

REQUEST FOR PROPOSAL (RFP)

RFP No. 209-25

ARMED GUARD SECURITY SERVICES

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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>
RFP Issued	07/21/2025	
Mandatory Pre-Proposal Conference	07/29/2025	9:00 A.M.
Deadline to Submit Additional Questions	08/07/2025	5:00 P.M.
Response to Written Questions	08/15/2025	5:00 P.M.
Proposal Due Date	08/21/2025	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 for the purchase of Armed Guard Services for Thornton's City Hall and Municipal Court Buildings.

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

B.1 CURRENT STATE:

Thornton has maintained armed guard services for over 15 years at Thornton Municipal Court.

Thornton currently has armed guard services in place at our Municipal Court building and Thornton City Hall building that serve as the initial point of contact upon entrance.

Guards are rotated between the front entry position with the Bailiff position for Municipal Court proceedings.

B.2 GOALS FROM THIS RFP:

The goals from this RFP are to award a Vendor that can provide and meet the following services:

- Vendor shall provide four (4) highly trained armed guards for security of building entry points and Bailiff position. One of the guards shall also be responsible for on-site supervision and reporting and serve as the point of contact. Thornton expects that contract personnel shall have high standards and integrity.
- Vendor shall have a Central Operations Office or a local office.
- Vendor shall have a minimum of five (5) years experience performing security work.
- Vendor shall provide ongoing guard training (see B.6).
- Vendor shall have a minimum of one (1) year prior experience in account management for monthly invoicing and reporting.
- Vendor shall provide after-hour security for any public meetings.
- Vendor shall be able to provide backup guards for call outs or no shows.

B.3 AWARD LENGTH:

The initial award from this solicitation will be from the date of the final signature of the agreement, until **12/31/2030 with an optional five (5) years through 12/31/2035**. No further extensions or renewals shall pass this date for service from the awarded Vendor, unless otherwise previously authorized in writing by the Thornton Purchasing Division.

B.4 SCOPE OF WORK – GENERAL INFORMATION:

The Guards shall guard and protect all real and personal property at Thornton's City Hall and Municipal Court. The Guards shall be responsible for protection of Thornton property and environs as well as the safety of individuals in the buildings. Guards may rotate positions and locations as approved by Thornton's identified Representatives. Thornton's primary representatives shall be the Maintenance Services Manager and the Court Administrator, unless otherwise notified in writing.

The term "Guard(s)" shall mean armed Guards performing security screening and Court Bailiff duties.

B.5 VENDOR GENERAL REQUIREMENTS

A. Vendor (Vendor) Requirements:

The Vendor agrees not to allow any person to perform armed Guard Work, in excess of fourteen (14) hours in any twenty-four (24) hour period unless the work periods are separated by an eight (8) hour non-duty period. This shall include total Work hours at other locations or at a secondary employment. Further, each Guard shall have at least twenty-four (24) consecutive hours off each week and will normally have two (2) such periods, preferably consecutive. Exceptions can be made on rare occasions when Council Meetings run longer than expected (Guards may not abandon post without other coverage while City Hall remains open or public meetings are in progress).

Thornton may designate a minimum and maximum total hours per day and per week, per Guard, to ensure post familiarity as well as performance proficiency.

The Vendor shall have an established local office and a Central Operations Office (can be at same location) for the purpose of overseeing and providing functions of security Work. The local office, if different from the Central Operations Office, shall be located within the front range area including Fort Collins, Denver and Colorado Springs corridor.

The Vendor shall have a minimum of five (5) years' experience performing or providing security Work of this type, and the Guards assigned by Vendor to Thornton's account must be properly trained/certified to conduct the required services, as further outlined below.

1) Proficiency and Certification Requirements:

Vendor shall take all steps necessary to ensure that all Guards assigned to Thornton have demonstrated proficiency in the use and handling of firearms, tasers, and other security equipment as appropriate. The Thornton Police Department reserves the right to verify an individual's proficiency.

2) Adherence to Requirements:

Vendor's employees shall comply with a set of standard rules and written guidelines, generally referred to as the Post Orders. Thornton retains the right to change Post Orders in the best interest of city operating procedures, or public and employee safety and welfare. Thornton will make every effort to notify Vendor of such changes.

Vendor shall comply with all applicable federal, state and local security service laws and the rules and regulations of any lawful regulatory body acting hereunder, including amendments and changes as they occur.

Vendor shall ensure Guards assigned to Thornton have all required certification credentials and licenses at all times. Each Guard assigned to Thornton shall have attained these credentials prior to the assignment of security duties. Vendor shall

furnish Thornton's Representative a list, in writing, of personnel with their assigned license or permit number. Vendor shall provide an updated list to Thornton's Thornton Representative as changes occur.

Travel time or expenses to and from the Court and City Hall buildings for Vendor's personnel are not allowable (see Sample Agreement).

B.6 TRAINING

Vendor shall provide all training not unique to Thornton and subsequent to initial orientation and on-site placement. Thornton will provide specific on-site training in relation to Thornton's guidelines and procedures for Guards for both the Municipal Court and City Hall.

It is inevitable that, in many instances concerning criminal or emergency situations, Guards will be the first individuals on the scene. The Guards' reaction to the situation could make the difference between successfully protecting lives and property, or disaster. Vendor shall train Guards to view the serious consequences that could arise from inappropriate action or inaction.

Vendor personnel assigned to Thornton shall be required to attend a pre-assignment training course provided by the Vendor that conducts certified firearms, and taser training. Vendor shall be responsible for training and managing the Guards. Vendor shall ensure each Guard assigned to Thornton has understanding of the following:

- Operational knowledge of contract security services;
- Public relations;
- Personal appearance;
- Maintenance of uniform and/or equipment;
- Attendance requirements;
- Communication skills;
- Teamwork skills;
- Sound judgment and discretion;
- Ability to handle multiple tasks and prioritize effectively;
- Basic note taking and reporting;
- Basic role of public law enforcement;
- Prevention versus apprehension;
- Search and seizure;
- Arrest powers;
- Use of force;
- How to handle emergencies, which includes, but is not limited to, the following items: crimes in progress, bomb threats, fires, explosions, riots, medical crises, and proper response to alarms;
- Inspections;
- Basic interviewing techniques;
- Basic patrol techniques;
- Safeguarding of valuable property;

- Surveillance;
- Safety;
- Basic firearms, tasers; night stick, disabling spray, and handcuff training; and
- Various security devices and equipment includes, but is not limited to, the following items: Parcel X-Ray machine, Magnetometer, and handheld scanner.

A. Firearms Training should include, but not necessarily be limited to, the following:

- Vendor and Thornton's policies on use of weapons;
- Legal limitation and restrictions;
- Basic firearms safety;
- Care and cleaning of firearms;
- Basic pistol training;
- Taser use and handling; and
- Combat firing qualification and certification.

Guards assigned to new posts shall be oriented and instructed by Vendor's supervisor before commencing the tour of duty. Instruction shall be comprehensive so that Guards may effectively and efficiently perform the duties required.

B. Formal classroom basic training shall include:

- Prevention/protection training; in such areas as patrolling, checking for hazards, personnel control, access control, identification, and law enforcement/private security relations.
- Enforcement training; should include such areas as surveillance, searching techniques, handling of juveniles, traffic control, enforcement of employee work rules and regulations, observation/description, criminal/civil law, and interviewing techniques.
- General emergency services training; including such areas as first aid, defensive tactics, fire emergencies, communications, crowd control, and crimes in progress.
- Specific problems training; including vandalism, arson, burglary, robbery, theft, drugs/alcohol, employee theft, sabotage, espionage, and terrorism.

Supervised on-the-job training means that personnel receive close observation and supervision. Merely being assigned to a job will not be considered on-the-job training. Thornton may require evidence of satisfactory completion of required training for all Guard personnel assigned to Thornton.

Thornton will provide initial orientation of the sites and familiarization with the Post Orders. Vendor shall be responsible for orienting all Guard personnel including any replacement personnel.

Training of replacement personnel will be identical to the initial Guard service training and the expense thereof shall be the sole responsibility of Vendor.

All expenses associated with training personnel shall be borne by and be the sole responsibility of Vendor.

Thornton may waive training requirements if the training and the experience of the prospective personnel is such that Thornton deems that further training is unnecessary. Any such waiver must be requested in writing by the Vendor, for approval by the Court Representative or designee.

IN NO INSTANCE WILL THE GUARD(S) ACT IN THE CAPACITY OF A POLICE OFFICER AND THE POWER OF ARREST WILL BE LIMITED TO THAT OF A PRIVATE CITIZEN. In the event of any criminal activity or arrest, immediate notification of the Thornton Police should be accomplished directly by phone or radio. The Guard(s) shall contact Thornton's designated 9-1-1 Dispatch Center, if Guard(s) has accessibility to radio or phone. If an incident is not an emergency, Thornton Representative or their designee(s) should be contacted for direction.

Vendor may periodically request an additional guard to be stationed at either the Court or City Hall for the purposes of accommodating necessary training. Written approval for the additional personnel must be provided prior to commencing with the additional staffing on site. Additional personnel and training remain subject to any established NTE amounts unless the NTE amount is approved in writing by Thornton.

B.7 EQUIPMENT AND UNIFORMS

Except where otherwise specified, Vendor shall furnish all equipment and material necessary for the performance of services, including uniforms, badges, side arms, tasers, disabling spray, and handcuffs. In the event that it is necessary for Vendor to use designated Thornton radio frequencies, Vendor shall do so only after receiving written permission from Thornton's Representatives.

A complete and distinct uniform shall be worn. It shall not be of such a cut, design, color, or decoration as to allow the wearer to be mistaken for a Thornton Police Officer. The uniform must be clean and neatly pressed with shoes shined at all times. Guards are expected to maintain the highest standards of personal hygiene. Guards will be required to have neatly trimmed, well-groomed hair.

B.8 ACCOUNTABILITY FOR THORNTON PROPERTY

All property furnished by Thornton under the established Agreement shall remain the property of Thornton. Any property furnished by Thornton to fulfill contractual requirements which is lost or damaged, resulting from improper use or negligence by Vendor's employees shall be repaired or replaced by Thornton. The costs of such repairs or replacements will be billed to Vendor or

deducted from invoices due Vendor. All Guards shall sign in/out in the guard log for Thornton Representatives, giving the disposition of any equipment required for use during their shift.

B.9 USE OF THORNTON PROPERTY/EQUIPMENT

Vendor's employees shall not disturb books or papers on desks, in open desk drawers or in files or cabinets, or use any Thornton property/equipment such as computers, copy machines, adding machines, TVs, video equipment, or telephones unless use of such equipment is required as a job function or is otherwise approved by Thornton's Representatives. Guards who must eat while on their tour of duty shall leave the area in which they eat clean and free of refuse.

B.10 SAFEGUARDING THORNTON PROPERTY

Vendor shall take all reasonable precautions to safeguard and protect Thornton property.

In the event there is loss, theft, or damage, it shall be reported to Thornton's Representatives or designees immediately upon finding. If there is reasonable cause to believe contract personnel may have been involved, Thornton may require (at Vendor's expense) a polygraph test for those so implicated. The tests shall be administered by a polygraphist that has been approved by Thornton's Representatives or camera technology as used by Thornton.

B.11 PERIODIC MEETINGS

In order to facilitate the service performed by Vendor, the corporate executives of Vendor, or such other officers as specified, are expected to meet with Thornton's Representatives. The purpose of such meetings shall be to review the performance of Vendor, as well as areas in need of service and operating issues of mutual concern to the parties involved. Meetings will be held at Thornton City Hall at a schedule mutually agreeable, typically on a quarterly basis. Thornton will incur no additional charges for meetings with Vendor management or executives.

In addition to periodic meetings with Thornton's Thornton Representatives or designee(s), Vendor will perform on-site visits at least once per quarter every year to evaluate the Guard's work. Results of such visits are to be included in periodic reports as listed in B.12 Reports. The cost for such visits are inclusive in the billable rates for guard services.

B.12 REPORTS

Vendor shall designate a supervisor who shall submit daily Reports to Thornton's Representatives concerning activity at each site and the supervisory checks of assigned Guard(s) and concerning any unusual circumstances reported in writing by the Guard(s). The reports shall include the following at a minimum:

1. Number of visitors;
2. Maintenance issues identified;
3. Reports of incidents;
4. Reports of confiscated contraband; and

5. Reports of Guard activities, including time in and out at each site, perimeter patrols, etc.

In addition, a supervisor, other than a guard assigned to the facility, shall submit monthly summary reports summarizing the information reported in daily reports.

- Be responsible for random checks, inspection and monitoring of Vendor's Work;
- Ensure compliance with the established Agreement requirements; and
- Follow through to assure all defects and omissions are corrected.

B.13 REPLACEMENT OF PERSONNEL

Notwithstanding the requirements of the General Service Agreement, Article III, Miscellaneous Terms, Paragraph L, Coordination of Work, at Thornton's request, Vendor shall remove Guards immediately from assignment who are involved in any of the activities listed below during the term of this assignment. Thornton further reserves the right to approve any reassignment or replacement of assigned personnel. These shall include, but are not limited to:

- Conviction of any felony, and/or conviction of any misdemeanor which reflects unfavorably on Thornton;
- Suspension or revocation of Colorado's Driver License;
- Formally charged with a criminal offense, the nature of which may make him/her unable to meet the minimum qualifications;
- Neglect of duty, which includes, but is in no way limited to: sleeping while on duty, unreasonable delays or failure to carry out assigned tasks, conducting personal affairs during official time, and refusing to render assistance or cooperation in upholding the integrity of the security program;
- Falsification of unlawful concealment, removal, mutilation or destruction of any official documents or records, or concealment of material facts by willful omissions from official documents or records;
- Disorderly conduct, which includes, but is not limited to, use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting;
- Participation in disruptive activities which interfere with the normal and efficient operations of Thornton;
- Theft, vandalism, or any other criminal actions;
- Selling, consuming or being under the influence of intoxicants, drugs, or other substances which produce similar effects;
- Improper use of official authority, or credentials;
- Unauthorized use of communication equipment or Thornton property;
- Misuse of weapon(s);
- Violation of security procedures and regulations; and
- Engagement in any other such activity, which, in Thornton's opinion, may constitute improper conduct or dereliction of assigned duties.

Vendor shall immediately replace any of its employees so removed with personnel meeting or exceeding the minimum requirements outlined in this Scope of Work. Any additional expense resulting from such action will be borne by, and shall be paid by Vendor, and will not be reimbursed by Thornton.

B.14 GUARD MINIMUM QUALIFICATIONS

It is understood by both Parties hereto that personnel performing Guard duty must be alert at all times. Vendor shall ensure that all of its Guards meet the following minimum standards. Vendor shall not assign any Guard(s) to the facility, which fail to meet the minimum standards without written consent from Thornton's Representatives or designee:

- Be an employee of the Vendor;
- Ability to be mindful, aware, and alert of visitors, personnel, facility, and exterior surroundings;
- Twenty-one (21) years or older;
- Ability to read, write, and speak the English language fluently; Spanish fluency in addition is desirable;
- High school education or equivalency;
- Ability to meet and deal with the general public;
- Ability to work constructively within a team;
- Ability to make written or verbal reports of his/her activities readily understandable to supervisors;
- Ability to communicate effectively both verbally and in writing;
- Ability to read, understand, and apply written rules, detailed orders, instructions and training materials;
- Ability to maintain poise and self-control under stress;
- No felony convictions;
- No misdemeanors, which in the opinion of the Court Manager or Thornton designee, could interfere with execution of job duties;
- Possess a valid Colorado Driver's License; and
- Ability to demonstrate manual dexterity including, but not limited to, stand, walk, run, hear, and see.

Thornton reserves the right to verify information concerning Guard(s) qualifications. The final decision as to acceptability for assignment to Thornton of an individual will rest with Thornton.

Thornton requires background checks on Guards assigned to the Court and City Hall buildings by Vendor. Vendor is responsible for background checks through the Colorado Bureau of Investigation (CBI) Security and Awareness Queries only, testing, and fingerprints and any costs associated with background checks and fingerprinting that shall include, but are not limited to:

- Driving record;
- Criminal record;
- National Crime Information Center (NCIC);

- Credit check;
- Psychological profile; and
- Pre-employment questions utilizing a Voice Stress Analyzer or Polygraph to monitor responses.

Vendor agrees that the protection service provided shall be performed by qualified and efficient employees of the Vendor in the strictest conformity with best practices and in accordance with the standard rules issued by Thornton, and such other special instructions as may be deemed necessary.

Vendor shall provide Thornton with workers who are free of alcohol and/or drugs. The use of alcohol and/or drugs or narcotics on the job or being under their influence when reporting for Work is prohibited. Use of prescription and over-the-counter drugs are allowed as long as they do not interfere with an employee's ability to perform the assigned job tasks or duties.

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B.15 TASK DESCRIPTIONS BY LOCATION**A. City Hall**

Vendor shall provide two (2) armed uniformed Guards to perform the duties of City Hall security. The armed Guards shall guard and protect all real and personal property at Thornton's City Hall. The armed Guards shall be responsible for protection of Thornton property and environment as well as the safety of individuals in the City Hall.

1) Purpose:

Vendor shall provide for the basic security and crime prevention needs of the City Hall building, to protect the organization, its property, employees, clients, customers, and guests.

Vendor shall provide all management, supervision, manpower, materials, supplies, and equipment (except as otherwise provided for herein).

Vendor shall plan, schedule, coordinate, and assure effective performance of all work described herein.

2) Armed Guard – City Hall:

City Hall Hours: 7:45 a.m. to 5:30 p.m., Monday through Friday, with overtime as needed.

There may be occasions when Guards shall perform guard duties outside of normal hours to assist with public entering the building or while inside the building during elections, meetings, and other events that would require screening and public safety.

Travel time or expenses to and from City Hall for Vendor's personnel shall not be compensated.

3) Nature and Scope:

Guards are assigned to a fixed station and are directly responsible for crime detection, crime prevention and deterrence, and control of entrance and exit of personnel and the general public. The primary responsibility is to provide physical security, personnel security, and informational security, by using techniques designed to limit or severely curtail the opportunities for successful completion of criminal activities. Vendor is responsible for providing the following basic services (at a minimum):

- Detection and control of weapons;
- Prevention and detection of intrusion;
- Prevention of unauthorized activity; control, subdue, disarm, or apprehend persons threatening violence;
- Prevention of vandalism;
- Prevention and detection of theft, loss, fire, and safety hazards;
- Protection of Thornton tools, equipment, and other valuable items or documents;
- Regulation of direction and flow of movements of the public and employees;
- Protection of individuals from bodily harm;
- Enforcement of rules, regulations and policies related to crime reduction;
- Assistance with control of prisoners; and
- Detection of contraband and prevention of entry of contraband into the Court and City Hall buildings.

The assigned Guards shall establish and maintain effective working relationships with local law enforcement personnel and the entire criminal justice system with which they have contact. Guards must be able to document and complete required document logs and incident report forms as needed. Guards shall also perform other-related Work as required or assigned by Thornton's Representatives.

The Guard shall be responsible for operating a metal detection device, X-Ray equipment, handheld scanner, and any other security equipment which may be added to City Hall's building security system.

4) Scheduled Meetings:

a. After Hours Meetings:

All After-Hour Meetings are scheduled during the business hours by various departments and are scheduled on the Conference Room Calendars by the Support Services Administrative Staff. The meeting should include the Conference Room, date and time and the Subject line should include the meeting name and the meeting organizer and phone extension. Guards shall check the Conference Room calendars daily for any scheduled after-hour meetings and report to the On-site Supervisor. Vendor shall coordinate guard coverage of all after-hour meetings.

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B. Municipal Court

Vendor shall provide two (2) armed uniformed Guards at the Municipal Court building. One (1) armed Guard to perform the duties of Municipal Court security and (1) armed uniformed guard to serve as the Court Bailiff.

The armed Guard shall guard and protect all real and personal property at the Thornton Municipal Court. The armed Guard shall be responsible for protection of Thornton property and environment as well as the safety of individuals in the Municipal Court.

1) Armed Guard – Security Screening Duties:

Guard shall be at the designated post between 6:45 a.m. to 5:05 p.m., Monday through Thursday, with possible overtime. Post hours vary and may require Guard to work through lunch hour if coverage is not provided by Vendor.

2) Nature and Scope:

Guard is assigned to a fixed station and is directly responsible for crime detection, crime prevention and deterrence, and control of entrance and exit of personnel and the general public. The primary responsibility is to provide physical security, personnel security, and informational security, by using techniques designed to limit or severely curtail the opportunities for successful completion of criminal activities. Vendor is responsible for providing the following basic services (at a minimum):

- Detection and control of weapons;
- Prevention and detection of intrusion;
- Prevention of unauthorized activity; control, subdue, disarm, or apprehend persons threatening violence;
- Prevention of vandalism;
- Prevention and detection of theft, loss, fire, and safety hazards;
- Protection of City tools, equipment, and other valuable items or documents;
- Regulation of direction and flow of movements of the public and employees;
- Protection of individuals from bodily harm;
- Enforcement of rules, regulations and policies related to crime reduction;
- Assistance with control of prisoners; and
- Detection of contraband and prevention of entry of contraband into the Court area.

The assigned Guards shall establish and maintain effective working relationships with local law enforcement personnel and the entire criminal justice system with which they have contact. Guards must be able to document and complete required logs and incident report forms as needed. Guards shall also perform other-related Work as required or assigned by Thornton's Court Manager or designee.

The Guard shall be responsible for operating a metal detection device, X-Ray equipment, handheld scanner, and any other security equipment which may be added to the Court's security system.

3) Armed Guard – Bailiff Duties:

Guard shall be at the designated post between 6:45 a.m. to 4:45 p.m., Monday through Thursday with possible overtime. Post hours vary and may require Guard to work through lunch hour if coverage is not provided by Vendor.

4) Nature and Scope:

The Guard performing in the capacity of the Bailiff shall be responsible for a variety of administrative support functions, including, assisting with security duties and removing unruly individuals from the Court. The Guard assumes responsibility for monitoring prisoners appearing in Court, helps maintain order in Court areas, and assists in removing remanded prisoners from Court. Guard shall work closely with the Thornton Police Department to monitor defendants with active warrants or those individuals being taken into custody. Guard shall assist in confirming and coordinating arrests of defendants with municipal or other agency warrants.

Additional Guard duties may include:

- Check attendance of defendants, witnesses, jurors, interpreters, defense attorneys, and other parties in Court. Guard shall sequester witnesses or impaneled jurors as instructed, call witnesses, prepare files for check-in, and routing of files.
- Distribute advisement of rights, procedural explanation forms, and change of address forms.
- Distribute copies of dockets and statistics to the appropriate individuals.
- Coordinate and transfer court files between Court Offices, Prosecuting Attorneys, and Courtrooms. When appropriate, communicate to those affected by the location of files and Court parties.
- Announce the judge for Court sessions.

Guard shall ensure courtrooms are prepared for proceedings. Inspect courtrooms, Judge's chambers, and related offices/areas to coordinate required maintenance. Report problems within an acceptable time frame.

Guard shall instruct and ensure evacuation of those present for Court during emergencies.

Guard shall provide information to defendants, attorneys, police officers, and the public regarding assigned duties.

Guard shall assist and provide support to the Court judges during Court proceedings and Court Specialists' office as needed.

Guard shall follow Post Orders and work cooperatively with Court Staff assisting Court Staff when requested with additional duties as assigned.

Guard shall refrain from giving legal advice.

C. Other Locations/Events as Needed

Thornton may request armed guard services at other locations or events, from time to time, on an as-needed basis. Examples of possible events include cold weather warming centers or other special events not otherwise anticipated. Such services will be provided for at the standard rates for guard services established in the agreement.

B.16 CALL PROCEDURES:

- a. Vendor shall establish a Point of Contacts for Thornton.
- b. Guards shall send a follow-up email shared with each site (i.e., timesheet tracking, documentation of occurrence(s)).
- c. Vendor shall provide Guard information for planned absences, changes to guards, etc., one (1) week in advance, and in writing to all established Point of Contacts.

B.17 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 the award, 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.18 F.O.B. POINT:

Prices quoted shall be F.O.B. Destination as required to Thornton City Hall and Municipal Court.

B.19 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 the RFP process.

B.20 INVOICING REQUIREMENTS:

1) Invoicing:

A copy of each Guard's time sheet shall be submitted to Thornton's Representatives – the Maintenance Service Manager (City Hall) and Court Administrator (Municipal Court) designee at the end of each month.

Invoices shall be submitted monthly at a minimum. Invoices shall include the following information:

- Name of Guards who worked during the billing cycle;
- Building location;
- Number of hours worked times itemized hourly rate per Guard, with a total extended dollar amount. Regular and overtime hours shall be listed separately; and
- A copy of each Guard's time sheet for the billing cycle showing dates and times Guards worked.

Any disputes resulting in a credit due Thornton will be issued no later than the next billing cycle. Note: Any supplemental services performed (e.g. services at other Thornton facilities, ie., warming shelters) will be billed separately from the standard invoices, and Vendor shall submit invoices to the City Hall Representative for processing.

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.21 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.22 VENDOR PERFORMANCE MANAGEMENT:

Thornton may administer a Vendor performance management program as part of 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.23 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.

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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) Headquarters address;
- c) Local office address;
- d) Primary company contact including name, phone number, and email address;
- e) The year your firm was established;
- f) A brief listing of your Vendor core competencies; and
- g) A current copy of your company's W-9 (IRS version 10-2018).

2) Experience and References

Please provide five (5) current client references that you have sold and implemented the same or like solutions to in the past five (5) years. Of these references, please list as many as available that are other governmental municipalities as possible.

- 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.

- b) Please provide the number of overall clients that you have currently are doing business with or are in a contract with, including:
 - i) Within the United States; and
 - ii) Within the State of Colorado

B. Proposed Solution Engagement

1) Vendor Engagement Team, Roles and Responsibilities of Thornton's Project Personnel:

Please provide the following:

- a) Each team member in the project engagement team's role;
- b) The responsibilities for each role; and
- c) Information regarding the team member's professional background.
 - i) Resumes may be included as an appendix but each resume shall not exceed one (1) page in length.

2) Engagement Methodology

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

- a) Please describe in detail, your preferred engagement methodology for this project based on Thornton's Scope of Work.
 - i) Please provide any previous examples and additional documentation to support your methodology, as necessary.

3) Proposed Work Schedule

Please provide a proposed Work schedule for guard rotation, off-site training, lunch rotation, time off, and/or call outs as scheduled.

4) Guard Certifications/Background Checks

- a. Please provide information on the type of background checks that your company requires to determine armed guard qualifications?
- b. Please provide information on guard training/certifications, including, firearm and taser certifications and training?

5) Staffing

- a. How many armed guards do you currently have working for your company?
- b. What is your company's current staffing levels, including office staff and armed guards?
- c. What is your company's average guard turn over rate?
- d. How does your company manage call outs, vacation, or no shows, and your company's policy or action plan to provide armed guard coverage in the instance of a no show, or scheduled out?
- e. What does your company do to aid in the recruitment and retention of quality guards?

6) Benefit Package

- a. What is your company's current pay rate and benefits offered to guards?
- b. Does your company provide any paid time off to guards? If so, how is that time accrued and are billing rates inclusive of that paid time off?

7) Change in Scope

Please provide the following:

- a) A description of your firm's process to determine if a request made by Thornton is deemed as being out of scope from a resulting agreement.
 - i) Include an example of your firm's Project Change Form, if applicable.
 - (1) **Note:** All potential change orders shall be reviewed and approved by the Thornton Purchasing Division prior to execution of any amendments and/or change orders. The Thornton Purchasing Division may issue an individual purchase order for any particular change order performed under a resulting agreement.



Vendors are to note that Thornton retains the right to utilize Thornton's own amendment and/or Change Order form when performing any change order.

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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 PRICING:

All prices quoted shall be firm and fixed for the initial award period or up to one (1) year, whichever occurs last.

D.4 ANNUAL PRICE UPDATES:

The awarded Vendor must hold the Bid prices quoted firm until December 31, 2026, 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.

D.5 PROPOSAL ITEMS:

Position	Billable Hourly Rate
Armed Guard – Bailiff	\$
Armed Guard – Security	\$
Armed Guard – Overtime Rate	\$
Include Any Additional Costs Not Included in billable hourly rate:	
	\$
	\$

ANNUAL MAXIMUM:

The awarded Vendor’s General Service Agreement is subject to an annual Not-to-Exceed (NTE) amount to be negotiated and established with written authorization by Thornton.

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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 PRE-PROPOSAL CONFERENCE

A Mandatory Pre-Proposal Conference will be conducted the date and time listed in the Schedule of Events on the cover page. The proposal Scope or Work will be reviewed and discussed at this time. The location of the Pre-Proposal conference is as follows:

City of Thornton
9500 Civic Center Drive
1st Floor Training Room
Thornton, CO 80229

E.3 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.4 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.5 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.6 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.5 – Proposal Items
- 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.7 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; and
- 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.8 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.9 AWARDS:

Award will be made on an "all or none" basis. Prices must be shown for each item listed. Proposals submitted without individual item prices listed will be considered as non-responsive and rejected.

E.10 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.11 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.12 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.13 POST AWARD PURCHASE ORDER:

A Purchase Order (PO) will not be immediately generated by Thornton's Contracts and Purchasing Division as a result of the Award from this solicitation. However, 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 during the stated award period. 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.14 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 General 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.

Andrew Miskell, CPPB
Purchasing Manager