

WEXFORD COUNTY REQUEST FOR PROPOSALS

New Sheriff's Department
Office Furniture

ISSUED BY: WEXFORD COUNTY BOARD OF COMMISSIONERS

Date: November 16, 2016

Project Representative: Patrick Jordan
County Administrator
Wexford County
437 E. Division St.
Cadillac, MI 49601
Phone: (231) 779-9453
Fax: (231) 779-9745

WEXFORD COUNTY NOTICE OF RECEIVING PROPOSALS

Wexford County seeks bids from qualified firms, on a competitive basis,
for New Sheriff's Department Office Furniture
Qualified firms may secure a copy of the bid specifications from:

Wexford County Administration
Historic Courthouse
437 E. Division St.
Cadillac, MI 49601
www.wexfordcounty.org

Proposals received on or before **10:00 a.m.** on **December 12, 2016**, will be considered.

Wexford County reserves the right to reject any or all proposals submitted.

WEXFORD COUNTY REQUEST FOR PROPOSALS

New Sheriff's Department Office Furniture

I. INTRODUCTION

Wexford County seeks bids from qualified firms, on a competitive basis, for **New Sheriff's Department Office Furniture**. Bid will be awarded only in the event of a cost benefit analysis showing it is in the County's best interest to contract out this service.

A. Bid Submittal and Project Representatives

To be considered, firms must submit a complete, sealed response to this Request for Proposals (RFP), to the County Administration Office. In order to be considered, proposals must be received no later than **10:00 a.m. on December 12, 2016**. Bids will be publically opened and read aloud at ½ hour after above time on date.

Requests for information or interpretation of the intent of the RFP and any/all other inquiries must be addressed to:

Patrick Jordan
County Administrator
Wexford County
437 E. Division St.
Cadillac, MI 49601
Phone: (231) 779-9453
Fax: (231) 779-9745

Contact with personnel of Wexford County other than the above stated person(s) regarding this RFP will be considered grounds for elimination from the selection process.

Each proposal must be plainly marked on the exterior, "NEW SHERIFF'S DEPARTMENT OFFICE FURNITURE" be considered a valid response to this RFP, the proposal must remain valid for at least ninety (90) days. Wexford County is not liable for any cost incurred by the firm prior to the issuance of a contract.

B. Right of Refusal

Wexford County reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

C. Disclosure of Proposals

Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.

D. Independent Price Determination

By submitting a proposal you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:

1. The prices in its proposal have been determined independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor;
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor; and
3. No attempt has been made or will be made by the proposing party to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

E. Each person signing the proposal certifies that:

1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal, and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; or
2. (S)he is not the person within the organization responsible for the decision as to the prices being offered in the proposal, but that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above.

F. Insurance Requirements

The selected firm will be required to provide and maintain public and professional liability, property damage, and worker's compensation insurance protecting, as they may appear, the interests of all parties to any agreement that may result from this RFP. The firm is responsible for insuring the protection of all persons and property at all times. Documentation of the above insurance must be provided by the successful bidder prior to contract execution. Wexford County must be included as a separate named insured.

The vendor will be required to furnish the County with appropriate certificates of insurance prior to commencement of any work associated with any contract.

The effective dates and expiration dates of all policies should coincide with the term of the contract. If any of the insurance expires during the contract period, it will be necessary for a current certificate of insurance to be issued and filed with the County. Wexford County's minimum insurance requirements are as follows:

1. Commercial general liability insurance of limits not less than \$1,000,000 per occurrence. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's licensed insurance counselor. Coverage is to include, but is not limited to premises, operations, products and/or completed operations, personal injury and contract liability.
2. Automobile liability including statutory no-fault coverage, including all owned, non-owned, and hired autos within limits of a minimum of \$1,000,000. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's insurance counselor.

3. Worker's Compensation and Employers' Liability if the selected firm hires one or more persons or currently has employees. If the selected firm does not have any employees, an affidavit must be filed with the County stating that the firm has no employees and will not hire any while working for Wexford County as a vendor or a subcontractor, etc. In addition, a Certificate of Assumed Name must be filed with the County.

Failure to comply with these insurance requirements may result in contract termination or delay in receipt of funds. The vendor will be required to secure any/all necessary certificates and permits from municipal or other public authorities and comply with all licensing requirements and all federal, state and municipal laws, ordinances and regulations as may be required.

G. County Liability

Officers, agents and employees of Wexford County will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on this project. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFP. These same standards will apply to subcontractors of the selected firm. The County will be relieved from all risks of loss or to equipment or personnel, except when such loss or damage is due to the fault or negligence of the County.

II. BID AWARD

It is anticipated that a decision will be made on or before **December 21, 2016**.

III. Specifications for New Sheriff's Department Office Furniture

All workstations to be used, fully refurbished high quality furniture, with new high pressure laminate tops, new upholstery, new edging and newly painted steel storage units and supports, or new equivalent. All items to be freestanding or panel mounted, with no attachment to existing walls. Fabric surface under bins must be tackable. Include a light under each overhead bin

Section A to consist of four 8'x8' "L" stations per plan, with five 42" 5 drawer lateral files

Section B to consist of four 6.5'x8' "U" stations and two 8'x8' "U" stations per plan with six 42" 5 drawer lateral files, with additional 3' round table and 24x24x67 storage tower (2-3 drawers, cabinet, locker) for Sheriff

Section C to consist of two 5.5'x10.5' "U" stations for squad room and two 5.5x7.5-8' "L" stations for sergeants per plan

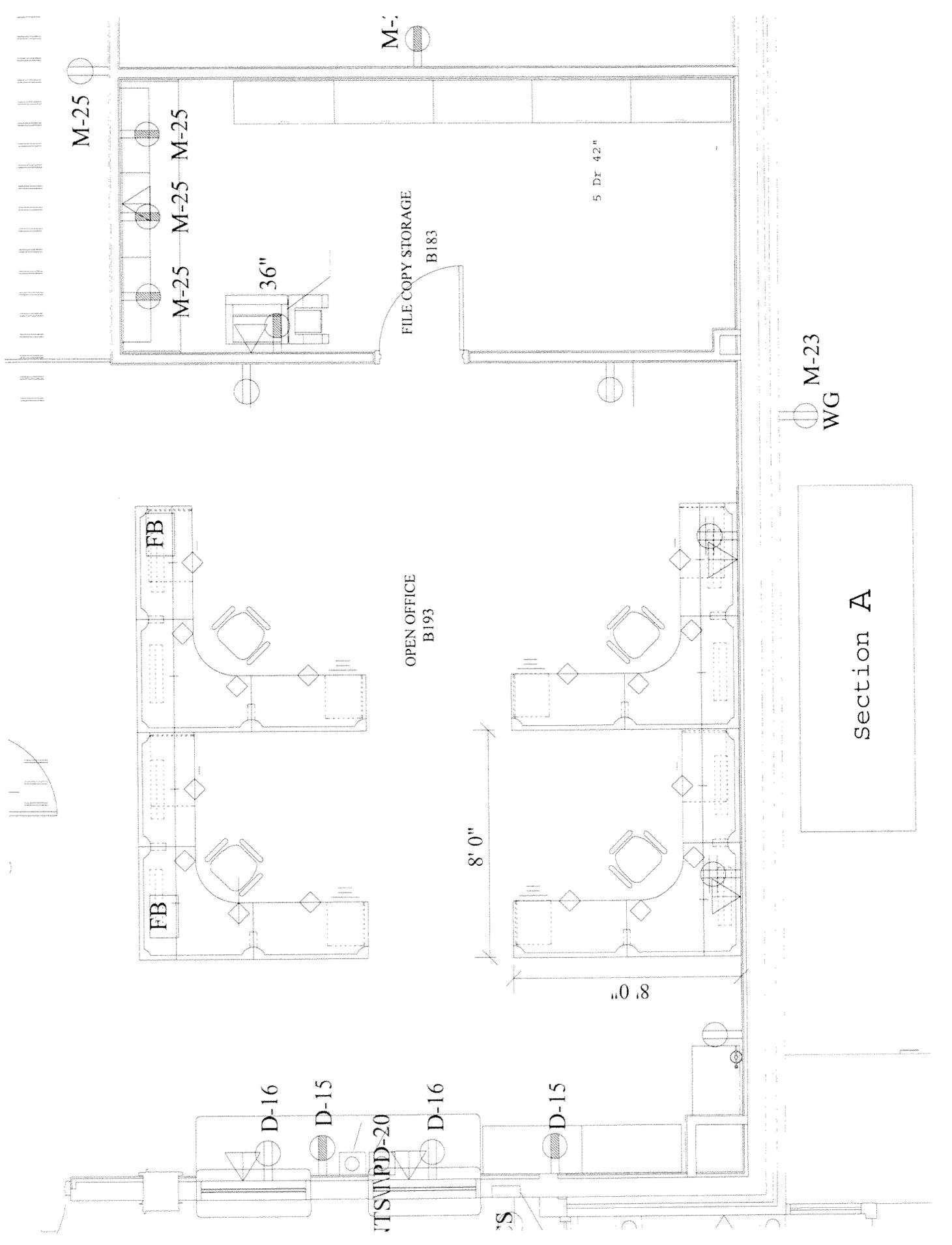
Section D to consist of items listed below

Training room

- 16 24"x60" table top with high pressure laminate, flat T-mold edge and radius corners
- 32 Tubular all steel T-base with 2" column and 22" base spread
- 32 stacking chair with steel sled base frame, fabric seat, and plastic back

Lobby, Sheriff and staff 19 stacking chair with steel sled base frame, fabric seat, and plastic back

Visitation 15 stacking chair with steel sled base frame, plastic seat, and plastic back



M-25

M-25 M-25 M-25

M-

5 DI 42"

36"

FILE COPY STORAGE
B183

OPEN OFFICE
B193

FB

FB

8' 0"

10' 8"

D-16

D-15

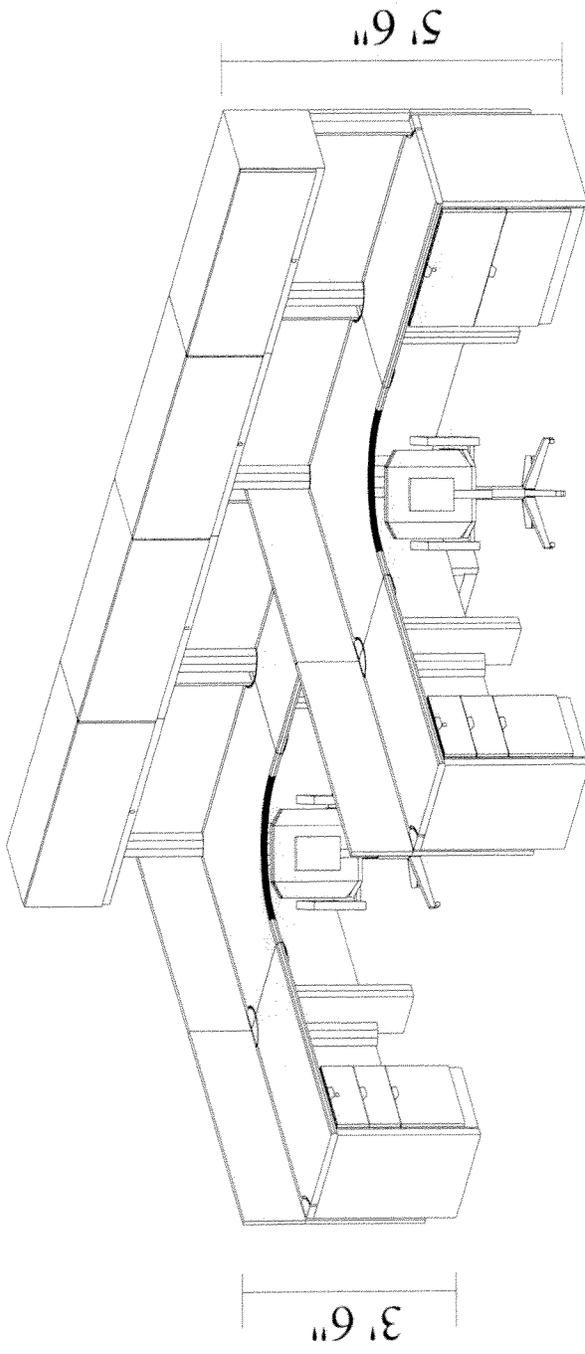
ITSU/PD-20

D-16

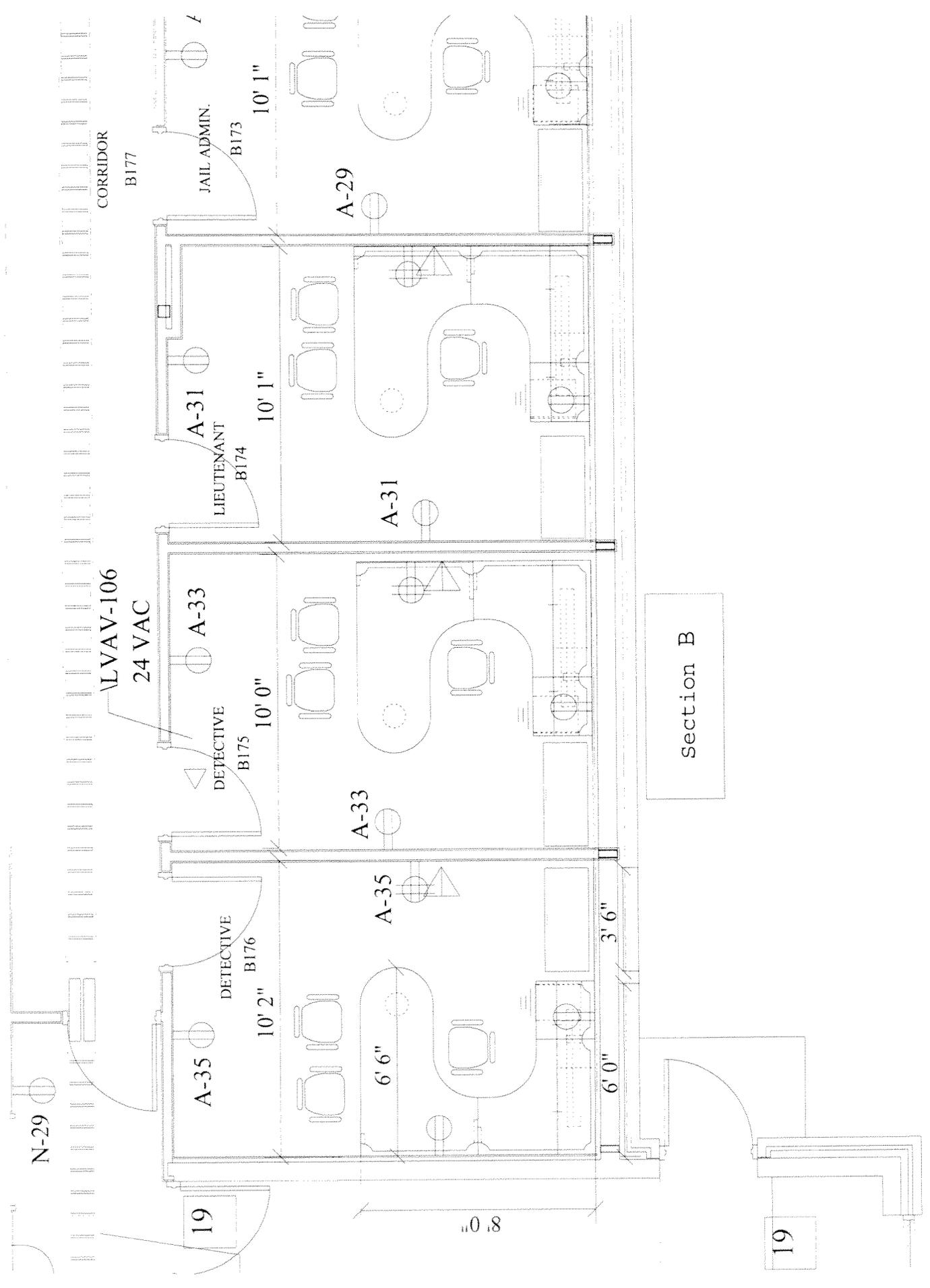
D-15

M-23
WG

Section A



Front (open) Office B193
Section A



N-41

N-29

CORRIDOR
B177

JAIL ADMIN.
B173

A-29

UNDER SHERIFF
B172

A-27

SHERIFF
B171

A-25

TV

N-23

N-23

N-23

TOILET

B169

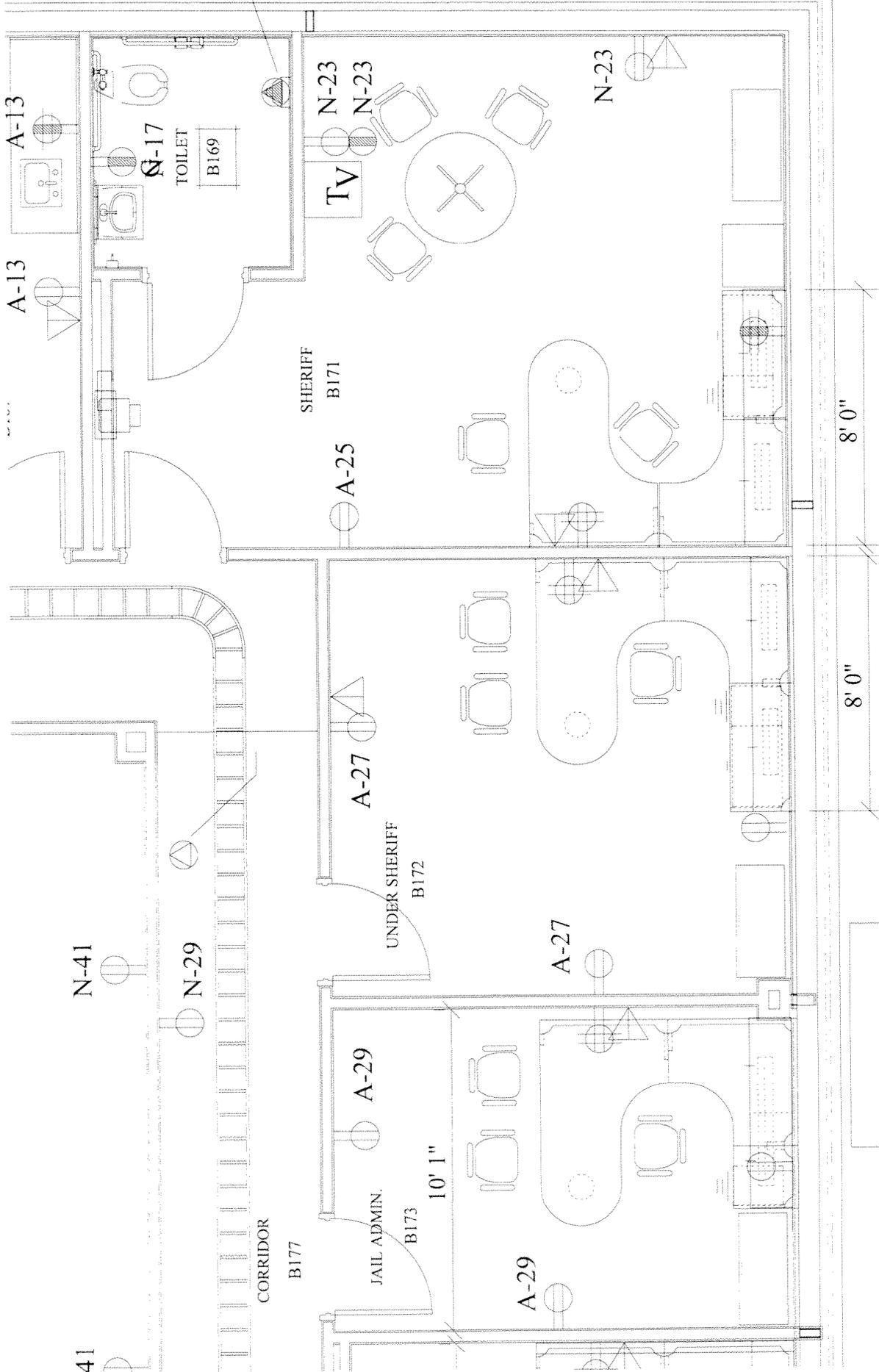
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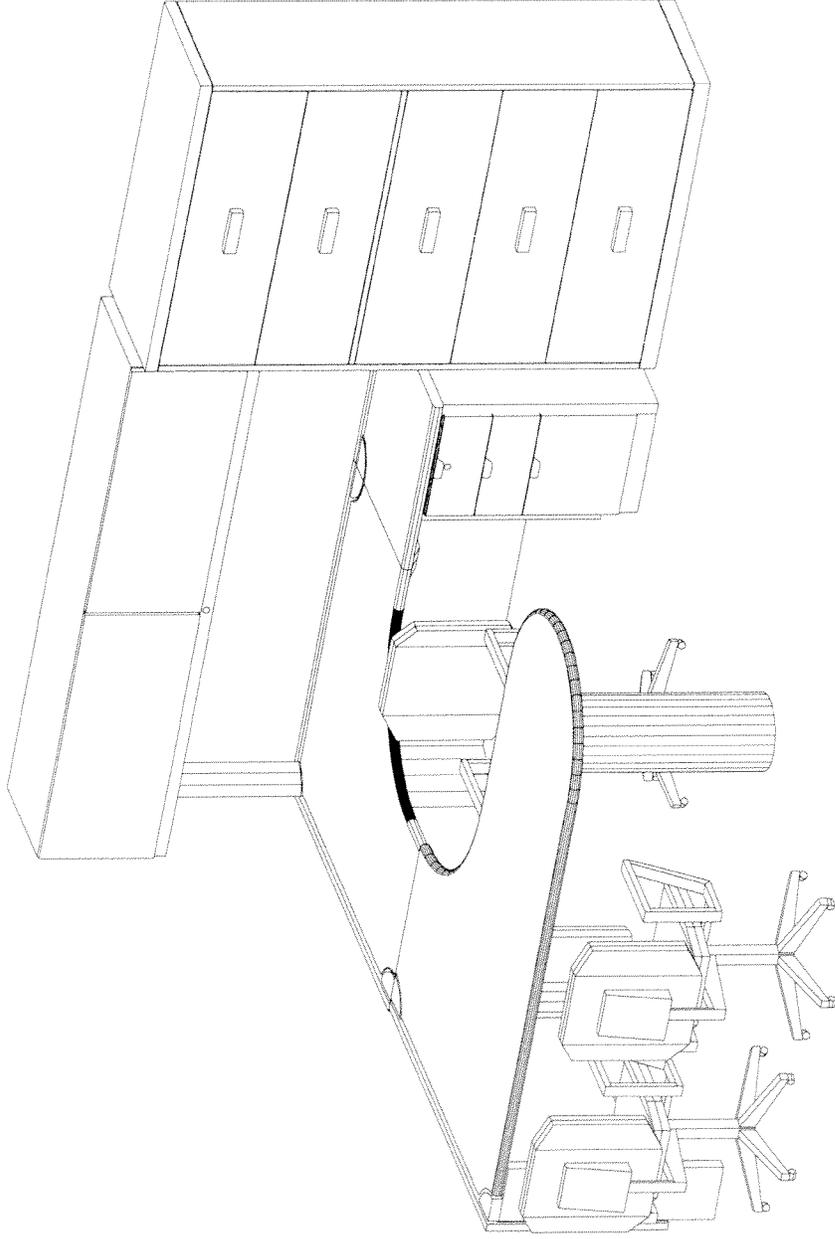
A-13

8'0"

8'0"

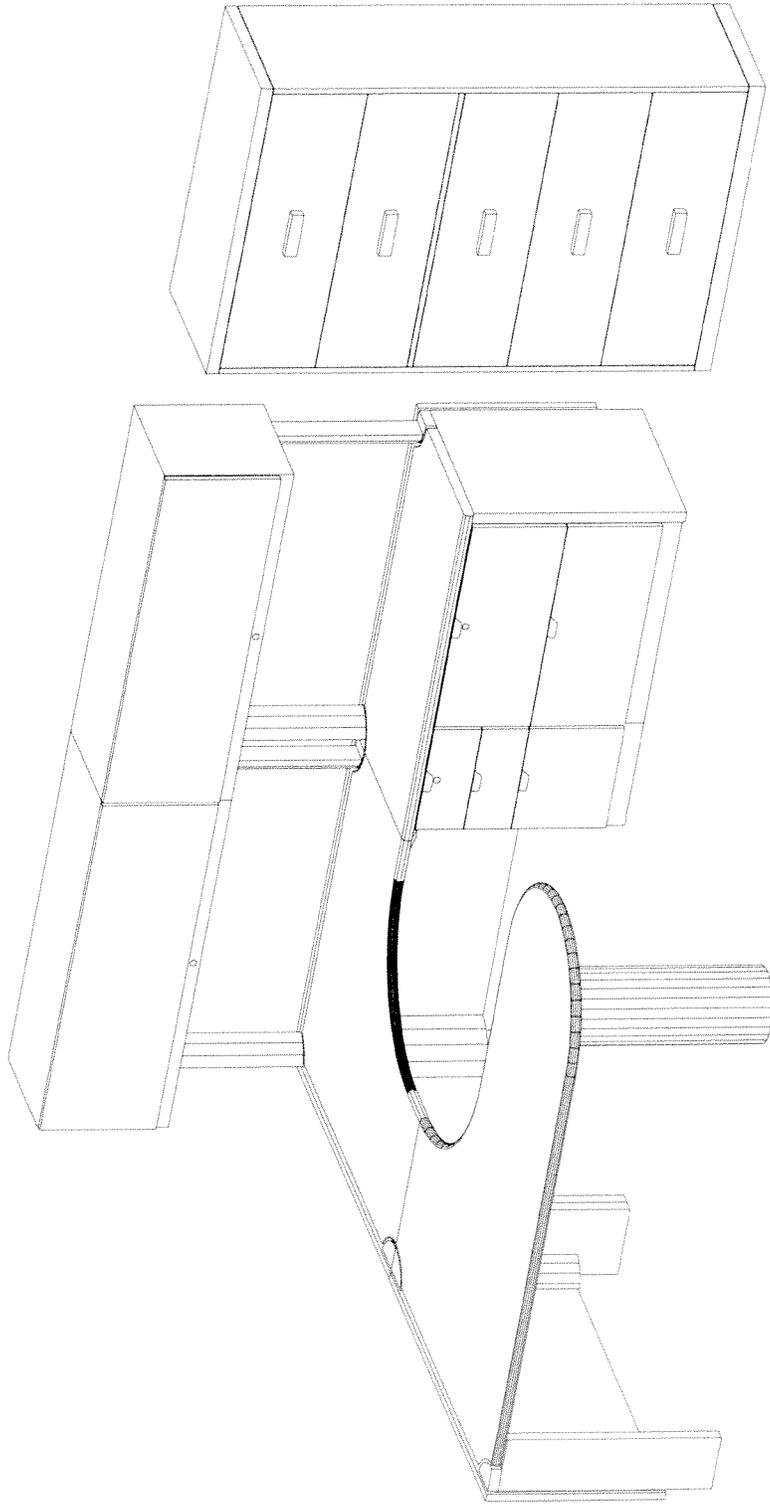
Section B





Lieutenant Office # B174

Section B

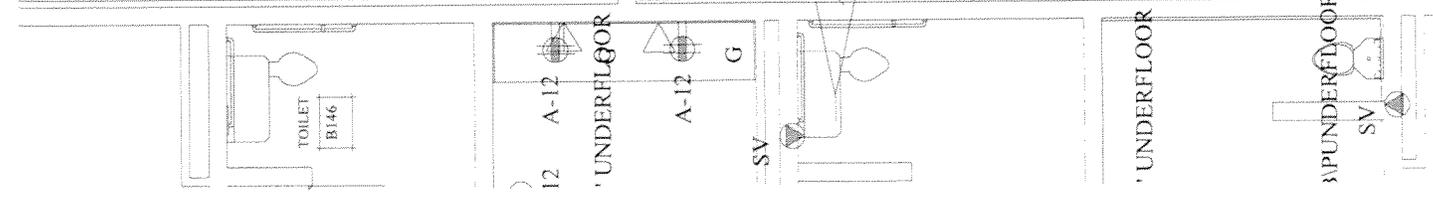
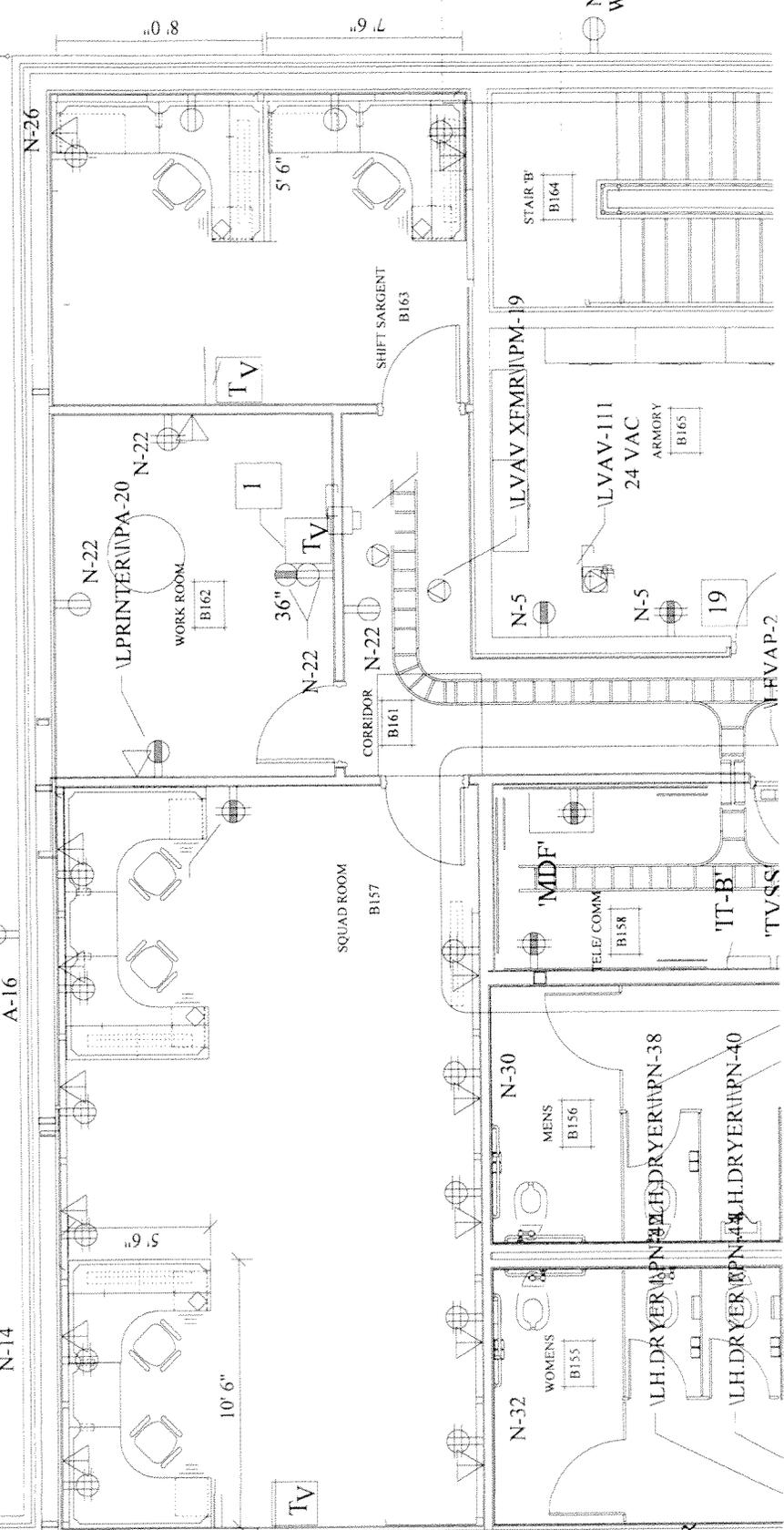
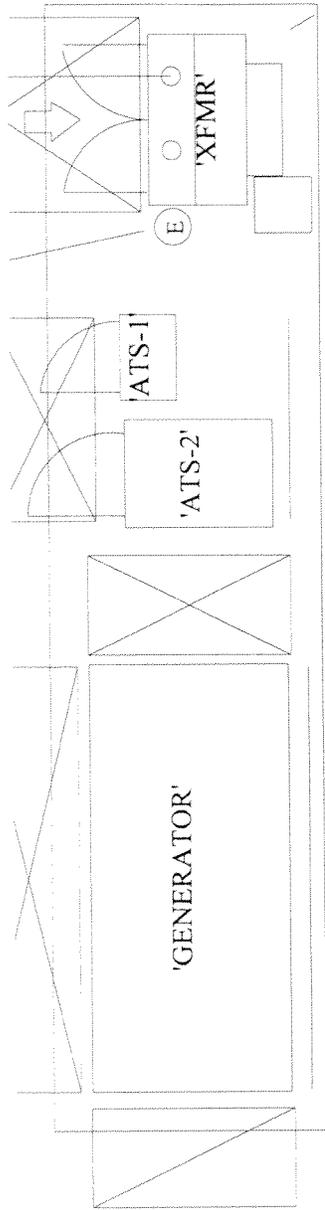


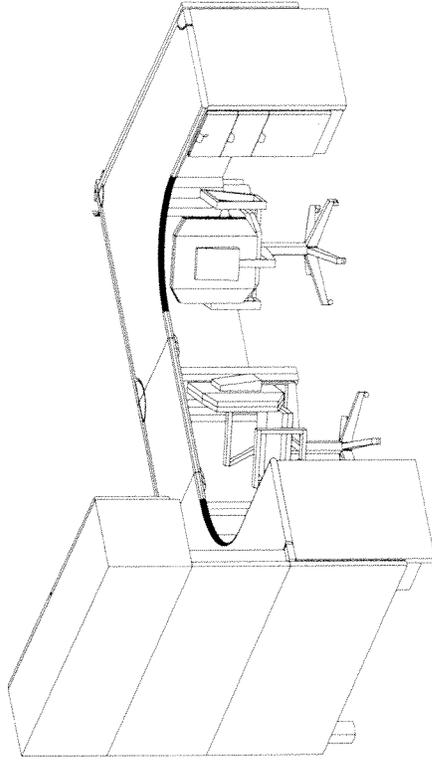
Undersheriff Office # B172

Section B

DASHED LINES

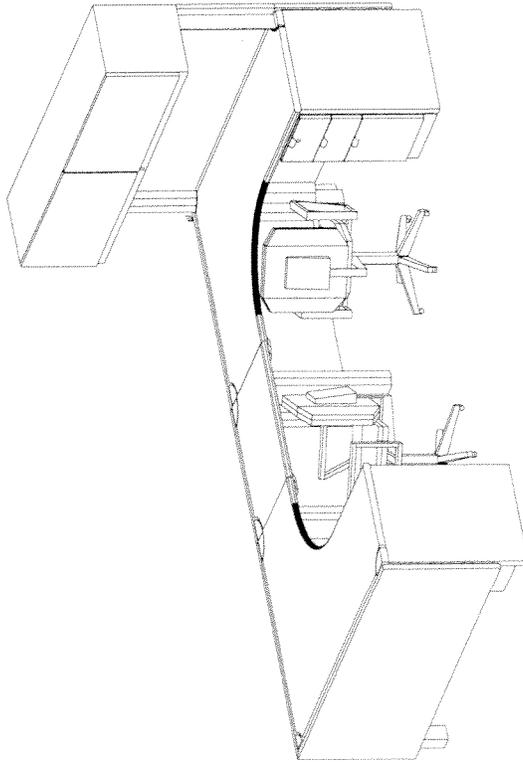
CONCRETE PHOL

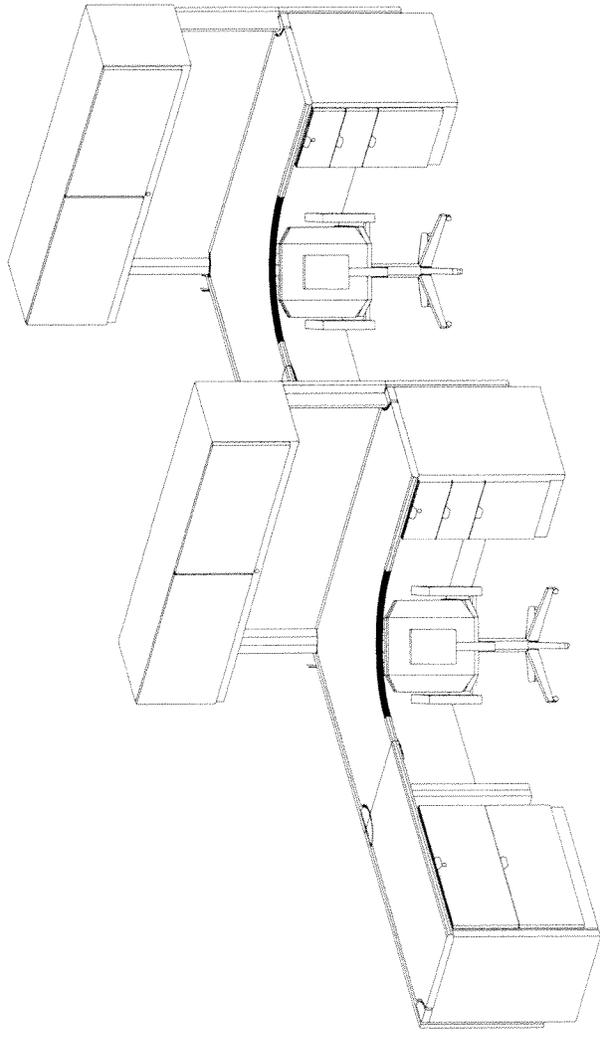




Squad Room # B157

Section C





Sergeants Room # B163

Section C



WEXFORD COUNTY BID SUBMISSION FORM

New Sheriff's Department Office Furniture

Firm Name _____

Address _____ Phone (____) _____

Description	Unit Price (specify)	Total Price
SPECIFICATIONS		
Miscellaneous other charges (specify)		

TOTAL BID PRICE		\$

Signature of official authorized to bind the firm to the provisions of the RFP:

_____ Date _____
 Typed or printed name and title:

Failure to complete this form may be considered grounds for elimination from the selection process.