



**Request for Proposal
RFP-5374-24-KF**

**Cloud-Based Warehouse Inventory Management System
for the City of Grand Junction**

RESPONSES DUE:

March 11, 2024, before 1:00 p.m. (Mountain Time)

Accepting Electronic Responses Only

Submitted Through the

Rocky Mountain E-Purchasing System (RMEPS)

<https://www.bidnetdirect.com/colorado/city-of-grand-junction>

(Purchasing Agent does not have access or control of the Vendor side of RMEPS. If the website or other problems arise during response submission, the Offeror MUST contact RMEPS to resolve the issue before the response deadline 800-835-4603)

**NOTE: All City solicitation openings will be held virtually,
information is in Section 1.9.**

Purchasing Agent:

Kathleen Franklin, Senior Buyer

kathleenf@gjcity.org

970-244-1513

REQUEST FOR PROPOSAL

TABLE OF CONTENTS

Section

1.0 Administrative Information and Conditions for Submittal

2.0 General Contract Terms and Conditions

3.0 Insurance Requirements

4.0 Specifications/Scope of Service

Appendices:

Appendix 1 – [2023 Year-End Inventory Report](#)

** if the link does not work, please use Firefox or an alternate browser and refresh*

5.0 Preparation and Submittal of Proposals

6.0 Evaluation Criteria and Factors

7.0 Solicitation Response Form

REQUEST FOR PROPOSAL

Section 1.0: Administrative Information & Conditions For Submittal

- 1.1. **Americans with Disability Act (ADA) Compliance Mandate:** Following HB21-1110, all documents produced and submitted in response to this solicitation must adhere to the provisions outlined in §§24-85-101, C.R.S., and subsequent sections, as well as the Accessibility Standards for Individuals with a Disability, as established by the Office of Information Technology under section §24-85-103 (2.5), C.R.S. Additionally, all documents must align with the State of Colorado's technology standards related to accessibility, including Level A.A. conformity with the latest iteration of the Web Content Accessibility Guidelines (WCAG) as integrated within the State of Colorado's technology standards.
- 1.2. **Required Review:** The Offeror is responsible for thoroughly reviewing all solicitation documentation to gain a comprehensive understanding of the scope, specifications, project requirements, and all associated rules, regulations, laws, conditions, instructions, and procurement policies related to the solicitation process and the Project or Work outlined in this Request for Proposal.
- 1.3. **Issuing Office:** The Request for Proposal (RFP) is issued by the City of Grand Junction (City). The Purchasing Agent responsible for the conduct of this procurement is:

Kathleen Franklin
kathleenf@gjcity.org

Except for pre-bid or site visit meeting(s); all inquiries, concerns, clarifications, or communication about this solicitation, including process, specifications, and project scope, must be in writing to the Purchasing Agent. Other communication may result in disqualification.

- 1.4. **Purpose:** The City is soliciting proposals for a Cloud-Based Warehouse Inventory Management Software system (CBWIMS or System). This RFP aims for a cloud-based software solution that will significantly elevate the City's 'Stores' warehouse operations' efficiency, accuracy, and financial reporting and oversight. The solution should integrate flawlessly with the existing IT infrastructure, adhering to industry standards and local regulatory requirements. The Product and Services shall be provided under the terms and conditions provided in this RFP.
- 1.5. **Non-Mandatory Pre-Proposal Meeting:** Prospective Offerors are strongly encouraged to attend a non-mandatory pre-proposal meeting **via Microsoft Teams on February 22, 2024, at 10:30 a.m.** The purpose of this meeting is to clarify the contents of this RFP. *It is important to note that nothing stated during the meeting will modify the solicitation. Any modifications to the RFP will be communicated exclusively through addenda.*

Microsoft Teams meeting

Join on your computer, mobile app, or room device
[Click here to join the meeting](#)

Meeting ID: 286 487 328 779

Passcode: pFrRmz

[Download Teams](#) | [Join on the web](#)



[Learn More](#) | [Meeting options](#)

- 1.6. **The Owner:** The City is the “Owner” which will act by and through its authorized representative(s); “Owner” or “City” may be used interchangeably throughout this Solicitation.
- 1.7. **Compliance:** All Offerors, by submitting a proposal, commit to adhere to all conditions, requirements, and instructions in this RFP as stated or implied herein or modified by addenda. Should the Owner omit anything necessary to clearly understand the requirements, or should it appear that various instructions conflict, the Offeror(s) shall secure instructions from the Purchasing Agent before the submittal deadline.
- 1.8. **Procurement Process:** The 2023 version of the City [Procurement Policy](#) applies to this Solicitation.
- 1.9. **Submission:** See section 5.0 of this Solicitation for Preparation and Submittal Terms. Proposals shall be formatted as directed, in Section 5. Proposals that fail to follow the format may be found non-responsive. To participate in the solicitation opening, please utilize the following information and link:

**Solicitation Opening, Cloud-Based Warehouse Inventory Management System
for the City of Grand Junction (RFP-5374-24-KF)
March 11, 1:00 – 1:30 PM (America/Denver)**

Please join the meeting from your computer, tablet, or smartphone.

<https://meet.goto.com/120807893>

Dial in using a phone.

Access Code: 120-807-893

United States: [+1 \(877\) 240-3311](tel:+18772403311)

Join from a video-conferencing room or system.

Meeting ID: 120-807-893

Dial in or type: 67.217.95.2 or inroomlink.goto.com

Or dial directly: 120807893@67.217.95.2 or 67.217.95.2##120807893

Get the app now and be ready when your first meeting starts

<https://meet.goto.com/install>

- 1.10. Public Disclosure:** Under the Colorado Open Records Act (CORA), all information within any bid or proposal is subject to public disclosure. Upon the issuance of an award, both the solicitation file and the proposal(s) contained therein are subject to a [CORA request](#). In instances of Solicitation or Project cancellation, public disclosure is contingent upon adherence to pertinent laws.
- 1.11. Altering Proposals:** Any alterations made before the opening date and time must be initiated by the Offeror. Proposals may not be altered or amended after the submission deadline.
- 1.12. Withdraw of Proposals:** A proposal must be firm and valid for award and may not be withdrawn or canceled by the Offeror for ninety (90) days following the submittal deadline date, and only before award.
- 1.13. Acceptance of Proposal Content:** The Proposal the Owner selects shall become a part of the Contract Documents. Failure of the successful Offeror to accept the obligations in the Contract shall result in cancellation of the award and such Offeror shall be removed from future solicitations. When a Contract is executed by and between the Offeror and the City, the Offeror may be referred to as the “Consultant” or “Vendor.”
- 1.14. Addenda:** Official response to questions, interpretations, corrections, and changes to this solicitation or extensions to the opening/receipt date will be made by the Purchasing Agent by a written Addendum to the solicitation. The sole authority to authorize addenda shall be vested in the Purchasing Division. Addenda will be issued electronically through BidNet Direct Rocky Mountain E-Purchasing System website at <https://www.bidnetdirect.com/colorado/city-of-grand-ju>. An Offeror(s) must acknowledge receipt of all addenda in the proposal(s).
- 1.15. Exceptions and Substitutions:** All proposals responsive to this RFP will be considered for award. An Offeror taking exception to the specifications does so at the Offeror’s risk. The Owner reserves the right to accept or reject any or all substitutions or alternatives. When offering substitutions and/or alternatives, the Offeror must state any exception(s) in the section to which the exception(s) pertain(s). Exception/substitution, if accepted, must meet, or exceed the stated intent and/or specification(s). The absence of stated exception(s) indicates that the Offeror has not taken exception(s), and if awarded a Contract, shall hold the Offeror responsible for performing in strict accordance with the Contract Documents.
- 1.16. Confidential Material:** All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after the Contract award. “**Proprietary or Confidential Information**” is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information identified with the words “**Confidential Disclosure**” and uploaded as a separate document may establish the information as confidential or proprietary. Any material the Offeror(s) intends to be treated as confidential or proprietary in nature must include a written explanation for the request. Consistent with the Colorado Open Records Act (CORA), the request shall be reviewed and decided by the Owner. If denied, the Offeror will have the opportunity to withdraw its proposal or to remove confidential or proprietary

information. Neither cost nor pricing information nor the entire proposal may be claimed as confidential or proprietary.

- 1.17. Response Material Ownership:** All proposals become the property of the Owner upon receipt and may only be returned to the Offeror at the Owner's option. Selection or rejection of the proposal shall not affect this right. The Owner shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP, subject to limitations in the materials marked as "Confidential Material." Disqualification of a proposal does not eliminate the City's right.
- 1.18. Minimal Standards for Responsible Prospective Offerors:** The Offeror must affirmatively demonstrate its responsibility. A prospective Offeror must meet the following minimum requirements:
- Be able to comply with the required or proposed schedule.
 - Have a satisfactory performance record of projects of similar scope and size.
 - Have a satisfactory record of integrity and ethics.
 - Be otherwise qualified and eligible to receive an award and enter into a Contract with the Owner.
- 1.19. Sales Tax:** The Owner is exempt from State, County, and Municipal Taxes and Federal Excise Tax; therefore, all fees shall not include taxes.
- 1.20. Public Opening:** Proposal(s) shall be opened publicly in a virtual meeting following the proposal deadline. Offerors, representatives, and interested persons may be present. Proposals shall be received and acknowledged only to avoid disclosure of the process. Only the company name(s) and business location of the proposing Offeror(s) will be disclosed.

Section 2.0: General Contract Terms and Conditions

- 2.1. Acceptance of RFP Terms:** A proposal submitted in response to this RFP shall constitute a binding offer which the Offeror shall acknowledge on the Letter of Interest or Cover Letter. The Offeror must be legally authorized to execute a Letter of Interest or Cover Letter together with contractual obligations. By submitting a proposal, the Offeror accepts all terms and conditions including compensation, as set forth herein/the Contract Documents. An Offeror shall identify clearly and thoroughly any variations between its proposal and the Owner's requirements. Failure to do so may be deemed a waiver of any right(s) to subsequently modify the term(s) of performance, except as specified in the RFP. A proposal that includes terms and conditions that do not conform to the terms and conditions of this Request for Proposal is subject to rejection as non-responsive. The Owner reserves the right to permit the Offeror to withdraw nonconforming terms and conditions from its proposal before a determination by the Owner of non-responsiveness based on the submission of nonconforming terms and conditions.
- 2.2. Execution, Correlation, Intent, and Interpretations:** The Contract Documents shall be signed by the Owner and the Vendor. By executing the Contract, the Vendor represents

that it has familiarized itself with the conditions under which the Service is to be performed and correlated its observations with the requirements of the Contract Documents. The Contract Documents are complementary, and what is required by anyone, shall be as binding as if required by all. The Contract Documents intend to include all labor, materials, equipment, services, and other items necessary for the proper execution and completion of the Scope of Services as defined in the technical specifications contained herein.

- 2.3. Responsibility for those Performing the Services:** The Vendor shall be responsible to the Owner for the acts and omissions of all its employees and all other persons performing any of the Services under the Contract.
- 2.4. Payment & Completion:** The Contract Sum is stated in the Contract and is the total amount payable by the Owner to the Vendor for the performance of the Service(s) under the Contract. Upon receipt of written notice that the deliverable(s) is ready for final inspection and acceptance and upon receipt of the invoice for payment, the Owner's Project Manager will promptly make such inspection and, when the Owner finds the Service(s) acceptable under the Contract and the Contract fully completed, the Owner shall make payment in the manner provided in the Contract Documents. Partial payments will be based upon estimates prepared by the Vendor of the value of Service(s) performed per the Contract Documents. The Service(s) performed by the Vendor shall follow generally accepted professional practices and the level of competency presently maintained by other practicing professional Vendors in the same or similar type of Service(s) in the community. The Service(s) to be performed by the Vendor hereunder shall be done in compliance with applicable laws, ordinances, rules, and regulations.
- 2.5. Changes in the Services:** The Owner, without invalidating the Contract, may order changes in the Services within the general scope of the Contract consisting of additions, deletions, or other revisions. All such changes in the Services shall be authorized by Change Order/Amendment and shall be executed under the applicable conditions of the Contract. A Change Order/Amendment is a written order to the Vendor signed by the Contract Administrator issued after the execution of the Contract, authorizing a change in the Services or an adjustment in the Contract sum or the Contract time.
- 2.6. Correction of Services:** The Vendor shall promptly correct all Services found by the Owner as failing to conform to the Contract. The Vendor shall bear all costs of correcting such rejected Services, including the cost of the Owner's additional Services thereby made necessary. The Owner shall give such notice promptly after discovery of the condition. All such defective or non-conforming Services under the above paragraphs shall be removed from the site where necessary and the Services shall be corrected to comply with the Contract without cost to the Owner.
- 2.7. Acceptance Not Waiver:** The Owner's acceptance or approval of Service(s) furnished hereunder shall not in any way relieve the Vendor of its responsibility to maintain the high quality, integrity, and timeliness of its Services. The Owner's approval or acceptance of, or payment for, any Services shall not be construed as a future waiver of any right(s) under the Contract, or of any cause of action arising out of performance under this Contract.
- 2.8. Assignment:** The Vendor shall not sell, assign, transfer, or convey the Contract resulting from this RFP, in whole or in part, without prior written approval from the Owner.

- 2.9. Compliance with Laws:** Proposals must comply with all Federal, State, County, and local laws governing the Service and the fulfillment of the Service(s) for and on behalf of the City. The Vendor hereby warrants that it is qualified to assume the responsibilities and render the Services described herein and has all requisite corporate authority and professional licenses in good standing as required by law.
- 2.10. Suspension:** The Vendor hereby certifies that it is not currently under suspension by any governmental department or agency, nor is it declared ineligible, or voluntarily excluded from covered transactions.
- 2.11. Confidentiality:** All information disclosed by the Owner to the Offeror and/or the Vendor for the Services to be performed or information that comes to the attention of the Vendor during the course of performing such Services is to be kept strictly confidential.
- 2.12. Conflict of Interest:** No public official and/or Owner employee shall have interest in the Contract resulting from this RFP.
- 2.13. Contract:** This solicitation, submitted documents, and any negotiations, when properly accepted by the Owner, shall constitute an enforceable agreement equally binding between the Owner and the Vendor. The Contract represents the entire and integrated agreement between the City and the Vendor and supersedes all prior negotiations, representations, or agreements, either written or oral, including the solicitation documents. The Contract may be amended or modified only with Amendment.
- 2.14. Cancellation of Solicitation:** Any solicitation may be canceled by the Owner or any solicitation response by a Vendor may be rejected in whole or in part when it is in the best interest of the City.
- 2.15. Contract Termination:** The Contract shall remain in effect until any of the following occurs: (1) Contract expires; (2) completion of Services; (3) final acceptance of Services; or (4) for convenience terminated by either party with a written *Notice of Cancellation* stating therein the reasons for such cancellation and the effective date of cancellation at least thirty days past notification.
- 2.16. Employment Discrimination:** During the performance of any Services, the Vendor agrees to:
- 2.16.1.** Not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, citizenship status, marital status, veteran status, sexual orientation, national origin, or any legally protected status except when such condition is a legitimate occupational qualification reasonably necessary for the normal operations of the Vendor. The Vendor agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - 2.16.2.** State in all solicitations or advertisements for employees placed by or on behalf of the Vendor, that such Vendor is an Equal Opportunity Employer.

Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

- 2.17. Immigration Reform and Control Act of 1986 and Immigration Compliance:** The Vendor certifies that it does not and will not during the performance of the Contract employ personnel without authorization services or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 and/or law regulating immigration compliance.
- 2.18. Ethics:** The Vendor shall not accept or offer gifts or anything of value and/or enter into any business arrangement with any employee, official, or agent of the Owner.
- 2.19. Failure to Deliver:** In the event of failure of the Vendor to perform under the Contract, the Owner, after due oral or written notice, may procure Services from other sources and hold the Vendor responsible for all costs resulting in the purchase of additional Services and materials necessary to perform the Service(s). This remedy shall be in addition to any other remedies that the Owner may have.
- 2.20. Failure to Enforce:** Failure by the Owner at any time to enforce the provisions of the Contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the Contract or any part thereof, or the right of the Owner to enforce any provision of the Contract at any time under the terms thereof.
- 2.21. Force Majeure:** The Vendor shall not be held responsible for failure to perform the duties and responsibilities imposed by the Contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the Vendor unless otherwise specified in the Contract.
- 2.22. Indemnification:** The Vendor shall defend, indemnify, and save harmless the Owner and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name, and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any intentional act, negligent act or fault of the Vendor, or any Vendor's agent, employee, subcontractor or supplier in the execution of, or performance under, the Contract which may result from proposal award. The Vendor shall pay any judgment(s) together with costs which may be obtained by and/or against the Owner to the extent caused or claimed to be caused by the Vendor arising out of or under the performance or nonperformance of the Vendor's Product(s)/Service(s), and any judgment by a third party(ies) due to claim(s) of patent, copyright, or intellectual property infringement(s).
- 2.23. Independent Vendor:** The Vendor shall maintain full legal independence from the Owner, and neither the Vendor nor its employees shall, under any circumstances, be construed as servants, or agents of the Owner. The Owner shall bear no legal responsibility for any negligence or other wrongdoing by the Vendor, its employees, or agents. The Owner shall not withhold from the Contract, payments to the Vendor any federal or state unemployment taxes, federal or state income taxes, Social Security contributions, or any other benefit(s) to the Vendor. Furthermore, the Owner shall not extend to the Vendor any insurance coverage or other benefits, including Workers' Compensation, typically provided to its employees, to the Vendor.

- 2.24. Ownership:** All documents, plans, concepts, and work prepared under the Contact, *etc.*, created by the Vendor for this Service, shall become the property of the Owner. All information furnished by the Owner is and shall remain the Owner's property.
- 2.25. Patents/Copyrights:** The Vendor shall defend, indemnify, and save harmless the Owner and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name, and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any intentional act, negligent act or fault of the Vendor, or any Vendor's agent, employee, subcontractor or supplier for any claim, demand and/or judgment due to claim(s) of patent, copyright or intellectual property infringement(s). . For purposes of the solicitation, the Vendor warrants that its products and/or services do not and will not infringe any patent(s) and/or copyright(s) and/or other intellectual property rights. In no event shall the Owner be liable for any claims, damages, awards, and/or costs due to or arising from patent(s)/copyright(s)/intellectual property infringement. A patent/copyright/intellectual property right infringement in violation of the representation required by this paragraph shall render null and void the Vendor's response to the Solicitation and/or any agreement resulting from the Vendor's response except the agreement that the Vendor will indemnify, protect, and defend the Owner as provided in 2.22 and this paragraph.
- 2.26. Governing Law:** Any agreement as a result of responding to this RFP shall be deemed to have been made in, and shall be construed and interpreted by, the laws of the City of Grand Junction, Mesa County, Colorado. Any action arising out of or under this Solicitation and/or Contract shall be in District Court 21st Judicial District, Mesa County, Colorado.
- 2.27. Expenses:** Expenses incurred in the preparation, submission, and presentation of a proposal in response to this solicitation are the responsibility of the Vendor and shall not be charged to the Owner.
- 2.28. Sovereign Immunity:** The Owner specifically reserves and asserts its rights to sovereign immunity under Colorado Law.
- 2.29. Public Funds/Non-Appropriation of Funds:** Funds for payment have been provided through the Owner's budget approved by the City Council for the stated fiscal year only. Colorado law prohibits the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated obligations that may arise past the end of the stated Owner's fiscal year shall be subject to budget approval. The Contract will be subject to and provide a non-appropriation of funds clause under Colorado law.
- 2.30. Collusion Clause:** Each Offeror, by submitting a proposal, certifies that it is not involved in any collusive action(s) or activity(ies) that may violate applicable federal or state antitrust laws, rules, and/or regulations. Any proposal(s) found to have evidence or reasonable belief of collusion among the Offerors will be rejected. The Owner reserves the right, at its discretion, to accept future proposals for the same service(s) or work from participants identified in such collusion.

- 2.31. Gratuities:** The Vendor certifies and agrees that no gratuities or kickbacks were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If the Vendor breaches or violates this warranty, the Owner may, at its discretion, terminate the Contract without liability to the Owner.
- 2.32. Performance of the Contract:** The Owner reserves the right to enforce the performance of the Contract in any manner prescribed by law or equity as deemed by the Owner to be in the best interest of the Owner (in the event of breach or default) of resulting Contract award.
- 2.33. Default:** The Owner reserves the right to terminate the Contract in the event the Vendor fails to meet delivery or completion schedules, or otherwise performs under the Contract. Breach of Contract or default authorizes the Owner to purchase like services elsewhere and charge the full cost to the defaulting Vendor.
- 2.34. Multiple Offers:** If an Offeror submits more than one proposal, THE ALTERNATE PROPOSAL must be marked "Alternate PROPOSAL". The Owner reserves the right to make the award in the best interest of the Owner.
- 2.35. Cooperative Purchasing:** Purchases resulting from this solicitation are primarily for the Owner. Other governmental entities may be extended the opportunity to utilize the resultant Contract award with the agreement of the successful Offeror and the participating Vendors. All participating entities will be required to abide by the specifications, terms, conditions, and prices established in this Proposal. The quantities furnished in this proposal document are for only the Owner. It does not include quantities for any other jurisdiction. The Owner will be responsible only for the award for its jurisdiction. Other participating entities will place its own awards on its respective Purchase Orders through its purchasing offices or use its purchasing cards for purchase/payment as authorized or agreed upon between the provider and the individual entity. The Owner accepts no liability for payment of orders placed by other participating jurisdictions that choose to "piggyback" on the solicitation. Orders placed by participating jurisdictions under the terms of this solicitation will indicate its specific delivery and invoicing instructions.
- 2.36. Definitions:**
- 2.36.1.** "City" or "Owner" is the City of Grand Junction, Colorado, and is referred to throughout the Contract Documents.
- 2.36.2.** "Contract" is the legally binding agreement between the Parties, that outlines the terms, conditions, and obligations governing the relationship and performance of specified tasks or services. The Contract will contain the Contract Sum, Scope of Work, deliverables, timelines, and Project expectations, serving as a comprehensive framework for the successful execution and completion of the agreed-upon Work.
- 2.36.3.** "Consultant" or "Vendor" is the person, organization, entity, or consultant identified as such in the proposal and throughout the Contract. The term encompasses the Consultant, Vendor, or its authorized representative(s).

- 2.36.4. "Key Personnel" designates the crucial individual(s) from the Vendor essential for the successful execution and completion of the Project. The individual(s) will possess specialized skills, knowledge, or experience required for the Project's specific scope of work.
 - 2.36.5. "Offeror" refers to the person(s) legally authorized by the Vendor to make an offer and/or submit a response fee proposal in response to the RFP.
 - 2.36.6. "Project" or "Work" refers to the endeavor outlined in this solicitation to create the product, service, or deliverable.
 - 2.36.7. "Services" includes all labor, materials, equipment, and/or professional skills necessary to produce the requirements of the Contract Documents.
 - 2.36.8. "Subcontractor" is a person(s) or organization that has a direct contract with the Vendor to perform any of the service(s). The term subcontractor is referred to throughout the Contract and means the subcontractor or its authorized representative.
- 2.37. **Public Disclosure Record:** If the Offeror knows its employee(s) or subcontractors having an immediate family relationship with an Owner employee or elected official, the Offeror must provide the Purchasing Agent with the name(s) of the individuals. The individuals are required to file a "Public Disclosure Record", and/or a statement of financial interest, before conducting business with the Owner.

Section 3.0: Insurance Requirements

- 3.1. **Insurance Requirements:** The selected Vendor agrees to procure and maintain, at its own cost, insurance policies sufficient to insure against all liability, claims, demands, and other obligations assumed by the Vendor according to the Contract. Such insurance shall be in addition to any other insurance requirements imposed by the Contract or by law. The Vendor shall not be relieved of any liability, claims, demands, or other obligations assumed under the Contract because it failed to procure or maintain insurance in sufficient amounts, durations, or types.

The Vendor shall procure and maintain and, if applicable, shall cause any subcontractor of the Vendor to procure and maintain insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurance acceptable to the Owner. All coverage shall be continuously maintained to cover all liability, claims, demands, and other obligations the Vendor assumes under the Contract. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Minimum coverage limits shall be as indicated below unless specified otherwise in the Special Conditions:

- (a) Worker Compensation: The Vendor shall comply with all State of Colorado Regulations concerning Workers' Compensation and other statutory insurances as required.
- (b) General Liability insurance with minimum combined single limits of:

ONE MILLION DOLLARS (\$1,000,000) for each occurrence and

TWO MILLION DOLLARS (\$2,000,000) per job aggregate.

The policy shall apply to all premises, products, and completed operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall include coverage for explosion, collapse, and underground hazards. The policy shall contain a severability of interest provision.

- (c) Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than:

ONE MILLION DOLLARS (\$1,000,000) for each occurrence and

ONE MILLION DOLLARS (\$1,000,000) aggregate

Concerning each of the Vendor's owned, hired, or non-owned vehicles assigned to be used in the performance of the Services/Work.

- (d) Professional Liability & Errors and Omissions Insurance policy with a minimum of:

FIVE MILLION DOLLARS (\$5,000,000) per claim and

FIVE MILLION DOLLARS (\$5,000,000) aggregate

This policy shall provide coverage to protect the Vendor against liability incurred as a result of the professional services performed as a result of responding to this Solicitation.

- (e) Technology-related errors and omissions liability and Cyber-Liability coverage with limits of:

TWO MILLION (\$2,000,000) per claim and

TWO MILLION (\$2,000,000) aggregate

- (f) Business Interruption Insurance policy with a minimum of:

FIVE MILLION DOLLARS (\$5,000,000) per claim

3.1.1. Additional Insured Endorsement: The policies required by paragraphs (b), (c), and (e) above shall be endorsed to include the City of Grand Junction, its elected and appointed Officials, employees, and volunteers as Additional Insureds. Every required policy above shall be primary insurance, and any insurance carried by the Owner, its officers, or its employees, or carried by or provided through any insurance pool of the Owner, shall be excess and not contributory insurance to that provided by the Vendor. The Vendor shall be solely responsible for any deductible losses under any policy(ies) required above.

Section 4.0: Specifications/Scope of Services

- 4.1. Background:** The City is in the process of implementing a modern Enterprise Resource Planning (ERP) and Human Capital Management (HCM) system, Oracle Fusion. The existing centralized warehouse, commonly referred to as 'Stores' relies on an outdated Tyler Technologies New World ERP inventory module. This system is no longer supported and in the City's application struggles to keep pace with the City's evolving business requirements, resulting in inefficiencies and operational challenges.

The current inventory management process is labor-intensive, requiring manual effort to receive inventory and update inventory items. The manual approach significantly consumes time in inventory tracking and management. While the inventory module proposed within the new ERP system offers advanced functionalities, it is tailored toward larger entities with multiple warehouse locations. As such, it does not align optimally with the City's specific needs, which differ in scale and operational complexity. To provide context, the City's warehouse operation serves 860 full-time employees and an estimated 385 seasonal employees across seventeen (17) departments.

- 4.2. Introduction:** The City seeks proposals for a CBWIMS system. The System is crucial for upgrading warehouse operations, providing advanced real-time inventory tracking, seamless financial transaction integration, and efficient procurement processes.

The City seeks a Vendor that can provide a sophisticated, CBWIMS, that will address the City's unique operational needs and technological requirements. Offeror(s) should submit proposals demonstrating innovation, efficiency, and a commitment to quality and security.

- 4.3. Purpose:** This RFP aims to identify a cloud-based software solution that will significantly elevate the City's Stores warehouse operations' efficiency, accuracy, and financial reporting and oversight. The solution should integrate flawlessly with our existing IT infrastructure, adhering to industry standards and local regulatory requirements.

- 4.4. Specifications/Scope of Services:** The Vendor shall provide a cloud-based inventory management solution that interfaces with Okta Single Sign-On. The system must be capable of handling inventory and financial processes, including cost allocation from the General Fund to individual City departments.

- 4.4.1. Organizational Context:** The City's central warehouse (Stores) provides support to a variety of City departments and extends its services to some external customers. One full-time Warehouse Specialist is tasked with the responsibility for managing more than 1,426 distinct inventory items, as detailed in the attached 2023 Year-End Report (note that not all items are currently active). These items range from everyday work clothing and personal protective equipment to specialized operational hardware and equipment. As such, Stores serves as a linchpin in ensuring seamless operations across various functions. Furthermore, the inventory is categorized into subcategory lines distinguished by color, size, and style, enhancing the specificity and granularity of inventory management practices. Orders are facilitated electronically through the system, although employees also have the option to place requests in person at the issuing counter.

In the year 2023:

- A total of 1,633 orders (Stores Issues) were processed, with 845 being electronic orders, reflecting an increase from 2022 figures of 1,531 orders, including 775 electronic orders.
- Stores processed 235 inventory receipts amounting to \$1,286,565.03, compared to 229 inventory receipts totaling \$345,169.48 in 2022.
- Beginning inventory for 2023 amounted to \$327,304.30, covering 1,404-line items (though not all active).
- Ending inventory for 2023 amounted to \$947,276.67, encompassing 1,429-line items (again, not all are active).

4.4.2. Objectives: The City utilizes Oracle Integration Cloud as a middleware solution to facilitate seamless integration among diverse systems. While prioritizing direct integration with Oracle Fusion, Offerors are encouraged to recognize the capabilities of the City-licensed Oracle Integration Cloud in its proposed solutions. Proposals demonstrating effective utilization of Oracle Integration Cloud for integration purposes, particularly in environments where direct integration with Oracle Fusion might not be feasible, will receive consideration. Vendors are urged to describe how its recommended solution can leverage this middleware for optimal integration and efficiency. Oracle Integration Cloud should also be considered a potential facilitator for integration by the Offerors.

The new cloud-based warehouse inventory management system shall comply with Colorado HB21-1110 and should ideally encompass a range of features to enhance efficiency, accuracy, and overall productivity. The City's goals for the IMS functionality include:

- 4.4.2.1.** Implement a user-friendly, cloud-based platform for comprehensive inventory and manage warehouse assets including delivery and requests for both long and short-term storage.
- 4.4.2.2.** Cloud-based application with a proven track record of warehouse management.
- 4.4.2.3.** Stakeholders are all City departments and divisions, with a couple of external clients.
- 4.4.2.4.** Implementation, import functionality.
- 4.4.2.5.** Integration: Ideally the system will integrate with Oracle Fusion for enhanced financial operations and procurement management. Additionally, integration with suppliers' systems for seamless data exchange.
- 4.4.2.6.** Automate cost allocation processes, improving financial accuracy and efficiency. Enable secure and compliant access via Okta SSO.

- 4.4.2.7. User permissions and security. Implement role-based access control to restrict system access based on job responsibilities. Ensure data security and compliance with relevant regulations.
 - 4.4.2.8. Reporting and Analytics: Instant inventory reporting. Generate customizable reports on inventory performance to gain insights into turnover rates, order accuracy, and other key metrics.
 - 4.4.2.9. Ensure real-time synchronization of inventory levels across platforms. The System shall provide up-to-the-minute visibility into stock levels. Enable instant tracking of item movements, reducing the risk of stockouts or overstock situations. Reporting on items not selling.
 - 4.4.2.10. Compliance and Audit Trail: ensure compliance with industry regulations and standards. Maintain a detailed audit trail for accountability and traceability. Generate reports on demand.
 - 4.4.2.11. Item Management: Easily create and manage item records, including descriptions, categories, units of measure, pricing, and other relevant details.
 - 4.4.2.12. Barcode Scanning and RFID Integration to streamline data entry and minimize errors with barcode scanning. RFID Technology for advanced, automated tracking and identification.
 - 4.4.2.13. The inventory management solution should encompass functionalities for efficiently managing the receipt of deliveries and processing order fulfillment (order allocation, picking lists, and order processing).
 - 4.4.2.14. Return Management efficiently handles returns and manages the reverse logistics process. Automatically update inventory levels upon receipt of returned items.
 - 4.4.2.15. Automated alerts and notifications: receive alerts for low stock levels, expiring products, or potential issues. Ability to streamline decision-making by staying informed in real time.
 - 4.4.2.16. Forecasting and Demand Planning. Utilize historical data and trends to predict future demand.
 - 4.4.2.17. Cloud-Based Collaboration: facilitate collaboration among end users and other stakeholders. Support real-time updates and communications with the system and the ability for end users to access reporting functionality.
 - 4.4.2.18. Internal inventory catalog with pictures.
 - 4.4.2.19. Scalability, ensuring the ability to easily scale the system to accommodate growth and flexibility to adapt to changing needs and increased demand.
- 4.4.3. Integration Requirements and Specifications:** The proposed Warehouse Inventory Management System may seamlessly integrate with the City's existing systems, notably

Oracle Fusion. Vendors are required to provide detailed information on the integration process, including:

- 4.4.3.1. Integration Capabilities: Describe any ability or inability to integrate with Oracle Fusion, including technical details on the integration method (e.g., API, middleware).
 - 4.4.3.2. Data Synchronization: Outline how data may be synchronized between the new system and Oracle Fusion, ensuring accuracy and real-time updates.
 - 4.4.3.3. Compatibility and Constraints: Detail any compatibility requirements or constraints, including version compatibility and potential limitations.
 - 4.4.3.4. Security Protocols: Explain the security measures in place for data transfer and integration, adhering to the City's IT security policies.
 - 4.4.3.5. Testing and Validation: Provide a plan for testing the integration, including timelines, testing methodologies, and how discrepancies or issues will be resolved.
 - 4.4.3.6. Customization and Flexibility: Describe the extent of customization available for integration, and how the system can adapt to future changes in the City's IT infrastructure.
- 4.4.4. Post-Implementation Support and Maintenance:** The selected vendor must provide comprehensive support and maintenance services post-implementation of the Warehouse Inventory Management System. This includes:
- 4.4.4.1. Customer Support: Access to a dedicated support team for resolving technical issues, available during standard business hours (with specifications on time zone). The Vendor must detail its support structure, including response times for different levels of issues (e.g., critical, major, minor).
 - 4.4.4.2. Maintenance and Updates: Regular system maintenance and updates must be provided. The Vendor should outline the frequency and nature of these updates, including any downtime expectations and how it will be communicated.
 - 4.4.4.3. Training Documentation: Ongoing training for City staff should be available, including access to up-to-date documentation, user manuals, reference materials, detailed instructions with step-by-step processes, and online resources.
 - 4.4.4.4. Service Level Agreements (SLAs): Clearly defined SLAs to ensure timely and effective resolution of issues. These SLAs should cover aspects like system uptime, data backup, and recovery processes.
 - 4.4.4.5. Feedback and Continuous Improvement: Mechanisms for the City to provide feedback on the system and its performance, with commitments from the vendor for continuous improvement based on feedback and the evolving needs of the City.
 - 4.4.4.6. Cyber Liability: In the event of a cyber-incident, define liability for the City and Vendor/Firm, including any proposed mitigation services provided by the Vendor.

4.4.4.7. Disaster Recovery Plan: The Vendor must provide a comprehensive disaster recovery plan for the system, detailing procedures, and protocols to mitigate the impact of potential disasters, system outages, and data breaches. The plan should include a backup strategy, redundancy, failover, testing, and validation

4.4.5. Submission Guidelines and Evaluation Criteria: Proposals will be evaluated based on several key criteria, including technical feasibility, cost-effectiveness, Vendor experience, alignment with the City's specific needs and budget, and compliance with Colorado HB21-1110 accessibility requirements as outlined in Section 1.1. Each proposal's adherence to these criteria will be carefully assessed to ensure the selection of a solution that not only meets the City's requirements and objectives but also ensures compliance with Colorado HB21-1110.

4.5. Special Conditions & Provisions:

4.5.1. Non-Mandatory Pre-Proposal Meeting: Prospective Offerors are strongly encouraged to attend a non-mandatory pre-proposal meeting **via Microsoft Teams on February 22, 2024, at 10:30 a.m.** The purpose of this meeting is to clarify the contents of this RFP. *It is important to note that nothing stated during the meeting will modify the solicitation. Any modifications to the RFP will be communicated exclusively through addenda.*

Microsoft Teams meeting

Join on your computer, mobile app, or room device

[Click here to join the meeting](#)

Meeting ID: 286 487 328 779

Passcode: pFrRmz

[Download Teams](#) | [Join on the web](#)



[Learn More](#) | [Meeting options](#)

4.5.2. Warranty: The Vendor expressly warrants and guarantees that the product(s)/service(s) under this Contract will be of the highest professional standards and quality:

4.5.2.1. The Vendor guarantees that both the software and services provided will adhere to professional standards and be devoid of any defects.

4.5.2.2. The software must align precisely with the specifications outlined in the Contract, ensuring seamless integration and functionality within the City's operational framework.

4.5.2.3. The Vendor warrants possessing the requisite expertise and resources essential for the successful execution of the Project services, guaranteeing competent and reliable performance throughout the project lifecycle.

4.5.2.4. The software and/or the Vendor's services do not violate and/or infringe on any patent(s), copyright(s), trademark(s), or intellectual property right(s).

4.5.3. Fee/Price Proposal: Pricing for the product(s)/service(s) shall be all-inclusive, including, but not limited to all costs for the licensing, support, implementation, and training for the solution, labor, materials, equipment, travel, design, drawings, work, shipping/freight, licenses, permits, fees, and any related costs. etc.

Provide a comprehensive price schedule breakdown of the fee structure, including any additional costs, if applicable. The summary breakdown should clearly distinguish between initial costs by deliverable and ongoing costs. Additionally, identify and describe any fee-based services available from the organization beyond the core offering by deliverable.

Detail the organization's pricing methodology, outlining the factors considered in determining fees and any pricing models utilized.

Furthermore, please anticipate and disclose any additional costs that the City may incur beyond those specified in this RFP. This ensures transparency and enables the City to accurately assess the total cost of ownership and budget accordingly.

Price Schedule for Stores Warehouse Inventory Management System Proposal

4.5.3.1. System Implementation Costs (By Deliverable)

1. Initial Setup and Installation: [Vendor to provide cost]
2. Customization: [Vendor to provide cost]
3. Integration with Existing Systems (e.g., Oracle Fusion): [Vendor to provide cost]

4.5.3.2. Hardware/Infrastructure Costs (If applicable)

1. Server Costs: [Vendor to provide cost]
2. Networking Equipment: [Vendor to provide cost]

4.5.3.3. Software Licensing Fees

1. Initial Licensing Fee: [Vendor to provide cost]
2. Annual Licensing Renewal Fee: [Vendor to provide cost]

4.5.3.4. Maintenance and Support Costs

1. Annual Maintenance Fee: [Vendor to provide cost]

2. Support Service Fee: [Vendor to provide cost]

4.5.3.5. Training Costs

1. Initial Training Sessions: [Vendor to provide cost]
2. Ongoing/Additional Training: [Vendor to provide cost]

4.5.3.6. Additional Services (If any)

1. Data Migration: [Vendor to provide cost]
2. Additional Customization: [Vendor to provide cost]
3. Other Services: [Vendor to specify and provide cost]

4.5.3.7. Total Cost

1. Lump Sum of all above costs: [Vendor to provide total cost]

Note to Vendors: Please provide a detailed breakdown of all costs, ensuring transparency and clarity. If any cost component does not apply to your proposal, please indicate with 'N/A' (Not Applicable).

The Owner shall not pay nor be liable for any other additional costs, including but not limited to taxes, insurance, interest, penalties, termination payments, attorneys' fees, liquidated damages, *etc.*

All fees and pricing will be subject to negotiation by the Owner.

4.5.4. Laws, Codes, Rules, and Regulations: The Vendor shall ensure that all Products and Services provided comply with all applicable Federal, State, County, and City laws, ordinances, codes, rules, regulations, and requirements for providing such Services. Furthermore, it shall include securing and maintaining in force such permits and licenses as required by law in connection with the furnishing of Services under this Contract.

4.5.5. Project Timeline and Implementation: The implementation process should be phased, beginning with the initial setup and deployment of core functionalities within the first six months. Subsequently, advanced features will be gradually introduced, with full integration targeted to be completed by the end of 2024.

4.5.6. Contract: A binding Contract shall consist of (1) the RFP and any Addendum(s) to it, (2) the Offeror's response (Proposal) to the RFP, (3) any clarification of the Proposal, if applicable, and (4) the City's Purchasing Department's acceptance of the proposal through a "Notice of Award." All Exhibits and Attachments within the RFP are incorporated into the contract by reference.

- A. The Contract expresses the complete agreement of the parties and, performance shall be governed solely by the specifications and requirements contained therein and other laws as applicable.

B. Any change to the Contract, whether by modification and/or supplementation, must be accomplished by a formal Contract Amendment signed and approved by and between the duly authorized representative of the Offeror and the Contract Administrator or by a modified Purchase Order/Contract before the effective date of such modification. The Offeror expressly and explicitly understands and agrees that no other method and/or no other document, including acts and oral communications by or from any person, shall be used or construed as an amendment or modification to the Contract.

4.5.7. Contract Administrator: The Contract Administrator for the City is Duane Hoff, Jr., CPPB. Contract-related inquiries, issues, change orders, amendments, and communications related to the Contract will be directed to:

Duane Hoff, Jr., Contract Administrator
duaneh@gjcity.org
(970) 244-1545

4.6. Attached Documents: (click links for access)
Appendices

** if the link does not work, please use Firefox or an alternate browser and refresh*

Appendix 1 – [2023 Year-End Inventory Report](#)

4.7. RFP Tentative Time Schedule:

- Request for Proposal available February 12, 2024
- Non-Mandatory Pre-Proposal Teams Meeting February 22, 2024, 10:30 a.m.
- Inquiry deadline, no questions after COB on this date February 27, 2024, COB
- Final Addendum Posted February 29, 2024
- Submittal deadline for proposals March 11, 2024, 1:00 p.m.
- Owner evaluation of proposals March 11 – 15, 2024
- Interviews, *if required will be held on* March 21, and 26, 2024
- Final Selection April 3, 2024
- City Council Approval, *if required* April 17, 2024
- Contact execution April 19, 2024

4.8. Questions Regarding Scope of Services:

Kathleen Franklin, Purchasing Agent
kathleenf@gjcity.org

Section 5.0: Preparation and Submittal of Proposals

Submission: Each proposal shall be submitted in electronic format only, and only through BidNet Direct Rocky Mountain E-Purchasing System website link: (<https://www.bidnetdirect.com/colorado/city-of-grand- Junction>). This site offers both “free” and “paying” registration options which allow for full access to the City’s documents and electronic submission of proposals. (Note: “free” registration may take up to 24 hours to process. Please Plan accordingly.) Please view the “**Electronic Vendor Registration Guide**” at <https://www.gjcity.org/501/Purchasing-Bids> for details. (Purchasing Agent does not have access or control of the Vendor side of RMEPS. If there are website or other problems that arise during response submission, the Offeror **MUST** contact RMEPS to resolve the issue before the response deadline **800-835-4603**).

For proper comparison and evaluation, the City requests that proposals be formatted as directed in Section 5.0 “Preparation and Submittal of Proposals.” The uploaded response to this RFP shall be a single PDF document with all required information included. Offerors are required to indicate interest in this Project, show specific experience, and address the capability to perform the Scope of Services in the Project Schedule as set forth herein. For proper comparison and evaluation, the Owner requires that proposals be formatted from **A** to **H**:

Proposals are requested to not exceed 20 pages.

- A. Cover Letter:** A cover letter explaining the Offeror’s interest in the Project shall be provided. The letter shall contain the name, address, phone number, and email of the person designated as the Vendor’s principal contact person. Furthermore, it shall identify individual(s) authorized to make presentations and commitments on behalf of the Vendor. The cover letter shall bear the signature of the person having the proper authority to make formal commitments on behalf of the Vendor, stating the individual(s) role and signature authority. By submitting a response to this Solicitation, the Offeror agrees to all requirements herein.
- B. Qualifications/Experience/Credentials:** Provide a comprehensive overview and brief history of the organization, including details about parent and/or subsidiary organizations, the number of employees, and the years of experience in the field relevant to this RFP. Offeror(s) must outline the organization’s expertise in delivering warehouse inventory and management solutions for other municipalities, showcasing qualifications, relevant experience, and credentials for consideration as a contract provider to the City of Grand Junction. This should highlight a proven track record in successfully managing projects of a similar nature.
- Include examples of previous successful integrations with Oracle Fusion or similar systems, demonstrating experience and expertise in this area.
 - Describe the organization’s more notable challenges in the last two (2) years concerning the services outlined in this RFP. Provide insights into the actions and steps the organization took to effectively address and overcome these challenges, demonstrating adaptability and problem-solving capabilities.

- Detail the organization's most significant success within the past two (2) years, highlighting achievements that showcase the organization's strengths and capabilities in delivering high-quality solutions.
- List the top three competitors of the organization and explain where the Offeror's organization holds a competitive advantage over each.
- Provide a comparative analysis emphasizing unique strengths, innovative approaches, or superior service offerings that set the organization apart in the market.
- Describe the initiatives and strategies the Offeror's organization is implementing to maintain and enhance competitiveness in the market.
- Discuss ongoing efforts in areas such as research and development, technology adoption, customer relationship management, or talent acquisition, demonstrating a commitment to innovation and continuous improvement.

- C. Strategy and Implementation and Integration Plan:** The Offeror is expected to comprehensively describe how it interprets and intends to fulfill the Owner's objectives as outlined in this RFP. This includes detailing the proposed strategy, plan, efforts, and processes to meet and exceed these objectives. The Offeror should articulate its organization's contingency plan for effectively addressing any unforeseen challenges that may arise while providing its service(s)/product(s).

The Offeror is granted flexibility in choosing the format to demonstrate its capability to fulfill the Scope of Services, through a written narrative or any other appropriate means. However, the narrative must present a logical progression of tasks and efforts, commencing from the initial steps or tasks and extending to a comprehensive description of all integrations, authentication, all infrastructure requirements (network, database, server, desktop [client], browsers), reporting, security, and synchronization tasks, clearly illustrating how each task contributes to meeting the RFP objectives.

Explicit details regarding the product name, the current version of the software, the release date for the current version, the date of the first release, lifecycle, maintenance, how often revision updates are required, how much notice is given for updates, and limitations of the product, *etc.* The Offeror should outline its approach to product maintenance, including a plan to address bug fixes, updates, and enhancements over time. The implementation plan should also be phased, with the initial setup and core functionalities expected to go live within the first six months. Subsequently, advanced features and full integration should be achieved within 12 months, ensuring a smooth transition and optimal utilization of the offered solution.

- D. References:** Provide a minimum of five (5) government and/or municipal references that can attest to the Vendor's experience in Warehouse Software Solutions of similar scope and size (estimated number of employees and number of products in inventory). Include a summary of the product and services completed with the client's name, address, point of contact person, telephone number, email address, list of products installed and operational, project dates, project description, original budget, final cost, explanation of variation from original budget to final cost, pictures, *etc.*
- E. Solicitation Response Form:** The Offeror shall complete and submit the attached Solicitation Response form with its proposal.

- F. Fee/Pricing Proposal:** Present a comprehensive price schedule as outlined in Section 4.5.3. This schedule should encompass all specified items including any additional costs, if applicable. Ensure that the breakdown clearly distinguishes between initial costs and ongoing costs, providing the Total Cost consolidates the lump sum of items outlined in Section 4.5.3.1 through 4.5.3.6.

In addition to the core offerings, identify and describe any fee-based services available from the organization. This may include optional add-ons, customization options, or premium support packages, among others.

Detail the organization's pricing methodology, outlining the factors considered in determining fees and any pricing models utilized.

Furthermore, please anticipate and disclose any additional costs that the City may incur beyond those specified in this RFP. This ensures transparency and enables the City to accurately assess the total cost of ownership and budget accordingly.

- G. Legal Proceedings/Lawsuits:** Provide a comprehensive list of any legal proceedings or lawsuits involving the Vendor, employees, or subcontractors of the Vendor who may be providing services to the City. The list shall include current litigation and the status, and any matter(s) filed, settled, and/or otherwise adjudicated in the last seven years. For each instance, describe the underlying reason or cause of action, and the outcome or current status.

Within the past seven (7) years, has the organization experienced any major debt restructuring or bankruptcy proceedings? If yes, provide a summary.

- H. Additional Data:** Furnish any additional pertinent information that is directly related to the qualifications and capabilities of the Vendor. This may include details about specific expertise, innovative technologies, approaches, or any other information that will enhance the evaluation of the Vendor's suitability to provide the services outlined in this RFP.

Section 6.0. Evaluation Criteria and Factors

- 6.1. Overview:** An evaluation committee appointed by the City will assess all qualified responses. Proposal(s) will be selected based on the ability to demonstrate the necessary expertise and capability for delivering the services. Additionally, the committee will consider the integrity and reliability of the proposals to ensure the highest degree of confidence in complete faith and performance.

Proposals will be evaluated based on technical feasibility, cost-effectiveness, Vendor experience, and alignment with the City's specific needs.

- 6.2. Intent:** Only Respondents who meet the qualification criteria will be considered. Therefore, the submitted proposal must indicate the Offeror's ability to provide the products/services described herein.

- 6.3. Evaluation Summary:** Proposals will be prioritized based on the criteria, categories and values described below. The City reserves the right to reject any portions of proposals and consider the past performance of previous awards and contracts with the Owner of any Offeror or service provider in determining a final award(s), if any.

Evaluation Criteria and Weighted Values shall be worth ninety (90) %

- **Responsiveness of Submittal to the RFP *five (5) %***
The Offeror has submitted a proposal that is fully comprehensive, inclusive, and conforms in all respects to the RFP and all its requirements, including all forms and substance.
- **Understanding of the Project and Objectives *twenty (20) %***
The Offeror's ability to demonstrate a thorough understanding of the City's goals for this specific Project.
- **Qualifications/Experience/Credentials *thirty (30) %***
Offeror's proven proficiency in the successful completion of similar projects. Offeror's ability to demonstrate appropriate skill levels, certifications, and all other skill sets necessary to provide the Product(s)/Service(s).
- **Strategy and Implementation and Integration Plan *thirty-five (35) %***
Offeror has provided a clear interpretation of the City's objectives regarding the required Services, and a fully comprehensive plan to achieve successful completion. See Section 5.0. Item C – Strategy and Implementation Plan for details.

The following Criteria shall be worth ten (10) %

- **Fee/Pricing Proposal *ten (10) %***
All fees associated with the Product(s)/Service(s) are provided and are complete and comprehensive.

- 6.4. Shortlisting Offerors:** The City expects to follow the process below to shortlist proposals. The City reserves the right to modify this process if it is in the best interest of the City.

- All proposals will be reviewed for compliance with mandatory requirements as outlined in this RFP. Proposals deemed non-responsive will be eliminated from consideration. The Purchasing Agent may contact Offerors for clarification of its proposal.
 - Committee members will independently evaluate and score proposals and submit scores back to the Purchasing Agent. Scores will be entered into an Evaluation Matrix to assist in analyzing and prioritizing the responsive Proposals.
- 6.5. Interview(s):** The Owner retains the right to extend an invitation to the highest-rated Offeror(s) for an in-person interview(s). Offeror(s) may be requested to deliver a presentation if deemed necessary for a comprehensive evaluation.
- 6.6. Negotiations:** The City may undertake negotiations with the top-rated Offeror(s) and will not negotiate with lower-rated Offeror(s) unless negotiations with higher-rated Offeror(s) have been unsuccessful and terminated.
- 6.7. Award:** Offeror(s) shall be ranked based on the criteria listed in Section 6.3. The City reserves the right to consider all of the information submitted and/or presentations, if required, in selecting the Project Vendor.

Section 7.0. Solicitation Response Form

**RFP-5374-24-KF “Cloud-Based Warehouse Inventory Management System
for the City of Grand Junction”**

Offeror must submit the entire Form completed, dated, and signed.

1) Lump Sum Pricing (Total Cost 4.5.3.7.): \$ _____

Lump Sum Written: _____ Dollars.

The City reserves the right to accept any portion of the services to be performed at its discretion.

The undersigned has thoroughly examined the entire Request for Proposal and therefore submits the proposal and schedule of fees and services attached hereto.

This Proposal is firm and irrevocable for ninety (90) days after the time and date set for receipt of proposals.

The undersigned Offeror accepts and agrees, in accordance with the *terms and conditions contained in this Request for Proposal*, that it is prepared, ready, and willing to perform and provide services as described in the attached Proposal if the same is accepted by the City.

The undersigned Offeror acknowledges the right of the City to reject any and all Proposal(s) submitted and to waive any informality(ies) and irregularity(ies) therein in the City’s sole discretion.

By submission of the Proposal, each Offeror certifies, and in the case of a joint Proposal each party thereto certifies as to its capability, that the Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to the Proposal with any other Offeror or with any competitor.

Prices in the Proposal have not knowingly been disclosed with another Offeror and will not be before award.

- Prices in the Proposal have been arrived at independently, without consultation, communication, or agreement to restrict competition.
- No attempt has been made nor will be made to induce any other person or vendor to submit a proposal to restrict competition.
- The individual signing the Proposal certifies that it is a legal agent of the Vendor, authorized to represent the Vendor, and is legally responsible for the offer concerning supporting documentation and prices provided.
- Direct purchases by the City of Grand Junction are tax-exempt from Colorado Sales or Use Tax. Tax-exempt No. 98-903544. The undersigned certifies that no Federal, State, County, or Municipal tax will be added to the above-quoted prices.

- The City of Grand Junction payment terms shall be Net 30 days.
- Prompt payment discount of _____ percent of the net dollar will be offered, to the Owner if the invoice is paid within _____ days after the receipt of the invoice.

RECEIPT OF ADDENDA: The undersigned Vendor acknowledges receipt of the Addenda to the Solicitation, Specifications, and other Contract Documents.

State number of Addenda received: _____

The Offeror is responsible for ensuring all Addenda has been received and acknowledged.

Submit a letter signed by the entity Owner or a Statement of Authority delegating authority to act on behalf of the Offeror. Before executing a Contract, the Offeror must furnish a completed W-9 form.

Name of Organization – (Typed or Printed)

Authorized Agent, Title – (Typed or Printed)

Authorized Agent Signature

Telephone Number

Address of Offeror

E-mail Address of Agent

City, State, and Zip Code

Date

The undersigned Offeror proposes to subcontract the following portion of Services:

<u>Name & address of Subcontractor (Name, City, State)</u>	<u>Description of Service(s) to be performed</u>	<u>Est. Value of Service(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The undersigned Offeror acknowledges the right of the City to reject any and all Offers submitted and to waive informalities and irregularities therein in the City's sole discretion.

By submission of the Proposal, each Offeror certifies, and in the case of a joint Proposal each party thereto certifies as to its organization, that this Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to this Proposal with any other Offeror or with any competitor.