

RFQ EVALUATION FINAL RESULTS & RECOMMENDATIONS

DATE: March 11, 2025

TO: Lieutenant Denise Keith – Project Manager

CC: RFQ 2025-2 Evaluation Panel

FROM: Jennifer Dominguez, Contract & Purchasing Specialist

SUBJECT: RFQ 2025-2 Menifee Police Department Vehicle Upfitting
(**Evaluation Summary**)

Project Description:

The Menifee Police Department is seeking proposals from qualified vendors to provide vehicle upfitting department vehicles, to include emergency police vehicles, undercover vehicles, code enforcement vehicles, support services vehicles, and administrative vehicles. The City seeks a fully qualified and experienced vendor (Proposer) to provide high-quality, reliable services to ensure our fleet remains operational and equipped with the necessary emergency and safety equipment. The goal is to establish a long-term partnership that delivers cost-effective solutions while meeting the dynamic needs of the Menifee Police Department's patrol, administrative, and investigative divisions. Vendors with proven experience in law enforcement vehicle upfitting are encouraged to submit their proposals for review.

Procurement Method: Request for Proposals (RFQ)

On October 17, 2024 the City of Menifee issued a **Request for Qualifications (RFQ) #2025-2** related to Menifee Police Department Vehicle Upfitting. Proposal responses were due on November 11, 2024. A total of Three (3) proposal responses were received to the solicitation. An evaluation committee of key City staff members familiarized and experienced in the requirements of the RFP, evaluated the submittals based on specific criteria and scoring parameters stated in the solicitation.

Subsequently, individual interviews were held with the top Three (3) finalist:

1. American Emergency Products (AEP)
2. Dana Safety Supply
3. West Coast Lights & Sirens

An evaluation panel of three (3) individuals representing the Police Department and Fleet Department participated in the interviews. The finalists were evaluated on the following components:

1. **Part I: Presentation (10-15 minutes)**, representing 30% of the overall interview score
2. **Part II: Questions & Answers (Q &A)**, representing 70% of the overall interview score

Per the Interview Guidelines:

- Each question was ranked from 0 to 10 points and 0 to 30 for the presentation (30 or 10 highest, 0 Lowest).
- Tie breaker for interview tie scores shall be determined by proposal scores/ranking.

Following the completed interviews, the Finance Department has compiled all interview individual scoring and by means of this memo is providing Project Manager and the Selection Committee a summary of the three (3) highest overall scoring consultants.

Interview Evaluation Results:

Based on the compiled Interview evaluations:

- **Dana Safety Supply** with an average score of 87.33 points
- **AEP California** with an average score of 84.67 points
- **West Coast Lights & Sirens** with an average score of 75.00 points

To ensure the timely and efficient upfitting of police vehicles without disrupting operational readiness, the City determined that awarding to all three (3) vendors **Dana Safety Supply, AEP California, and West Coast Lights & Sirens** with on-call contracts would best align with the needs of the City. This approach allows Menifee Police Department the flexibility in assigning projects based on future needs, pricing, vendor availability, and turnaround times. By utilizing these vendors on an as-needed basis, the City can uphold operational standards while optimizing efficiency and responsiveness in meeting it's requirements.

Next Steps:

The Notice of Intent to Award was posted to the City's PlanetBids web page on 12/6/2024 and all proposers were notified. The Project Manager or designee may now engage in discussions with the selected proposers to finalize the scope of work if needed. Once discussions have concluded, the Department must provide Purchasing with a revised scope of work if applicable. Purchasing staff will be responsible for preparing the Professional Services Agreement and the Project Manager / requesting Department will be responsible for the staff report, as well as all other tasks associated with obtaining City Council approval.

Attachments:

- Initial Evaluation (Proposal) Summary Report
- Interview Evaluation Summary Report

RFQ 2025-2: Menifee Police Department Vehicle Upfitting

Project Manager: Lt. Denise Keith

Response Date: 10/17/2024

Initial Evaluation (Proposal) Summary Report

| <u>Score Criteria</u> | <u>Max Points</u> | <u>American Emergency</u> | <u>Dana Safety Supply</u> | <u>West Coast Lights &</u> |
|--|-------------------|---------------------------|---------------------------|--------------------------------|
| | | <u>Products (AEP)</u> | | <u>Sirens</u> |
| Experience/Qualifications of the Company | 20 | 18.00 | 17.33 | 16.00 |
| References | 10 | 9.67 | 9.00 | 7.67 |
| Proposed Project Approach | 30 | 27.33 | 27.33 | 24.33 |
| Project Team Qualifications | 10 | 9.00 | 7.67 | 9.00 |
| Cost Proposal | 30 | 27.33 | 25.67 | 26.67 |
| | 100 | | | |
| Total Points | | 91.33 | 87.00 | 83.67 |

Lt. Denise Keith

| | | <u>American Emergency</u> | <u>Dana Safety Supply</u> | <u>West Coast Lights &</u> |
|--|------------|---------------------------|---------------------------|--------------------------------|
| | | <u>Products (AEP)</u> | | <u>Sirens</u> |
| Experience/Qualifications of the Company | 20 | 18 | 17 | 16 |
| References | 10 | 10 | 9 | 8 |
| Proposed Project Approach | 30 | 28 | 26 | 23 |
| Project Team Qualifications | 10 | 9 | 7 | 8 |
| Cost Proposal | 30 | 27 | 26 | 26 |
| | 100 | 92 | 85 | 81 |

Cpt. Dave Gutierrez

| | | <u>American Emergency</u> | <u>Dana Safety Supply</u> | <u>West Coast Lights &</u> |
|--|------------|---------------------------|---------------------------|--------------------------------|
| | | <u>Products (AEP)</u> | | <u>Sirens</u> |
| Experience/Qualifications of the Company | 20 | 17 | 18 | 16 |
| References | 10 | 9 | 10 | 8 |
| Proposed Project Approach | 30 | 27 | 28 | 24 |
| Project Team Qualifications | 10 | 9 | 7 | 10 |
| Cost Proposal | 30 | 27 | 25 | 27 |
| | 100 | 89 | 88 | 85 |

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| | | <u>American Emergency</u> | <u>Dana Safety Supply</u> | <u>West Coast Lights &</u> |
|--|------------|---------------------------|---------------------------|--------------------------------|
| | | <u>Products (AEP)</u> | | <u>Sirens</u> |
| Experience/Qualifications of the Company | 20 | 19 | 17 | 16 |
| References | 10 | 10 | 8 | 7 |
| Proposed Project Approach | 30 | 27 | 28 | 26 |
| Project Team Qualifications | 10 | 9 | 9 | 9 |
| Cost Proposal | 30 | 28 | 26 | 27 |
| | 100 | 93 | 88 | 85 |

| Rank | Proposal | Avg Score |
|------|-----------------------------------|-----------|
| 1 | American Emergency Products (AEP) | 91.33 |
| 2 | Dana Safety Supply | 87.00 |
| 3 | West Coast Lights & Sirens | 83.67 |

2025-2 Menifee PD Vehicle Upfitting

RFQ Date Issued: 10/17/2024

Response Date: 11/11/2024

INTERVIEW FINALIST EVALUATION SUMMARY REPORT

| Score Criteria | Max Points | West Coast Lights & Sirens | | | Dana Safety Supply | | | AEP California | | |
|---|-------------------|---------------------------------------|--------------|-----------|---------------------------|--------------|-----------|-----------------------|--------------|-----------|
| | | Raw Score | Weighted Pts | Total | Raw Score | Weighted Pts | Total | Raw Score | Weighted Pts | Total |
| Presentation 30% | 30 | 21.00 | | | 27.00 | | | 25.00 | | |
| Questions 70% | 70 | 54.00 | | | 60.33 | | | 59.67 | | |
| | 100 | | | | | | | | | |
| Total Points (Aggregate Average) | | 75.00 | | | 87.33 | | | 84.67 | | |
| Lt. Denise Keith | | | | | | | | | | |
| Presentation 30% | | 18 | 30% | 18 | 27 | 30% | 27 | 24 | 30% | 24 |
| Questions 70% | | 53 | 70% | 53 | 61 | 70% | 61 | 60 | 70% | 60 |
| | | 71 | 100% | 71 | 88 | 100% | 88 | 84 | 100% | 84 |
| Cpt. Dave Gutierrez | | | | | | | | | | |
| Presentation 30% | | 21 | 30% | 21 | 27 | 30% | 27 | 24 | 30% | 24 |
| Questions 70% | | 54 | 70% | 54 | 60 | 70% | 60 | 57 | 70% | 57 |
| | | 75 | 100% | 75 | 87 | 100% | 87 | 81 | 100% | 81 |
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| Presentation 30% | | 24 | 30% | 24 | 27 | 30% | 27 | 27 | 30% | 27 |
| Questions 70% | | 55 | 70% | 55 | 60 | 70% | 60 | 62 | 70% | 62 |
| | | 79 | 100% | 79 | 87 | 100% | 87 | 89 | 100% | 89 |

| Rank | Proposal | Avg Score |
|------|----------------------------|-----------|
| 1 | Dana Safety Supply | 87.33 |
| 2 | AEP California | 84.67 |
| 3 | West Coast Lights & Sirens | 75.00 |