



OGDEN CITY CORPORATION

REQUEST FOR PROPOSAL

UPS Modernization, Consolidation, and Replacement Project



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Information Technology

December 3, 2025

OGDEN CITY CORPORATION
REQUEST FOR PROPOSAL
UPS Modernization, Consolidation, and Replacement Project

ADVERTISEMENT

Ogden City is seeking proposals from qualified, licensed electrical contractors to provide turnkey replacement, consolidation, installation, and modernization services for the City's Uninterruptible Power Supply (UPS) systems across all municipal facilities. The project includes replacing non-compliant UPS units, installing compatible maintenance-bypass hardware, performing required electrical and conduit modifications, integrating UPS systems into a unified monitoring platform, and providing diagnostic testing and commissioning services. This RFP includes all required UPS hardware, bypass equipment, network integration, monitoring activation, and supporting electrical work.

Proposal packets are available and can be downloaded from the Ogden City website at
<http://ogdencity.com/264/Purchasing>.

Proposers are responsible for securing any addenda issued.

Sealed responses to this RFP shall be submitted to the Purchasing Office, c/o 2nd Floor Information / Constable Desk, 2549 Washington Blvd, Ogden, UT, 84401 by **January 6, 2026, no later than 11AM MST. LATE PROPOSALS WILL NOT BE ACCEPTED.**

Ogden City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

Ad Published: December 6, 2025

OGDEN CITY CORPORATION
REQUEST FOR PROPOSAL
UPS Modernization, Consolidation, and Replacement Project

I. INTRODUCTION

Ogden City is soliciting proposals from qualified and experienced vendors to support the consolidation, modernization, and long-term reliability of the City's distributed Uninterruptible Power Supply (UPS) infrastructure across all municipal facilities. This includes water treatment and distribution sites, public safety buildings, fire stations, IT-managed network environments, and general municipal operations.

The purpose of this solicitation is to transition the City's existing assortment of UPS equipment, ages, models, and deployment methods into a unified, standardized UPS platform with a single monitoring, alerting, and data-logging environment. The centralized monitoring solution must fully support real-time UPS health, battery condition, power-quality metrics, load data, event notifications, historical reporting, configuration visibility, and trend analysis for every deployed UPS under Ogden City ownership.

Because UPS systems provide direct support to SCADA/PLC control panels, critical water-process control systems, emergency communications equipment, and life-safety infrastructure, all proposers must demonstrate verifiable experience in industrial, municipal, or regulated-utility environments. Vendors must illustrate proven capability integrating UPS hardware with control systems, network environments, and IT monitoring platforms.

To ensure standardization and full monitoring compliance, any existing UPS system listed in Exhibit A that does not support network-based data logging, monitoring integration, configuration visibility, or alerting functions shall be considered non-compliant and must be replaced under this contract. Battery-only replacement is not an acceptable solution for non-compliant UPS units. All proposed replacements must meet or exceed the functional, monitoring, communication, and performance requirements defined in this RFP.

Any work involving UPS replacement, rewiring, circuit consolidation, or installation of bypass/hot-swap hardware must be performed by a licensed electrical contractor authorized to work in the State of Utah and meeting all insurance requirements defined in this RFP.

Vendors must also provide qualified on-call electrical support for emergency response, troubleshooting, and repair services throughout the contract term. This includes the ability to mobilize personnel and required materials on short notice for emergency corrective actions impacting critical systems. Proposers must include defined emergency labor rates, after-hours response rates, and material mobilization procedures in their proposal, consistent with the governing requirements of this RFP.

All UPS upgrade or replacement work must be completed without service interruption to critical systems. No individual shutdown or cutover event may exceed 15 minutes under any circumstance. Proposers must outline their methods for maintaining uninterrupted power during all phases of work, including temporary power strategies, hot-swap/bypass utilization, staged load transfers, or equivalent continuity measures.

All requirements described in this introduction must be performed in accordance with the full governing requirements of this RFP, including but not limited to the Scope of Work, Required Specifications, General Conditions, Insurance Requirements, contractor qualifications, safety standards, and all technical provisions contained herein. In the event of any ambiguity, the most stringent requirement contained anywhere in this RFP shall apply. Ogden City will retain ownership of all installed batteries, hardware, and UPS infrastructure. Preventative maintenance is excluded from this solicitation; however, emergency repairs and corrective actions requested by Ogden City are included within the scope of this contract.

II. SCOPE OF WORK

2.0 Project Scope

Ogden City is consolidating all UPS systems across municipal facilities into a standardized, remotely monitored power protection platform. The contractor shall provide a full turnkey solution including UPS replacement, battery replacement, equipment consolidation, conduit installation, circuit modifications, bypass installation, monitoring integration, testing, commissioning, and site-specific documentation.

To ensure full standardization and monitoring compliance across all municipal sites, any existing UPS system listed in Exhibit A that does not natively support remote monitoring, network-based data logging, alert notifications, or configuration visibility shall be classified as non-compliant with this RFP. Such units must be replaced and consolidated into the new UPS platform described throughout Section II. Battery-only replacement does not bring a non-compliant UPS into compliance and shall not be considered a valid solution for any system being upgraded under this contract.

All materials, equipment, components, accessories, conduit, wiring, Cat6e communication cabling, breakers, supports, hangers, hardware, fasteners, terminations, and labor required to deliver a fully functional system shall be supplied by the contractor.

All equipment furnished must meet or exceed the technical, electrical, performance, monitoring, bypass, and data-logging requirements defined in this RFQ. Any product or system that does not fully comply shall be rejected. Ogden City will review all product submittals, and any proposal containing noncompliant material shall be disqualified.

All work must comply with the NEC, NFPA standards, applicable fire and building codes, Utah amendments, manufacturer specifications, and all Ogden City requirements.

2.1 Minimum Contractor Qualifications

- The responding contractor and the electrical contractor performing the work must be the same legal entity. No subcontracting, partnerships, third-party labor providers, or outside electrical firms may be used for any UPS installation, battery replacement, circuit modification, conduit work, bypass installation, monitoring integration, emergency response, troubleshooting, or commissioning activities required under this RFP.
- Contractor must be a licensed electrical contractor in the State of Utah.
- Contractor must directly employ all electricians, technicians, installers, integrators, and emergency-response personnel required for this project.
- Contractor must demonstrate experience in UPS systems, SCADA/PLC cabinet work, municipal/industrial environments, remote monitoring systems, and energized work per NFPA 70E.
- Contractor must have in-house capability to perform all required conduit work, panel modifications, hazardous-location installations, network cabling, UPS integration, and emergency response without subcontractor involvement.
- Contractor must meet all insurance and bonding requirements in Section VII.

2.2 Required Specifications and Materials

- All wiring, terminations, feeders, panels, and branch circuits shall be copper only; aluminum busing or aluminum conductors are not permitted anywhere in this project.
- All conduit, fittings, supports, brackets, hangers, junction boxes, surge suppression devices, breakers, bypass hardware, communication cabling, and all other required electrical materials must be supplied by the contractor as part of the turnkey solution.
- All Cat6e (or better) communication cabling shall be installed, routed, terminated, labeled, and tested by the contractor.
- Any UPS system listed in Exhibit A that does not provide integrated support for monitoring, alerting, data logging, network communication, or remote condition visibility shall be deemed non-compliant with this RFP and must be replaced as part of the contractor's turnkey solution. Battery-only replacement is insufficient to meet this requirement.
- All UPS units, batteries, bypass modules, monitoring cards, communication interfaces, and accessories must meet or exceed the kVA capacity, runtime performance, monitoring functionality,

hot-bypass compatibility, and data-logging requirements defined in this RFQ and in the project requirements tables for each facility.

- All proposed equipment, hardware, software, materials, devices, and accessories must meet or exceed every technical specification, performance requirement, and compliance standard outlined anywhere in this RFQ. Any proposed item that does not meet or exceed the minimum requirements will be rejected, and proposals containing non-compliant equipment will be disqualified from consideration.
- No equipment substitutions or “manufacturer recommended” alternatives shall be accepted unless the product meets or exceeds every minimum specification outlined in this RFQ.
- Only commercially available catalog-grade (COTS) UPS systems and bypass hardware shall be accepted; custom-engineered or non-standard units are not permitted.
- All proposed products must include complete submittal documentation, including certified cut sheets, UL/ETL listings, warranty terms, electrical ratings, physical dimensions, environmental requirements, communication protocols, and installation instructions.
- The first twelve (12) months of remote monitoring, licensing, alerting, reporting, and support must be included in the contractor’s base proposal.

2.3 Battery and UPS Replacement Services

The contractor shall provide all labor, materials, equipment, and expertise necessary for UPS replacement, battery replacement, consolidation of existing power systems, conduit installation, circuit modifications, bypass integration, monitoring hardware installation, and commissioning of a fully standardized, remotely monitored UPS architecture across all Ogden City facilities. Work shall include all electrical modifications necessary to transition Ogden City’s existing UPS devices into the standardized, remotely monitored platform described in this RFQ.

The following requirements apply:

- Replace all failed, weak, degraded, or end-of-life batteries with units that meet or exceed every performance, runtime, and compliance requirement outlined in this RFQ.
- Replacement of batteries alone shall not be considered a compliant solution for any UPS system listed in Exhibit A that cannot support the monitoring, alerting, or data-logging requirements defined in this RFP; such systems must be replaced or consolidated into the upgraded platform.
- Provide itemized labor, material, and disposal costs for each battery replacement.
- Verify that every proposed UPS system meets or exceeds the connected load requirements, minimum kVA ratings, battery runtime requirements, input and output harmonic distortion limits, surge capacity, power-quality performance, environmental ratings, and full monitoring requirements for each facility as defined in the project specification tables.

- Any UPS that does not fully meet these requirements shall be rejected, and any proposal containing such equipment shall be disqualified from consideration.
- Perform all UPS replacements, consolidations, and equipment upgrades with no more than 15 minutes of approved downtime at any location. The contractor must describe in their technical proposal how they will maintain power continuity, including the use of temporary power, hot-swap devices, or staged transfers.
- Provide and install hot-bypass or maintenance-bypass equipment as required to support consolidation or future servicing. The contractor is responsible for installing all bypass hardware submitted in their proposal and ensuring full operational integration.
- Submit a site-specific installation plan for each facility where upgrades or consolidations are required. Plans must include shutdown coordination, cutover sequencing, bypass installation, conduit routing, circuit modifications, and temporary power arrangements. Each plan must be approved by Ogden City before work begins.
- Proposed UPS upgrades, monitoring hardware, conduits, bypass modules, and all accessories must fit within the existing control cabinets, racks, enclosures, and available footprint at each location. The City will not accept solutions that require enlarging, replacing, or modifying cabinet structures beyond minor adjustments required for mounting.
- Provide a full turn-key solution for each location, including all electrical modifications, conduit work, circuit consolidation, bypass installation, monitoring setup, and commissioning. Ogden City IT will provide limited assistance only for assigning designated IP addresses for network-connected equipment.
- Prior to performing work at any location, the contractor shall submit a site-specific work request packet that includes the proposed schedule and a Site-Specific Hazard Analysis Report (SSHAR) for that location. This submission must be approved by Ogden City and any required stakeholder for that site, including Water Operations, the Fire Department, Public Safety, or other designated facility authorities.
- All electrical work must be performed by electricians licensed in the State of Utah and meeting Ogden City's insurance and bonding requirements described in Section VII of this RFP.
- Demonstrate experience working on or around hot energized electrical systems when shutdowns are not feasible, following NFPA 70E safe work practices.
- Possess experience installing, modifying, and inspecting rigid galvanized steel (RGS) conduit, EMT, IMC, and other raceways required for UPS and power distribution work.
- Be fully capable of installing hazardous-location raceway systems in compliance with NEC Articles 500–516, including work in Class I and Class II Division 1 and Division 2 locations where required at City facilities.
- Properly install and pack seal-offs, explosion-proof fittings, and other hazardous-location components were dictated by code or facility classification.
- Modify, reroute, or consolidate circuits as necessary to transition loads into a standardized UPS system, including installation of new conduit runs, branch circuits, bypass hardware, and associated fittings.

- All new UPS equipment, monitoring devices, bypass units, and associated electrical components installed under this contract shall be labeled with the correct panel and circuit number used to supply the equipment at each location.
- Updated printed panel schedules are required for any revision, refed, relocation, or modification of circuits associated with UPS consolidation or installation activities.

Diagnostic testing requirements:

- After installation and network integration, the contractor shall perform a full diagnostic test on every UPS system, bypass module, monitoring card, and any other equipment added or modified under this contract.
- Diagnostic testing must verify correct power operation, input and output readings, load stability, alarm functions, battery status, bypass functionality, harmonic distortion and power-quality performance, and full communication with the centralized monitoring platform.
- A diagnostic report for each device shall be included in the closeout O&M manual for that site.

2.4 UPS Monitoring and Remote Notification Requirements

Contractor shall:

- Install a unified citywide UPS monitoring solution compatible with Ogden City's IT environment or a vendor-hosted solution if approved.
- Configure real-time monitoring for UPS health status, battery condition, runtime, load, power-quality metrics, and alarm events for all monitored units.
- Provide real-time alert notifications to designated IT staff via email and/or SMS for:
 - Battery failure
 - Capacity degradation
 - Power interruptions or anomalies
 - UPS faults and bypass events
- Ensure the monitoring system supports web-based and mobile access interfaces, with role-based permissions.
- Include the first twelve (12) months of monitoring service, alerting, reporting, and licensing in the base proposal at no additional cost to Ogden City.
- Provide a complete technical integration plan describing communication architecture, device configurations, IP addressing requirements, ports/protocols, and security considerations.
- Perform validation testing of all monitoring points and provide a monitoring verification report for each site.

2.5 Electrical and Safety Requirements

- Contractor shall provide all conduit, wiring, supports, brackets, hangers, terminations, grounding, bonding, labeling, and panel internal modifications necessary to complete the work.
- All panel internals shall be copper-only and shall comply with NEC, NFPA, and manufacturer requirements.
- Contractor shall perform label updates, breaker schedule revisions, panel directory updates, and labeling associated with the UPS work.
- Contractor must comply with OSHA, NFPA 70E, and all Ogden City safety protocols.
- Hazardous-location experience is required where applicable (NEC Articles 500–516).
- Seal-offs, explosion-proof fittings, and classified components must be installed per code where required.
- Contractor must perform circuit consolidation, rerouting, and new conduit installations as required to complete the standardized UPS configuration.

2.6 Outage Coordination

- No shutdown may exceed fifteen (15) minutes unless written approval is granted by Ogden City.
- Contractor shall provide a cutover plan per location describing methods to maintain service during UPS replacement, circuit consolidation, and bypass installation.
- Temporary power required for cutovers must be provided, installed, and removed by the contractor.
- All work shall maintain full uptime for emergency communications, water-process systems, and other critical operations unless specifically authorized otherwise by Ogden City.

2.7 Emergency Support and Response Requirements

Contractor shall price the following items in the Emergency Response Pricing Matrix located in Section 5.7.

- 24/7 emergency response services for all UPS systems installed or serviced under this contract.
- All emergency support work must be performed by the same licensed electrical contractor used for installation, consolidation, and commissioning work, and must meet the licensing, insurance, and bonding requirements outlined in Section VII of this RFP.
- When Ogden City initiates an emergency request, the contractor shall coordinate directly with Ogden City IT to arrange access to the site. Ogden City IT will meet the contractor at the

designated location, and the contractor must comply with all access and escort procedures provided at the time of the call.

- Contractor must respond onsite within two (2) hours of receiving an emergency request from Ogden City. This response time requirement applies at all hours, including nights, weekends, and holidays.
- Contractor must restore the UPS to full operational status within four (4) hours of arriving onsite. If the UPS is determined to be beyond repair during this response window, the contractor shall install the Ogden City–provided spare UPS within the same four-hour window to maintain continuity of service.
- After installation of the Ogden City–provided spare UPS, the contractor shall be responsible for initiating and managing all manufacturer or supplier warranty claims, including filing requests, coordinating approvals, and arranging shipment of replacement units. Any UPS replacement provided under warranty shall be shipped or delivered directly to Ogden City IT at no cost to Ogden City.
- Contractor shall provide an incident summary report to Ogden City within forty-eight (48) hours of completing any emergency response. The report shall include the cause of failure, corrective actions taken, UPS operational status, and any recommended follow-up work.
- Contractor shall provide a detailed pricing matrix for emergency response services. Pricing must include all travel time, drive time, fuel charges, mobilization costs, vehicle charges, equipment loading, and any other overhead expenses. All emergency troubleshooting must be performed by a qualified electrical technician. The first two (2) hours of onsite troubleshooting and repairs after mobilization shall be included at no additional cost to Ogden City. A separate hourly rate must be provided for any additional troubleshooting or repair time required beyond the initial two hours.

2.8 Submittals and Closeout Requirements

Contractor shall provide a complete site-specific O&M manual for each location, including at a minimum:

- All approved submittals, product data, serial number identification per unit and location.
- Equipment operation manuals for all UPS units, bypass modules, monitoring cards, and accessories
- Preventative maintenance recommendations and schedules for all installed equipment
- Network interface configuration, IP addressing, settings, and compliance documentation for monitoring integration
- The full diagnostic report for each UPS, bypass module, and monitoring device installed at that site
- The approved site-specific installation plan
- The approved Site-Specific Hazard Analysis Report (SSHAR)

- As-built information and any circuit modifications completed under this contract

Each physical O&M manual shall:

- Be tabbed by section for ease of reference
- Be organized and bound in a single binder for that site
- Include an electronic copy of the entire manual in a labeled plastic sleeve affixed inside the back cover of the manual, on either a CD-R or a USB thumb drive, at the contractor's discretion

2.9 Optional Enhancements and Battery Type Alternatives

- Contractor may provide AGM, Lithium, or alternative battery technologies as optional enhancements.
- Proposers are encouraged to offer alternative battery technologies alongside cost and performance comparisons, including:
 - Initial and lifecycle cost
 - Lifespan and replacement schedule
 - Warranty terms

2.10 Exclusions

- Ogden City will retain ownership of all installed batteries, hardware, and UPS infrastructure. Preventative maintenance is excluded from this solicitation; however, emergency repairs and corrective actions requested by Ogden City are included within the scope of this contract.
- No change orders will be accepted for existing conditions.
- Any exclusion not explicitly stated in the contractor's proposal is assumed included in the contractor's base price and scope of work.

III. RESPONSE TO RFP

Ogden City is seeking proposals from fully qualified firms capable of self-performing all work described in Section II – Scope of Work. Only contractors who hold a current Utah Electrical Contractor License at the time of submittal and who meet all experience, capability, and performance requirements defined in this RFP will be considered. Only contractors who submit a valid, documentation addressed below will be considered compliant.

Each Proposal requires the following information:

1) Contractor Identification and Licensing

- Company name, address, email address, and phone number.
- Name and contact information of the individual authorized to bind the company.
- Utah Electrical Contractor License number, classification, and expiration date.
- A legible copy of the contractor's current Utah Electrical Contractor License.

Failure to provide a valid license copy will result in the proposal being deemed non-responsive.

2) Certificate of Insurance (COI) – Required at Time of Submittal

Proposers must submit a current Certificate of Insurance (COI) that meets all requirements in Section VII. The COI must:

- Be issued to the responding contractor.
- Demonstrate all minimum policy limits are active at time of submittal.
- List Ogden City Corporation as Certificate Holder.
- Include all endorsements required by Section VII.

Failure to submit a compliant COI will result in the proposal being deemed non-responsive.

3) Bidder Certification and Self-Performance Attestation

Provide a signed certification on company letterhead stating:

- All minimum requirements of this RFP are met or exceeded.
- All work will be self-performed with no subcontractors.
- All proposed equipment meets or exceeds all minimum specifications.
- All emergency response requirements (two-hour onsite, four-hour restore) will be met.
- All monitoring, reporting, and integration requirements will be satisfied.

Proposals relying on subcontracted electricians or installation firms will be disqualified.

4) Contractor Experience and Qualifications

A description of the contractor's relevant experience matching the requirements listed in Section II, including:

- UPS replacement and battery replacement experience
- UPS bypass installation experience
- SCADA/PLC cabinet power integration experience

- Experience performing energized work following NFPA 70E
- Experience with RGS, EMT, IMC, and hazardous-location raceways (NEC 500–516)
- Experience installing UPS remote monitoring platforms
- Experience providing 24/7 emergency response meeting required response times

Experience must directly align with the requirements of Section II.

5) Technical Approach (Detailed Section II Compliance Requirements)

The contractor shall submit a detailed technical approach describing how all requirements in Section II will be met. Due to restricted site access, all assumptions, dimensions, mounting types, cabinet constraints, conduit routing, wiring, and consolidation planning shall be based exclusively on the information provided in Exhibit A and this RFP.

The technical approach must include, at a minimum, the following subsections:

5.1 Listing of Existing UPS Equipment

Provide a list of all existing UPS units at each location, as identified in Exhibit A. If multiple UPS units are being consolidated, list each existing device that will be removed, replaced, or merged into a single consolidated UPS solution.

5.2 Proposed UPS Replacement Details

Provide a detailed outline of the proposed UPS replacement equipment for each location, including:

- Manufacturer, model number, part number, and UPS type (mounting style, cabinet type, form factor).
- Physical dimensions of the existing UPS equipment and the proposed replacement UPS, with a side-by-side comparison.
- Existing UPS runtime at 50% and 100% load, and proposed UPS runtime at 50% and 100% load, presented side-by-side.
- Mounting type and installation style required for each location based solely on Exhibit A (cabinet mount, rack mount, floor mount, wall mount, slide-rail, bracket kit, etc.).
- Identification of any additional mounting brackets, rails, seismic-rated supports, reinforcement materials, or adapters required for proper installation of the proposed UPS.
- Part numbers, descriptions, and submittal documentation (if required) for any supplemental mounting or seismic equipment.
- Confirmation that the proposed UPS meets or exceeds all kVA, runtime, harmonic distortion, surge tolerance, environmental, and monitoring requirements in Section II.
- Confirmation that the proposed UPS physically fits within the existing footprint, cabinet, clearance, and mounting space identified in Exhibit A.

5.3 Proposed Hot Bypass Switching Solution

Provide a detailed outline of the proposed maintenance-bypass or hot-bypass switching equipment for each location, including:

- Manufacturer, model number, part number, and rating of the proposed bypass unit.
- Physical dimensions, mounting type, and installation style required for each location.
- Identification of all required hardware to mount or secure the bypass switch (such as seismic brackets, wall plates, rails, or adapters).
- Part numbers and submittals (as applicable) for all bypass-related mounting hardware.
- Confirmation that the bypass equipment meets or exceeds all electrical, safety, and performance requirements of Section II, including compatibility with the proposed UPS and cabinet/enclosure constraints.

5.4 Proposed Technical Solution and Installation Sequence

Provide a detailed technical explanation of the contractor's proposed installation plan, consolidation strategy, and work sequencing, including:

- A full consolidation explanation describing how existing UPS units listed in Exhibit A will be replaced or combined into a single UPS solution.
- A step-by-step installation sequence showing how the contractor will remove existing UPS equipment, install new UPS and bypass equipment, and transfer loads without downtime or within the approved 15-minute outage limit.
- If using the approved downtime window, a detailed explanation of how critical loads will be restored within the 15-minute maximum allowed outage, including temporary power measures, pre-wired bypass arrangements, or staged cutover strategies.
- Description of demolition and disposal methods for removed UPS units, batteries, monitoring cards, or other retired components after cutover is complete.
- Explanation of how the contractor will perform network integration, including installation of monitoring cards, communication interfaces, IP addressing, and configuration of monitoring software.
- Outline of the commissioning and diagnostic testing procedures, including how the contractor will fulfill all testing requirements outlined in Section 2.3.
- Contractor will prepare and submit the required Site-Specific Hazard Analysis Report (SSHAR) for each installation location.
- Confirmation that due to restricted site access, all installation assumptions are based solely on Exhibit A and the RFP specifications, and that the proposed UPS systems will fit the existing equipment footprint, mounting type, and access restrictions.

5.5 Technical Monitoring System Outline

Provide a technical outline describing the proposed monitoring system and how it meets all requirements in Section II, including:

- Communication architecture, networking methodology, and interface requirements.
- IP address requirements, port/protocol requirements, and device integration strategy.

- Description of how real-time monitoring, trend logging, alert notifications, and reporting will be configured.
- Description of how the first 12 months of monitoring services will be implemented.
- Description of how validation testing of monitoring points will be performed.
- Confirmation that the monitoring platform supports mobile access, role-based permissions, alarm notifications, and historical data trending.
- Confirmation that the monitoring system supports all UPS models proposed for installation.

5.6 Pricing Matrix Table

The contractor must complete the following per-location pricing matrix table for each UPS replacement area listed in Exhibit A:

Line Item	Description	Cost (\$)
1	Proposed UPS unit cost (include datasheet)	\$
2	Proposed hot-bypass unit cost (include datasheet)	\$
3	LOT cost of all supporting electrical materials (conduit, wiring, fittings, labeling, breakers, mounting hardware, seismic hardware)	\$
4	Total labor hours and cost to install UPS and bypass equipment (per location)	\$
5	Cost of first 12-month monitoring service	\$
6	Labor hours and cost for monitoring integration, commissioning, diagnostics, alarm verification, and communication testing	\$
7	Cost of O&M closeout documentation and electronic submittals	\$

5.7 Emergency Response Pricing Matrix

The contractor shall complete the following emergency response pricing matrix for the first 12 months. Renewal for additional years shall be at the sole discretion of Ogden City, based on the contractor's performance during the previous year. Ogden City may choose to renew these services on an annual basis for up to five total years.

Pricing Category	Description	Cost (\$)
Normal Hours Emergency Mobilization	Full mobilization cost during Monday–Friday, 6:00 AM–5:00 PM, including all travel time, drive time, fuel, overhead, vehicle charges, and equipment loading. Includes the first 2 hours of onsite troubleshooting and repairs by a qualified electrical technician.	\$ _____
Normal Hours Hourly Labor Rate	Hourly rate for a qualified electrical technician for troubleshooting and repair time beyond the initial 2 hours. Applies only within Monday–Friday, 6:00 AM–5:00 PM.	\$ _____
After-Hours Emergency Mobilization	Full mobilization cost for nights, weekends, holidays, and any hours outside Monday–Friday, 6:00 AM–5:00 PM. Includes all travel time, drive time, fuel, overhead, vehicle charges, and equipment loading. Includes the first 2 hours of onsite troubleshooting and repairs by a qualified electrical technician.	\$ _____
After-Hours Hourly Labor Rate	Hourly rate for a qualified electrical technician for troubleshooting and repair time beyond the initial 2 hours. Applies to nights, weekends, holidays, and any hours outside Monday–Friday, 6:00 AM–5:00 PM.	\$ _____

5.8 FINAL Pricing Matrix

The contractor shall complete the following final pricing matrix representing the combined total cost for all UPS replacement areas listed in Exhibit A. The totals provided in this section shall reflect the sum of all individual pricing submitted in Section 5.6.

Line Item	Description	Cost (\$)
1	Total cost of all proposed UPS units (sum of Section 5.6 line item 1 for all locations)	\$ _____
2	Total cost of all proposed hot-bypass units (sum of Section 5.6 line item 2 for all locations)	\$ _____
3	Total LOT cost of all supporting electrical materials for all locations	\$ _____
4	Total labor hours and cost to install UPS and bypass equipment across all locations	\$ _____

Line Item	Description	Cost (\$)
5	Total cost of first 12-month monitoring service for all replaced UPS systems	\$
6	Total labor hours and cost for monitoring integration, commissioning, diagnostics, and alarm verification across all locations	\$
7	Total cost of O&M closeout documentation and electronic submittals	\$

6.0 EVALUATION OF PROPOSALS

6.1 Proposals are to be no longer than 30 pages. Double-sided pages count as two pages.

- For City record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
 - Submitted as a loose leaf with a binder clip
 - Submitted in a regular 3-ring binder

6.2 Proposals submitted to Ogden City are considered public records unless protected within [Utah Code 63G-2-1](#).

6.3 Proposals will be evaluated by the criteria listed below:

A. Technical Compliance with Section II Requirements – 35 points

Includes complete and accurate responses to Sections 5.1 through 5.5, including:

- UPS replacement plan
- Fitment verification
- Seismic mounting
- Consolidation plan
- Installation sequence
- SSHAR
- Monitoring integration
- Diagnostic testing plan
- Conduit/raceway/classification compliance
- COTS compliance

B. Complete Turnkey Pricing – 35 points

Reflects total cost to provide:

- UPS replacement
- Hot-bypass hardware
- Materials LOT

- Installation labor
- Monitoring services
- Monitoring labor integration
- O&M documentation
- Consistent with Pricing Matrix (5.6).

C. Contractor Qualifications and Self-Performance Capability – 20 points

Evaluates:

- License and COI compliance
- Direct employee staffing
- Self-performance (no subcontractors)
- Experience in UPS replacement, SCADA/PLC integration, NFPA 70E, RGS/EMT/IMC, NEC 500–516
- Emergency response staffing capability

D. Warranty, Emergency Response, and Support – 10 points

Evaluates:

- UPS and bypass hardware warranties
- Monitoring support
- Emergency mobilization pricing
- Compliance with 2-hour onsite and 4-hour restore

A total of 100 possible points may be awarded to one proposal.

The selection committee will primarily be composed of City employees. On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or do not conform to the RFP requirements may be deemed non-responsive and eliminated. Each proposer bears sole responsibility for the items included or not included in the response submitted by that proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions, and/or specifications in this RFP. Ogden City reserves the right to disqualify a proposal due to any late response, no response or missed deadline.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the

judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration.

After this initial phase, finalist proposals will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by a proposer to supplement their written proposal.

Being selected and agreeing does not guarantee the offeror will be extended any specific amount of work.

IV. SUBMISSION OF PROPOSALS

A. Deadline: Sealed proposals are due by **January 6, 2026, no later than 11 AM MST.**

B. Submittal and Format

- a. Copies: Submit five (5) complete, bound copies of the proposal in one sealed envelope.
- b. Envelope Labeling: Clearly indicate the firm's name and project / contract title on the exterior of the envelope.
- c. If using a courier, ensure that the outer packaging is labeled as above to properly identify your submittal.

Submit to:

Ogden City Corporation
c/o 2nd Floor Information / Constable Desk
ATTN: Purchasing Office
UPS Modernization, Consolidation, and Replacement Project
2549 Washington Blvd.
Ogden, UT 84401

LATE PROPOSALS WILL NOT BE ACCEPTED.

C. Delivery and Important Information

- a. If the sealed proposal is submitted by mail or other delivery service, it must be received before the submission deadline.
- b. The sealed proposal may also be hand-carried to the 2nd Floor Information / Constable Desk at the same address.
- c. **No facsimile or email transmittals will be accepted.**
- d. It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.
- e. City offices are closed on weekends and observed holidays.

V. INSURANCE REQUIREMENTS

The successful proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damage to property, which may arise from or in connection with the performance of this agreement. **The Contractor shall pay the cost of such insurance.**

A. The amount of insurance shall not be less than:

1. **General Liability:** Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable), and independent contractor's liability (if applicable) written on an occurrence form.
2. **Business Automobile Liability:** \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned, and hired autos.
3. **Workers' Compensation and Employer's Liability:** Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

B. Each insurance policy required by this Agreement shall contain the following clauses:

1. "This insurance shall not be suspended, voided, canceled, reduced in coverage or limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
2. "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents, and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy".

C. Each insurance policy required by this Agreement, except policies for Workers' Compensation, shall contain the following clause in a separate endorsement:

1. "Ogden City Corporation, its elected and appointed officials, employees, volunteers, and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."

D. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. The contractor's insurer must be authorized to do business in Utah at the

time the license is executed and throughout the period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as material breach of contract.

- E. City shall be furnished with original certificates of insurance and endorsements affecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the city before work begins on the premises.
- F. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- G. Any deductibles or self-insured retentions must be declared to and approved by the city. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions concerning the City, their elected and appointed officials, employees, agents, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- H. The Contractor shall include all its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverage for the Contractor's contractors shall be subject to all the requirements stated herein.

Nothing contained herein shall be construed as limiting in any way the extent to which the Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.

- J. Under the **“Certificate Holder”** section, list the following information:

Ogden City Corporation
2549 Washington Blvd.
Suite 510
Ogden, UT 84401

VI. GENERAL TERMS AND CONDITIONS

- A. Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.

- B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, the Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows “Criminal History Verified” and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.
- C. All work must meet current industry standards including all Federal, State and local rules and regulations.
- D. Ogden City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- E. Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertising review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals, and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.
- H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- I. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.
- J. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussing proposals received from prospective service providers.

The selected company shall enter into a written agreement with Ogden City.

Ogden City reserves the right to cancel this Request for Proposal.

Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality may be submitted to the

Ogden City Recorders Office at the time of bid submission. The form can be accessed through the Recorder's webpage at:

https://www.ogdencity.gov/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim_revised

VII. ADDITIONAL INFORMATION

Price Guarantee: If applicable, all pricing must be guaranteed for one (1) year. Following the guarantee period, any request for price adjustment must be for an equal guarantee period and must be made at least 30 days before the renewal period.

Requests for price adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

Any adjustment or amendment to the contract will not be effective unless approved by Ogden City.

Price Reductions: It is understood and agreed that the city will be given the immediate benefit of any decrease in the market, or allowable discount.

The contractor will only be allowed to invoice for the cost of services/goods in compliance with the submitted proposal as accepted by Ogden City Corporation.

- A. Invoices must contain a complete description of the work/service/goods that were performed/provided, the contract price for each service, the City purchase order or contract number, and the address of service location or delivery address.
- B. Upon the Award of the Contract, the Contractor may receive a request to process payments electronically.
- C. If offered by the Contractor, Ogden City seeks a discount for early payment. The City shall only take such a discount if earned.
- D. Invoices shall be sent to the following address:

Email invoices to: itbilling@ogdencity.com

VIII. GOVERNING INSTRUCTIONS

This RFP will constitute the governing document for submitting Proposals and will take precedence over any oral representations.

IX. RFP SCHEDULE

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline, will result in an RFP amendment. Amendments will be published in the City's

Purchasing webpage - <https://www.ogdencity.com/264/Purchasing>.

EVENT	TARGET DATE
Open RFP Process	December 3, 2025
Ad – Standard-Examiner	December 6, 2025
Last day for Q&A	December 23, 2025, at 3 PM MST
RFP Response Deadline	January 6, 2026; No later than 11 AM MST
Committee Review and Selection Process	TBD
Contract Start Date	TBD

X. CONTACT INFORMATION

For any questions related to this RFP, please contact the Ogden City Purchasing Office via email at purchasing@ogdencity.gov.

The question-and-answer period ends on December 23, 2025, at 3 PM.

Please check the City's Purchasing webpage for any published Q&A document(s) that might have already addressed your questions or concerns -<https://www.ogdencity.com/264/Purchasing>.

Thank you for your interest in doing business with Ogden City Corp.

EXHIBIT A

Existing UPS Systems, Load Requirements, and Consolidation Mapping

Location	Sub-location	Make	Model	KVA	Amps
Water Pre-Treatment	Behind computer monitors	APC	BackUPS 650 BN650M1	0.65	
	Main level electrical control	Tripplite	SMART1500RM2U	1.5	
	Main level electrical control	Cyberpower	1500va	1.5	
	Basement desludge control box	Phoenix Contact	Quint		
	East Basement	Cyberpower	1500 VA	1.5	
	Basement/Carbon	Cyberpower	1500 VA	1.5	
Water Treatment	Server Room Rack Labeled Filter UPS	Xtreme	P90-3000	3	
	Server Room PLC Cabinet	Emerson	Sola HD S4K2U3000C	3	
	Under Desk UPS A	APC	BackUPS 650M1	0.65	
	Under Desk UPS B	APC	BackUPS 650M1	0.65	
	Under Desk UPS C	APC	BackUPS 650M1	0.65	
	Under Desk UPS D	APC	BackUPS 650M1	0.65	
	Under Desk UPS E	APC	BackUPS 650M1	0.65	
	Conference Room computer	APC	BackUPS 650M1	0.65	
	Electrical Room over door	APC	SmartUPS 2200 SMT2200C	2.2	
Water De-Water	Dewater rack/cabinet	Cyberpower	OR1500PFCRT2U	1.5	
	Dewater	APC	BackUPS 650 BN650M1	0.65	
Water 9th Street	East pump house	Phoenix Contact	Quint		5
	West pump house	APC	BackUPS 600	0.6	
	Tank Cabinet	Cyberpower	ST 625 U	0.625	
	Tank Cabinet	Phoenix Contact	Quint		
	Lightpole/Cameras Solar Box	Batteries (2)	ProStar PS-30M		
Water 23rd Street	Pumphouse cabinet	Phoenix Contact	Quint		5
	Pumphouse rack/cabinet	APC	BackUPS 550	0.55	
	Valve house	Phoenix Contact	Quint		5
Water 27th Street	Pumphouse cabinet	Phoenix Contact	Quint		5
	Pumphouse rack/cabinet	APC	BackUPS 1000	1	
	Tank Cabinet	Phoenix Contact	Quint		5
	Tank Cabinet - Backup Battery	Battery (1)	WBox Technologies		
Water 36th Street	Pumphouse cabinet	Phoenix Contact	Quint		5
	Pumphouse rack/cabinet	Cyberpower	1500VA AVR	1.5	
Water 46th Street	4760 Old Post Rd, Ogden	Phoenix Contact	Quint		5
	4760 Old Post Rd, Ogden	APC	BackUPS 600	0.6	
	46th and Filmore Cabinet	Phoenix Contact	Quint		5
	46th and Skyline Cabinet	Phoenix Contact	Quint		5
	Tanks	Phoenix Contact	Quint		5
	Tanks	APC	BackUPS 600	0.6	
	Tanks	CyberPower		700	0.7
Water Airport Wellhouse	Wellhouse	Phoenix Contact	Quint		5
	Wellhouse rack/cabinet	CyberPower	750 VA		0.75

Water Huntsville Wells	Generator Building desk Generator Building rack/cabinet Wellhouse 1 Wellhouse 2 Wellhouse 3 Wellhouse 4 Wellhouse 5 Wellhouse 6	DirectUPS CyberPower APC APC APC APC APC APC	Vista Pro 1000 yNo.1p OR 700 OR700LCDRM1U BackUPS 650 BackUPS 650 BackUPS 650 BN650M1 BackUPS 650 BackUPS 650 BackUPS 650	1 0.7 0.65 0.65 0.65 0.65 0.65 0.65
Water Lift Station Black Point	Cabinet	Phoenix Contact	Quint	5
Water Lift Station 20th & Filmore	Cabinet	Phoenix Contact	Quint	5
Water Lift Station BDO Sewer Plant	Cabinet	Phoenix Contact	Quint	5
Water Lift Station Mouth of Canyon	Cabinet Tank/Vault/Green place	Phoenix Contact Xtreme	Quint P91	5 3
Water Lift Station Warm Water	Cabinet Cabinet	Phoenix Contact Phoenix Contact	Quint Quint	
Water Lift Station Smokey the Bear	Cabinet Tank/Vault/Green place	Phoenix Contact APC	Quint SmartUPS 3000	5 3
Fire Station #2	Bsmt. Data Closet Electrical Room	Tripplite Tripplite	SU1000RTXLCD2U SU1000RTXLCD2U	1.5 1.5
Fire Station #3	Data Closet Data Closet Data Closet Data Closet	Tripplite Tripplite Tripplite Tripplite	SU1000RTXLCD2U SU1000RTXLCD2U SU1000RTXLCD2U SU1000RTXLCD2U	1.5 1.5 1.5 1.5
Fire Station #4	Data Closet Capt. Office	Tripplite Tripplite		1.5 1.5
Fire Station #5	Data Closet Front Office Washer/Dryer	Tripplite Tripplite Tripplite	SU1000RTXLCD2U SU1000RTXLCD2U SU1000RTXLCD2U	1.5 1.5 1.5
Camera Trailers	Trailer 1 Trailer 2 Trailer 3 Trailer 4 Trailer 5 Trailer 6	Batteries (8) Batteries (8) Batteries (8) Batteries (8) Batteries (8) Batteries (8)	Motive 6v 215AH Motive 6v 215AH NEPO DL-16 6v 400Ah NEPO DL-16 6v 400Ah EVL10-400A-AM (6v400AH) EVL10-400A-AM (6v400AH)	