



**Request for Proposals for
Police Ford Interceptor Sedan Vehicle Upfit Services**

**Town of Summerville
200 S. Main Street
Summerville, SC 29483**

Publish Date: December 1, 2017

Proposal Due Date: December 15, 2017

I. REQUEST FOR PROPOSALS

The Town of Summerville (“Town”) seeks proposals for supplying & installing equipment on three (3) 2018 Ford Police Interceptor Sedan Vehicles, otherwise referred to as upfit (“Services”), on a non-exclusive basis, as set forth in this Request for Proposals (“RFP”). The Services as specified in this RFP will be funded by 2018 Highway Safety Grant funds provided to the Town by the Office of Highway Safety and Justice Programs (OHSJP) of the South Carolina Department of Public Safety. Proposals will be subject to approval by OHSJP.

The anticipated start date is January 2, 2018.

Questions regarding RFP requirements must be received by Michelle Beltz, Purchasing Agent in writing at mbeltz@summervillesc.gov by 5:00 PM on Thursday, December 7, 2017. Oral and late questions will not receive responses.

Proposals containing the information required by this RFP, in the format described below, must be received no later than 2:00 PM on Friday, December 15, 2017. Proposals shall be submitted in a sealed envelope and plainly marked “Proposal for Police Ford Interceptor Vehicle Upfit Services” the outside of the sealed envelope.

Proposals must be submitted to:

Town of Summerville
Attn: Michelle Beltz, Purchasing Agent
200 S. Main Street
Summerville, SC 29483

It is the sole responsibility of each Respondent to ensure its Proposal is **received** by the Town by the date and time stated in this RFP. Late Proposals will not be accepted.

II. SCOPE OF SERVICES

The contractor shall perform all Services described in this section.

Equipment Supply & Installation

The Town has purchased three (3) new, 2018 Ford Police Interceptor Sedan vehicles. The Contractor shall supply all equipment and related hardware, free of any liens or encumbrances, except that specifically listed to be supplied by the Town. All equipment shall be new. The

equipment supplied shall be as specified in the Unit Price Bid Form. No substitutions or equivalent manufacturer's products will be considered. **Manufactured items with an individual cost exceeding \$5,000 must be compliant with the Buy America Act, per 23 U.S.C. subpart 313.**

The following equipment will be supplied by the Town:

- Motorola APX-6500 Radio and accessories
- Vista HD Vehicle Camera (Part number 4RE-STD-GPS-RV2) and accessories
- Golden Eagle II Dual Antenna and accessories

The Contractor shall fully assemble, service, and install all equipment on each vehicle so that it functions per the manufacturer's specifications. The Contractor shall demonstrate to the satisfaction of the Town, that all equipment is installed correctly, in perfect condition, and functions per the manufacturer's specifications.

As a condition to acceptance by the Town, the Contractor shall demonstrate to the satisfaction of the Town, that all equipment is installed correctly, in perfect condition, and functions per the manufacturer's specifications. Delivery to the Town shall not constitute acceptance until such demonstration has occurred. The Town and Contractor shall conduct such demonstration within ten (10) days of the delivery of each Completed Vehicle to determine whether it meets all specifications and requirements set forth in this Agreement. Within ten (10) days following delivery, the Town shall notify the Contractor, in writing, of either its final acceptance of the completed vehicle or the failure of the completed vehicle to meet certain specifications and requirements. In the latter case, the Contractor, within ten (10) days following its receipt of written notice from the Town, shall deliver to the Town a detailed proposal and schedule for corrective action. If the proposed corrective action is acceptable to the Town, the Contractor will be given a written notice to proceed, and a new inspection, testing, and notice process shall commence upon completion of corrective action. If the proposed corrective action or schedule is not acceptable, or if approved corrective action is not timely completed, the Town may refuse the completed vehicle.

With each vehicle, the Contractor shall deliver to the Town, in an electronic format acceptable to the Town (3) three copies of the technical and service manuals for all installed equipment provided by the Contractor.

The Contractor shall not take any action that would void any manufacturer's warranty and will transfer the benefit of any manufacturer's warranty to the Town upon delivery. The Contractor shall be responsible for any repairs or replacements not covered by the manufacturer's warranty as a result of errors or omissions of the Contractor. The Contractor shall warrant its work for one (1) year after delivery as stated in the draft agreement.

The Contractor shall arrange for pickup and delivery of each of the three (3) vehicles at the

following address:

Summerville Police Department
300 West 2nd North Street
Summerville, SC 29483

Each vehicle delivered or picked up by the Contractor for installation of equipment shall remain the responsibility of the Contractor, and the Contractor shall bear all risk of loss with respect thereto, until final acceptance of the completed vehicle by the Town.

All Services shall be performed by qualified personnel possessing applicable certifications and licenses.

The Contractor shall furnish all supervision, labor, tools, equipment, fuel, accessories, and incidentals necessary to perform the work. Unit prices shall include all costs of performing the Services not listed separately in accordance with the agreement, including without limitation the cost of labor, materials, fees, insurance costs, bond costs, supplies, utilities, royalties, tools, equipment, tax, insurance, licenses, environmental disposal charges, permits, profit, delivery costs, warranty, and all other overhead. No separate charges shall be imposed on or payable by the Town except as expressly agreed.

Time is of the essence. The Delivery Date is important to the Town and will be considered as part of the bid proposal and a factor in evaluation of each bid. The Delivery Date indicates a guaranteed delivery to the Summerville Police Department, 300 West 2nd North Street, Summerville, SC 29483. Failure of the bidder to meet guaranteed delivery dates or service performance could affect future Town orders.

III. PROPOSAL REQUIREMENTS

Interested Respondents shall submit Proposals that clearly demonstrate their ability to provide the Services. The Proposal should be a complete and detailed approach to providing all Services. Only one Proposal should be submitted. The entire Proposal may not exceed five (5) pages. The Proposal should be submitted on 8.5 x 11 paper. Proposal must be typewritten or computer-generated. The font type size may not be smaller than eleven (11) point and margins cannot be less than one inch (1”).

A. COVER LETTER. Briefly introduce the Respondent, explain the Respondent’s interest in providing the Services, and articulate why the Respondent is qualified to provide the Services. Include the name, address, email address and phone number of the person who will serve as the Respondent’s principle contact with Town staff.

B. METHOD & SCHEDULE PROPOSAL. Describe the Respondent’s approach to the Services, including: Respondent’s approach or method to completing deliverables; equipment; and priority and scheduling (include date of delivery). Provide information on the Respondent’s current workload and ability to deliver the desired Services. Using the attached

form, provide dates for the completion of all Services, including delivery, for each vehicle listed.

C. QUALIFICATIONS & EXPERIENCE. Information on recent, relevant or similar services and copies of membership in any professional organizations. Respondent should demonstrate relevant experience in providing services similar to the Services.

D. PAST PERFORMANCE. Provide two (2) client references within the past two (2) years, including contact name, firm or agency, phone number, email and brief summary of services provided. The Town is especially interested in references that can attest to the Respondent's ability and performance in similar work with similar organizations and a similar scope of services.

E. EXCLUSIONS & ADDITIONAL SERVICES. The Respondent must include any proposed exclusions to the Services or draft contract, providing specific details and the reasoning behind the exclusion, and any proposed Additional Services.

F. ADDITIONAL INFORMATION. The Respondent may list any additional information or data not requested as part of this RFP that Respondent believes should be considered in the evaluation of the Proposal provided the entire Proposal is no more than the identified page limit.

G. FEE PROPOSAL. Using the attached form, a fee proposal consisting of:

- a. A Unit Price shall be provided for each line item listed. A total should be calculated by multiplying the Total Quantity by the Unit Price. Unit prices shall include all costs of performing the Services not listed separately in accordance with the agreement, including without limitation the cost of labor, materials, fees, insurance costs, bond costs, supplies, utilities, royalties, tools, equipment, tax, insurance, licenses, permits, profit, additional pick-up and delivery costs, warranty, intellectual property, manuals, and all other overhead. No separate charges shall be imposed on or payable by the Town except as expressly agreed.
- b. The proposed rate for any Additional Services that may be proposed.

Rates should include all costs of performing the Services (including without limitation, mileage, equipment, supplies, permits, licenses, overhead, profit, etc.) Although the Town does not anticipate compensating Respondent for any additional items or expenses, any such additional amounts to be charged to the Town should be identified in the fee proposal.

IV. SELECTION

The Town will use a qualitative-based selection process using the following criteria:

- Respondent qualifications
- Past experience, representative work, and references
- Price
- Delivery Date

The Town may contact references provided with the Proposal. The Town reserves the right to request clarification or additional information from Respondents and to consider independently obtained information. By submitting a Proposal, Respondent authorizes the Town to undertake such investigation as may be necessary to verify the Respondent's qualifications and reputation. The Town will select the most responsive and responsible Respondent determined to be the most advantageous by the Town in its sole discretion.

The Town reserves the right to interview and negotiate further with one or more Respondent. Selection and the issuance of a Notice of Intent to Award will be conditioned on approval of the selection by: (1) the Town Council of the Town of Summerville if the potential contract price is greater than \$25,000.00; (2) the Office of Highway Safety and Justice Programs of the South Carolina Department of Public Safety, which is providing the funding for the contract. All Respondents must be eligible to receive Federally-funded contracts, and must not be suspended or debarred by any Federal agency.

V. MISCELLANEOUS

Reservation of Rights

The Town reserves the right to modify this RFP or the selection process, to cancel this RFP, to reject or accept any Proposal, and to waive any informalities or irregularities in any Proposal or in the selection process, without liability, at any time. The issuance of this RFP, the receipt and evaluation of Proposals, and the selection of or negotiation with any Respondent(s) does not obligate the Town to select a Respondent(s) or enter into any agreement. This RFP does not commit the Town to award any contract.

No Commitment by the Town

The Town is not obligated to pay any costs associated with this RFP, including the preparation or submission of a proposal, interviews, supplemental proposals or the negotiation of a contract, or to procure or contract for any services.

Contract Terms and Conditions

Respondent(s) will be required to enter into an Agreement for Services, substantially in the form of Attachment A, including the negotiated scope of services and fee sheet. By submitting a proposal, Respondent(s) confirm that it has reviewed and accepts the terms and conditions of Attachment A subject to explicit revisions identified in the Respondent(s)' Proposal. All Proposals must clearly set forth any restrictions or provisions deemed necessary by the Respondent(s) to effectively perform the Services. No contract modifications or proposals shall be deemed accepted by the Town unless explicitly incorporated into the contract.

Confidentiality

All Proposals shall become property of the Town, will not be returned, and will become a public record. Respondent(s) may request parts of their Proposals to remain confidential by indicating such in the Proposals and on the appropriate proprietary or financial pages. The Town will keep confidential only documents protected from disclosure under the Freedom of Information Act, as determined by the Town. An entire proposal shall not be marked or identified as confidential. By submitting a Proposal, each Respondent agrees to hold the Town harmless from any claims arising from the release of confidential information not clearly designated as such by the Respondent or from the release of documents not protected from disclosure under the Act.

Substantive Proposals

By submitting a Proposal, Respondent(s) certify that: (a) the Respondent(s)' Proposal is genuine and is not made in the interest of, or on behalf of and undisclosed person, firm, or corporation; (b) the Respondent(s) have not directly or indirectly induced or solicited any other Respondent(s) to put in a false Proposal; (c) the Respondent(s) have not solicited or induced any other person, firm, or corporation to refrain or abstain from proposing a Proposal; and (d) the Respondent(s) have not sought by collusion to obtain for themselves any advantage over any other Respondent(s) over the Town.

Addendum to the RFP

Revisions to this RFP will be made through the addenda published and made available to all Respondent(s) on the Town's website. Any other communication, spoken and written, formal and informal, received by any representative of any Respondent(s) from sources other than official addendum shall not be effective to vary any term of the RFP.

No Recourse against the Town

The Town's decisions with respect to this RFP are final and without recourse to any Respondent(s).

Respondent/Company Name: _____ Bid Total: _____

UNIT PRICE BID FORM

No.	Item No.	Description	Quantity	Unit Price	Total
1	WHE-Ix8EEEE	Duo Front Blue White with 1-SA315P, 1-SAK37, 1-295SDA1/Package Price	3		
2	WHE-295SDA1	Remote Dual Tone Siren Amplifier with Control Head/Package	3		
3	WHE-SA315P	Speaker 100 Watt Package	3		
4	WHE-SAK39	SA315 Speaker Mount Kid 13-15 Int. Sedan	3		
5	STR-75812	Stinger DS KED 12V DC Installed 11/Picked Up 5	3		
6	SET-10S-UNV-U	Universal Sedan Partition 2011-2017 Customer Supplied 1	3		
7	SET-LEXT-Intersedan	Full Lower Exterior Panel Sedan Interceptor	3		
8	SET-WB-P-Interceptor	Window Barrier Poly Sedan Interceptor	3		
9	HAV-UT-201	Universal Tablet Mount	3		
10	HAV-C-HDM-303	Heavy Duty Fixed Top 6" Offset	3		
11	HAV-C-MD-202	Tilt Swivel 1.82" High w/ Short Handle, enables 180 degree rotation for laptops	3		
12	HAV-C-HDM-204	Pole Only, Telescoping device mount base, Heavy Duty Mount, W-SHORTHDNLE	3		
13	HAV-C-VS-1008-INSE-P	13-17 Ford sedan console printer integrated 18"SPAC	3		
14	HAV-C-ARM-103	Armrest Hinged Pad Adjustable Height	3		
15	HAV-C-CUP2-I	Internal Dual Cup Holder 4" included with Console	3		
16	HAV-C-LP-3	2 Plate w/ Three 12VDC Lighter Outlets	3		
17	N/a	Labor to install above equipment and customer provided radio/camera/radar	3		
Total Bid Price Per Unit					
Total Bid					

Signature of Preparer

Date

Name and Title of Preparer