

INVITATION FOR BID (IFB)

IFB No. 260-26C

**Police Vehicle Mobile Data Terminal (MDT)
Mounting Systems And Installation Services**

Purchasing Analyst of Record: Joshua Houston

Joshua.Houston@thorntonco.gov

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

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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>
Solicitation Issued	07/20/26	
Deadline to Submit Questions	08/04/26	4:30 P.M.
Thornton Response to Written Questions	08/06/26	
Bid Due Date	08/14/26	4:30 P.M.
Virtual Bid Opening	08/17/26	9:00 A.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 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: Joshua Houston
Title: Senior Purchasing Analyst
Email: Joshua.Houston@thorntonco.gov

A.3 GENERAL SUMMARY OF PROCUREMENT NEEDS:

The City of Thornton, Colorado (hereafter, "Thornton" or "the City") is seeking a qualified firm to (1) supply the City with Havis vehicle docking stations and associated antenna connections and power supply, motion attachment/slide arms, Parsec antennas, and all required fasteners, adapters, and materials, and (2) install this equipment in the City's existing fleet of Police vehicles.

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

B.1 CURRENT STATE:

The Thornton Police Department is upgrading its vehicle mobile data terminals (MDTs) from Zebra rugged tablets to the Panasonic Toughbook 56 laptop. In doing so, new docking stations must be installed in the vehicles to accommodate the new MDTs.

Thornton Police Department's marked vehicle fleet is composed of Ford SUV Interceptors. The unmarked fleet is composed of various other makes and models.

Thornton is upgrading its MDTs in two phases. The first phase will occur on or about October 2026, when the first half of the fleet will have new docking stations installed to accommodate the new Panasonic Toughbooks. This first phase will include all Ford SUV Interceptors. In the second phase, which Thornton intends to occur on or about March 2027, the second half of the fleet will have the new docking stations installed. The second phase will include a mix of Ford SUV Interceptors and other makes and models (the unmarked fleet).

The second phase in March 2027 is contingent on Thornton's City Council appropriating funds for the second phase of this Project.

B.2 SCOPE OF WORK:

The awarded Vendor will perform the following tasks for each phase:

B.2.1 Furnish vehicle docking stations, motion attachment/slide arms, antennas, and all required fasteners, adapters, and materials.

- a For each vehicle, furnish one (1) Havis docking station for the Panasonic Toughbook 56 with standard port replication and dual pass-through antenna connections with Havis power supply, manufacturer's item number DS-PAN-435N-2. ***This specific product and brand name are required.***
- b For each vehicle, furnish a motion attachment arm that is compatible with the make/model of the vehicle.
 - i. For Ford SUV Interceptors, one (1) motion attachment/slide arm that is the same or equal to the Gamber-Johnson Mongoose 9" locking slide arm with short clevis, manufacturer's item number 7160-0928. This item attaches to the docking station and the existing Gamber-Johnson center console box in the vehicles.
 - ii. For other make and model vehicles (namely, the unmarked fleet), an appropriate motion attachment arm for the Havis docking station. This may include side or floor mounted configurations depending on the vehicle.

- c For each vehicle, furnish one (1) Parsec Technologies Border Collie PTA 5:1 antenna, manufacturer's item number PTA5BC2L2WG15B. ***This specific product and brand name are required.***
- d For each vehicle, furnish all fasteners, adapters, and materials required to install the docking station.

B.2.2 Install the new vehicle docking station and associated equipment in police vehicles.

- a Remove existing mounts and related equipment for the Zebra MDTs (including power supply, antennas). See **Appendix 1** for photos of the current equipment installed in Thornton Police Department Ford SUV Interceptor vehicles. All uninstalled mounts and related equipment will be returned to Thornton.
- b Install the new docking stations, motion attachment/slide arms, antennas, and all required fasteners, adapters, and materials in accordance with manufacturer requirements and guidelines. Awarded Vendor shall ensure that installations do not interfere with vehicle safety equipment (e.g. airbags) or operation of the vehicle (e.g., shifter).
- c After the installation of the new docking stations is complete, dock the Panasonic Toughbook assigned to the vehicle (to be provided by Thornton Police Department).

B.2.3 Conduct acceptance testing.

- a After each installation is complete, conduct acceptance testing with the Thornton Police Department in accordance with **Appendix 2**.

B.2.4 Perform Project closeout.

- a Furnish to the Thornton Police Department a full list of all equipment, by model and serial number, installed in each vehicle by VIN and unit number.
- b Remove all Vendor items and trash from the installation site at the end of each phase. Before departing the site, confirm with the Thornton Police Department that the site is being left in an acceptable condition.

Thornton has already purchased the Panasonic Toughbooks themselves; procurement of the Toughbooks is therefore *not* within the scope of this Project.

Should a vehicle delivered by Thornton Police Department to the awarded Vendor for the docking station upgrade be found to have defects that would prohibit the installation of the new docking station, that vehicle will be removed from the Project. The awarded Vendor will not charge installation services for any vehicle removed from the Project for this reason. The awarded Vendor will, however, furnish the vehicle docking stations, motion attachment/slide

arms, antennas, and all required fasteners, adapters, and materials for these vehicles to Thornton.

Annually, Thornton Police Department introduces a quantity of new vehicles to its fleet and retires others. The installation of new docking stations in *new* vehicles is outside the scope of this Project; that work will be performed by Thornton's existing vehicle upfitter. This Project pertains only to the installation of new docking stations in vehicles that are currently in service as part of the Thornton Police Department fleet. The awarded Vendor under this Project will, however, furnish the vehicle docking stations and associated equipment for new vehicles Thornton introduces into its fleet in 2027, contingent on funds being appropriated by Thornton City Council for this purpose.

The following table summarizes what is in- and out-of-scope of this Project:

Activity			Phase	
			October 2026	March 2027
Purchase of new Panasonic Toughbooks.			Out-of-scope (purchased separately).	
Purchase of docking stations and associated equipment (Task B.2.1).	For existing vehicles.	Ford SUV Interceptors (standard patrol fleet).	In-scope.	In-scope.
		Other makes/models (unmarked fleet).	Out-of-scope (not being upgraded until March 2027).	
	For new vehicles.	Ford SUV Interceptors (standard patrol fleet).	Out-of-scope (already purchased).	
		Other makes/models (unmarked fleet).	Out-of-scope (not being upgraded until March 2027).	
Installation services (Tasks B.2.2, B.2.3, and B.2.4).	For existing vehicles.	Ford SUV Interceptors (standard patrol fleet).	In-scope.	
		Other makes/models (unmarked fleet).	Out-of-scope (not being upgraded until March 2027).	
	For new vehicles.	Ford SUV Interceptors (standard patrol fleet).	Out-of-scope (being performed by Thornton's existing vehicle upfitter).	
		Other makes/models (unmarked fleet).		

B.3 QUANTITIES:

In the first phase, occurring on or about October 2026, the awarded Vendor will:

- Furnish docking stations and associated equipment (Task B.2.1) for forty-one (41) Ford SUV Interceptors in Thornton's existing fleet. This is a firm quantity.

- Perform installation services (Tasks B.2.2, B.2.3, and B.2.4) for forty-one (41) Ford SUV Interceptors in Thornton's existing fleet. This is a firm quantity.

In the second phase, occurring on or about March 2027, the awarded Vendor will:

- Furnish approximately fifty-eight (58) docking stations and associated equipment (Task B.2.1) for Ford SUV Interceptors and vehicles of other makes/models, both in Thornton's existing fleet and for new vehicles.
- Perform installation services (Tasks B.2.2, B.2.3, and B.2.4) for approximately forty-one (41) Ford SUV Interceptors and vehicles of other makes/models in Thornton's existing fleet.

The exact numbers and types of vehicles that will be part of the second phase will be confirmed with the awarded Vendor by December 31, 2026. During the first phase, the Vendor will have the opportunity to inspect Thornton's existing fleet of unmarked vehicles to determine appropriate mounting configurations for the docks that will be installed in these vehicles in the second phase. The second phase in March 2027 is contingent on Thornton's City Council appropriating funds for the second phase of this Project.

B.4 INSTALLATION PROCESS:

All installations will occur on-site in the sally port area of the Thornton Police Department headquarters building, located at 9551 Civic Center Dr, Thornton, CO 80229 (hereafter, the "worksite"). See **Appendix 3** for a photo of this area. This worksite includes parking for the awarded Vendor, artificial lighting, and AC power access. Thornton Police Department will provide a dumpster for the awarded Vendor to use during the installation process. The awarded Vendor may store tools and equipment on-site overnight in Thornton's secured area.

The worksite is in a restricted, non-public area. Access to the worksite will be coordinated between the awarded Vendor and the Thornton Police Department. The awarded Vendor will be escorted to the worksite from the entrance gate by the Thornton Police Department. Access to the worksite will be available between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding Thornton holidays.¹

Thornton Police Department will assign a single point of contact for the awarded Vendor (hereafter, the "POC"). The POC will escort the vendor in and out of the Police facility and remain continuously available to the awarded Vendor throughout the day.

The awarded Vendor shall conduct a throughput of a minimum of five (5) vehicles installed with the new docking station and associated equipment each day the awarded Vendor is on site, and a maximum throughput of ten (10) vehicles per day. The awarded Vendor will coordinate with

¹ As relevant to this Project, Thornton does *not* observe Columbus Day, occurring this year on October 12, 2026. Thornton *does* observe Veteran's Day, occurring this year on November 11, 2026. Thornton also observes Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, MLK Day, President's Day, Memorial Day, Juneteenth, Independence Day, and Labor Day, although performance of this Project is not expected to overlap any of these holidays.

the Thornton Police Department for the entry and exit of vehicles through the installation process. All vehicles that enter the installation process will exit the same day; the awarded Vendor shall not hold any in-progress vehicles overnight.

Thornton expects the awarded Vendor will conduct the installation process during consecutive business days (Monday through Friday, excluding holidays) until installation is complete in all vehicles being upgraded during each phase.

Thornton Police Department will clean out vehicles of all personal items and removable equipment prior to delivery to the awarded Vendor for the installation of the new docking station. Thornton Police Department will provide a full list by VIN and unit number of each vehicle to be upgraded during each phase of the Project.

Once installation of the new docking station is complete, the awarded Vendor will notify the POC that the vehicle is ready for acceptance testing. The awarded Vendor will then conduct acceptance testing per Task B.2.3 in the presence of the POC. Once testing is deemed successful by the POC, the awarded Vendor and POC will complete and sign the vehicle testing and acceptance form (**Appendix 2**) and the installation for that vehicle is considered complete.

B.5 INSTALLATION PERIODS:

The installation period for the first phase is projected to start **October 5, 2026**. The Vendor shall be able to start work on this date, or within two (2) weeks of this date (through **October 19, 2026**). The start date is contingent on Thornton receiving the new Panasonic Toughbooks from its supplier and imaging the Toughbooks in preparation for their installation in the vehicles. If Thornton is delayed in being able to start the installation beyond this window of October 5th through 19th, Thornton and the Vendor will work together on a mutually acceptable revised schedule.

The installation period for the second phase is projected to start in **March 2027**. This date will be refined further between Thornton and the Vendor.

B.6 DELIVERY CONSIDERATIONS:

The awarded Vendor may ship the new docking stations and associated equipment to the Thornton Police Department in advance of the installation period. Alternatively, the awarded Vendor may bring the new docking stations and associated equipment to the worksite themselves concurrent to the installation period.

If the new docking stations and associated equipment are shipped to the Thornton Police Department in advance of the installation period, the Thornton Police Department will receive the items from the shipper and place them in a secure, climate-controlled area, without opening or inspecting the contents. The awarded Vendor retains full risk for these items until the boxes are opened by the awarded Vendor during the installation period, and if any of the items are found to be damaged upon unpacking by the awarded Vendor, the awarded Vendor shall obtain

replacements at no cost to Thornton, except for any damage to the items caused by Thornton's own negligence or willful misconduct while the items were held in Thornton's custody.

B.7 WARRANTY:

The awarded Vendor shall convey to Thornton a three (3) year manufacturer's warranty on the new docking stations and a one (1) year labor/workmanship warranty on the installation. The awarded Vendor shall correct, at no cost to Thornton, any installation defects discovered during the one (1) year warranty period. The awarded Vendor shall perform any registration or other administrative requirements on Thornton's behalf necessary to activate these warranties and provide such documentation to Thornton.

B.8 DAMAGE DURING INSTALLATION PROCESS:

Should the awarded Vendor cause damage to Thornton's vehicles, including the existing electrical system and other installed components in each vehicle, or other property during the installation process, the awarded Vendor shall be liable for the repair of the damaged property.

B.9 PURCHASE ORDERS:

Thornton intends to issue a purchase order to the awarded Vendor for the first phase of the work to occur on or about October 2026. This purchase order will be issued shortly after award.

Thornton intends to issue a second, separate purchase order to the awarded Vendor for the second phase of the work to occur on or about March 2027. This purchase order will be issued in early January 2027, contingent on Thornton's City Council appropriating funds for the second phase of the Project.

B.10 INVOICING REQUIREMENTS:

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

The Vendor must be capable of providing invoices that include the following details:

- Invoice number;
- Invoice date;
- Itemized charges, including unit of measurement;
- Total charge;
- Service date(s) or service period;
- Delivery location (Building name and address).

Thornton's standard payment terms are net thirty (30) Calendar Days after receipt of an invoice. All invoices submitted shall be emailed to AP.Invoices@ThorntonCO.gov. In lieu of email,

physical copies may be submitted to City of Thornton – Accounts Payable, 9500 Civic Center Drive, Thornton, CO 80229-4326. Invoices sent to anyone other than Accounts Payable are not considered to be properly submitted and will not be paid until they are properly submitted.

B.11 PALLET CHARGE:

Any pallets supplied shall be non-returnable, no deposit.

B.12 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.13 VENDOR PERFORMANCE MANAGEMENT:

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

B.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: PRICING AND BID ITEMS

C.1 PRICING INFORMATION:

This section shall include a description of the bid 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 bid 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 solicitation shall be identified by each Vendor and incorporated into their bid 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 bid, 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 bid. Thornton reserves the right to purchase part or the entire bid.

C.2 VENDOR PRICING SUBMITTAL:

All Vendor pricing shall be submitted as a completed on the Pricing Form listed below that has been provided by Thornton. Vendors may include a copy of their pricing on a Vendor quote as additional explanation of pricing only. Any Vendor terms and conditions, hyperlinks, or “click-through” agreements, etc. stated on a Vendor quote shall not be enforceable, unless first approved in writing by Thornton’s Purchasing Division.

Thornton’s Pricing Form shall be the official record of the Vendor’s bid. The Vendor shall be deemed as non-responsive for further evaluation if the Vendor fails to complete and submit the Thornton Pricing Form that has been provided, unless otherwise approved by Thornton in writing.

C.3 PRICING:

All prices quoted shall be firm and fixed.

C.4 PROPOSAL ITEMS:

The Pricing Form has been provided under separate cover as a Microsoft Excel spreadsheet in **Appendix 4**. Vendors must complete the Pricing Form as part of their bid.

On the “Bid Price” tab, Vendors shall input prices in the Unit Price column for each table. In the first table, for the first phase of installation on or about October 2026, Vendors will input:

- For line item 1, a firm-fixed unit price for the docking station, motion attachment/slide arm, antenna, and all required fasteners, adapters, and materials for one (1) Ford SUV Interceptor. This corresponds to task B.2.1. This unit price shall include all shipping and all costs to furnish this equipment on-site at the Thornton Police Department.
- For line item 2, a firm-fixed unit price to install the new vehicle docking station and associated equipment in one (1) Ford SUV Interceptor. This includes tasks B.2.2., B.2.3, and B.2.4, including:
 - Removing the existing docking stations and related equipment for the Zebra MDTs.
 - Installing the new Havis docking stations, motion attachment/slide arms, Parsec antennas, and all required fasteners, adapters, and materials in accordance with manufacturer requirements and guidelines.
 - Docking the Panasonic Toughbook to be installed in the vehicle (to be provided by Thornton Police Department).
 - Conducting acceptance testing with the Thornton Police Department.
 - Furnishing to the Thornton Police Department a full list of all equipment, by model and serial number, installed in each vehicle.
 - Removing all Vendor items and trash from the installation site and closing out the installation period.

In the second table, for the second phase of installation on or about March 2027, Vendors will input the same information as in the first table, except for the second phase of installation. Additionally, because the exact quantity of vehicles for the second phase is not yet known, Vendors will input three (3) prices each for the supply items (the docking station and associated equipment) and three (3) prices each for the installation services:

- For line item 1, a firm-fixed unit price (per vehicle) for the docking station, motion attachment/slide arm, antenna, and all required fasteners, adapters, and materials for one (1) Ford SUV Interceptor, for a maximum quantity of forty (40) vehicles.
- For line item 2, a firm-fixed unit price (per vehicle) for the docking station, motion attachment/slide arm, antenna, and all required fasteners, adapters, and materials for one Ford SUV Interceptor, for up to an additional fifteen (15) vehicles beyond the forty (40) in line item 1 (for a total quantity of between forty-one [41] to fifty-five [55] vehicles).
- For line item 3, a firm-fixed unit price (per vehicle) for the docking station, motion attachment/slide arm, antenna, and all required fasteners, adapters, and materials for one (1) Ford SUV Interceptor, for up to an additional fifteen (15) vehicles beyond the fifty-five (55) in line items 1 and 2 (for a total quantity of between fifty-six [56] and seventy [70] vehicles).
- For line item 4, a firm-fixed unit price (per vehicle) to install the new vehicle docking station and associated equipment in one (1) Ford SUV Interceptor, for a maximum quantity of thirty-five (35) vehicles.

- For line item 5, a firm-fixed unit price (per vehicle) to install the new vehicle docking station and associated equipment in one (1) Ford SUV Interceptor, for up to an additional five (5) vehicles beyond the thirty-five (35) in line item 4 (for a total quantity of between thirty-six [36] to forty [40] vehicles).
- For line item 6, a firm-fixed unit price (per vehicle) to install the new vehicle docking station and associated equipment in one (1) Ford SUV Interceptor, for up to an additional five (5) vehicles beyond the forty (40) in line items 4 and 5 (for a total quantity of between forty-one [41] to forty-five [45] vehicles).

For pricing the second phase, Vendors shall assume that *all* vehicles will be Ford SUV Interceptors. As Thornton and the Vendor determine the exact quantities and types of vehicles to be upgraded during the second phase, Thornton and the Vendor will re-negotiate pricing, as appropriate, to account for other makes/models of vehicles and the specific mounting configurations they require, which may differ from the configuration for the Ford SUV Interceptor.

The additional line items for increased quantities in the second phase are intended to provide flexibility as to the exact quantity of vehicles that will be upgraded during the second phase of installation. For example: if Thornton has forty-one (41) vehicle installations during the second phase, thirty-five (35) of these vehicles will be charged the unit price in line item 4; 5 of these vehicles will be charged the unit price in line item 5; and one (1) vehicle will be charged the unit price in line item 6.

Thornton will not reimburse the awarded Vendor for expenses incurred during the performance of this Project, including items such as, but not limited to, travel time, fuel, hotel and lodging accommodations, meals, photocopying, and printing. These costs shall be accounted for in the firm-fixed unit price amounts.

On the “Evaluated Price” tab, the Vendor’s pricing is fed into a pricing model. The model accounts for docking stations and installation services for forty-one (41) vehicles in the first phase and assumes docking stations for fifty-eight (58) vehicles and installation services for forty-one (41) vehicles in the second phase. The total evaluated price in cell F15 will be the price that Thornton uses to evaluate the Vendor’s bid.

If requested by the awarded Vendor, Thornton will make an advanced payment/down payment equal to fifty percent (50%) of the total price for the docking stations, motion attachment/slide arms, antennas, and all required fasteners, adapters, and materials in each phase. Any remaining balance for the docking stations and associated equipment, as well as full payment for installation services, will only be payable after the Vendor completes the installation for all vehicles scheduled for the phase and Thornton accepts all of the completed vehicles.

Lastly, on the “Equipment List” tab, Vendors shall list the specific equipment and parts they are proposing for this Project for the Ford SUV Interceptor. As noted in Section B, the Havis docking station and Parsec antenna are required brand names; bids that propose alternate parts to what is prescribed will be rejected as non-responsive.

SECTION D: PROPOSAL INSTRUCTIONS, EVALUATION, AND AWARD

D.1 IFB POSTED LOCATIONS:

This Invitation for Bid (IFB) 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 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.

D.2 QUESTIONS:

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

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.

D.3 ADDENDA:

In the event it becomes necessary to revise, change, modify or cancel this solicitation or to provide additional information, addenda will be issued and made available on BidNet Direct and on Thornton's website. It is the responsibility of the Vendor to confirm that they have acquired all addenda related to this solicitation and they have reviewed/complied with the requirements therein.

D.4 SPECIAL RESPONSIBILITY CRITERIA:

In addition to routine standards of responsibility (e.g., vendor's character, trustworthiness, reputation, integrity, experience, past performance, business and financial capabilities), Thornton will evaluate the following special responsibility criteria for this award:

- The Vendor *must* have successfully installed MDT docking stations in at least one hundred (100) law enforcement or public safety vehicles in the past five (5) years.

- The Vendor's lead installer for this Project *must* have at least five (5) years of experience installing MDT docking stations on law enforcement or public safety vehicles.
- The Vendor *must* be an authorized reseller of Havis docking stations, and have access to manufacturer technical support and warranty activation.

Bidders must complete and submit **Appendix 5** to document their compliance with these special responsibility criteria. An award will only be made to a vendor that meets all responsibility criteria.

D.5 SUBMISSION OF BIDS:

Submission of bids in response to this solicitation may be done electronically through a Vendor portal (currently done via BidNet Direct®). Bids 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.

Vendors who are unable to submit a bid through BidNet®, may request to submit a physical copy of their bid for consideration. Vendors 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 bid. All physical bid submissions shall be submitted and recorded no later than the date and time indicated in the Schedule of Events.

D.6 DOCUMENTS FOR FINAL VENDOR SUBMISSION:

Vendors are solely responsible to ensure that their submission is complete and responsive prior to a final submission. As a reminder this solicitation contains the following documents that will require completion by the Vendor:

- 1) Appendix 4, Pricing Form.
- 2) Appendix 5, Special Responsibility Questions.
- 3) A current copy of your company's W-9.
- 4) Section F.1 – Acceptance of Conditions and Addenda Acknowledgement Form.
 - a) Include a current copy of your Thornton Business License if you are claiming the Local Vendor Consideration.
- 5) Section F.2 – Sample Agreement Acknowledgement Form.
- 6) Section F.3 – References and Authorization Release Forms.
- 7) Section F.4 – Disclosure of Generative Artificial Intelligence (A.I.) Usage Form

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

D.7 LATE BID SUBMISSIONS:

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

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

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

D.8 BID OPENING:

The date and time for bid opening is provided in the Schedule of Events.

Bid opening will be conducted virtually through a Microsoft Teams meeting. Bid opening is public; interested parties are to request a meeting invitation link from the Purchasing Analyst of Record. During the bid opening, each bidder's name will be announced and the bidder's Pricing Form will be displayed in the Teams meeting. Each bidder's name and the amount of their bid will be recorded. After each bid has been opened, a summary of all bids will be presented.

D.9 ACCEPTANCE PERIOD:

Submissions in response to this IFB shall remain valid until an award has been made to a bidder.

D.10 AWARD:

Award will be made on an "all or none" basis to the lowest-priced responsible and responsive bidder whose bid meets the requirements and criteria set forth in this IFB, unless the City Manager determines that the public interest will be better served by accepting a higher bid.

Prices must be shown for each item listed. Bids submitted without individual item prices listed will be considered as non-responsive and rejected.

D.11 POST AWARD PURCHASE ORDER:

A Purchase Order (PO) may be generated by Thornton's Contracts and Purchasing Division as a result of the Award from this solicitation. This Award shall allow Thornton to place orders on an as-needed basis for future years' worth of needs that may arise, based on City Agency actual needs. All future year POs – namely the purchase order for the second phase of work in 2027 – 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.

D.12 STANDARD PROPOSAL/BID CONSIDERATIONS:

Thornton maintains a standard set of proposal/bid considerations and terms and conditions for proposals that are non-federally funded and are not through a cooperative awarded process. These considerations are static between each proposal/bid process. It is the sole responsibility of the Vendor to have read all proposal/bid considerations. A copy of these standard proposal/bid considerations and terms and conditions have been uploaded with this solicitation as a separate cover in **Appendix 6**.

The remainder of this page has been left blank intentionally.

SECTION E: SAMPLE AGREEMENT

E.1 SAMPLE AGREEMENT:

A sample General Services Agreement has been provided under separate cover in **Appendix 7** as part of this solicitation. This Sample Agreement has been provided to inform the 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 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 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: _____

Submitted By (Printed): _____

Submitted By (Signature): _____

Title: _____

Telephone Number: _____

Email: _____

Date: _____



F.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: _____

Submitted By (Printed): _____

Submitted By (Signature): _____

Title: _____

Date: _____



F.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: _____



REFERENCE FORM

Vendors shall complete at least three (3) references in relation to the products/services proposed in this solicitation. Vendors may add more than three (3) references if desired, but are not required to do so.

1. Company Name: _____
Street Address: _____
City, State, Zip Code: _____
Contact Person: _____
Office Phone Number: _____
Email Address: _____

2. Company Name: _____
Street Address: _____
City, State, Zip Code: _____
Contact Person: _____
Office Phone Number: _____
Email Address: _____

3. Company Name: _____
Street Address: _____
City, State, Zip Code: _____
Contact Person: _____
Office Phone Number: _____
Email Address: _____

F.4 DISCLOSURE OF GENERATIVE ARTIFICIAL INTELLIGENCE (A.I.) USAGE FORM:

Generative Artificial Intelligence (“Gen AI”) is a technology that can create content, including text, images, audio, or video, when prompted by a user. Generative AI systems learn patterns and relationships from large amounts of data, which enables systems to generate new content that may be similar, but not identical, to the underlying data.

The Proposing Vendor shall inform the City of Thornton (Thornton) within this form if it has used Gen AI, including Gen AI from third parties, to complete all or a portion of the submitted proposal, including but not limited to, responses to proposal questions, technical specifications, pricing, etc. The Proposing Vendor shall also clearly identify and inform Thornton of any clarifications and additional information requested by Thornton during this solicitation process of submitted information that contains Gen AI content (as applicable).

Select One:

- ☒ On behalf of the Proposing Vendor identified below, I hereby certify that I have read this form and affirm that all documents submitted by the Vendor in response to this proposal do NOT contain any content derived from a Gen AI platform or equivalent.
- ☐ On behalf of the Proposing Vendor identified below, I hereby certify that I have read this form and affirm that all documents submitted by the Vendor in response to this proposal DO contain content derived from a Gen AI platform or equivalent. Gen AI is contained in the following documents/sections/exhibits. The Vendor may attach a detailed list of the requested Gen AI disclosures on your company’s letterhead if there is insufficient space to list these items below and additional space is needed by your firm.

- 1)
- 2)
- 3)

By signing below, the Proposing Vendor acknowledges that the information submitted within their proposal has been reviewed and submitted and that Thornton shall not be held liable by the Vendor for any mistakes or misrepresentations by the submitting Vendor regarding Gen AI.

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 bid.

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

- 1) Completed and signed the "Acceptance Of Conditions And Addenda Acknowledgement Form"?
Yes ☐ No ☐
- 2) Completed and signed the "Sample Agreement Acknowledgement Form"?
Yes ☐ No ☐
- 3) Reviewed and understood the scope of work, and what Thornton's needs are?
Yes ☐ No ☐
- 4) Completed and submitted any applicable technical information in support of your submittal?
Yes ☐ No ☐
- 5) Completed and submitted the Pricing Form in Appendix 4?
Yes ☐ No ☐
- 6) Completed and submitted the Special Responsibility Questions in Appendix 5?
Yes ☐ No ☐
- 7) Completed and submitted your references?
Yes ☐ No ☐
- 8) Completed and submitted the "References and Authorization Release Forms"?
Yes ☐ No ☐
- 9) Completed and submitted the "Disclosure of Generative Artificial Intelligence (A.I.) Usage For"?
Yes ☐ No ☐
- 10) Submitted a current copy of your company's W-9?
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