



Request for Bids

Ogden City Corporation is accepting sealed bids from qualified entities to provide camera hardware and installation and/or MSRP/RRP discounted pricing on Avigilon cameras, Avigilon Card Access (ACM), Ubiquity Wireless Antennas and installation hardware at various locations within the City.

IMPORTANT INFORMATION:

For the safety of Ogden City businesses, residents, and visitors we have security cameras located throughout the city at various locations. This is an ongoing project and we will be needing installation of cameras at various locations throughout the city on an as needed basis. Bid information should include the following:

Tiered level technician rates for installation;

MSRP/RRP discount rate on hardware;

Years of experience of installation of Avigilon cameras, minimum requirement five (5) years.

Three references.

Example of required items 1) and 2).

Technician Rates			Avigilon Equipment	
	Hourly	Daily	Week	MSRP Price
Level I	\$	\$	\$	Cameras – % or \$ off MSRP
Level II	\$	\$	\$	Hardware - % or \$ off MSRP
Level III	\$	\$	\$	

It is anticipated that this bid will result in a single contract award. Contract will consist of a one (1) year term with the option to renew for two (2) additional one (1) year term contracts. We reserve the right to cancel the invitation of the bid without awarding a contract.

Standard Ogden City insurance requirement is for commercial liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, together with automobile liability and workers compensation insurance.

Qualified respondents will be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with the work defined in the scope of work.

All work must meet current industry standards and all federal, state and local rules and regulations.

GENERAL TERMS:

Ogden City reserves the right to accept or reject any and all bids and to waive any informality or technicality in bids received, that best serves its convenience and/or is in the best interest of the City. The City reserves the right to issue contracts to multiple vendors.

Once submitted, all bids, including attachments, supplementary materials, addenda, etc. become the property of the City and will not be returned to the offeror.
All costs related to the preparation of bids and any related activities are the sole responsibility of the offeror. No reimbursement will be made by Ogden City for any costs incurred in preparing bids.
Ogden City welcomes and encourages bids from women and minority owned businesses.
Ogden City reserved the right to cancel or modify this request for bids. There is no guarantee that Ogden City will place the requested goods/services under contract.

MANDATORY PRE-BID MEETING:

A mandatory pre-bid meeting will be held 9:00 AM Tuesday May 29, 2018 at 2549 Washington Blvd. Ogden, UT 84401, 7th Floor Conference Room. All **contractors** intending to submit a bid are **REQUIRED** to attend to obtain relevant information concerning the project. Please allow at least one hour for the pre-bid conference. Register for the event at <https://www.eventbrite.com/e/ogden-city-rfb-mandatory-meeting-tickets-46071288464>. Please note that all Visitors must check in at the 2nd floor information desk.

BID RESPONSES:

Responses to this Request for Bids should be submitted to Ogden City Purchasing on June 8, 2018, no later than 4:00 PM, at which time they will be opened and read aloud. Please note that all Visitors must check in at the 2nd floor information desk. **LATE BIDS WILL NOT BE ACCEPTED.**

Ogden City Purchasing (2nd Floor)
2549 Washington Blvd, Suite 510
Ogden, Utah 84401

Respondents are responsible for securing any and all addenda issued, and acknowledging each addenda (if any) on their bid submittal.

For submittal questions, please contact purchasing@ogdencity.com