



FRANKLIN COUNTY
PURCHASING DEPARTMENT
REQUEST FOR PROPOSAL (RFP) COVER PAGE

RFP NO: 202314

TITLE: Equipment Specialist for Commissioning and Decommissioning Emergency Vehicles

RFP Schedule & Deadlines:

May 10, 2023	Bid Release/Advertising Date
May 17, 2023 10:00AM	Deadline for Submitting Questions
May 23, 2023 4:30 PM	Deadline to post Addendum
June 6, 2023 10:00AM	Deadline to Submit RFP

Responses must be received no later than "Deadline to Submit Response"
June 6, 2023 10:00AM

Shakara Bray, Purchasing Agent

Meagan Cowsert, Assistant Purchasing Agent

Phone: 636-584-6274 Email: purchasing@franklinmo.net

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

Company Name: _____

SUBMISSION CHECKLIST

_____ I have reviewed the bid schedule and deadlines, located on the solicitation cover page

_____ I have read ALL Terms and Conditions and Bid documents closely

(Located at www.franklinmo.org)

THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE

_____ Solicitation Cover page

_____ Contractual Terms and Conditions Acknowledgement

_____ Company Profile

_____ Schedule of Fees, completed and signed

_____ Certificate of Insurance (COI)

_____ Affidavit for Work Authorization is completed and Notarized

_____ Vendor Information

_____ I have one original and three copies that are labeled accordingly

_____ Envelope is sealed and label attached

PURPOSE/ INTRODUCTION/ BACKGROUND

Franklin County is soliciting a Request for Proposals from qualified Vendors to be an Equipment Specialist for Commissioning and Decommissioning Emergency vehicles.

Contract period is for one year, with the option of two, one -year renewals. Starting July 1, 2023 thru June 30, 2024.

PROPOSAL REQUIREMENTS

It is the responsibility of the vendor by careful personal examination of the sites, to satisfy themselves as to the location of the work, worksite conditions, and the quantity of staff required. The Vendor shall examine carefully the proposal and all other documents and data pertaining to the Project. Failure to do so shall not relieve the awarded Vendor of obligation to perform the provisions of the agreement. The Vendor shall not at any time after the execution of the agreement make any claims alleging insufficient data, incorrectly assumed conditions or claim any misunderstanding with regard to the nature, conditions or character of the work to be done under the agreement.

The County will consider proposals from Vendors with specific experience and success as an Equipment Specialist for Commissioning and Decommissioning Emergency Vehicles.

All proposals shall include:

1. Vendor name, address, telephone number and contact persons(s) email address.
2. Brief history of Vendor, including number of years of experience. Include information on the staff members that will be utilized for this service, including their years of experience, any held certificates, and a level of expertise.
3. Description of the Vendor's processes, method of approach, and timeline, including identification of specific services to be provided.
 - Vendor to include method of inventory documentation utilized
4. List of recent organizations that have used the Vendor's services on similar projects, with contact names and contact information for reference checks.
5. Pricing page, see attached

INSURANCE REQUIREMENTS

1. The Contractor shall furnish County with a certificate of insurance indicating proof of the following insurance from company's license in the State of Missouri:

A. Worker's Compensation and Employers' Liability: Worker's Compensation Statutory in compliance with the Compensation law of the Sate and Employers' Liability Insurance with a limit no less than \$1,000,000.00 each accident.

B. Comprehensive or Commercial General Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include, but not be limited to, the following coverage.

1. Premises – Operations
2. Products and Completed Operations
3. Broad Form Property Damage
4. Contractual
5. Personal Injury

C. Automobile Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include coverage for all the following:

1. Owned Automobiles
2. Hired Automobiles
3. Non-Owned Automobiles

D. The certificate shall list the Certificate Holder and Address as follows: Franklin County, 400 E Locust Street, Room 206, Union, Mo 63084. The services provided to Franklin County shall be listed under "Description of Operations."

E. Such insurance shall include under the General Liability and Automobile Liability policies Franklin County, its employees, elected officials, representatives, and members of its board and/or commissioners as "Additional Insured's".

2. The Agreement of Insurance shall provide for notice to the County of amendment or cancellation of insurance policies 30 days before such amendment or cancellation is to take effect.

ADDITIONAL REQUIREMENTS

1. E-Verify

Completion of Affidavit of Work Authorization and provide acceptable documentation of enrollment in the program.

2. Employment of Unauthorized Aliens Prohibited

a.) Vendor agrees to comply with Missouri Revised Statute Section 285.530.1 in that it shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

b.) As a condition for the award of this contract, the Vendor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The Vendor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

c.) Vendor shall require each subcontractor to affirmatively state in its contract with Vendor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the State of Missouri and shall not henceforth do so. Alternatively, Vendor shall require each subcontractor to provide Contractor with a sworn affidavit under penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

Anti-Discrimination Against Israel Act Requirement

A public entity shall not enter into a contract with a company to acquire to dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars or to contractors with fewer than ten employees.

SCOPE OF SERVICES

The awarded Vendor shall perform services consisting of removing and installing new and/or used equipment for new and/or used vehicles.

Franklin County's current Emergency vehicle fleet is considered to be a standard police package. The standard police package includes, but not limited:

- Cages/Partitions
- Light Bar
- Tinting
- Bed Liners
- Mobile Storage Boxes
- Siren/Siren Control Heads
- Radio
- Camera
- Docking Station for Mobile Laptop
- Ticket Writer and Printer
- Gun Racks
- Radar Units
- GPS Equipment
- Spot Lights

Vendor must be able to provide standard police package for new and used vehicles. (Make, Model, Year)

Any and all work pertaining to Exhibit A and B, see attached

SPECIFIC REQUIREMENTS

- Vendor must be within 70 miles one way from Franklin County Sheriff's office 1 Bruns Ln, Union, Mo. 63084
- Vendor must be able to install and/or remove any vehicle equipment included but not limited to the standard police package as specified therein.
- When vendor removes any equipment, it is not acceptable for any factory plugs or wires to be cut off unless they are damaged.

- Vendor must be capable of providing service for fleet in an acceptable time frame as deemed necessary by Franklin County included but not limited to the vehicle list referred to as Exhibit A.
- Vendor capability to include any tools and incidentals for the installation of equipment.
- Franklin County reserves the right to use another Vendor for completion of work if the timeline with the approved Vendor is unacceptable and/ or the performance is unsatisfactory. Franklin County Sheriff's Office's normal timeframe for allowing new build of a vehicle is 2 weeks and 2 days for decommission.
- Equipment to be installed may be purchased from awarded Vendor, owned by Franklin County, or purchased from any other Vendor. (Franklin County reserves the right to utilize other contracts to purchase equipment.)
- Vendor must be able to seal off exterior wire connections as follows: Using a weather-pack connector or solder and heat shrink tubing.
- Vendor must use original equipment manufacturer grounding points.
- Vendor must use corrosion inhibiting paint or sealer on exterior holes that are drilled for antennas, light heads, etc.
- All wire passthroughs must have grommets either plastic or rubber.
- Vendor must be familiar with the following systems; Watch Guard Camera Systems, Whelen, Stalker Radar, Gamber Johnson, Axon, Code 3, Havis, Sound Off, and Jotto.
- Warranty must be offered on any and all parts purchased from the vendor.
- Vendor must keep detailed records of all equipment removed from County vehicles and or any County owned stock kept on site at the Vendor's location.
- Vendor shall submit itemized invoices detailing a breakdown of all charges.

All duties and frequencies as described above are at the discretion of Franklin County.

OFFER AND SCHEDULE OF FEES

The undersigned has thoroughly examined the entire RFP, including all addenda thereto, hereby offers to furnish all services in accordance with the requirements of the Request for Proposal, as described in the proposal attached hereto and incorporated herein.

The offeror is to make a written proposal which presents an understanding of the work to be performed. The proposal should demonstrate and provide evidence that the Vendor has the capacities, professional expertise and experience to provide the necessary services as described in this RFP. The Vendor shall ensure that all information required is submitted with

the proposal All information provided should be verifiable by documentation requested by the County. Failure to provide all information, in accuracy or misstatement may be sufficient cause for rejection.

FEE SCHEDULE

Schedule of Fees Commissioning and Decommissioning Emergency Vehicles		
Item	Description	Amount
Labor	Hourly rate for Install, uninstall, and repair	
Authorized Distributor Items		
Vendor	Types of products	Discount from MSRP
Whelen		
Havis		
Pro-guard		
All others		
Non Authorized Distributor Items		
		Discount from MSRP
All Vendors		

EVALUATION CRITERIA

The criteria used to select a Firm include the following factors:

- A. Ability, capacity, and experience of the contractor to perform the services; qualifications of staff proposed for the project. (50%)
- B. Type of equipment and availability. Vendor Process. (15%)
- C. Price to provide the services requested. (20%)
- D. Responses to the Vendor's references. (15%)

Each of the criteria above will be rated and weighted according to the information submitted

SELECTION PROCESS

The County will review and evaluate the proposals based on the evaluation criteria. Vendors may be selected for interviews or questions for clarification. However, the County may choose to proceed without interviewing any Firms.

The County reserves the right, in its sole discretion, to reject any or all proposals, or portions thereof, to waive technicalities or deficiencies in any or all the proposals. The County reserves the right to cancel this RFP in part or in its entirety.

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218 Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published in the Vendor Information Packet on the Franklin County Official Website located at:

<http://www.franklinmo.org/bidopps>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

Vendor/Contractor Signature

Date

Vendor/Contractor Name and Title

VENDOR INFORMATION

Company Name _____

Mailing Address _____

Phone number _____

Contact Name _____

Contact Name Title _____

Email Address _____

May we send Bid Packet and Bid Information via email? _____

ATTACHMENT 1

SEALED RFP LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE

SEALED RFP RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department
400 East Locust St, Rm 004
Union, MO 63084

RFP #2023-14 DATE: June 6, 2023 10:00AM

DESCRIPTION: Equipment Specialist for Commissioning and
Decommissioning Emergency Vehicles

Vendor Name: _____

Vendor Address: _____