

GRAYS HARBOR DRUG TASK FORCE
REQUEST FOR PROPOSAL
Tactical Reconnaissance Robot

I. PURPOSE OF REQUEST.

Grays Harbor Drug Task Force ("DTF") is requesting proposals for the purchase of a tactical reconnaissance robot. DTF's needs are outlined in the following Request for Proposal ("RFP").

I. TIME SCHEDULE.

DTF will utilize the following timetable, which should result in selection of a vendor by December 14, 2018.

Issue RFP	November 16, 2018
Deadline for Submittal of RFP's (2 p.m.)	December 7, 2018
Preliminary Selection of Firm	December 14, 2018
Notify Firm Chosen	December 14, 2018

II. INSTRUCTIONS TO PROPOSERS.

1. A. All proposals should be sent to:

Task Force Specialist
Grays Harbor Drug Task Force
PO Box 630
Montesano, WA 98563

- B. All questions should be directed to:

Det. Chris Rathbun (360) 249-3711

2. All proposals must be in an inner sealed envelope and clearly marked: "RFP – TACTICAL RECONNAISSANCE ROBOT." The inner sealed envelope must be placed in a mailing envelope, also clearly marked in the lower left hand corner: "RFP – TACTICAL RECONNAISSANCE ROBOT." All proposals must be received by December 7, 2018 by 2:00 p.m., at which time they will be opened by the Grays Harbor Drug Task Force. Two (2) copies of the proposal must be presented. No faxed, emailed, or telephone proposals will be accepted.

3. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request (SCOPE OF SERVICES). Promotional materials may be included, but should be used only to supplement the proposal. Special bindings, colored displays, etc. are not desired. Emphasis should be on completeness and clarity of content.
4. The DTF Executive Board or representative will notify the firm selected on December 14, 2018.
5. All proposals must include the following information:
 - A. The name, address, and contact information of the vendor; the identification and contact information of individuals from the vendor who will be assigned to this project; and their areas of responsibility.
 - B. A narrative background of proposer's ability and experience in manufacturing and delivery of tactical reconnaissance robots.
 - C. A proposed cost based on the requirements presented below, including the cost of service agreements.
 - D. A minimum of three references indicating recent sales and delivery of the product; references to include company name, contact person and telephone number.
 - E. A list, with photographs and explanation, of the attributes of the product.
 - F. An explanation of the warranty, if any, available on the product.
 - G. A copy of a proposed sales and service contract.

III. SELECTION CRITERIA.

The ultimate objective of this RFP is to acquire a tactical reconnaissance robot with the required attributes, at a cost acceptable to DTF. Accordingly, the successful proposer will be selected by DTF after evaluation of the following RFP elements:

1. Price of Product 25%
Competitiveness of pricing for products of the same or superior quality as those offered by competing proposers.

2.	<u>Quality and Characteristics of Product and Service</u> Quality and features of the tactical reconnaissance robot; the after-sale service and warranty offered; and employee training capabilities.	50%
3.	<u>Experience/References</u> Past experience/performance on similar contracts with other public or private entities.	25%
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Total Criteria Weight		100%

Each proposal will be independently evaluated on factors 1-3.

IV. TERMS AND CONDITIONS.

- A. The county reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The County reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The County reserves the right to award any contract to the next most qualified vendor, if the successful vendor does not execute a contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the RFP's. Any RFP not so timely withdrawn shall constitute and irrevocable offer, for a period of ninety (90) days to sell to the County the product described in the attached specifications, or until one or more of the proposals have been approved by the County, whichever occurs first.
- E. The sale and service contract resulting from acceptance of a RFP by DTF shall be in a form supplied by the vendor and approved by DTF, and shall reflect the specifications in this RFP. DTF reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the Grays Harbor County Prosecuting Attorney's office.
- F. DTF shall not be responsible for any costs incurred by the firm in preparing,

submitting or presenting its response to the RFP.

- G. Failure to submit all required items in response to this RFP shall result in rejection of any proposal not so complying.

V. SCOPE OF SERVICES.

The proposer shall provide a tactical reconnaissance robot with the following minimum features:

1. Small size (under three (3) pounds)
2. Capable of being thrown or dropped and righting itself
3. Excellent maneuverability
4. High signal capacity between operator and robot
5. Color camera with ability to film in low light
6. High battery life

In addition, the proposer shall provide a warranty and optional service agreement

VI. COMPENSATION.

- A. Please present detailed information on the firm's proposed cost for the product proposed, inclusive of Washington state sales tax and any other applicable governmental charges.
- B. In the event of a contract award, proposers shall be required to submit an itemized statement in the form specified by DTF and approved by the appropriate DTF representative, which shall specifically set forth the product cost and any additional expenses (including whether said additional expenses are included in the overall cost, or waived

VII. PUBLICATION.

Name of Publication:

Dates:

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