

**CITY OF FEDERAL WAY
REQUEST FOR QUOTE
FOR THE
SAFE CITY EQUIPMENT UPGRADE**

I. PURPOSE OF REQUEST

The City of Federal Way (“City”) is requesting quotes for the purpose of purchasing new equipment for the City’s Safe City Program. The City’s needs are outlined in the Request for Quotes (“RFQ”), which can be found on the City’s website.

II. TIME SCHEDULE

The City will follow the following timetable, which should result in a selection of a vendor by *May 21, 2018*.

Issue RFQ	May 11, 2018
Deadline for Submittal of Quotes	May 18, 2018, 5pm
Notify Vendor Chosen	May 21, 2018

III. INSTRUCTIONS TO PROPOSERS

A. All quotes shall be sent to:

Robyn Buck, Administrative Assistant
City of Federal Way
33325 8th Ave S
Federal Way, WA 98003-6325
(253) 835-2527

B. All mailed or hand delivered quotes must be in a sealed envelope and clearly marked in the lower left-hand corner: “RFQ-SAFE CITY EQUIPMENT UPGRADE”.

Alternatively, vendors may send an email copy of the quote with the title “RFQ-SAFE CITY EQUIPMENT UPGRADE” to Robyn Buck at Robyn.Buck@cityoffederalway.com.

C. Quotes should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

D. The Project Manager or representative will notify the vendor selected by May 21, 2018.

E. All quotes must include the following information:

1. A proposed outline of the price and extended price for each item requested inclusive of any costs/fees including but not exclusive to Washington State Sales Tax and freight.
2. A proposed timeline for delivery of goods after receiving a P.O.

IV. SELECTION CRITERIA

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	25%
2. Price.	50%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	25%
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Total Criteria Weight	100%

Each quote will be independently evaluated on factors 1 through 3.

V. TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all quotes, and to waive minor irregularities in any quote.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from the contractor.
- C. The City reserves the right to award the contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the quote.
- D. Any quote may be withdrawn up until the date and time set above for opening of the quotes. Any quote not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the attached specifications, or until one or more of the quotes have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a quote by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. A

copy of the contract is available for review, and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Attorney's office.

- F. The City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the RFQ.
- G. The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

VI. SCOPE OF SERVICES

Provide quote for the following list of equipment.

Equipment Type	Equipment type/Model #	Qty #
Camera	Avigilon 2.0C-H4PTZ-DP30	28
Mount Adapter	H3-MH-NPTA1 Male to Female Adapter	28
Pole Mount	Axis T91D61 -5504-821 Pole Mount	28
Enterprise License	48C-ACC6-ENT License	1
Camera	Avigilon 5.0L-H4A-BO2-IR-B	10
Pole Mount	H4-MT-POLE1	10
Camera Adapter	H4-BO-JBOX1	10
Server	HD-NVR3-PRM-48TB-NA	2
Analytics Graphics Kit	HD-NVR3-ANK1-1 - Avigilon Analytics Kit	2
Network Transceiver	HD-NVR3-SFPPLUS-SR - 10GbE Transceiver	2

VII. COMPENSATION:

- A. Please present detailed information on the contractor's proposed quote for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax, and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. Payment by the City for the services will be made only after the services have been

performed, an itemized billing statement is submitted in the form specified by the City, and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

VIII. PUBLICATION.

Name of Publication:	Dates:
Federal Way Mirror	May 11, 2018
DJC	May 11, 2018
City of Federal Way Website www.cityoffederalway.com	May 11, 2018

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