

REQUEST FOR PROPOSAL (RFP)

RFP No. 195-26

POLICE ARMORED TACTICAL VEHICLE

Purchasing Analyst of Record: Andrew Miskell, CPPB

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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>
Proposal Issued	May 19, 2026	
Pre-Proposal Conference (Virtual)	May 28, 2026	11:00 A.M.
Deadline to Submit Additional Questions	June 10, 2026	11:00 P.M.
Response to Written Questions	June 15, 2026	
Proposal Due Date	June 22, 2026	11:00 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: Andrew Miskell, CPPB
Title: Purchasing Manager
Email: Andrew.Miskell@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 one (1) new model year cab and chassis, and body buildout for an armored tactical vehicle for use by the Thornton Police Department.

SECTION B: CURRENT STATE, SCOPE OF WORK, AND SPECIAL CONSIDERATIONS**B.1 CURRENT STATE:**

Thornton benefits from our proximity to downtown Denver, the Denver International Airport, and the foothills of the beautiful Rocky Mountains, known to locals as the “Front Range”. Thornton is a home-rule city of almost one hundred fifty thousand plus (150,000+) citizens located northeast of Denver in Adams County, Colorado, which includes four (4) wards. Thornton is projected to become the 5th largest city in Colorado within the next few years, with population growth projections exceeding two hundred forty thousand (240,000) citizens by 2065. Thornton is currently governed by an elected City Council of nine (9) members, which includes eight (8) ward representatives and also the Mayor, and its operations are managed by a City Manager who serves at the pleasure of the City Council.

The Thornton Police Department (“TPD”) currently relies on standard patrol vehicles and limited specialized equipment when responding to high-risk incidents. These vehicles do not provide ballistic protection or rescue capabilities necessary for certain critical incidents, which may expose officers, victims, and community members to increased risk during tactical operations.

This will be the first armored tactical vehicle of this type that the TPD has sought to procure for our own usage.

B.2 GOALS FROM THIS RFP:

Thornton’s desired outcome from this RFP is to find a qualified Vendor that can meet and/or exceed our goals as a Vendor. These goals include, but are not limited to:

- 1) To improve officer and civilian safety when engaging persons in a “hot” zone or other high-risk and critical incidents.
- 2) To provide a protected platform for rescue, evacuation, and tactical deployment of personnel and/or civilians.
- 3) To enhance the TPD’s ability to respond to barricaded subjects and active threats.
- 4) To align the TPD’s capabilities with nationwide best practices for modern law enforcement agencies.
- 5) To provide a durable vehicle for the TPD that can be supported and maintained by the Thornton Fleet Management team, with an advantageous operational lifespan.
 - a) This includes a procurement avenue with the awarded Vendor for replacement parts for the body/personnel carrier.
- 6) To have a Vendor that can also provide warranty service, if required or requested.

B.3 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 Agreement period.

B.4 SCOPE OF WORK – GENERAL CONSIDERATIONS:

The main technical specifications for Thornton's needs are listed under separate cover that is titled, "195-26 RFP Appendix No. 1 Pricing and Technical Specifications". This document provides context to the proposing Vendors of Thornton's minimum level of specifications and items that Thornton is desirous thereof.

Note to Proposing Vendors: Thornton will **not** accept separate quotes from your firm as being a valid response to Thornton's requirement for completion of Appendix No. 1, with regards to your proposed unit's specifications submittal. Proposing Vendors may submit a Vendor quote as a **supplemental** document within their final proposal submittal.

Failure to complete and submit Appendix No.1 may result in your proposal being deemed as non-responsive and omitted from the evaluation.

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 Agreement period.

B.6 F.O.B. POINT:

Prices quoted shall be F.O.B. Destination, with costs included in the final proposed unit pricing, with the final completed unit delivered to the following point:

Thornton Fleet Management
1330 East 126th Avenue
Thornton, CO 80241
Attention: Thornton Fleet Manager

B.7 TITLING OF VEHICLE:

The awarded Vendor shall title all cab and chassis, and body materials to the following:

THORNTON, CITY OF
9500 CIVIC CENTER DRIVE
THORNTON, CO 80229

It shall be the responsibility and at the cost of the Vendor to complete all titling paperwork prior final delivery to Thornton. All costs shall be included in the Vendor's unit pricing.

B.8 DELIVERY CONSIDERATIONS:

All deliveries shall be made between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding holidays.

B.9 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.10 PROCUREMENT CARDS PAYMENT CONDITIONS:

The Awarded Vendor may be asked to have the capability of accepting Thornton's authorized Procurement Card as a method of payment for small dollar replacement parts. No price changes or additional fee(s) may be assessed when accepting the Procurement Card as a form of payment. Vendors unable to comply with this requirement are asked to indicate such exception on vendor letterhead. This exception will be taken into consideration during the evaluation of the received proposals.

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 EMERGENCY PURCHASES:

Thornton reserves the right to purchase replacement parts and components from other sources those items which are required on an emergency basis and cannot be supplied immediately from stock by the awarded Vendor.

B.13 VENDOR PERFORMANCE MANAGEMENT:

Thornton may administer a Vendor performance management program as part of this proposal and resulting Vendor Commitment Statement. 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.14 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's 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 award 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.

Thornton has provided the proposal questions for proposers to answer as a Microsoft Word file under separate cover titled "195-26 RFP Appendix No. 2 Proposal Questions".

The remainder of this page has been left blank intentionally.

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 for a complete unit shall be firm and fixed for the award and initial purchase.

Any price percentages stated as part of a list and discount proposed structure for future replacement parts shall be firm and fixed for the life of the resulting award.

D.5 DISCOUNTS (FROM PUBLISHED PRICE LISTS):

Proposals shall be submitted on the basis of a discount from a manufacturer's Published Price List(s). Such Published Price List(s) must be common to and accepted by the industry in general. The lists must be printed, properly identified, and dated as to issuance and effectiveness.

Revised Published Price Lists may be used as a means of price adjustment. Revised Published Price Lists will be accepted only in the event of an industry-wide price change, as evidenced by the issuance of revised price lists by the manufacturer.

Revised Prices will not become effective until revised list(s) are submitted to Thornton under vendor cover letter identifying the applicable agreement number. Vendor cover letters and pricing lists must be dated and signed prior to submittal to the Purchasing Analyst.

In lieu of printed price list, any of the following may be provided:

- Website.
- Computer Access Codes.
- CD or Flash Drive.

If one (1) of these is provided, please so indicate in the proposed item at "Name of Price Schedule..."

D.6 PROPOSAL ITEMS:

The pricing form for this RFP will be in a Microsoft Word format, with a free-type ability for the Vendor to complete the form per the stated instructions listed on the form. The form is under separate cover and is entitled "195-26 RFP Appendix No. 1 Pricing and Technical Specifications".

Note to Proposing Vendors: Thornton will **not** accept separate quotes from your firm as being a valid response to Thornton's requirement for completion of Appendix No. 1, with regards to your pricing submittal. Failure to complete this document may result in your proposal being deemed as non-responsive and omitted from the evaluation.

The remainder of this page has been left blank intentionally.

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 virtual Pre-Proposal Conference will be conducted the date and time listed in the Schedule of Events on the cover page. The proposal Scope of Work will be reviewed and discussed at this time.

The Pre-Proposal Conference will be held via a Zoom virtual meeting room. Vendors who wish to attend the pre-proposal will email their request to attend to the Purchasing Analyst, no less than one (1) day prior to the Pre-Proposal Meeting. The Buyer will then send the requestor an email with the meeting link included the day before the pre-proposal conference.

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 B – Scope of Work – The Vendor’s ability to meet or exceed Thornton’s specifications listed within this RFP, including but not limited to Appendix No. 1 – Pricing and Technical Specifications;
- 2) Section C.2 – Proposal Questions – Answers provided by the proposing Vendor to questions asked within Appendix No. 2;
- 3) Section D.6 – Proposal Items – Pricing submitted by the Vendor for their proposed unit;
- 4) All additional technical information in support of your proposal;
- 5) Section G.1 – Acceptance and Addenda Acknowledgement Form; and
- 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 that are submitted to Thornton as part of their final submission package or any subsequent clarification documents during Thornton's evaluation of the Vendor's submitted proposal.

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 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 ability to meet or exceed the technical specifications of this RFP.
- 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) Delivery timeline.
- 6) The results of the Vendor’s reference checks.
- 7) The degree to which the Vendor’s proposal meets or exceeds the needs as defined in the RFP, including any additional value-add items.
- 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 AWARDS:

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

Discount percentages must also be shown for your proposal on replacement parts and components.

E.13 AWARD LENGTH:

The goal of this proposal is to establish a multi-year purchasing avenue with an awarded Vendor for not only the originally purchased unit, but also for any replacement parts and components.

The Vendor who is awarded from this proposal will be awarded through a Vendor Commitment Statement (“VCS”) that will last from the time of award through **June 30, 2038**. 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.

E.14 POST AWARD PURCHASE ORDER:

The resulting award from this proposal will be a Purchase Order (PO) generated by Thornton's Contracts and Purchasing Division.

E.15 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: REQUIRED VENDOR SIGNATURE FORMS**F.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: _____

F.2 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: _____

VENDOR CHECKLIST

This checklist is for aiding the proposing Vendor's in completing their submission, only. It is **not** a requirement for a proposing Vendor to submit this checklist with their final proposal.

Have you, as a proposing Vendor made sure to do the following with your proposal:

- 1) Completed and signed the required forms from Section F above?
Yes No
- 2) Reviewed and understood the scope of work, and what Thornton's needs are?
Yes No
- 3) Completed and submitted the Appendix No. 1 – Pricing and Technical Specifications Form?
Yes No
- 4) Completed and submitted the Appendix No. 2 Proposal Questions?
Yes No
- 5) Completed and submitted any applicable technical information in support of your submittal?
Yes No

SECTION G: AUTHORIZATION FOR SOLICITATION POSTING**G.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