

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6396

OUTFITTING SERVICES

FOR

WASHTENAW COUNTY FLEET

Prepared By:

Washtenaw County Purchasing
Administration Building
P.O. Box 8645
220 N. Main B-35
Ann Arbor, MI 48107

Crystal Wake, C.P.M., CPPB
Buyer
(734)222-6761





WASHTENAW COUNTY

Finance Department

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL #6396

March 17, 2008

Washtenaw County Purchasing Division on behalf of the Support Services Fleet Services Division is issuing a Request for Proposal (RFP) #6396 for outfitting services for our Fleet.

Sealed Proposals: Vendor will deliver one (1) original and two (2) copies to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI. 48107**

by 4:00 p.m. on THURSDAY, MARCH 27, 2008

This submission shall include the entire Request for Proposal document and any amendments if issued.

Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.

- Please be sure the envelope is clearly marked "SEALED RFP # 6396".
- Please direct purchasing and procedural questions regarding this RFP to Crystal A. Wake wakec@ewashtenaw.org at (734) 222-6761.
- Please direct specific technical questions regarding this RFP to Bob Mossing at 734-973-4638 or mossingb@ewashtenaw.org, or Tammy Richards, (734)222-6568 at richardt@ewashtenaw.org

Thank you for your interest.

I. PROPOSAL

- Definitions:**
- "County"** Washtenaw County in Michigan.
 - "Bidder"** An individual or business submitting a bid to Washtenaw County.
 - "Contractor"** One who contracts to perform work or furnish materials in accordance with a contract.

Purpose of Proposal:

Washtenaw County, Michigan is accepting bids for outfitting services for fleet vehicles with the following minimum specifications. The equipment shall be new, identifying equipment manufactured the same year or the succeeding year of a current design and production model and available to the commercial market. No substitutions are permitted unless specifically stated in the specifications. The successful contractor will be the provider of outfitting services for the County of Washtenaw for a two year period, with the option to renew for an additional two years. Only up-fitting companies with drop ship capabilities and have an existing relationship with a dealership that is under a local or state awarded bids and/or contract.

Proposal Terms:

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

II. PROPOSAL

The proposal shall include all of the following information: (failure to include all the information could result in disqualification)

A. Contractor's Qualifications:

1. Number of years in business
2. Number of employees, list breakdown of designers, sales, administration staff, etc.

(Addenda A)

B. References: List three (3) references for which bidder has provided similar police car services. Include company name, contact names and phone numbers.

(Addenda B)

C. Describe the outfitting services including specific costs, make, model, types of equipment installed for outfitting. The cost should reflect pricing for year one and year two.

(Addenda C)

D. Specify all manufacturers that you provide drop ship services, if applicable.

(Addenda D)

E. Review **Standard Provisions for Contracts Section (pgs 3 - 7) and concur that these provisions shall be met as well as any subcontractors.**

(Addenda E)

F. Please state the Warranties.

(Addenda F)

III. STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. Vendor will list Washtenaw County as additional insured. These provisions are general principles which apply to all contractors of service to Washtenaw County such as the following:

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to Director of Support Services Technology & Operations and/or his designee and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIII - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XIV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XV – CRIMINAL BACKGROUND CHECK

The contractor will be responsible for payment of security screening as determined by the county. Any employee of the vendor will be subject to an approved criminal background check before entering county facilities.

ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$10.19 per hour with benefits or \$11.95 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that

an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before May 1, 2008 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees

ARTICLE XX - CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXI - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXII - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

IV. TERMS & CONDITIONS

Award: Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See: “Low Bidder” following), quality of service, the Contractor’s qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County’s specifications and needs.

Low Bidder: The lowest responsible bid will be based on cost, demonstrated ability to perform the work and history of performance. Washtenaw County is most interested in the quality of work to be performed and will exercise a high degree of evaluation on the bidder’s history of performance.

Term of the bid: The term of the bid is for two (2) years with an option to renew for an additional two year period.

Inspection of Facilities: The Manager of the Fleet Services Division reserves the right before making an award to have the premise of the bidder inspected, or to take any other action necessary to determine fitness, reliability and ability to perform. The inspection could check the physical location, facilities, equipment, spare parts and/or equipment condition to comply with the specifications of the bid.

Price Changes:

For price increases to be considered the Purchasing Division shall be notified, in writing, by letter as well as a letter from the manufacturer and to be approved by the Fleet Manager 30 days prior to the increase taking effect.

BID SPECIFICATION

The County is looking for Up-Fitting or Outfitting services for the provision of outfitting its various fleet vehicles including but not limited to cargo vans, police cruisers, snowplow vehicles and 15 passenger vans. In addition, vehicles will be drop shipped to vendors location for up-fit and new vehicle prep by selling dealer, if available. **Bidders should indicate equipment cost, installation and removal costs on the Bid Sheet.**

The types of equipment for installation for police cruisers should include but are not limited to:

- Ledco docking stations for Panasonic Tough-book laptop computer
- Whelan Liberty emergency lighting (overhead light-bar, strobes, etc)
- Whelan sirens
- Setina barriers
- Weapon racks/storage
- Decals as provided by the Michigan Sheriff's Association
- Single unified removable wiring harness with separated section for communication and emergency equipment. The County recognizes that this may be proprietary in nature.

The above are the minimal requirements to be met and outlined on the **Bid Sheet**. In addition, include alternative, compatible or comparable equipment on the **Bid Sheet as Alternate Equipment and Costs** that may show the County efficient and cost saving alternatives.

The County is **not** asking the outfitter to provide radar, laptop computers, or video equipment. These items will be transferred from the existing vehicles and/or replaced by the County.

Emergency Lighting

1. Flashers-Headlight unit shall be compatible with Ford/GM OEM headlights flasher connection.
2. Corner strobe system-Four single helix bulbs with shield strobe cables and two (2) 2-outlet 45-watt power supply. Bulbs shall be mounted one in drivers front marker lamp and one in passengers front marker lamp, one each in reverse lamps next to license plate.

ALL SHERIFF VEHICLES

Weapons Storage

1. Custom fabricated weapons locker-Must fit lower trunk floor to prevent shifting and load spilling. Provide storage for lethal and non-lethal weapons and ammunition. Locking mechanism shall be six push button lock with user settable combination. Foam for weapons storage and dividers for separation of weapons and ammunition.

Siren

1. Speaker-Aluminum housing natural finish with a 100-watt driver and vehicle specific behind the grille, mounting bracket. Must be compatible with tonal qualities produced by electronic siren system. (see below)
2. Siren System-Remote head system with amplifier/relay module for trunk mounting capable of operating one or two 100-watt speakers. The unit shall have three siren tones and air horn compatible with siren speaker. Public Address system shall be integral to system with removable unidirectional microphone and Final configuration will be given during pilot vehicle build.

Vehicle Specific Components

1. Console-will be compatible with Ford/GM police vehicles and equipment specified in Attachment C.
2. Slide-Out Trunk Tray-Full width hanging trunk tray with ball bearing slides.
3. Partition-Recessed panel security partition with center sliding polycarbonate locking window. Dual vertical weapon locks to accommodate Remington 870 shotgun and AR15 assault rifle. Weapon locks will be universal type locks with cuff key override, butt plates and electronic release for locks.
4. Biohazard rear seating system-Rear seat will be replaced with a biohazard rear seating system. Seat should eliminate contraband hiding places.

Communications Equipment

1. Appropriate power connectors and fusing shall be provided for two way radio, camera system, and computer system for customer installation of components after receipt of vehicles. The county currently utilizes Mobile vision VHS camera system, Motorola MCS 2000 and Panasonic Toughbook laptop.

Electrical System

Police Cruisers:

1. Electrical system shall provide appropriate gauge wiring and fusing for all components as specified by equipment manufacturers and/or Ford Motor Co./General Motors Vehicle Modifiers guide.
2. All battery power sourced components shall be isolated by a continuous duty relay and switched with a timing device to turn off the solenoid after a specified period of time.
3. An emergency equipment electrical disconnect shall be provided for testing and repair.

All vehicles-Additional Requirements

1. Ford Motor Company or General Motors drop ship location. Vehicles will be drop shipped to modifiers location for up-fit and new vehicle prep by selling dealer, if available.
 2. Industry standard electrical schematic drawings of completed vehicle types shall be provided within 60 days of final delivery.
 3. All exterior wire connections shall be soldered and insulated with shrink tubing.
 4. All exterior connectors shall be weatherproof type.
 5. Awarded vendor shall present a fully up-fitted pilot vehicle will be presented for inspection prior to building remaining vehicles.
- Yes, these prices can be extended to other governmental units and non-profit organizations in Washtenaw County.
- No, these prices cannot be extended to other governmental units and non- profit organizations in Washtenaw County.

ADDENDA

Attach requested **ADDENDA A** thru **F** to the balance of this RFP.

RFP # 6396 OUTFITTING FLEET VEHICLES

BID SHEET

Required Equipment in Ford CVPI Patrol Vehicles - NEW AND INSTALLED

		<u>Current Brand Equipment</u>	<u>Cost</u>	<u>Alt. Equip.</u>	<u>Cost</u>	<u>Alt. Equip.</u>	<u>Cost</u>
EQUIPMENT							
Headlight flasher	Federal Signal		\$		\$		\$
Tail light flasher	Federal Signal		\$		\$		\$
Four corner strobe kit	Installed in front signals & rear backup lights		\$		\$		\$
Computer docking station	Ledco for Panasonic Toughbook		\$		\$		\$
Dual vertical gun rack	Setina		\$		\$		\$
Charge guard timer unit			\$		\$		\$
8 Channel relay	Whelen		\$		\$		\$
Strobe power supply	Whelen		\$		\$		\$
Antenna	Motorola		\$		\$		\$
Antenna cables	Motorola		\$		\$		\$
Whelan Liberty light bar	Whelen		\$		\$		\$
Prisoner barrier	Setina		\$		\$		\$
Siren control	Whelen		\$		\$		\$
Control head	Whelen MPC01		\$		\$		\$
Decals	Michigan Sheriff Association		\$		\$		\$
Molded prisoner rear seat	Laguna		\$		\$		\$
TOTAL PRODUCT COST:			\$		\$		\$
INSTALLATION COST:			\$		\$		\$
GRAND TOTAL			\$		\$		\$

BID SHEET

Required Equipment in Chevrolet Impala Patrol Vehicles - NEW AND INSTALLED

		<u>Cost</u>	<u>Alt. Equip.</u>	<u>Cost</u>	<u>Alt. Equip.</u>	<u>Cost</u>
EQUIPMENT						
Headlight flasher	**CURRENTLY THE COUNTY DOES NOT	\$		\$		\$
Tail light flasher	UTILIZE THE CHEVROLET IMPALA	\$		\$		\$
Four corner strobe kit	POSSIBLY WILL IN THE FUTURE	\$		\$		\$
Computer docking station		\$		\$		\$
Dual vertical gun rack	EQUIPMENT WILL BE SIMILAR TO CVPI	\$		\$		\$
Charge guard timer unit		\$		\$		\$
8 Channel relay		\$		\$		\$
Strobe power supply		\$		\$		\$
Antenna		\$		\$		\$
Antenna cables		\$		\$		\$
Whelan Liberty light bar		\$		\$		\$
Prisoner barrier		\$		\$		\$
Siren control		\$		\$		\$
Control head		\$		\$		\$
Decals		\$		\$		\$
Molded prisoner rear seat		\$		\$		\$
TOTAL PRODUCT COST:						
INSTALLATION COST:		\$		\$		\$
GRAND TOTAL		\$		\$		\$

BID SHEET

REMOVED FROM CURRENT VEHICLE AND INSTALLED IN NEW VEHICLE- FORD CVPI

EQUIPMENT

Headlight flasher

Tail light flasher

Four corner strobe kit

Computer docking
station

Dual vertical gun rack

Charge guard timer unit

Strobe power supply

Antenna

Antenna cables

Whelan Liberty light bar

Prisoner barrier

Siren control

Control head

Decals (remove)

Michigan Sheriff Association

Decals (install)

Michigan Sheriff Association

Molded prisoner rear
seat

REMOVAL COST: \$ _____

INSTALLATION COST: \$ _____

GRAND TOTAL \$ _____

SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____
_____ Date	_____ City St. Zip
_____ Telephone #	_____ Fax #
_____ Email address	_____ Federal Tax ID #

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.