

Request for Proposals

Police Department Vehicle Up-Fitting and Radio Repair-Equipment Services



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City of East Palo Alto Police Department 141 Demeter St.

East Palo Alto, CA 94030

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Contents

1.	Introduction.....	page 3
2.	Time schedule.....	page 3
3.	Instruction for proposal.....	page 4
4.	Selection criteria.....	page 4
5.	Terms and condition.....	page 6
6.	Compensation.....	page 7
7.	License requirement.....	page 7
8.	Scope of service.....	page 8
9.	Operation procedures.....	page 11
10.	Proposal forms.....	page 15
11.	Cost and conditions.....	page 22
12.	List of vehicles.....	page 23
13.	Insurance requirements Exhibit E.....	page 25

1. INTRODUCTION:

The City of East Palo Alto ("City") is soliciting proposals from qualified firms to provide two types of Services for the RFP.

A. Up-Fitting of New Police Vehicles:

including all labor, parts, and material necessary for the various classifications, types, and makes/models of vehicles. Please note that the average number of new Police Vehicles is usually two new vehicles per year. See Exhibit A for the Scope of Services. The selection will be based on overall price, services, performance, and reliability of the VENDORS.

B. Radio Repair and Equipment Services:

including all labor, parts, and material necessary for the various classifications, types and makes/models of vehicles and Police radio equipment and Radio base transmission services. See Exhibit B for the Scope of Services. The selection will be based on overall price, services, performance, and reliability of the VENDORS.

- The City of East Palo Alto, incorporated in 1983, is the newest city in San Mateo County with a population of approximately 30,545 people. East Palo Alto is one of California's most vibrant and diverse communities located in the San Francisco Peninsula and nestled within the heart of Silicon Valley. East Palo Alto is centrally located to international travel and is a central location to major neighboring tech companies and employers. Priding itself on its unique and multi-cultural community, East Palo Alto consists of youthful, diverse, and hard-working individuals.
- The City of East Palo Alto operates under a Council/Manager form of government. Its mission is to provide responsive, respectful, and efficient public services to enhance the quality of life and safety for its multi-cultural community. The City fiscal year begins on July 1 and ends on June 30. City Hall is located at 2415 University Avenue., East Palo Alto, CA 94303.
- The City has approximately 110 full-time equivalent employees. FY 2023-24 budgeted revenues total approximately \$55 million; of which approximately \$30 million is General Fund revenue. The City maintains 35 separate funds, and provides police, public works, maintenance, community development, affordable housing, and limited community program services. Water and solid waste utilities service, public safety dispatch, vehicle-related ticket processing, information technology, and animal control services are provided through contractual agreements with other governmental or private entities.

2. TIME SCHEDULE:

It is the City's intent to follow the following process and timetable, resulting in the selection of a VENDOR. At the City's discretion, it may change the estimated dates and the process set forth below as it deems necessary including but not limited to interviews.

City issues RFP.	11-8-2023
Deadline for VENDORS to submit questions/clarification request in writing to City by 4:00 pm.	11-17- 2023
Deadline for City to respond to written questions to all parties receiving RFP.	11-24-2023
Deadline for Submittal of Proposals 4:00 pm.	12-4-2023
Award of Contract by East Palo Alto City Council	1-16-2024
Contract start date	02-01-2024

3. INSTRUCTION FOR PROPOSERS:

A. All proposals must be addressed to:

City of East Palo Alto
James Colin, City Clerk
2415 University Avenue
East Palo Alto, CA 94303
(650) 853-3127

- B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: " Police Up-Fitting and Radio Repair- Equipment Services". The name and address of the VENDORS must be shown on the face of the envelope.
- C. All proposals must be received by 4:00 pm on December 4, 2023. Proposals will not be accepted after this deadline. Three (3) copies of the proposal must be enclosed in the sealed envelope. No facsimile, electronic or telephone proposals will be accepted.
- D. Proposals should be prepared simply and economically, providing a straightforward, concise description of the provider's 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.
- E. The City Clerk or City representative will notify proposers that have been preliminarily selected near or on the date indicated in the above time schedule.
- F. Proposal Submittal (using the forms in Exhibit C):
- A proposed outline of tasks, products, and a project schedule including the hours required to complete each task or product.
 - A proposed budget based on the above outline of task, products, and schedules.
 - Provide three (3) Police Up-Fitting and Radio Repair-Equipment fleet client references within the last five (5) years who are willing to validate VENDORS' past performance on contracts of a similar size and scope.

4. SELECTION CRITERIA AND EVALUATION PROCESS

The project's core implementation team, comprised of City staff, will be responsible for the bid evaluations. This team, in accordance with the criteria listed below, will evaluate all proposals received as specified. The City team members, in applying the major criteria to the proposals, may consider additional criteria beyond those listed.

The final selection will be the firm which, by the City's determination, is the most responsive and responsible, meets the City's requirements in providing this service, and is in the City's best interest. The skill and ability of entity performing the service is a key component of the selection criteria. The written proposal should clearly demonstrate how the firm could best satisfy the requirements of City.

The City maintains the sole and exclusive right to evaluate the merits of the proposals received. The City will consider the ability, capacity, skill, character, integrity, reputation, judgement, and expertise in the award of the project. Cost will be only one factor in determining the selection, and as such, the contract might not be awarded to the lowest responsible Proposer.

The City will undertake the following evaluation process:

- The City will review and evaluate all submitted documents received in response to the RFP.
- After the submittals are evaluated and ranked, the City, at its sole discretion, may elect to interview one or more respondents. Please note that respondents may be asked to submit additional documentation. In addition, the City reserves the right to select a proposal without conducting interviews. Submittals which meet the criteria required will be primarily ranked based upon the hourly billing rate provided and cost of materials.
- Once a proposer is selected based upon qualifications, meeting proposal criteria, and cost efficiency, staff will make a recommendation to the City Council. Final selection and authority to proceed with these services shall be at the sole discretion of the City Council.

CRITERIA	WEIGHT GIVEN
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1. Responsiveness of the written proposal to the purpose and scope of service, completeness and clarity of all required information and any supplemental information provided by the VENDOR that will demonstrate the quality of services.	40 POINTS
2. Price.	50 POINTS
3. Ability, experience, financial resources, and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work, location, the character, integrity, reputation, judgment and efficiency of the VENDOR.	10 POINTS
TOTAL CRITERIA WEIGHT	100 POINTS

Each proposal will be independently evaluated on Criteria 1 through 3.

5. TERMS AND CONDITIONS:

- A. The term of the Contract shall be for a period of ~~three~~ (3) years beginning February 1, 2024, and ending February 28, 2027. The contract may be extended by the City, at its sole discretion, for an additional two (2) years. The City's decision to exercise its options will be based upon satisfactory performance of Police Up-Fitting New Police Vehicles and Radio Repair- Equipment Services. The City reserves the right, and the VENDOR agrees to allow the City the option to renew, at the City's sole discretion, for up to one (1) additional two-year (2) period. The unit price of the Contract will be adjusted each year if the vendor requests an increase within 60 days before the anniversary date of the contract. Contractor must provide such written request with the justification in support of the increase. The amount of the requested increase in the justification in an amount not to exceed the increase in the California Consumer Price Index, All Urban Consumers, as published by the United States Department of Labor, Bureau of Labor Statistics for the San Francisco-Oakland-San Jose Metropolitan Statistical Area (CPI-U).
- B. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- C. The City reserves the right to request clarification of information submitted, and to request additional information from any VENDOR.
- D. The City reserves the right to award any contract to the next most qualified VENDOR, if the successful VENDOR does not execute a contract within fifteen (15) days after the contract award.
- E. The City reserves the right to award all or a portion of the required services to more than one qualified VENDOR at the City's sole discretion.
- F. The contract resulting from acceptance of a proposal by the City shall be in a form

supplied or approved by the City and shall reflect the specifications in this RFP. A sample contract is attached as Exhibit E for informational purposes, but the City may modify this contract to suit the specific services and needs of the City. If a VENDOR has any exceptions to the terms of the sample contract, these must be submitted for consideration with the proposal. Otherwise, the VENDOR will be deemed to have accepted the form of the Agreement. The City will not consider changes to its indemnification and insurance.

- G. After preliminary selection and prior to contract award, the City will meet with the VENDOR to review procedures for invoicing, payment, reporting, if any, and monitoring contract performance.
- H. The VENDOR should expect to schedule semi-annual meetings with designated City staff to review service performance.
- I. The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to this RFP.
- J. The City reserves the right to perform unannounced site visits and interview staff and management prior to selection to determine, among other things if needed:
 - a. Customer service responsiveness.
 - b. Shop organization and operation efficiency; and
 - c. Response time.

6. COMPENSATION:

- A. Present detailed information the VENDOR'S proposed fee schedule for the specifications proposed and for any variation for the non-routine services, inclusive of San Mateo County sales tax and any other applicable governmental charges.
- B. 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.
- C. Payment by the City for the services will only be made after the services have been performed and accepted by authorized City representatives. The City requires that all its VENDORS have a Department of Treasury Internal Revenue Service Form W-9 on file with the City to accommodate payment. Itemized billings shall be submitted upon completion containing information specified by the City as described in Exhibit A under Repair Order. Monthly statements shall be submitted by the 30th of each month with a listing of all Repair Order Numbers, cost, and date identified. Payment will be made thirty (30) days after receipt of the monthly statement. Discount periods must be extended if the billing invoice is returned for credit or correction.

7. LICENSE REQUIREMENT:

VENDOR must be licensed in the State of California with a valid Business license to perform the services included in this RFP

EXHIBIT A
SCOPE OF SERVICE FOR UP-
FITTING NEW POLICE VEHICLES

GENERAL PROVISIONS:

The successful VENDOR must be able to perform. Up-Fitting installation of emergency equipment (lighting, radio, etc.), This contract will encompass the Up-Fitting of New Police Vehicles when identified by the City. The City's preference is for the VENDOR to have the ability to perform all required services and provide all necessary equipment. However, work may be subcontracted. When subcontractors are used, the VENDOR is responsible for performance of the work including but not limited to, billing, reporting, scheduling, delivery, work quality, and warranty.

The VENDOR must have the ability to provide the required professional installation and materials per the specifications listed on the RFP. Technician and repair service for the listed in Item E (below) for the Police Vehicles listed on Exhibit D. Any exception including subcontracting must be noted in the response.

C. Location of Work

When work is performed at the vendor's site, the vehicles shall be stored in a secure area at the vendor's site with precautions taken to protect the vehicles from vandalism, theft, or damage.

D. Transport of Vehicles for Service

For work that must be done at the Vendor's site, City will schedule and deliver vehicles for services when possible; however, if a staff member cannot take the vehicle to the vendor site, or a vehicle cannot be driven because of needed repair, the vendor may be required to send their Mobile Service team. If the vehicle is inoperable, a tow truck or other conveyance vehicle will be utilized at the City's expense.

Police Department at 141-219 Demeter Street

E. Up-Fitting and Specifications Required Equipment Cost

Vendors shall specify hourly labor rates, and the number of those labor hours that will be charged for the specific service scenarios below. Quotes should consider all listed Police

Vehicles and newly identified vehicles for police use . and specify any differences in costs between model years. All quotes should be based on the use of performance parts where possible. Vendor will use the required Specification cost on pricing the estimate cost for Up-Fitting Patrol Vehicle and Unmarked vehicles. The type of Police vehicle will vary on the selection of Patrol and Unmarked vehicles, depending on the needs of the Police Department.

Please provide quotes for the following services-individually and as a complete package-specifying individual parts and labor costs where applicable: See Specification list and Cost Submittal Work sheet for RFP.

- Tear-down of emergency equipment from surplus police vehicles
- Installation of the following for new Police Vehicles emergency equipment for Up-Fitting
- Review and Complete Specification request for Patrol and Unmarked Police Vehicles
- Specifications are flexible requirements for each Up-Fitting, due to equipment changes and supply demands, only upon the approval of the City.

COST SUBMITTAL WORK SHEET – RFP

Your Company Name:

Contact Name:

Contact Phone:

Contact Email:

Cost Per Unit listed on the following pages shall be final and shall include all parts, labor, incidentals, delivery, and taxes necessary to upfit the police vehicles per the specifications in this RFP. Please provide costs for Years 1-3 of the Contract, and optional years, i.e.: Years 4-5. Additional costs not accounted for within bid will not be covered by the City.

Please quote the vehicles price per FY. This cost will be directly associated with the point system (max 50pts to lowest proposed price)

Unit Cost

Initial Contract Term (3yrs)		
	Patrol	Admin/Investigation
Year 1	\$	\$
Year 2	\$	\$
Year 3	\$	\$
Optional Two Years		
Year 4	\$	\$
Year 5	\$	\$
Total (based on combined unit cost for Five Years)		
	\$	\$

Total Upfitting Cost for Year 1

Year 1 Vehicle Count	Units	Type	Cost Per Unit	Total Cost
	2	Patrol	\$	\$
	TBD	Adm./ Inv.	\$	\$

TOTAL YEAR 1 - COST:\$ _____

OFFICIAL BID SUBMITTAL- 2023 DURANGO'S PATROL VEHICLES

Initial_____

	PRODUCT #	DESCRIPTION	CAN PROVIDE (Circle)	COMMENTS
Whelen Lightbar - Legacy Duo WCX or Similar Items				
1	EB2DEDE	LEGACY WCX 54" RW/BW/RW/BW	YES / NO	
2	MKAJ105	ADJ LIGHTBAR MOUNT KIT #105;Police Durango Utility, Adjustable Leveling Foot / 2020 / Liberty™ II, Legacy®, Freedom® IV 48"-55" and Justice® 56"	YES / NO	
Siren Controller, Speaker, or Similar items:				
3	C399	CENCOM CORE WCX CONTROL CENTER	YES / NO	
4	C399K4	OBDII CANPORT CABLE KIT	YES / NO	
5	CCTL7	WeCanX 21 BUTTON/SLIDE CTRL HD	YES / NO	
6	CEM16	WeCanX 16 OUTPUT EXPANSION MOD	YES / NO	
7	SA315P	SA315P SPEAKER, BLACK PLASTIC	YES / NO	
8	SAK9	SA315 SIREN MT KIT UNIV SWIVEL	YES / NO	
9	CV2V	VEHICLE-TO-VEHICLE SYNC MODULE	YES / NO	
10	AAM2	XPR5550 450-512 Mhz W/1000 Ch and GOB Bt/ GPS -Wifi – Faceplate/misc	Yes / NO	
Side Mirror Warning options below				
11	MBFX20	ION MIRROR-BEAM HSGS UTILITY	YES / NO	
12	MBIONVB	MIRROR-BEAM MT ION-V LT BLUE	YES / NO	
13	MBIONVR	MIRROR-BEAM MT ION-V LT RED	YES / NO	
Rear Quarter Panel Window				
14	IONR	ION LIGHT RED	YES / NO	
15	IONB-K1b	ION LIGHT BLUE/ SWIVEL MOUNT KIT FOR ION BLK	YES / NO	
Rear Warning - Tail light				
16	VTX609R	VERTEX SUPER-LED LIGHT RED;Omni Directional Lighthead, Red, Blue, Amber or White, 9' Cable	YES / NO	
17	VTX609B	VERTEX SUPER-LED LIGHT BLUE;Omni DirectionalLighthead, Red, Blue, Amber or White, 9' Cable	YES / NO	
Options - for rear liftgate glass and underside				
Rear Spoiler exterior				
18	IONBKT8	ION REAR SPOILER MTG BKT (PR)	YES / NO	
19	IONR	ION LIGHT RED	YES / NO	
20	IONB	ION LIGHT BLUE	YES / NO	
Rear Liftgate (Underside)				
21	TLIR	ION T-SERIES LINEAR LT RED	YES / NO	
22	TLIB	ION T-SERIES LINEAR LT BLUE	YES / NO	
Additional Whelen Lighting Suggested Items				
Interior Lighting - to be mounted in headliner between the bucket seats				
23	60CREGCS	12V WHT/RED 6" COMPARTMENT LT	YES / NO	
Rear Taillight Housing				
24	VTX609B	VERTEX SUPER-LED LIGHT BLUE	YES / NO	

25	VTX609R	VERTEX SUPER-LED LIGHT RED	YES / NO	
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Whelen Cloud Components – or Similar items				
26	VSG	Whelen Vehicle Safety Gateway	YES / NO	
27	WCP-Antenna	Whelen Cloud Platform Antenna	YES / NO	
Havis VSX console or similar				
28	PKG-VSX-1800-INUT	Package - 2021-2023 Durango Utility VSX Console with Front Bin, Cup Holder and Fuse Block	YES / NO	
29	C-ARM-109	Armrest for top mount, console, large pad	YES / NO	
30	C-AP-0325-L	3" accessory pocket w/hinged lid & lock, 2.5" deep	YES / NO	
31	C-EBX-WHE-1	VSX Console - Equipment Bracket Kit for Front Tray Siren Light Control - Whelen	YES / NO	
32	C-USB-2	Dual USB charge only ports	YES / NO	
Mounting brackets and filler plates as needed Mounting Solution				
33	MD-ARM-0603	Swivel Arm Mount With 6" Base, 3" Extension	YES / NO	
34	C-KBM-202	Havis Rugged Keyboard Mount & Adapter Combination (keyboard not included)	YES / NO	
Hint Dash Mount - per customer request				
35	TM-5124-PIU	ON-DASH MOUNT with Double Pivot and G.R.I.P. Tilt/Swivel for Durango POLICE UTILITY	YES / NO	
Setina Equipment-Gun Lock				
36	GK11191B1SSSCA	Dual T-Rail Mount - "Blac-Rac" Tactical Lock and "Small" Shotgun Lock 1 Small 1 1082E Blac-Rac, Trigger Guard and Receiver ***NEW COLD WIRE TECHNOLOGY INCLUDED***SOLD SEPARATELY Momentary Switch, Required if NOT wiring into SmartSiren Controller	YES / NO	
Front Partition				
38	PK0419ITU20TM	#10VS RP C Horizontal Sliding WindowCoated Polycarbonate With Expanded Metal Window Security Screen Recessed Panel Partition TM (Tall Man)	YES / NO	
Rear Prisoner Transport Area				
39	QK2121ITU20	Full REPLACEMENT Transport Seat TPO Plastic With SETINA SMARTBELT SYSTEM	YES / NO	
40	DK0100ITU20	Door Panel VS TPO Plastic Black Installs Over OEM Door Panels	YES / NO	
41	WK0514ITU20H	Window Barrier VS Steel Horizontal	YES / NO	
42	QK0491ITU20	Floor Pan TPO Plastic	YES / NO	
Rear Cargo Area				
43	PK0123ITU202ND	Cargo Area Rear Partition #12VS Stationary Window Vinyl Coated Expanded Metal *FOR USE WITH: -2nd Row Seat	YES / NO	
44	TK0843ITU20	CARGO BOX LFR- Lift Top, Fixed Box With Electric RFID LockBSN- Base Sliding With No Lock	YES / NO	
Rear Cargo Area or Similar item				
45	TPA9289	Cargo Radio Tray With No lock TRN	YES / NO	
Westin Push Bumper or Similar item				
46	36-2125	Westin Push Bumper Elite	YES / NO	

47	36-2125PB	Westin Pit Bar Elite	YES / NO	
Misc Items				
48	MMSU-1	Magnetic Mic	YES / NO	
49	SO-APD	2021 Core AFS Harness	YES / NO	
50	BS-7721	BS-7721 Blue Sea - Mega Amp Safety Fuse Block - Weatherproof	YES / NO	
51	BS-5032	BLUE SEA St Blade Split Fuse Block	YES / NO	
52	BS-7615B	Blue Sea ATD Automatic Timer Disconnect, 12 VDC, 3/8" Stud (M10), 120A Continuous Rating, 7 Preset Timed Intervals, Three Low Voltage Disconnect Points, OVD: 16.0V @ 5 Sec.	YES / NO	
53	Axon Camera equipment	Installation of Video recording system for Patrol Vehicles	YES / NO	
54	Panasonic-Laptop/Toughbook's	Installation and wiring for Patrol Vehicle	YES / NO	

OFFICIAL BID SUBMITTAL- UNMARKED POLICE VEHICLES

Initial_____

	PRODUCT #	DESCRIPTION	CAN PROVIDE (Circle)	COMMENTS
Whelen Visor Lights				
1	AVC21RB	WHELEN AVENGER II Dual LED DASH DECK LIGHT	YES / NO	
2	TIONBKT1	WHELEN ION T-SERIES L BRACKET (QTY-2)	YES / NO	
Siren/ Siren Controller or similar				
3	ALPHA SL	WHELEN SIREN AMPLIFIER	YES / NO	
4	ALPHA 5	WHELEN 3 POSITION TOGGLE SWITCH	YES / NO	
5	SA315P	NYLON COMPOSITE SPEAKER	YES / NO	
6	SAK66D	DRIVER'S SIDE MOUNTING BRACKET	YES / NO	
Rear Quarter Panel Window				
7	TL12J	ION T-SERIES RED/BLUE LIGHTS (QTY-2)	YES / NO	
8	TIONBKT1	WHELEN ION T-SERIES L BRACKET (QTY-2)	YES / NO	
			YES / NO	
Grille Lights				
9	TL12J	ION T-SERIES RED/BLUE LIGHTS (QTY-2)	YES / NO	
10	TIONBKT1	WHELEN ION T-SERIES L BRACKET (QTY-2)	YES / NO	
			YES / NO	
Rear Warning - Tail light				
11	VTX9J	WHELEN VERTEX DUO SUPER-LED HIDEAWAY LIGHT-DUEAL COLOR (QTY-2)	YES / NO	
Wiring/Circuit				
12	CH15-1-20	911 CIRCUIT WIRING HARNESS	YES / NO	

Schedule A: Radio Repair Inventory Vehicle List

The VENDOR will be notified by FR when Repairs and Up-Fitting New Vehicles are scheduled for service within 24hrs. window. The VENDOR will use EXHIBIT D – Master Police Vehicle Inventory list.

EXHIBIT B

SCOPE OF SERVICE FOR RADIO REPAIR- EQUIPMENT SERVICES

This Exhibit sets forth the operating policy and procedures for servicing City vehicles and equipment. It discusses the scheduling procedures and invoicing requirements. and Radio repair and Equipment service on its police fleet of vehicles in accordance with all manufacturers' requirements. This contract will encompass repairs of radios, emergency lighting, safety equipment and rental cost repair and service not covered by manufacturer warranty.

Contractors are expected to provide prompt, courteous and competent service to drivers. Garage staff must be knowledgeable about service procedures and initiate the service transaction within 20 minutes of their arrival and/or service call is placed. It is important that the service desk is staffed adequately to provide efficient customer service in a timely manner. This contract will encompass repairs of radios, emergency lighting, safety equipment and rental cost repair and service not covered by manufacturer warranty.

Currently, there are approximately 47 vehicles owned and operated by the City of East Palo Alto Police Department that are offered as the base for this contract. This fleet will fluctuate in size throughout the term of the resultant agreement. Vendors submitting proposals must be capable of affecting service and repairs on all types of vehicles. Vendors may utilize subcontractors but will assume responsibility for subcontractors' work.

To assist the VENDOR with the Radio Repair/Equipment program, the City will provide:

1. Listing of covered vehicles (Exhibit D) updated as necessary.
2. Repair orders and billing invoices must refer to the vehicles by their VIN number.
3. City Repairs and Hand packs, Batteries and Base station -inspections.
4. Designated City staff contacts.

A. Safety Check

The VENDOR shall perform a safety check in conjunction with all radio equipment within this RFP. These safety checks shall be performed every time a vehicle is brought in for service:

- ✓ Gun Rack – Visually check secure working condition.
- ✓ Lights – Check directional signaling devices and emergency light systems for proper operation.
- ✓ Radio Transmission – Check operation .
- ✓ Code 3 Lighting-Siren – Check operation.
- ✓ MDT– Check operation and installation requirements on new installation.
- ✓ Radio transmission
- ✓ Exterior Emergency Equipment for sirens and Code 3 lighting
- ✓ Interior Cameras Check condition of operations and installations for new installs.
- ✓ Electrical System and Zbar Controls – Check switches, buttons , and automatic doors for proper operation.
- ✓ Push bars and Interior Cage Check operation for secure fixtures and seatbelts.

B. Radio Repair/Equipment of Police Vehicles Emergency Systems

The attached Schedule A outlines used to identify each Police Vehicles that need radio and emergency lighting repairs in a timely matter. The average repairs for Emergency systems vary throughout the longevity of the installed equipment for Police patrol vehicles.

C. Radio Repairs and Equipment System

- Provide Equipment repairs to all and electrical systems as needed.
- Must replace non-working equipment to All Police Vehicles, if required.
- Mobile Service unit for Emergency repairs 24/7 field services

- 24/7 Call center and response hours.
- One year wrap around SMA within 24/7 field Service if called.
- Provide Annual service to the Base Transmitter at 2415 University Av.
- Must be located within 20 miles of East Palo Alto Police Department

C. Repair Order Content and Procedure Cost

The VENDOR shall provide Repair Orders for all services provided containing the following information:

Radio Repair estimates with anticipated work to be performed, estimated completion time, and estimated cost signed by the City staff upon pick-up/drop-off. A confirming copy with final cost shall be mailed to City upon completion, and a billing copy shall be sent to the City with the monthly statement.

- Actual work/cost above written estimate requires City approval prior to work start.
- Authorization of work by designated City employee or designee is required for all .
- Individual vehicle charges shall be submitted on separate repair orders for service

The repair order must include:

- Date work performed
- Vehicle and/or license #, make/model
- Vehicle mileage at time of service/repair
- Date in / date out / time completed
- Detail type of service, hours, material used, and cost associated with each.

The VENDOR guarantees and warrants that all material furnished, and all services performed will be free from defects in material and workmanship and will be warranted by VENDOR for a minimum of 120 days, or the length of time of any warranty given by the manufacturer or rebuilder/remanufacturer, whichever is greater, after acceptance. The VENDOR shall remedy all such defects at his/her own expense within one (1) working day after notification by the City.

Warranty and subcontracted repair orders need to be provided by the VENDOR. The VENDOR shall be the prime contractor; however, subcontractors may be used by the VENDOR. The VENDOR assumes responsibility for the work of its subcontractors. The charges for such services to the City shall be the amount of the subcontractor's invoice for services performed, or the contract price, whichever is less.

D. Radio Repair Service Procedures

1. City has designated the Police Support Service Manager as Fleet Representative (FR); the FR is the VENDOR'S primary contact with the City.
2. The VENDOR shall identify a single individual by name to serve as the responsible contact for daily communication with the City regarding vehicle scheduling and vehicle status update(s).
3. The FR will contact the designated VENDOR'S representative between 8:00 a.m. and 5:00 p.m., weekdays to determine the status of vehicles and/or equipment being serviced. The VENDOR'S representative shall provide accurate and timely information to the FR on vehicle status including but not limited to:
 - What vehicle(s)/equipment are ready by vehicle VIN number.
 - What vehicle(s)/equipment are being serviced/require repair.
 - Estimated completion of vehicle(s)/equipment under repair.
 - Description of repairs and costs.
4. For other services, the City will deliver the vehicle to the VENDOR'S facility and provide a description of the problem(s) of the vehicle is experiencing.
 - a. The VENDOR shall contact the FR and provide an estimate and obtain authorization to proceed. For services estimated over \$500, the VENDOR must obtain FR written approval via e-mail prior to performing any work.
5. After the service is completed, the VENDOR shall:
 - a. Complete Vehicle Service Order ready for FR or designee to sign.
 - b. Contact FR to provide a time that vehicle is ready for transporting back to the original location. If the FR is not available, leave a voicemail message.
 - c. After the FR or designee has checked the work performed, signed off on the Repair Order, the VENDOR'S representative shall provide the vehicle to the FR or designee.
6. When repairs cannot be accomplished at the VENDOR'S facility or a City approved subcontractor's facility, the VENDOR must contact the FR for instructions. No repairs shall be made by non-authorized facilities without notification of the FR.
7. The VENDOR will be responsible for loss and damage to all City vehicles under its custody and/or control.
8. The City may, at its sole option, purchase tires from the VENDOR at the State of California Contract pricing or better.

9. All repair parts are to be original equipment manufacturer (OEM) or equivalent. Exceptions will be individually considered by the FR on a case-by-case basis.

E. Equipment Repair Service and Emergencies

1. Emergencies will be handled by appointment through the FR or designee. If a City employee delivers a vehicle to the VENDOR'S facility Monday through Friday between 8:00 a.m. and 5:00 p.m. requesting service without prior notification to you from the City, call the FR or designee for instructions.

After hour's delivery if a Police vehicle has a radio problem. In such a situation, the VENDOR shall contact the FR for instructions.

1. There may be times when the FR calls early in the day with a specific set of instructions, and later in the day changes them; or another staff member will call to change them if the FR is not available. Unless, otherwise approved by the FR

EXHIBIT C
PROPOSAL FORMS

1. Management information

VENDOR'S and their subcontractor must have prior successful experience performing radio and equipment repair services on other vehicles, must be licensed to conduct business in the State of California, and must possess all permits, licenses, certifications, approvals, equipment, materials, and staff necessary to perform and/or carry out the requirements of the contract.

Please supply the information requested below. Attach additional sheets, if necessary, to provide required information.

1. SHOP PROFILE RESPONSIBILITY

SHOP NAME: _____

NAME OF SHOP OWNER(S) _____

SHOP ADDRESS: _____

PHONE NUMBER: _____

NUMBER OF YEARS IN BUSINESS: _____

NUMBER OF YEARS IN BUSINESS AT THIS LOCATION: ____

2. PROXIMITY TO CITY HALL ____ MILES.

3. NAME OF SHOP MANAGER(S): _____

State the duties and qualifications of shop manager(s)

4. ASSIGNED CONTACT/SERVICE REPRESENTATIVE:

Name: _____

Title/Duties: _____

Qualifications: _____

Years with VENDOR: _____

Phone Numbers: Work: _____

5 Emergency Contact (365 days/year; 24 hours): _____

Operating Hours – The Proposer shall be currently operating out of a commercial facility, which is open and accessible to City personnel, without prior notice during

normal business hours. Facilities shall be available for vehicle service between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (excluding holidays).

6. State hours that the VENDOR'S facility is open for Repair service.

Monday _____am to _____pm

Tuesday _____am to _____pm

Wednesday _____am to _____pm

Thursday _____am to _____pm

Friday _____am to _____pm

2. References and qualifications

1. Describe your shop's experience providing Up-Fitting and Radio Repair services including the number of years in business, and type of services provided.
2. Please provide **(3) Law Enforcement Agencies** client references within the last five years, their size of Up-fitting and repairs for emergency vehicles type and models and years of services and the term of contract by each agency. Please identify the contact person and phone number for each.

Use additional sheets if necessary.

Agency Name _____

Agency Address _____

Agency Phone _____

Contact Person _____

Fleet Size/Type _____

Years of Contract _____

Frequency of Service _____

Agency Name _____

Agency Address _____

Agency Phone _____

Contact Person _____

Fleet Size/Type _____

Years of Contract _____
Frequency of Service _____

Agency Name _____
Agency Address _____
Agency Phone _____
Contact Person _____
Fleet Size/Type _____
Years of Contract _____
Frequency of Service _____

3. Approximately what percent of your shop work is currently derived from fleet Up-Fitting business? _____%

4. Has your shop ever been the subject of Better Business Bureau action?
__Yes __No Describe:

5. Are you currently or have you ever previously provided repair services to other government entities? __Yes __No If yes, please list the entity names, contract person and phone number:

6. Briefly describe your interest in servicing the City's fleet (see attached list of vehicles) and what factors make you the best candidate in your opinion.

3. Supplemental questionnaire

1. City drivers are usually in a hurry and need to return to work. Their expectation is to be acknowledged and served promptly, courteously, and competently.

How will you do this?

2. What procedures are followed to ensure successful completion of service work prior to the vehicle being released to the customer?
3. City requires the VENDOR to designate one person from the shop to work with City representatives and communicate vehicle repair status and scheduling on a routine basis. Please identify this position and the qualifications you will establish for this position.
4. The City expects 24 hours or sooner turnaround time for repair services. Can you meet this standard and provide quality repair work? Yes [] No []
5. List days and hours of shop operations and after-hour emergency services availability.
6. Describe the availability of secured parking for vehicles in for repairs.

4. Facility description

1. How many inside space are available for vehicles?
2. Indicate the number spaces for vehicles in the shop.
3. Do you have a certified radio tech specialist on staff? (Circle one) Yes No
4. Do you have an electrical systems specialist on staff? (Circle one) Yes No

5. Describe any experience that you have in servicing emergency and lighting equipment and safety weapons installations.
6. Can you Provide Mobile repair services to Police Vehicles when requested as required?
(Circle one) Yes None

Exhibit D

POLICE VEHICLES MASTER LIST

MASTER-Police Command Staff-July 2023 REPT/Miles									
Descrip.	#	Unit #	Car #	Year	Make	Model	License Plate	Vin #	MILES
Gray	1			2020	Dodge	Durango	8RLC890	1C4RDHAG5LC192086	60,000
Gray	2		N/A	2019	Chev	Impala	8LFH143	2G11Y5S33K9128283	23,810
Black	3		N/A	2014	Ford	Taurus	7EAH313	1FAHP2MKXEG124304	106,994
Gray	4		N/A	2019	Dodge	Ram150	52921N2	1C6RR6FT1KS6999770	29,553
Black	5		N/A	2020	Ford	Expedition	96472L2	1FMJU1FT2LEA22326	33,364
Gray	6		N/A	2019	Ford	Taurus	8HWW883	1FAHP2MK5KG110080	110,234
Gold	7		GTF	2016	Ford	Taurus	7VKJ624	1FAHP2MK0GG155161	126,765
Gray	8		N/A	2020	Jeep	Lardo	8MYG052	1C4RJEAG0LC219556	59,760
Gray-Truck	9	3415	N/A	2019	Ford	F-150	94482L2	1FTEW1C57KKC42874	74,418
White	10	3416	N/A	2019	Dodge	Caravan	8GAA982	2C4RDGBG7KR638138	66,376
Lite- Gry	11	3414	N/A	2016	Ford	Taurus	7SPS338	1FAHP2MK122413	105,500
unmarked	12	none	White	2000	Ford	Explorer	4LYG545	1FMZU63X0YZC36383	233,153
ParkEnforce	13	P2	1001	2009	Ford	Crown	1148907	2FABP7BV7AX102975	125,999
ParkEnforce	14	P3	1003	2009	Ford	Crown	1148913	2FAHP71V89X120523	120,980
Motorcycle	16	403	M-1	2003	Harley	Road King	E14L51	1HD1FHW123Y728862	18,699
Motorcycle	17	404	D-Bk	2015	Suzuki	DRZ400sls	3006150	JS1SK43A5F2100388	15955
Motorcycle	18	405	TRN	1988	Harley	Road King	3006195	1HD1FHR16WY632703	24,867
Truck	19	603	N/A	2006	Ford	Ranger	1206702	1FTYR10DX6PA74317	46,721
Truck	20	604	N/A	2006	Ford	Ranger	1206704	1FTYRI0U16PA74321	33,264
Truck	21	605	N/A	2006	Ford	Ranger	1206699	1FTYR10D46PA74314	35,209
Van	22	2019	N/A	2019	Ford	Connect	1574092	NM0LS6E29K1426574	18,865
PAL Van	24	2612		2012	Ford	8-Pass	1349519	1FMNE1BW1CDA20698	27,846
marked-CSO	25		1401	2014	Ford	Explorer	1420967	1FM5K8AR8EGC60300	50,669
marked-CSO	26		1403	2014	Ford	Explorer	1420966	1FM5K8ARXEGC60301	59,055

marked	27		1501	2015	Ford	Explorer	1441758	1FM5K8AR5FGC08186	53,268
marked	28		1502	2015	Ford	Explorer	1441759	1FM5K8AR5FGC08187	56,610
marked	29		S1	2016	Ford	Explorer	1147075	1FM5K8AR5GGC67272	41,631
marked	30		1601	2016	Ford	Explorer	1147076	1FM5K8AR3GGC67271	42,669
marked	31		1602	2016	Ford	Explorer	1147077	1FM5K8AR1GGC67270	48,107
marked	32		1701	2017	Ford	Explorer	1148929	1FM5K8AR9HGB65460	30,342
marked	33		1702	2017	Ford	Explorer	1148930	1FM5K8AR0HGB65461	29,925
marked	34		1703	2017	Ford	Explorer	1372431	1FM5K8AR7HGC86312	39,235
marked	35		1704	2017	Ford	Explorer	1530597	1FM5K8AR98HGE1402	31,618
marked	36		S2	2017	Ford	Explorer	1372432	1FM5K8AR6HGE14801	22,747
marked	37		1801	2018	Ford	Explorer	1538446	1FM5K8AR4JGB68062	29,936
marked	38		1802	2018	Ford	Explorer	1553883	1FM5K8AR5JGB92063	19,734
marked	39		2001	2020	Ford	Explorer	1587216	1FM5K8B8LGB84447	9329
marked	40		2002	2020	Ford	Explorer	1587694	1FM5K8AB8LGC13235	8,246
marked	41		2003	2020	Ford	Explorer	1593750	1FM5K8AB5LGB42978	59,861
marked	42	New	2101	2021	Dodge	Charger	1638093	2C3CDXKG1MH668982	9215
marked	43	New	2102	2021	Dodge	Charger	1638091	2C3CDXKG3MH657286	8649
marked	44	New	2103	2021	Dodge	Charger	1638092	2C3CDXKG1MH657285	3077
Gray	45		N/A	2017	Ford	Taurus	7YYM644	1FAHP2MK7HG143610	67,554
marked	46		T1	2007	Ford	Van	1148931	1FTSS34L87DB31222	68,293
Humvee	47	CR V		1987	HVEE	Rescue Veh.	1147078	13660CA035	104599
Polaris ATV	48	AT V		2023	Polaris	Rescue Veh.		4XARSE999P8038796	33

Exhibit E

INSURANCE REQUIREMENTS

VENDOR shall procure and maintain for the duration of this Agreement, including any extensions thereof, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of services hereunder by the VENDOR, their agents, representatives, or employees or subcontractors.

A. Minimum Scope and Limit of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be three times the required occurrence limit.
2. ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. Garage Liability coverage for Garage Operations with minimum limits of not less than One Million Dollars (\$1,000,000) per occurrence. If the insurance includes a general aggregate limit, that limit apply separately to this Agreement or shall be at least three times the required per occurrence limit.
5. Garage keeper's Legal Liability with minimum limits of not less than One Million Dollars (\$1,000,000) per occurrence. If the insurance includes a general aggregate limit, that limit shall apply separately to this Agreement or shall be at least three times the required per occurrence limit.

B. Deductible and Self-Insured Retention

Any deductibles or self-insured retention must be declared to and approved by the City's Risk Manager. If the deductibles or self-insured retention limit is unacceptable to the City Attorney, at his or her option, the insurer shall either reduce or eliminate such deductibles or self-insured retention as respects the City of East Palo Alto, its officers, officials, employees, and volunteers; or the VENDOR shall procure a bond

guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. Other Insurance Provisions

The general liability and automobile liability policies, as can be provided, are to contain, or be endorsed to contain, the following provisions:

1. The City of East Palo Alto, its officers, officials, employees, agents and volunteers are to be covered as additional insured as respects; liability, including defense costs, arising out of activities performed by or on behalf of the VENDOR; products and completed operations of the VENDOR; premises owned, occupied or used by the VENDOR; or automobiles owned, leased hired or borrowed by the VENDOR. The coverage shall contain no special limitations on the scope of protection afforded to the City of East Palo Alto, its officers, officials, employees, agents or volunteers. The insurance is to be issued by companies licensed to do business in the State of California.

2. For any claims related to this project, VENDORS's insurance coverage shall be primary insurance as respects the City of East Palo Alto, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City of East Palo Alto, its officers, officials, employees, agents or volunteers shall be excess of the VENDOR's insurance and shall not contribute with it.

3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees, agents or volunteers.

4. The VENDOR's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

The workers' compensation and employer's liability policy required hereunder shall be endorsed to state that the workers' compensation carrier waives its right of subrogation against City, its officers, officials, employees, agents and volunteers, which might arise by reason of payment under such policy in connection with Consultant's performance under this Agreement.

D. Acceptably of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII.

E. Verification of Coverage

VENDOR shall furnish the City with original certificates of insurance for all insurances required by this Agreement and endorsements effecting general and automobile liability insurance coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City Attorney before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage, by this Agreement at any time. All verification of coverage and other insurance documents shall be mailed to the following address or to any other subsequent address as may be directed in writing by the City Attorney:

City of East Palo Alto Attn.:
City Attorney 2415
University Ave.
East Palo Alto, CA 943030

F. Subcontractors

VENDOR shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all the requirements stated herein.

A. Payment Withhold

City will withhold payments to VENDOR if the certificates of insurance and endorsements required above are canceled or VENDOR otherwise ceases to be insured as required herein.