

Elkhart County Inmate Transport Vehicle Request for Proposals (RFP)

Offeror represents that it has carefully read the terms and conditions of this RFP, including any attachments and addenda, and agrees to be bound by them.

OWNER:

Elkhart County, Indiana
Elkhart County Administrative Office Building
117 North Second Street
Goshen, IN 46526

PROPOSAL FOR:

Corrections Inmate Transport Vehicle

PROJECT:

Elkhart County Sheriff's Office
26861 CR 26
Elkhart, IN 46517

OWNER CONTACT PERSON:

All communications and questions with respect to this RFP must be in writing directed via email to:

David Lanzen, Captain
dlanzen@elkhartcountysheriff.com

DELIVER PROPOSAL TO:

Elkhart County Commissioners
117 N. Second Street
Goshen, IN 46526

With a copy via email to:
David Lanzen
(Via email) dlanzen@elkhartcountysheriff.com

Proposals shall be submitted no later than:

Monday, November 4, 2024
9:00 a.m. Local Time

All Proposals must be submitted pursuant to the instructions below. It is the Offeror's sole responsibility to ensure that the Proposal is delivered in the manner required in this RFP by the Due Date and Time. Owner has the right to reject any Proposals not properly delivered. The Owner reserves the right to accept or reject any or all Proposals and to waive informalities and irregularities in the RFP and selection process. Owner further reserves the right to accept a Proposal and to purchase one or more inmate transport vehicles under this RFP.

SECTION 1: GENERAL INFORMATION

1.1 General

1.1.1 Offerors must submit their Proposals pursuant to the schedule and process set forth in this RFP. This RFP is not an offer to enter into a Contract but is a solicitation of entities interested in fulfilling the Owner needs and requirements for the Corrections Inmate Transport Vehicle.

1.1.2 Owner will identify the Offeror submitting the Proposal earning the “Best Value Proposal” calculated and enter into Contract Negotiations.

1.1.3 Inmate Transport Vehicle

It is Elkhart County’s desire to obtain a vehicle to transport inmates in a secure manner to locations in Indiana and surrounding states.

1.1.3.1 Vehicle Minimum Required Specifications

- .1 Diesel chassis
- .2 Forward facing secure seating for 24 or more inmates
- .3 Gross weight less than 26,000 lbs
- .4 Lockable barrier between inmates and officers/driver
- .5 Seating for 1 driver and 2 security officers
- .6 Wash-out capability for inmate area
- .7 Inmate property storage
- .8 ADA accessible
- .9 Barriers to separate inmates

1.1.3.2 Evaluation Objectives

- .1 Vehicle Specifications
- .2 Price
- .3 Customer service and warranty
- .4 Manufacturer proximity
- .5 Build/delivery time
- .6 Customizations and extras offered
- .7 Customer reviews/referrals

1.1.3.3 Submittal

The Offeror is to submit their proposal in hard copy and digital format. All proposals must include the following:

- .1 Offerer’s name, address, and main point of contact.
- .2 Company overview.
- .3 Product proposed, including floorplan and profile images of the proposed vehicle, and identifying any supportive details.
- .4 Details of options included to enhance the product beyond the base proposal requirements
- .5 Completed pricing summary sheet

1.2 Procurement Schedule

The following is the Procurement Schedule current at the time of issuing the RFP. The Owner reserves the right to modify the RFP and the schedule via Addenda. Any Addenda issued will be sent to Offerors known to have received this RFP, and any Addenda will be posted on the County’s Website. All Times indicated are in Eastern Time Zone.

| Date | Event |
|--|--|
| November 4, 2024 9:00 a.m. Local Time | Proposals Due |
| TBA if required | Offerors shall be Notified of Proposal Interview Time Slot Assignments- <i>If Required</i> |
| TBA if required | Proposal Interviews <i>Elkhart County Sheriff’s Office</i> 26861 CR 26 Elkhart, IN 46517 |

| Date | Event |
|---|--|
| (TBD) | Pre-Award confirmation meeting between Owner and Offeror |
| November 12, 2024 9:00 AM Local Time | <p>Board of Commissioners Regularly Scheduled Meeting <i>Elkhart County Administration Building Room 104</i> <i>117 North Second Street</i> <i>Goshen, IN 46526</i></p> <ul style="list-style-type: none"> • Receive Recommendation for Best Value Proposal • Approve entering into Contract Negotiations with Best Value Proposal Offeror |
| TBA | Contract Negotiations |
| TBA | Award of Contract |
| TBA | Notice to Proceed |
| | |

Upon receipt of a Notice to Proceed, Proposer will complete the work and deliver at a date agreed upon by the Owner and the Offeror.

1.3 All submittals from Offerors in response to this RFP must be consistent with and designed to achieve the goals and objectives set forth in this RFP.

1.3.1 Offerors shall be entitled to reasonably rely on the accuracy of the vehicle requirements for the purposes of developing the Offeror’s Price Proposal. However, the selected Offeror will be required to perform an independent evaluation of all information. The Offeror is also responsible for notifying the Owner of any inconsistencies, conflicts, ambiguities, or other issues.

Any Offeror who knowingly contacts any Elkhart County employee or official during the formal RFP process and selection process for this Proposal will be subject to declaration of disqualification.

Provided the selected Offeror complies with all requirements set forth in the Contract, including but not limited to those regarding notice of claims to the Owner and identification of differing conditions, and only to the extent that the Contract allows the selected Offeror to an adjustment in the Contract Price and completion date; the selected Offeror may be entitled to an adjustment in the Contract Price and delivery date. Such adjustment shall be limited to the extent of the Offeror’s actual documented costs, or the critical path of the build that has been adversely impacted by conditions that could not have been foreseen.

1.3.2 The Owner assumes no responsibility for conclusions or interpretations made by the Offeror based on the information provided by the Owner. Oral statements made by the Owner representatives are not binding on the Owner unless the Owner confirms the statements and changes by written Addendum to this RFP. In the event of a conflict between codes, industry standards, proposal requirements, the most stringent requirements shall apply, and Offerors shall submit their Proposals based on the most stringent requirements.

1.5 Price Proposal

1.5.1.1 Offerors will submit their Price Proposal pursuant to the RFP. Price Proposals shall be based on the RFP and Contract Documents as amended by any Addenda. Offerors shall keep their Price Proposals open for sixty (60) days after submission of their Price Proposal. Offerors may reasonably rely on the written information provided by the Owner in the RFP and any Addenda in developing their Price Proposal; however, the selected Offeror will be required to validate all information for the work to be accomplished within the Price Proposal submitted.

1.5.1.2 The Offeror has carefully examined the RFP and ascertained the nature, scope, and location of the work

prior to submitting its Price Proposal. In completing the Proposal, the selected offeror has investigated and assured itself as to the general and local conditions that can affect the work or its cost, and any and all Plans, Specifications, Addenda, and Contract forms. The submittal of the Price Proposals shall be conclusive evidence that the Offeror has made such examinations and understands all the requirements for the performance of the completed work. Failure of the Offeror to take these actions will not relieve it of responsibility for properly estimating the difficulty and cost of successfully completing the work, or for proceeding to successfully complete the work without additional cost to the Owner. The Offeror shall determine the methods, materials, labor, and equipment required to perform the completed work and shall reflect their cost in the Price Proposal.

1.6 Selection of Best Value Proposal

1.6.1 Offerors will submit proposals by the date and time set forth in the RFP:

.1 Proposal. See Section 2 of this RFP for documentation requirements for submitting a Proposal.

1.6.2 Basis for Accepting the Proposal: The Offeror submitting the Proposal with the highest score, after considering the Objectives in Section 1.1.3.2 will be deemed the Offeror with the Best Value Proposal.

.1 Prior to making a recommendation for accepting the Proposal to the Board of Commissioners, Owner may meet with the Offeror to validate the Proposal and reconcile any minor gaps or inconsistencies between the Proposal and the RFP.

.2 The Board of Commissioners will meet in a regularly scheduled public session and take action on the Best Value Proposal by either: a) Accepting the Proposal and authorizing the negotiation of final Contract Terms and Conditions, or (b) Reject all Proposals.

1.6.3 In its negotiations, Owner may seek to include a provision in the final Contract Terms and Conditions requiring the Offeror to make purchases available under the Contract for inmate transport vehicles to other governmental entities in the State of Indiana for contracts executed during calendar year 2025.

SECTION 2: PROPOSAL DOCUMENTATION and SUBMITTAL REQUIREMENTS

2.1 Submittal Package

2.1.1 The submittal shall include:

.a Proposal For: "Inmate Transport Vehicle"

.b From: The name of the Offeror submitting the Proposal.

.c Due: November 4, 2024 9:00 a.m. local time.

2.1.2 Offerors are responsible for ensuring timely delivery of submittals. The Owner is not responsible for late submittals.

2.1.3 Late submittals may be rejected.

2.1.4 Offerors are not required to submit a bid bond, certified check, or other evidence of financial responsibility.

2.2 Submittal Format Requirements

2.2.1 All submittals shall comply with the following format requirements:

2.2.1.1 Provide Proposals in 8.5" x 11" arranged in portrait format.

2.2.1.2 Follow the organization for Proposal information that follows in this section, with divider tabs as indicated.

2.2.1.3 There are no page limitations set forth for the Proposal, however brevity and clarity, along with a complete response to each submittal requirement is appreciated.

2.2.2 Tab 1: Executive Summary

2.2.2.1 Identify the Offeror submitting the Proposal.

2.2.2.2 Summarize any insights about the Project and work gained in the RFP process.

2.2.2.3 Provide a concise statement that summarizes the reasons that your Proposal should be selected.

2.2.2.4 Execution by representative of the Offeror authorized to sign and issue the Proposal.

2.2.3. Tab 2: Quality Assurance/Quality Control (“QA/QC”). Provide the following information regarding the proposed team’s approach on QA/QC. Include the following information:

.a The overall approach to your firm’s QA/QC;

.b Customer reviews and referrals.

2.2.4 Tab 3: Communications. How will your team achieve quality communication between your team and the Owner?

.a How will you document the process?

.b How will you keep the Owner informed and provide information needed to make timely, intelligent decisions?

.c How will you proactively identify emerging issues and appropriately address and reconcile them before they adversely affect the work and the Project?

2.2.5 Tab 4: Schedule: Time required to complete manufacture.

.a Describe the proposed team’s approach to scheduling.

2.2.6. Tab 5: Detailed Price Proposal: Offerors shall submit their Price Proposals in accordance with Section 1.5 and the requirements of this RFP.

2.2.7 A performance bond and a payment bond, each in the contract amount, may be required by the Owner. The Price Proposal should assume that a performance bond and a payment bond will be required.

2.2.8 Offerors are to provide the discount or price reduction that would be offered to the Owner if the Owner waives the requirement of a performance bond and a payment bond.

2.2.9 A non-collusion affidavit in the form attached as Exhibit B must be included with the Proposal.

SECTION 3 Evaluation

The Proposals will be evaluated by representatives of the Owner designated by the Sheriff’s office. The Evaluation objectives identified in Section 1.1.3.2 and more fully described in Exhibit A will be scored on a one (1) to five (5) scale. The Proposal receiving the highest overall score will be deemed the Best Value Proposal.

SECTION 4 Performance Narrative

4.1 *The Owner’s RFP Performance Narrative should be tested, updated, and appropriately expanded and revised with the selected Proposer as appropriate.*

| TITLE | DESCRIPTION |
|-----------------|--|
| Project Summary | Design and build an inmate transport vehicle capable of securely transporting inmates over distances that include the State of Indiana and surrounding states. |
| Site | 26861 CR 26, Elkhart, IN 46517 |

| TITLE | DESCRIPTION |
|--|--|
| Code Analysis | The proposal must meet all current applicable codes and standards, including compliance with ADA. |
| Logistics | The Offeror shall be the single point of contact for the complete work |
| Owner's Work | Proposer must collaborate with the Owner for the design and work provided by the Offeror. |
| Delivery | The work will be delivered in accordance with attached RFP and all related documents. |
| Instructions for Procurement | Instructions for proposal phase procurement are found in the Owner's RFP |
| Procurement Forms and Supplements | Instructions for the format of the Proposal are found in the RFP. |
| Revisions, Clarifications and Modifications | <p>Any changes to the RFP after the published date will be by Addendum to the RFP.</p> <p>After selection of the Offeror, any negotiated revisions, clarifications and modifications shall be reflected in the final form of Agreement.</p> <p>After Owner's issuance of a Notice to Proceed, clarifications and modifications that do not affect Time, Cost or Performance Requirements shall be documented with meeting minutes. Revisions, clarifications and modifications that affect Time, Cost or Performance Requirements shall be documented by Change Order.</p> |
| Price and Payment Procedures | See the RFP (Form of Agreement) |
| Administrative Requirements | See the RFP |
| Quality Requirements | See the RFP |
| Execution and Closeout Requirements | See the RFP (Form of Agreement) |
| Taxes | Project is Tax Exempt |
| Bonding | NO Bid Bond is required with Proposal submission, A performance bond and a payment bond may be required by the Owner. See the instructions in Section 2.2.7 and 2.2.8. |
| Contingencies | Offeror's contingencies if any, must be included in Proposal |

EXHIBIT A

Evaluation Objectives

| | | |
|--|---|--|
| Vehicle Specifications | Meeting specifications is crucial to ensure the bus meets operational needs of the Sheriff's Office. Scoring will be based on the degree to which the Proposal meets or exceeds minimum standards. | |
| Price | Ensuring that the transport bus is fiscally responsible to taxpayers, scoring will be based on the cost of the quote provided. | |
| Customer Service/Warranty | Customer Service/Warranty are essential to ensure ongoing support and reduce downtime. Scoring will be based on reliability of service and warranty. | |
| Manufacturer Proximity | Local manufacturing is important for supporting the local economy, reducing delivery times, and ease of access to repairs. Scoring will be based on proximity to Elkhart County. | |
| Build/Delivery Time | Timely delivery allows the Sheriff's Office to provide essential services to the correctional complex. Scoring will be based on provided delivery date. | |
| Customizations and Extras Offered | Scoring will be based on added enhancements for functionality, comfort, efficiency and improving the bus's overall suitability for its intended use. | |
| Customer Reviews/Referrals | Reviews and referrals are vital in assessing the company's reliability and performance. Positive feedback from other customers provides confidence in the product. Scoring will be based on customer reviews. | |
| Total Score: | | |

EXHIBIT B
NON-COLLUSSION AFFIDAVIT

STATE OF INDIANA)
)
COUNTY OF _____)

The undersigned offeror or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person, nor to prevent any person from making an offer, nor to induce anyone to refrain from making an offer, and that this offer is made without reference to any other offer.

Offeror (Firm)

Signature of Offeror or Agent

Subscribed and sworn to before me this ____ day of _____, 20 ____.

My commission Expires: _____

Notary Public

County of Residence: _____

Commission Number: _____

Source: IC 5-22-16-6