



**OGDEN CITY CORPORATION
REQUEST FOR PROPOSAL**

**OVERHEAD DOOR, AUTOMATIC DOOR, AND ELECTRONIC GATE REPAIR AND
PREVENTIVE MAINTENANCE SERVICES IN VARIOUS CITY BUILDINGS AND
PROPERTIES OF OGDEN CITY CORPORATION**



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Ogden City Facilities

January 7, 2026

OGDEN CITY CORPORATION

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ADVERTISEMENT

Ogden City is requesting sealed proposals from qualified Proposers to conduct repair and preventive maintenance of overhead doors, automatic doors, and electronic gates in and around Ogden City properties.

Proposal packets are available and may be obtained by downloading from the Ogden City website at <https://www.ogdencity.gov/264/Purchasing>

Proposers are responsible for securing any and all 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 28, 2026, no later than 1 PM. 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: January 10, 2026

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I. INTRODUCTION

Ogden City desires to accept sealed proposals to provide repair services and preventive maintenance services of overhead doors, automatic doors, and electronic gates for various City-owned properties throughout Ogden together with all incidental work required. It is anticipated that this RFP process will result in one OR may result in multiple contract award. **The RFP document will become part of the final contract. The contract will be issued for a total period of three (3) years. Provide pricing to cover this contract period.**

II. SCOPE OF WORK or SPECIFICATIONS – Refer to Exhibit A

III. RESPONSE TO RFP

Ogden City is seeking proposals from providers capable of providing all the work described in the Scope of Work including attachments.

A. Each Proposal must include, as a **minimum**, the following information:

1. Authorized Representative – Indicate name, address, email and telephone number of the company submitting the proposal.
 - a. Include the name and contact information of the person designated as authorized to contractually bind the offer.
2. Company Experience - A description of the firm's experience and capability of fulfilling this contract if awarded. Include the following information:

- a. Copy of applicable Utah State license.
- b. Company history with biographies and/or resumes for principal contacts.
- c. Past performance on similar projects
- d. Information on location and accessibility of offices
- e. List and/or accessibility to appropriate parts to complete maintenance and repairs on types of gates and doors. Work includes but not limited to
 - i. Inspecting and cleaning
 - ii. Lubricating moving parts
 - iii. Testing balance and safety
 - iv. Weatherstripping
 - v. Refer to Scope of Work for details

3. Team Information – Provide the names of any outside consultants and/or subcontractors to be utilized, including contact information and a brief description of their role(s) in the project.

- a. Include degree and depth of professional qualifications

4. Proposed schedule for completing scope of work, along with proximity and availability of contractor for emergency call-outs.

5. Cost Proposal - A detailed breakdown of the proposed costs and timeframes to complete the project. **Provide pricing to cover the three (3) year period.**

6. References – Provide list of at least three references; include project dates, scope, summary of work performed, and contact information.

7. Evidence of Insurability – Refer to City's insurance requirements

B. Proposals are to be no longer than 20 pages. Double-sided pages count as two pages.

C. For City record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:

- a. Submitted as loose leaf with binder clip
- b. Submitted in a regular 3-ring binder

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

IV. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the criteria listed below:

A. Authorized Representative Information	Pass or Fail
B. Evidence of Insurability	Pass or Fail
C. List of Client References	Pass or Fail
D. Methodology and resources	20 Possible Points
E. Capability and experience	30 Possible Points
F. Proximity/Availability of contractor	20 Possible Points
G. Cost / fee proposal	30 Possible Points

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 not conforming 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. At the conclusion of 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 entering into an agreement does not guarantee the Proposer will be extended any specific amount of work.

V. SUBMISSION OF PROPOSALS

A. Deadline: By January 28, 2026, No later than 1 PM; Proposers shall submit five (5) copies of the proposal in a sealed envelope.

B. Submittal Format and Delivery

- a. **Copies:** Submit **four (4)** complete, bound copies of your proposal in one sealed envelope.
- b. **Envelope Labeling:** Clearly indicate the firm's name and project / contract title on the exterior of the envelope.

Submit to:

Ogden City Corporation

c/o 2nd Floor Information / Constable Desk

Overhead Door, Automatic Door, and Electronic Gate Repair and Preventive Maintenance Services in Various City Buildings and Properties of Ogden City Corporation

ATTN: Purchasing Office

2549 Washington Blvd.

Ogden, UT 84401

LATE PROPOSALS WILL NOT BE ACCEPTED.

If the sealed proposal is submitted by mail or other delivery service, it must be received prior to the submission deadline.

The sealed Proposal may also be hand-carried to the 2nd Floor Information / Constable Desk at the same address.

No facsimile or email transmittals will be accepted.

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location indicated above and in compliance with the stated date and time.

City offices are closed on the weekends and observed holidays.

VI. 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 damages 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. **Commercial 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.

4. **Professional Liability:** Minimum of \$1,000,000 aggregate with \$500,000 per occurrence

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 in 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, excepting 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. Contractor’s insurer must be authorized to do business in Utah at the time the license is executed and throughout the time 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 Ogden 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 as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- H. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- I. Nothing contained herein shall be construed as limiting in any way the extent to which 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. For purposes of this contract, under the "**Certificate Holder**" section, list the following information:

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

VII. 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, 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 the information submitted, and to request additional information from any Proposer.

E. Ogden City will make every effort to ensure all Proposers are treated fairly and equally throughout the entire advertisement 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 Proposer. Ogden City assumes no liability for any costs incurred by Proposers 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 Proposer.

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 Proposer guarantees the proposal is not a product of collusion with any other Proposer and no effort has been made to fix the proposal price or any Proposer 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.

- a. The selected company shall enter into a written agreement with Ogden City.
- b. Ogden City reserves the right to cancel this Request for Proposal.
- c. 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.

K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If Proposer wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Recorders Office at the time of submittal. The form can be accessed through the Recorder's webpage at this link: https://www.ogdencity.gov/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim_revised

VIII. 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 prior to the effective date.

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 address of service location or delivery address.
- B. Upon the Award of Contract, the Contractor may receive a request to process payments electronically.
- C. If offered by Contractor, Ogden City seeks a discount for early payment. The City shall only take such a discount if earned.
- D. Invoices shall be promptly sent to the following address:

Ogden City Corporation
c/o Facilities
175 West 29th Street
Ogden, Utah 84401

Or;

Email invoices to: FacilitiesAdministrative.Billing@ogdencity.gov

IX. GOVERNING INSTRUCTIONS

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

X. 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.gov/264/Purchasing>

EVENT	TARGET DATE
Open RFP Process	January 7, 2026
Ad – Standard Examiner	January 10, 2026
Last day for Q&A	January 22, 2026; No later than 3 PM
RFP Response Deadline	January 29, 2026; No later than 11 AM
Committee Review and Selection process	To Be Determined
Contract Start Date	To Be Determined

XI. CONTACT INFORMATION

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

The question-and-answer period ends at 3 PM on January 22, 2026.

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.gov/264/Purchasing>

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

EXHIBIT A

SCOPE OF WORK / SPECIFICATIONS

- A. Contractor shall repair overhead doors, automatic doors, and electronic gates as requested by Ogden City Facilities personnel.
- B. Contractor shall conduct routine repairs between the hours of 7:00 AM and 5:00 PM, Monday through Friday, excluding holidays.
- C. Contractor shall be available to provide emergency services 24 hours a day, 365 days a year. Contractor shall provide City maintenance personnel with emergency call-out procedures and telephone numbers. Contractors shall respond within sixty (60) minutes of call-out.
- D. Contractor shall perform monthly preventive maintenance on the following gates:

Fire Station 3 – 450 North Street:

Hysecurity slide driver model ss222 VFD sliding gate

Fire Station 4 – 730 W 24th Street:

Liftmaster High Security DC15 Slidesmart

Francom Public Safety – 2186 Lincoln Ave:

Entrance gate-Ramset 5000 series sliding gate

Exit gate-Elite sl3000 UL sliding gate

North Fire gate-Ramset 5000 series sliding gate

South exit gate-Elite paired swing gates 200 series swing gates

Public Works Compound – 133 W 29th Street:

West gate-Elite sl3000 sliding gate

South exit and entry gates-Elite sl3000 sliding gates two (2) total

Airport – 3909 Airport Road:

- #6 Hysecurity ss222 VFD sliding gate
- #5 Hysecurity ss222 VFD sliding gate
- #4 Hysecurity ss222 VFD sliding gate
- #3 Hysecurity ss222 VFD sliding gate
- #2 – Disabled and not in service until 2030 (Not included in this RFP)
- #1 Hysecurity ss222 VFD sliding gate

The monthly preventive maintenance should include inspections of important components of each gate, including mechanical and structural elements, controls, settings, and safety devices. Following each monthly maintenance visit, a report will be provided by the contractor for each gate, complete with the technicians' notes, photos, work completed, and any recommended corrective repair work.

- E. Contractor shall use qualified technicians with appropriate certifications, where required, to perform the work under this contract.
- F. Contractor shall supply all labor, cleaning solvents, lubricants, tools, parts and equipment necessary to perform the work.

SPECIFICATIONS

The contractor shall repair overhead doors (including garage doors,) electronic gates and automatic doors on an “as needed” basis at various Ogden City properties. Contractor shall bid on all requested services. Contractor will be required to furnish and install all new parts, materials and lubricants which meet or exceed the original equipment manufacturer’s specifications. Any use of parts other than those manufactured by the original equipment manufacturer shall be approved by Ogden City prior to utilization. Contractor must maintain a reasonable supply of available parts and maintain a reasonable supply system for acquisition of additional parts either immediately or with minimal delay.

REPAIRS

- A. Upon arrival at each site, the Contractor shall evaluate the specific materials and labor required to complete the repair.
 - a. Develop an estimate of the expected cost.
 - b. Develop potential alternatives, with costs, in case of repair versus replacements.
- B. Advise the Facilities technician point of contact of the work to be performed and the estimated cost of repairs and obtain approval for additional work when the repair work is expected to exceed the original estimate by more than ten (10) percent.
- C. Advise the Facilities technician point of contact if any additional work is required and when a mechanic will return to perform said work.
- D. Prepare a service call report detailing the work performed and leave a copy of the report on site. The report shall include:
 - a. Time of arrival
 - b. Time of departure
 - c. Brief summary of the request
 - d. Detailed summary of the work performed
 - e. Summary of any additional work required or recommended
- E. If complete repairs cannot be accomplished immediately, then: the door or gate shall be secured in the full-open or full-closed position at the discretion of the Facilities technician point of contact.
- F. After-hours work may be authorized in those cases where immediate repair is essential or where it is advantageous to complete the work in order to avoid a return trip.
- G. No after normal hours work shall be performed without the express authorization of the maintenance supervisor. Any after-hours work performed without said express authorization will be paid only regular hourly rates.

GENERAL REQUIREMENTS

- A. Contractor shall provide trained and experienced mechanics. Each mechanic shall be knowledgeable and capable of diagnosing and repairing problems with both electrical and mechanical portions of overhead doors, automatic doors, and electronic gates.

- B. Contractor shall perform all work in accordance with generally accepted industry practice for safe and efficient operation.
- C. Warranty all labor and materials used in performance of this work for a minimum of two (2) years after completion of repairs, and when applicable, immediately initiate any corrected work needed in response to a warranty item.

SPECIAL INSTRUCTIONS

- A. All work shall be subject to the inspection and approval of Ogden City prior to acceptance and approval for payment.
- B. Failure to provide an estimate and obtain approval before starting work or exceeding the estimate without approval will be grounds for denying payment.

EXHIBIT B
PROPOSAL SHEETS
Service Call/Repair Proposal

Hourly Rates	\$ _____
Holiday Hourly Rates	\$ _____
After Hours Rates	\$ _____
Material Costs	Cost + _____ %
Year 2	_____ % (price increase anticipation)
Year 3	_____ % (price increase anticipation)
Other (specify)	\$ _____
Other (specify)	\$ _____
Other (specify)	\$ _____
Response time – Nonemergency	_____ (in minutes)
Response time – Emergency	_____ (in minutes)

Point of Contact _____

Address _____

Email _____

Phone _____

Gate Preventive Maintenance Proposal

Gate Location	Address	Gate Make/Model/Type	Monthly PM Cost	Annual PM Cost
Fire Station 3	450 North Street	Hysecurity slide driver model ss222 VFD sliding gate		
Fire Station 4	730 W 24 th Street	Liftmaster High Security DC15 Slidesmart		
Francom Public Safety Building	2186 Lincoln Ave	Entrance: Ramset 5r000 series sliding gate		
		Exit: Elite sl3000 UL sliding gate		
		North Fire: Ramset 5000 series sliding gate		
		South Exit: Elite paired swing gates 200 series swing gates		
Public Works Compound	133 W 29 th Street	West gate: Elite sl3000 sliding gate		
		South exit and entry gates: Elite 3000 sliding gates two (2) total		
Airport	3909 Airport Rd	#6 Hysecurity ss222 VFD sliding gate		
		#5 Hysecurity ss222 VFD sliding gate		
		#4 Hysecurity ss222 VFD sliding gate		
		#3 Hysecurity ss222 VFD sliding gate		
		#1 Hysecurity ss222 VFD sliding gate		

EXHIBIT C

Acknowledgement

Ogden, Utah

Date: _____

TO THE MAYOR OF OGDEN CITY, UTAH

Dear Sir:

The undersigned is familiar with the local conditions affecting the cost of the work at the place where the work is to be done, has carefully examined the specifications and other contract documents, and has examined the locations of the proposed work.

The undersigned hereby proposes and agrees to perform everything required to be performed, and to provide and furnish any and all required labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete, in a timely workmanlike manner, all the work required in connection with the plans and specifications and other contract documents, at the following proposal prices for the several proposal items of work to be named.

Receipt of the following addenda is hereby acknowledged:

1. (Date) _____
2. (Date) _____
3. (Date) _____

CONTRACTOR

By: _____

(Signature)