

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: Meniffee Police Department Vehicle Upfitting

Project Manager: Lt. Denise Keith
Response Date: 10/17/2024

Initial Evaluation (Proposal) Summary Report

Score Criteria	Max Points	American Emergency	Dana Safety Supply	West Coast Lights &
		Products (AEP)		Sirens
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		American Emergency	Dana Safety Supply	West Coast Lights &
		Products (AEP)		Sirens
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		American Emergency	Dana Safety Supply	West Coast Lights &
		Products (AEP)		Sirens
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

Blaze Misev		American Emergency	Dana Safety Supply	West Coast Lights &
		Products (AEP)		Sirens
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

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

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