

TOWN OF FREEPORT, MAINE
Police Department



Request for Proposals

**2025-015
Body Armor**

5/1/2025

Note: *It is the applicant's responsibility to check the Town's website or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The Town shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

July 1, 2024

REQUEST FOR PROPOSALS

Police body armor 2025-015

Proposals must be submitted and received no later than *4:30 p.m. on May 29, 2025*, at the site designated on the Proposal Information Sheet. Proposals received or delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The deadline for submission of written questions is *4:30 p.m. on May 15, 2025*. All written questions will receive a written response from the Town on or about *May 22, 2025*.

Any inquiries and requests regarding this RFP should be directed to **Chief Nathaniel Goodman** at 16 Main St. Freeport, ME 04032, e-mail: ngoodman@freeportmaine.com.

PROPOSAL INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 2

ALL PROPOSALS SHALL BE SUBMITTED AND RECEIVED NO LATER THAN May 29, 2024 at 4:30pm **at the Town of Freeport's Town Hall, 30 Main Street, Freeport, ME 04032.** Electronic and facsimile submissions will not be considered.

All Mail-ins

Town of Freeport
Attn: *Nathanial Goodman*
30 Main St.
Freeport, ME 04032

All Drop-offs

Town of Freeport
Attn: *Nathanial Goodman*
30 Main St.
Freeport, ME 04032

RFP COORDINATOR

Nathanial Goodman
ngoodman@freeportmaine.com

Proposals must be submitted in a sealed envelope marked:
Police body armor 2025-015

RFP Table of Contents

Section 1 Administrative Overview

1.1	Procurement Timetable	1-1
1.2	Website Reference	1-1
1.3	RFP Organization	1-1
1.4	Purchasing Agent	1-2
1.5	RFP Contact Person	1-2
1.6	Submission of Questions	1-2
1.7	Submission of Proposals	1-2
1.8	Opening of Proposals	1-3
1.9	Additional Materials and Documentation	1-3
1.10	RFP Amendments	1-3
1.11	Cancellation of Request for Proposals	1-4
1.12	Costs for Proposal Preparation	1-4
1.13	Rejection of Proposals	1-4
1.14	Notice of Award	1-4
1.15	Availability of Funds	1-4

Section 2 - Project Specifications

2.1.	Introduction	
	A. Project Overview	2-1
	B. Project Description	2-1
2.2.	Scope of Work	2-2
	A. Project Activities	2-2
2.3.	Financial	2-3
	A. Compensation	2-3
	B. Method of Payment	2-3
	C. Other Financial Related Materials	2-3

Section 3 - Proposal Application Instructions

	General Instructions for Completing Applications	3-1
3.1.	Letter of Interest	3-1
3.2.	Program Overview	3-1
3.3.	Project Delivery	3-1
3.4.	Financial	3-1
	A. Pricing Structure	3-2

Section 4 – Proposal Evaluation

4.1.	Introduction	4-1
4.2.	Evaluation Process	4-1

Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, additional information is added as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

1.1 Procurement Timetable

Note that the procurement timetable represents the Town's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	May 1, 2025
Distribution of RFP	May 1, 2025
Closing date for submission of written questions for written responses	May 15, 2025
Town's response to applicants' written questions	May 22, 2025
Proposal submittal deadline	May 29, 2025 @ 4:30pm
Proposal evaluation period	June 2 &3, 2025
Provider selection	By June 5, 2025
Notice of statement of findings and decision	By June 5, 2025

1.2 Website Reference

The Town of Freeport's RFP website is <https://www.freeporstmaine.com/357/Requests-for-Proposals>

1.3 RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Project Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the Town purchasing agent.

Section 5, Attachments: Provides applicants with information and forms necessary to complete the application.

1.4 Purchasing Agent

The Purchasing Agent is responsible for overseeing the contract(s) resulting from this RFP. The Purchasing Agent is the Town Manager:

Sophia Wilson, Town Manager
30 Main St. Freeport, ME 04032
207-865-4743 x107
swilson@freeportmaine.com

1.5 RFP Contact Person

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

Nathanial Goodman
16 Main St. Freeport, ME 04032
ngoodman@freeportmaine.com

1.6 Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 1.5. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The Town will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: May 15, 2025 **Time:** 4:30pm **EST**

Town responses to applicant written questions will be provided by:

Date: May 22, 2025

1.7 Submission of Proposals

- A. **Proposal Application.** Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2 and 3, as applicable.

- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Compliance Requirements.** Providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety.
- E. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

- H. **Proposal Submittal.** All proposal must be submitted and received by the Town no later than the submittal deadline indicated on the attached Proposal Information Sheet, or as amended. Proposals shall be rejected when received either by mail or hand delivered after the designated date and time.

The number of copies required is located on the Proposal Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks. Electronic and facsimile submissions will not be considered.

1.8 Opening of Proposals

Upon the Town's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the Town and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

1.9 Additional Materials and Documentation

Upon request from the Town, each applicant shall submit additional materials and documentation reasonably required by the Town in its evaluation of the proposals.

1.10 RFP Amendments

The Town reserves the right to amend this RFP at any time prior to the closing date for final revised proposals.

1.11 Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the Town.

1.12 Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

1.13 Rejection of Proposals

The Town reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and comply with the project specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

1.14 Notice of Award

A decision shall be provided to each responsive and responsible applicant by mail or e-mail upon completion of the evaluation of the proposals.

Any agreement arising out of this solicitation is subject to the approval of the Purchasing Agent.

1.15 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Purchasing Agent and is subject to the availability of funds.

Section 2

Project Specifications

Section 2

Project Specifications

2.1 Introduction

A. Project Overview

The intent and purpose of this Request for Proposal (RFP) is to establish price agreements (labor and materials) for the purpose of purchasing external police body armor.

We are requesting proposals from qualified applicants to provide fifteen (15) police body armor sets with 17 rifle threat plates.

B. Project Description

In today's environment, violent offenders are becoming more frequent. The use of body worn bullet proof vests has become a mainstay for today's law enforcement officer. Departments need to find body armor that is of highest quality, yet comfortable enough so the officer will wear the armor.

Our intent with this project is to ascertain the price for the everyday wear body armor on the market today.

2.2 Scope of Work

The Scope of work encompasses the following tasks and responsibilities:

A. **Project Activities:** The vendor shall furnish and deliver the body armor and all necessary equipment as specified below. It is mandatory that the vendor be able to meet the requirements of the specifications as contained in the RPF.

Vendors must include a picture of the equipment to be supplied.

The estimated delivery date must be included with the bid.

BID SPECIFICATIONS

17 sets of body armor ballistic panels

Threat Level II

Areal density 0.60 psf

Panel thickness 0.16"

To include:

Hand gun threat plate 5x8

Body armor external carrier

1x5 ID name tape

3x9 Police on back

19 Rifle threat plates, 10x12

2.3 FINANCIAL

a. Compensation

This is a cost plus structure where the Town pays the applicant for budgeted agreed-upon costs that are actually incurred in delivering the project specified which may include a percentage or flat fee component.

b. Method of Payment

Payments will be made in accordance with the Town's Warrant Schedule upon submission of Invoice. Initial payments can be made for retainer/deposits for purchase of supplies as negotiated.

c. Other Financial Related Materials

When applicable, include Proof of Insurance to guarantee the applicant is insured. When applicable, the awarded applicant must file with the Town, certificates of insurance prior to commencement of work. The Town must be listed as additionally insured with the following minimum coverage:

- Liability Insurance: If selected, the applicant shall furnish, pay for, and maintain insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of work hereunder by the proposer, their agents, representatives, employees or subcontractors.
- Comprehensive General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage.
- Workers' Compensation: A Certificate of Insurance in the amount of no less than \$500,000 will be maintained for the life of this contract.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the Town using the prescribed format outlined in this section.*
- *RFP identification information on the top right-hand corner of each page should be included.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section.*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application.*
- *A written response is required for each item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*

The Proposal Application is comprised of the following sections:

- *Proposal Application Identification Form*
- *Table of Contents (if applicable)*
- *Letter of Interest*
- *Program Overview*
- *Project Delivery*
- *Financial*
- *Other (if applicable)*

3.1 Letter of Interest

Applicant shall give an introduction and may contain information not shown elsewhere in the submittals

3.2 Program Overview

Applicant shall give a brief overview to orient Town as to the goods/services being offered.

3.3 Project Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable good/service project and management requirements from Section 2, Item 2.1, Scope of Work, including (if indicated) a work plan of all activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

3.4 Financial

A. Pricing Structure

Applicant shall submit a cost proposal. The cost proposal shall be attached to the Proposal Application.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially.

4.2 Evaluation Process

The Purchasing Agent or a committee of designated reviewers selected by the Purchasing Agent shall review and evaluate proposals.