

**Request for Proposals for
Vehicle Upfitting Sales and Installation**

Issued by the University of Little Rock Arkansas
Solicitation Number: FB-26-007

Attachment 02 SCOPE OF WORK

I. OVERVIEW AND DEFINITIONS

The purpose of this RFP is to establish a Master Agreement(s) with qualified Offerors to provide competitive pricing for sales and installation for the purpose of upfitting Law Enforcement, Fire Response, and Non-Public Safety Vehicles through their retail distribution networks to all Participating States and Political Subdivisions. The University of Arkansas Little Rock is requesting proposals from qualified Offerors to provide Vehicle Upfitting Sales and Installation to establish the inaugural RFxPremier contract for Vehicle Upfitting Sales and Installation.

The intent of this portfolio is to provide nationwide coverage for these goods and services; however, Offerors are not required to provide nationwide coverage to be eligible for an award. Offerors are required to respond with areas they are able to cover if awarded on the Offeror Response Worksheet. The preference is for entities that provide coverage for larger regions or national coverage.

This RFP is designed to provide interested Offerors with sufficient information to submit Proposals meeting the requirements. It is not intended to be comprehensive. Each Offeror is responsible for determining all factors necessary for submission of a comprehensive Proposal. Offerors are encouraged to expand upon the specifications to add service and value consistent with state requirements.

The objective of the RFP is to obtain best value, and in some cases, achieve more favorable pricing than is obtainable by an individual state and local government entities.

The Master Agreement(s) resulting from this RFP may be used by state governments (including departments, agencies, institutions), institutions of higher education, political subdivisions (i.e., colleges, school districts, counties, cities, etc.), the District of Columbia, and territories of the United States.

II. MASTER AGREEMENT OBJECTIVES

A. Required Capabilities

1. The Offeror shall be in business for a minimum of six (6) years providing vehicle upfitting sales and installation for law enforcement, fire response, and non-public safety vehicles.
2. The Offeror shall provide a minimum of four (4) reference letters from a government entity.
3. The Offeror's facility shall have a minimum of five (5) installation bays to perform vehicle upfitting services.

B. Offeror Requirements

1. Vehicle Upfitting

Offeror shall have the expertise and capacity to install all proposed products for police, fire and non-public safety vehicles. The Offeror shall be responsible for providing all labor, parts, wiring, mounting hardware, and any miscellaneous materials necessary to fully equip a Law Enforcement, Fire Response, and Non-Public Safety Vehicle. Installations shall not void any OEM warranties or interfere with factory safety systems. The Offeror shall also demonstrate the capability to perform custom fabrication work when standard mounting solutions do not meet the operational or equipment needs of the vehicle.

2. Mechanical Capabilities

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Offeror shall have the capability to handle inevitable, minor mechanical problems that can develop such as, but not limited to dead batteries, flat tires, etc.

3. Equipment Standards

New equipment to be the latest model of standard design manufactured with all standard equipment, tools and warranty. Offeror shall supply full description and descriptive materials on unit proposed. Equipment shall comply with current provisions of the National Traffic and Motor Vehicle Safety Act and all other applicable industry standards (e.g. SAE, NFPA, NTEA/Member of the MVP program is preferred).

4. Inventory Standards

Offeror is required to ensure a sufficient stock of shop supplies and detailed vehicle build parts prior to the installation date for a Law Enforcement, Fire Response, and Non-Public Safety Vehicle.

5. Installation Standards

The Offeror shall provide all parts, labor, tools, and technical expertise required to upfit Law Enforcement, Fire Response, and Non-Public Safety Vehicles. The Purchasing Entity will coordinate with the Offeror to establish a designated date and time to drop off vehicle(s) for installation. The maximum turnaround time for each vehicle shall not exceed thirty (30) calendar days from the date the vehicle is delivered to the Offeror's facility. Should the Purchasing Entity supply more than four (4) vehicles simultaneously, both parties may mutually agree to extend the completion timeframe beyond thirty (30) days.

The Offeror shall be prepared to accept vehicles immediately upon contact and coordination from the Purchasing Entity. Any delays in vehicle acceptance or installation timelines shall be communicated in writing to the Purchasing Entity and are subject to review and approval by the Purchasing Entity. Purchasing Entity will coordinate with the Offeror at the time a new vehicle is ordered to jointly develop the upfitting specifications. A purchase order will be issued in advance to allow the Offeror to procure parts and equipment, so they are on hand when the vehicle arrives. The Offeror may request the vehicle's Vin number from the Purchasing Entity prior to procuring parts.

6. Vehicle Security Standards

The Offeror shall be responsible for a reasonable level of security for all vehicles upon receipt until the vehicle is accepted by the Purchasing Entity. The Offeror shall provide a secure location with 24/7 camera monitoring while vehicles are on premises.

7. Pre-Installation Layout Submission

- a. Prior to commencing any upfitting work, the Offeror shall provide a detailed light and equipment placement layout diagram for each vehicle type.
- b. Layout shall include if applicable:
 1. Emergency light bar and accessory lighting locations (front, rear, side)
 2. Control unit/console placements
 3. Radio and communication equipment
 4. Weapon rack and prisoner transport systems
 5. Any other specialized equipment mounting (such as, but not limited to: antennas, radar, ALPR, MDT, etc.)
- c. Layouts shall be approved by the Purchasing Entity before installation begins.

8. General Installation Requirements

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- a.** All wiring to be color coded and gauged for current load and to be loomed and bundled. Wire loom shall be installed with sealed grommets in the fire wall.
- b.** All holes drilled into the vehicle by the installer for installation of wires, equipment, etc. will be properly sealed and the edges are protected so as not to cause damage to the equipment or cause excessive wear to the wiring insulation due to contact with exposed sharp metal edges.
- c.** Connections under the hood shall be crimped and soldered along with shrink tube.
- d.** All grounding shall be crimped and soldered.
- e.** Power and ground will come from battery and fusible link.
- f.** There shall be no spliced wires under the footrest area under the carpet.
- g.** All control units shall be mounted securely and easily accessible to the operator. Equipment shall be installed in a manner that supports future maintenance and component replacement.
- h.** No air bag components are to be modified or moved from their factory locations.
- i.** Offeror shall insure that all hardware and connections do not interfere with the safe operation of any other components on the vehicle.
- j.** All wiring installation shall be done so as not to create a fire hazard, or to overheat any of the wiring harnesses, or cause damage to the equipment being installed, or to any of the vehicle's components. Correct fuses and in-line fuses to be used, when necessary in the wiring system to prevent over-heating in the wiring system, and to prevent any damage to the vehicle and to the electronic equipment being installed.
- k.** A correct load Amperage breaker to be resettable mounted at a location agreed to by both parties to control the load of all add-on equipment to the vehicle.
- l.** All lighting bezels, mounting, and flash patterns shall comply with applicable U.S. Department of Transportation (DOT) regulations.
- m.** Offeror shall install antennas using sealed grommets or passthroughs to prevent leaks of corrosion.
- n.** Cables shall be routed cleanly to avoid RF interference and securely terminated in the console or trunk-mounted radio tray.

9. In-Car Camera and Video System Installation

- a.** The Offeror shall have the requisite experience and expertise for the installation of in-car camera and video systems in designated vehicles as directed by the Purchasing Entity.
- b.** The Purchasing Entity may furnish the equipment to the Offeror or purchase the equipment from the Offeror.
- c.** Installation Standards
 - 1.** All components shall be securely mounted and protected against vibration and road shock.
 - 2.** Wiring shall be fully loomed and routed to avoid pinch points, sharp edges, or exposure to moisture.
 - 3.** Microphones and control switches shall be installed in accessible and unobtrusive locations for officer use.
 - 4.** Cameras shall be angled to capture a clear, unobstructed view of the vehicle's forward path and rear seat area.
 - 5.** Offeror shall coordinate placement with Purchasing Entity prior to installation to confirm positioning and ensure operational effectiveness.
 - 6.** Systems shall integrate with existing vehicle power systems using a fused connection or ignition-tied relay.

10. Two-Way Radio Installation

- a.** The Offeror shall have the requisite experience and expertise for the installation of two-way radios in designated vehicles as directed by the Purchasing Entity.

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- b.** The Purchasing Entity may furnish the equipment to the Offeror or purchase the equipment from the Offeror.
- c.** Responsibilities of the Offeror
 - 1.** Provide all necessary installation hardware, including, but not limited to:
 - Power and ground cables
 - Mounting brackets and faceplates
 - External speakers
 - Antennas, antenna mounts, and cabling
 - Microphone hangers or clips
 - 2.** Securely mount radios in location that allows safe and convenient access by the operator, typically integrated in the center console or dash area.
 - 3.** Connect radios to a fused power source using proper gauge wiring and sealed connections.
 - 4.** Install roof-mounted or fender-mounted antennas with sealed passthroughs and proper grommet protection.
 - 5.** Ensure all cables are loomed, secured, and labeled to prevent damage or RF interference.

11. Part(s) Only Procurement

The Offeror is required to permit the Purchasing Entity to either pickup a part(s) at their facility or ship the parts directly to the Purchasing Entity from the Offeror's inventory with a timeframe of five (5) business days. The Offeror can ship full or partial orders directly from the Manufacturer to the Purchasing Entity within a timeframe that aligns with the on-hand available inventory of the Manufacturer.

12. Shipping and Delivery

All parts and accessories shall be shipped F.O.B Destination, Freight Prepaid. The Purchasing Entity may authorize the Offeror to expedite parts deliveries for critical parts and accessories. The Purchasing Entity will pay all expedited costs authorized by the Purchasing Entity.

13. Inspection and Acceptance

- a.** Vehicles that have been completed by the Offeror shall be available for pickup in "showroom condition" which includes, but not limited to, washed, vacuumed, interiors cleaned and free of incidental outfitting and storage-related debris, dirt, grime, etc.
- b.** Offeror shall clean/polish all equipment that will be installed into the new vehicles.
- c.** The Purchasing Entity reserves the right to inspect the completed law enforcement or emergency vehicle. A quality assurance checklist shall be completed and submitted with each vehicle prior to the final inspection date. Offeror shall supply wiring diagram and component list with each completed unit. If requested by the Purchasing Entity during inspection, the Offeror shall provide training to the end-users on how to operate and service the various pieces of equipment installed by the Offeror. The Purchasing Entity shall not submit an invoice until the vehicle is inspected and accepted by the Purchasing Entity.

14. Warranty

- a.** All warranties from equipment manufacturers shall be passed on to the Purchasing Entity. Offeror shall have the ability to install equipment so that all applicable warranties are not voided or made ineligible.
- b.** Offeror shall be held responsible for any repairs due to defects in materials, labor, or workmanship for a minimum period of one (1) year from the acceptance of the vehicle by the Purchasing Entity. Replacement of defective parts and performance of additional labor shall be completed by the Offeror at no additional cost to the Purchasing Entity.

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- c. The Offeror shall coordinate with the Purchasing Entity to establish a designated date for repair(s) to be conducted at the Purchasing Entity's location or Offeror's location. All repairs shall be completed within two (2) business days following the receipt of a vehicle and any necessary replacement parts.

15. Technical Standards

- a. All vehicle technicians shall possess the necessary certifications from the manufacturer's to properly install their products. In cases of new installers being hired by the Offeror, the Purchasing Entity may periodically request certifications for said employees.
- b. Offeror shall assign a designated point-of-contact (POC) for all technical support needs after delivery, with direct phone and email access. A backup contact shall be provided in case of absence.

16. Sales Representative

The Offeror shall have a dedicated sales representative to assist the Purchasing Entity with upfitting builds. Sales Representative shall be responsible for offering recommendations and ensuring that a parts order for a vehicle build includes all the necessary components for its completion.

III. OFFEROR RESPONSIBILITIES AND TASKS

A. Participating Entity Terms and Conditions

The Offeror shall understand each Participating Entity reserves the right to negotiate additional terms and conditions in its Participating Addendum. Offeror shall submit a statement that they understand they may be required to negotiate these additional terms and conditions when executing a Participating Addendum.

B. Insurance

Offerors shall, during the term of this Master Agreement, maintain in full force and effect, the insurance described in this section. Offeror shall acquire such insurance from an insurance carrier or carriers licensed to conduct business in each Participating Entity's state and having a rating of A-, Class VII or better, in the most recently published edition of A.M. Best's Insurance Reports. Failure to buy and maintain the required insurance may result in this Master Agreement's termination or, at a Participating Entity's option, result in termination of its Participating Addendum.

- 1. Coverage shall be written on an occurrence basis. The minimum acceptable limits shall be as indicated below: (1) Commercial General Liability covering premises operations, independent Offerors, products and completed operations, blanket contractual liability, personal injury (including death), advertising liability, and property damage, with a limit of not less than \$1 million per occurrence/\$2 million general aggregate; Offeror must comply with any applicable State Workers Compensation or Employers Liability Insurance requirements.
- 2. Offeror / Offeror shall pay premiums on all insurance policies. Offeror shall provide notice to a Participating Entity who is a state within five (5) business days after Offeror is first aware of expiration, cancellation or nonrenewal of such policy or is first aware that cancellation is threatened or expiration, nonrenewal or expiration otherwise may occur.
- 3. Copies of renewal certificates of all required insurance shall be furnished within thirty (30) days after any renewal date to the applicable state Participating Entity. Failure to provide evidence of coverage may, at the sole option of the Lead State, or any Participating Entity, result in this Master Agreement's termination or the termination of any Participating Addendum.
- 4. Coverage and limits shall not limit Offeror's liability and obligations under this Master Agreement, any Participating Addendum, or any Purchase Order

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C. Changes in Offeror Contact

The Offeror shall notify the Contract Administrator of any changes in the company status, such as mergers, sell-offs, discontinuation of equipment, addition of equipment lines and changes in the contact information of the Contract. The Contract Administrator shall be able to contact the Offeror at all times during business hours.

D. Quarterly Reporting

The Offeror shall submit a quarterly sales report directly to RFxPremier no later than thirty (30) days following the end of each quarter.

E. Administrative Fees

1. The Offeror shall pay RFxPremier, or its assignee, RFxPremier Administrative Fee of one percent (1.00%) no later than sixty (60) days following the end of each calendar quarter. The RFxPremier Administrative Fee shall be submitted quarterly and is based on all sales and services under the Master Agreement. The RFxPremier Administrative Fee is not negotiable. This fee is to be included as part of the pricing submitted with the proposal.
2. Additionally, a Participating Addendum may also require payment of an additional administrative fee by Offerors to a Participating Entity based on sales to Purchasing Entities within the jurisdiction of the Participating Entity. **Unless otherwise negotiated by the Participating Entity**, Offeror may adjust the Master Agreement pricing incorporated into the Participating Entity's Participating Addendum by an amount not to exceed the Participating Entity's fee. Such adjustments will have no effect on the RFxPremier administrative fee, pricing in the Master Agreement, or pricing offered to Purchasing Entities outside the jurisdiction of the Participating Entity.

IV. LEAD ENTITY RESPONSIBILITIES AND TASKS

A. Solicitation Process Management

1. Develop, issue, and manage the Request for Proposals (RFP) in compliance with applicable procurement laws and regulations.
2. Serve as the point of contact for questions, clarifications, and any modifications during the solicitation process.
3. Ensure transparency, fairness, and competition throughout the evaluation process, working in coordination with the cooperative's governance guidelines.

B. Evaluation and Award

1. Lead the evaluation of proposals in accordance with the established criteria.
2. Coordinate evaluation committee activities, including scoring and discussions, to recommend Offerors for award to RFxPremier.
3. Notify awarded Offerors.

V. RFxPREMIER RESPONSIBILITIES AND TASKS

A. Master Agreement Oversight

1. Ensure that all agreements reflect the scope of work, deliverables, Offeror responsibilities, pricing, and service levels as outlined in the RFP.
2. Manage any amendments of the Master Agreement(s) as needed.

B. Adjustment in Pricing

The Contract Administrator shall review the Offeror request for a price or rate adjustment at least forty-five (45) days prior to the effective date. The Contact Administrator shall notify the Offeror

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their requested price or rate adjustment was approved. If rejected the Contract Administrator shall request the Offeror to resubmit their price or rate adjustment for approval at least thirty (30) days prior to the effective date.

C. Participating Addendum Escalation Contact

The Contract Administrator shall be the escalation contact for a Participating Entity when the Offeror fails to respond to correspondence with the Participating Entity or if an issue or problem is not resolved in a timely fashion.