

COUNTY OF JASPER, MISSOURI

REQUEST FOR PROPOSALS 0016-001

Digital Temperature Control System
Jasper County Detention Center
A Division of the Jasper County Sheriff's Office

REQUEST FOR PROPOSALS

The County of Jasper (MO) is seeking proposals for a Digital Temperature Control System for the office area to the Jasper County Detention Center which is located at 405 East 5th Street, Carthage, Missouri, 64836, as described in specifications that can be picked up at the following locations:

Jasper County Sheriff's Office
405 E 5th Street
Carthage, MO. 64836

Jasper County Commissioner's Office
302 S. Main
Jasper County Courthouse, Room 101
Carthage, MO. 64836

Specifications can also be found at www.jaspercountysheriff.org under the RFP Projects Tab.

Sealed proposals will be received at the Jasper County Commissioners office, 302 S. Main, Room 101, Carthage, MO., 64836 until April 26, 2016 at 10:00 a.m. at which time they will be publicly opened and read aloud in the Commissioner's Office.

Equal Opportunity Employer

John Bartosh
Presiding Commissioner
County of Jasper (MO)
302 S. Main Street,
Carthage, MO. 64836
417-358-0421

1. Information for Bidders

This Request for Proposals is intended to solicit proposals from qualified bidders for a Digital Temperature Control System to the Jasper County Detention Center, a division of the Jasper County Sheriff's Office, located in Carthage, MO. Bidders are encouraged to bid all components and services listed and certify that they are capable of successfully meeting the specifications and requirements. The County of Jasper reserves the right to make a single award, multiple awards, adjust quantities either up or down, or makes no award on an item by item basis as determined to be in the best interests of all agencies involved, based on the available funding.

Replacement of the old Pneumatic Temperature Control System. The purpose and intent of this request for proposal is to acquire and have installed a Digital Temperature Control System that will replace the existing system at the Detention Center office area. It is the full responsibility of the vendor to thoroughly investigate the needs/requirements of the County, not necessarily specified in this RFP, and to propose a new system, including removal and disposal of the existing system and installation of new system, that is designed and has been tested that will most efficiently meet or exceed the needs/ requirements of the County.

Include warranty features.

1.1 Identification of Contact Person

All questions, requests for clarifications or interpretations shall be directed to:

Lt. Shawn Carnes
Jasper County Assistant Administrator
405 East 5th Street, Carthage, MO 64836
417-358-8177 ext. 1110

1.2 Qualifications of Bidders

The County may make such investigations as deemed necessary to determine the ability of the bidder to supply the required unit, the bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by the bidder or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to supply the required services contemplated therein.

1.3 Basis of Award

The County of Jasper reserves the right to make an award on the basis of the services and equipment provided or available. The County of Jasper retains the right to accept or reject any or all bids, to waive informalities and to advertise for new bids as the interest of the County may require. The County of Jasper may accept the bid which is judged best, although it may not be the lowest bid.

2. Proposal Response Preparation and Submission

Each proposal response shall be prepared in accordance with the instruction set forth within this document. The box or envelope which the vendor delivers their bid in shall include labels identifying the name of the project, bid number, and name of the bidder submitting the response. No responsibility will attach to the County of Jasper or Sheriff's Office for premature opening of bids not properly submitted as instructed. Use the following format for labels:

Digital Temperature Control System for Office area

BID NO.: 2016-02

<INSERT NAME OF BIDDER>

OPENS: April 26, 2016 AT 10:00 A.M.

2.1 Submit one (1) original and four (4) printed copies. The original shall be marked as such with each of the copies being marked appropriately. Failure to provide the required number of copies may be grounds for rejection of the bid.

2.2 Bids must be submitted using the format examples provided where applicable. Failure to submit bids in the stated format may be grounds for rejection of the bid. Changes, additions, or limiting provisions made to the format may render the bid informal and may cause its rejection.

2.3 Each bid must be signed in ink and include the full business address of the bidder. Bids by partnerships must be signed in the partnership name by one or more of the general

partners. Bids by a corporation must be signed by an officer of the corporation or other person authorized to bind the corporation to the bid. The names and titles of all persons signing shall be typed or printed below their signatures.

2.4 Bids must be received by the County of Jasper no later than the date and time designated. Method of delivery is at the sole discretion and risk of the bidder. Bidders mailing their bids should allow sufficient time to insure receipt of their bids by the date and time designated. Bids will be publicly opened and read aloud at the designated date and time.

2.5 **Electronically transmitted or faxed copies of the proposal are not acceptable.**

2.6 The bidder may withdraw the bid after depositing with the Commissioner's Office at any time prior to the stipulated time of receipt for such bids. No bid shall be withdrawn within ninety (90) days after the opening thereof, unless material errors are apparent.

2.7 The County of Jasper and all entities represented in this request are tax exempt by law. Federal tax exempt certificate will be furnished if requested. Pursuant to Section 144.030.1 RSMo, the Sheriff's Office has been approved as exempt from Missouri sales/use tax. Do not include this tax in the amount bid, as the Sheriff's Office will provide the necessary tax exemption certificates on applicable items.

2.8 The County of Jasper will not pay costs incurred, including, but not limited to the preparation, printing, delivery, demonstration, or site visits undertaken to respond to this RFP. All costs will be borne by the bidder.

3.0 Evaluation, Award, and Protest Procedure

3.1 An evaluation committee will review all proposals. Award recommendation will be based upon the lowest and/or best proposal.

3.2 Protest Procedure

For all bids not exempted from the competitive bidding procedures, the Jasper County Commission will provide a tabulation of bids and recommendation for award by telephone, fax, or mail to all responding bidders. Bidders wishing to challenge the award decision must submit their protest in writing to the Jasper County Commission. Protests must be received by the Commissioner's Office (located at 302 S. Main, Carthage, MO 64836) within ten (10) business days of the date of the award.

The protest must specify the grounds upon which the protest is based. A valid protest must 1) come from an actual bidder or offeror for the request, and 2) who claim to be the rightful award. That is, a protest is not valid if filed by a bidder who cannot show they would be awarded the contract if their protest were accepted.

The Commission, along with the Sheriff (or his designated appointee), and County legal counsel will review the protest and issue a written decision within thirty (30) calendar days. All decisions are final and not subject to any appeal.

References:

Provide a minimum of three (3) references where services of a similar scope are being provided. Please provide response in the format below.

Name of Company _____

Address _____

County, State, Zip _____

Contact Name _____ Telephone No. _____