintenance	13555 North Washington Street, 80241
1	Thornton Water Treatment Plant	9520 Ellen Court, 80229
2	Municipal Service Center (MSC)	8651 Colorado Boulevard, 80229
3	Thorncreek Golf Course	13555 Washington Street, 80241
4	Infrastructure Maintenance Center (IMC)	12450 Washington Street, 80241
2	Wes Brown Water Treatment	3651 East 86th Avenue, 80229
5	Active Adult Center	11181 Colorado Boulevard, 80233
5	Trail Winds Recreation Center	13495 Holly Street, 80602
4	Carpenter Recreation Center	11151 Colorado Boulevard, 80233
5	Justice Center – Police Wing	9551 Civic Center Drive, 80229
2	Fossil Ridge Safety Building	13150 Quebec Street, 80602
3	Police Training Facility	9000 Colorado Boulevard, 80229

AED Facility Locations:

Units Per Location	Thornton Facility	Address
5	Active Adult Center	11181 Colorado Boulevard, 80233
1	Alliance Business Center	550 Thornton Parkway, #170, 80229
1	Arts and Culture	9209 Dorothy Boulevard, 80229
1	Ault Building	16754 CR84, Ault, 80610
6	Carpenter Recreation Center	11151 Colorado Boulevard, 80233
2	City Development	9500 Civic Center Drive, 80229
2	City Hall	9500 Civic Center Drive, 80229
1	Community Center	2211 Eppinger Boulevard, 80229

Units Per Location	Thornton Facility	Address
2	Community Connections	9471 Dorothy Boulevard, 80229
4	Fire Station 1/Fire Admin	2300 East Thornton Parkway, 80229
1	Fossil Ridge Public Safety Center	13150 Quebec Street, 80602
1	IMC - Fleet Maintenance - Fleet Shop	1330 East 126th Avenue, 80241
1	IMC - Fleet Maintenance - Meter Shop	12451 Washington Street, 80241
1	IMC - Infrastructure Maintenance Center	12450 Washington Street, 80241
2	Municipal Service Center (MSC)	8651 Colorado Boulevard, 80229
1	Justice Center – Court Wing	9551 Civic Center Drive, 80229
1	Justice Center – Police Wing	9551 Civic Center Drive, 80229
2	Riverdale Ball Fields	9830 Riverdale Road, 80229
2	Thorncreek Golf Course	13555 North Washington Street, 80241
2	Thornton Water Treatment Plant	920 Thornton Parkway, 80229
6	TrailWinds Rec Center	13495 Holly Street, 80241
2	Wes Brown Water Treatment Plant	3651 East 86th Avenue, 80229
2	Police Training Facility	9000 Colorado Boulevard, 80229

Eye Wash Stations / Locations:

Units Per Location	Thornton Facility	Address	Portable or Plumbed
2	Fossil Ridge Public Safety	13150 Quebec Street, 80602	Plumbed
2	Justice Center Police Sally Port 1- Sally Port 1- CSI Lab	9551 Civic Center Drive, 80229	Plumbed
1	Fire Station 1	2300 East Thornton Parkway, 80229	Plumbed
1	Fire Station 2	9667 Huron Street, 80260	Single Use Bottles
1	Fire Station 5	14051 Colorado Boulevard, 80602	Single Use Bottles
1	Fire Station 6	13500 Quebec Street, 80602	Plumbed
1	Fire Station 7	15705 York Street, 80602	Plumbed
2	Infrastructure Warm Storage Bldg. (Behind IMC Main Building)	12450 Washington Street, 80241	1 Plumbed 1 Self Contained unit
2	West Gravel Lakes and East Gravel Lakes Pump Houses	3651 East 86 th Avenue, 80229	1 Plumbed 1 Single Use Bottle
2	City Hall (IT, Maintenance Shop)	9500 Civic Center Drive	2 Single Use Bottles
1	City Pool	2141 East 95 th Avenue	Plumbed
1	MSC	8651 Colorado Boulevard	Plumbed
4	Trail Winds Recreation Center	13495 Holly Street, 80602	2 Plumbed 2 Self-Contained Unit
3	Carpenter Rec Center	11151 Colorado Boulevard., 80233	1 Plumbed, 2 Self-Contained Units
2	Fleet Maintenance Bldg.	1330 East 126 th Avenue, 80229	Plumbed

Units Per Location	Thornton Facility	Address	Portable or Plumbed
13	Wes Brown Water Treatment	3651 East 86 th Avenue, 80229	11 -Plumbed 2-Self-Contained Units
1	Woodglen Pump Station	11698 Milwaukee Circle	Plumbed
1	Tani Chemical Building	7625 East I-76	Self-Contained Unit
15	Thornton Water Treatment Plant	920 Thornton Parkway	Plumbed

Fire Extinguishers:

FIRE EXTINGUISHERS	
Active Adult Center	13
City Hall	30
Community Connections	16
CSC Bldg.	5
East Gravel Lakes	2
Fire Station 1 /Fire Administration Bldg.	13
Fire Station 2	3
Fire Station 3	3
Fire Station 4	7
Fire Station 5	9
Fire Station 6/Public Safety	17
Fire Station 7	5
Fire Museum	16
Hill Top	2
IMC Complex including Fleet Bldg.	14
Justice Center	59
Carpenter Rec Center	15
McCallister Field	2
McKay Road Pump Station	2
MSC Buildings (spare extinguishers Incl.)	74
Police Training Facility	9
Pump Station 3A	3
TACC Offices	7
Thorncreek Golf Course	8
Thornton Community Center	13
Water Treatment Plant	54
Trailwinds Rec Center	20

FIRE EXTINGUISHERS	
Wes Brown	45
West Gravel Lakes Pump House	3
Woodglen Pump Station	1
	470

EXHIBIT B**CLASS A AND CLASS B FIRST AID KIT REQUIREMENTS****Class A Required Minimum Contents List:**

- 16 Adhesive Bandage 1" x 3" (2.5 x 7.5 cm)
- 1 Adhesive Tape 2.5 yd (2.3 m) total
- 10 Antibiotic Application 1/57 oz (0.5 g)
- 10 Antiseptic 1/57 oz (0.5 g)
- 1 Burn Dressing (gel soaked) 4" x 4" (10 x 10 cm)
- 10 Burn Treatment 1/32 oz (0.9 g)
- 1 Cold Pack 4" x 5" (10 x 12.5 cm)
- 1 CPR Breathing Barrier
- 2 Eye Covering w/means of attachment 2.9" sq (19 sq cm)
- 1 Eye/Skin Wash 1 fl oz total (29.6 ml)
- 1 First Aid Guide
- 1 Foil Blanket 52" x 84" (132 x 213 cm)
- 10 Hand Sanitizer 1/32 oz (0.9 g)
- 4 Medical Exam Gloves
- 1 Roller Bandage 2" x 4 yd (5 cm x 3.66 m)
- 1 Scissors
- 2 Sterile pad 3" x 3" (7.5 x 7.5 cm)
- 2 Trauma pad 5" x 9" (12.7 x 22.9 cm)
- 1 Triangular Bandage 40" x 40" x 56" (101 x 101 x 142 cm)

Class B Required Minimum Contents List:

- 50 Adhesive Bandage 1" x 3" (2.5 x 7.5 cm)
- 2 Adhesive Tape 2.5 yd (2.3 m) total
- 25 Antibiotic Application 1/57 oz (0.5 g)
- 50 Antiseptic 1/57 oz (0.5 g)
- 2 Burn Dressing (gel soaked) 4" x 4" (10 x 10 cm)
- 25 Burn Treatment 1/32 oz (0.9 g)
- 2 Cold Pack 4" x 5" (10 x 12.5 cm)
- 1 CPR Breathing Barrier
- 2 Eye Covering w/means of attachment 2.9' sq (19 sq cm)
- 1 Eye/Skin Wash 4 fl oz total (118.3 ml)
- 1 First Aid Guide
- 1 Foil Blanket 52" x 84" (132 x 213 cm)
- 20 Hand Sanitizer 1/2 oz (0.9 g)
- 8 Medical Exam Gloves
- 2 Roller Bandage 2" x 4 yd (5 cm x 3.66 m)
- 1 Roller Bandage 4" x 4 yd (10 cm x 3.66 m)
- 1 Scissors
- 1 Splint 4" x 24" (10.2 x 61 cm)
- 4 Sterile pad 3" x 3" (7.5 x 7.5 cm)
- 1 Tourniquet
- 4 Trauma pad 5" x 9" (12.7 x 22.9 cm)
- 2 Triangular Bandage 40 x 40" x 56" (101 x 101 x 142 cm)