

**CITY OF SEDRO-WOOLLEY**  
**REQUEST FOR PROPOSALS (RFP)**  
**FOR**  
**OUTFITTING POLICE VEHICLES WITH ELECTRONICS AND OTHER**  
**EQUIPMENT SERVICES**

**PROPOSAL DUE DATE – November 30, 2010**

## **I. Introduction/Request**

The City of Sedro-Woolley is soliciting proposals from individuals and firms to provide the City with outfitting police vehicles with electronics and other equipment.

The City has an immediate need to outfit one police vehicle and anticipates the need to outfit two additional vehicles in 2011. The contractor may also be called upon to service and upgrade existing vehicles.

The proposal should include the following:

1. The proposed hourly rate including a firm price for outfitting a new PD Crown Victoria Interceptor to SWPD specifications including all lights, sirens, radios and other equipment but excluding vehicle markings;
2. Proposed cost for equipment (i.e., proposed mark up);
3. A statement of qualifications;
4. At least three references.

## **II. RFP Administrative Requirements**

### **A. Contacts**

All communications concerning this RFP should be directed to:

Eron Berg  
City Supervisor/City Attorney  
City of Sedro-Woolley  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Telephone: (360) 855-9922 FAX: (360) 855-9923  
Email: eberg@ci.sedro-woolley.wa.us

Candidates responding to this RFP should provide the following information (i.e., by submitting a photocopy of a business card) at the time they respond:

Name of contact person  
Name of firm  
Mailing address  
Telephone number  
FAX number  
E-mail address

### **B. Delivery of Proposals**

**Proposals must be received by the City of Sedro-Woolley, at City Hall, 325 Metcalf, Sedro-Woolley, WA no later than 12:00 p.m. PST on Tuesday, November 30, 2010. Proposals may be accepted by email or fax.**

Candidates are solely responsible for ensuring that proposals are delivered on time. Delays caused by any delivery service will not be grounds for an extension of the proposal due date and time. Proposals received after the due date and time will be returned unopened.

**C. Cost of Proposal**

This RFP does not commit the City to pay any costs incurred by any candidate in the submission of a proposal. The candidate is responsible for all costs associated with its response to this RFP.

**D. Rejection of Proposal**

The City reserves the right to reject any or all proposals at any time with no penalty and/or to waive immaterial defects and minor irregularities in proposals.

**E. Other Requirements**

The following minimum requirements shall apply to any contractor as a condition of performing work for the City: Contractors shall execute the City's standard Professional Services Agreement which is available for review on the City's website.

**III. Selection Criteria**

Proposals will be evaluated on the basis of the following:

1. Proposed rates and costs; and
2. Candidate's qualifications, including references.