Sanilac County Board of Commissioners, with
Sanilac Transportation Corporation

Request for Proposal (RFP) for Bus Camera System

RFP # 2016-1

Section I

Direct Questions To: Onalee Pallas, Manager
opallas@sanilactransportation.com
Please direct questions via email by Date, 2016

Date Issued: November 1, 2016

Proposals Due: December 1, 2016

Proposer Name: ______________________________________

Price per vehicle including delivery, installation and training: $ ______________

Details: __________________________________________________________________________________

Use a separate sheet of paper if you need more room for this information.

Submit one (1) copy via email to: Onalee Pallas opallas@sanilactransportation.com

And submit three (3) hard copies to:
Onalee Pallas, Manager
Sanilac Transportation
110 Campbell Road
Sandusky, MI 48471

PROPOSER READ AND COMPLETE

The undersigned certifies that he/she offers to furnish materials and services in strict accordance with the requirements of this proposal including the specifications, proposal forms, and terms and conditions that are attached; that prices submitted are correct.

Print Name and Title: ________________________________ Company Name: ________________________________

______________________________________________ ____________ Federal ID#: ________________________________

Signature Date
SECTION I

SCOPE OF WORK:

The Sanilac County Board of Commissioners provide county-wide transportation in Sanilac County, Michigan, that is operated by the Sanilac Transportation Corporation, hereafter identified as the “AGENCY”. The AGENCY operates 17 transit vehicles, Attachment A.

The AGENCY is seeking proposals from qualified vendors for purchase and installation of up to 20 surveillance systems. Proposals must include price per unit cost with delivery, installation and training required. Delivery, installation and training will take place at AGENCY’S facility at 110 Campbell Road, Sandusky, MI 48471.

The project must be turn-key installation. It must include testing of all equipment, computers, software, as well as sufficient training and training manuals to ensure all equipment is fully operational.

Consideration will be given to those vendors who demonstrate a history of collaborative, solution-based work with a primary focus on the end-user. Proposed prices need to be good through February 28, 2017.

The project is funded by Federal Transit Administration and Michigan Department of Transportation grants. The federal requirements for this project are the MATERIALS AND SUPPLIES Less THAN $100,000, Attachment B. The selected vendor must execute an MDOT-approved third-party subcontract. The AGENCY will issue a Notice To Proceed upon subcontract award.

Delivery, installation, training and invoicing must occur within 60 days of contract award.

The vendor shall provide all supervision, labor, materials, supplies, parts, tools, transportation and equipment necessary to perform the scope of this project. The AGENCY will only furnish an indoor area for the work to be completed and will not furnish any supplies or labor needed to complete this project. Final inspection and acceptance of all work, reports, performance, and other deliverables required under this contract shall be performed at the place of delivery by the AGENCY.

SPECIFICATIONS

Specifications are described in Attachment C – Sanilac County Board of Commissioners with Sanilac Transportation Corporation Request For Proposal 2016-1 Bus Camera System SPECIFICATIONS

PROPOSAL CONTENT AND SUBMITTAL:

Statement of Proposal: Provide a narrative statement of your proposal indicating, through the use of drawings, diagrams or other material the way in which you propose to satisfy the RFP requirements.

Organization Structure: Indicate through the use of organization diagrams and/or narrative statements, the proposed staffing, functioning, and interrelationships with the transit authority during the production of the design package. Identify principal staff personnel by name and qualification. Provide the names and telephone numbers of personnel of your organization authorized to negotiate with the transit
Prior Experience: Include three (3) transit industry references from the past year involving sale and installation of similar projects. Include name, address, and telephone number of the reference’s contact person.

Warranty: Describe the length of warranty for parts and service.

Training: Describe the training provided and whether it is on-site, online, by telephone or by written material.

Subcontractors: Indicate any portion of the proposal to be performed by subcontract. Include similar information as to qualifications of subcontractors or their employees as is required of the respondent.

Parts and Service: Describe the availability of parts, where they are available, and the timeframe for delivery. Describe the lead time needed for an on-site service call.

Business Organization: State the full name and address of your organization and, if applicable, the parent or subsidiary entity that will perform or assist in performing the work contained in your proposal or will provide any assistance. Indicate whether you operate as an individual, partnership or corporation; if as a corporation, include the state in which you are incorporated. All respondents must indicate their organization’s federal identification number.

Proposal Submittal: Email (1) one copy to opallas@sanilactransportation.com or mail/deliver (3) three copies of proposal to the Sanilac Transportation Corporation, Attn: Onalee Pallas, 110 Campbell Road, Sandusky, MI 48471. The RFP cover page submitted with this proposal must be signed in ink by an official of the organization authorized to bind the proposer to the RFP provisions and the submitted proposal and must be submitted with the proposal.

Proposals must be received by 4:00 p.m. on December 1, 2016 at the Sanilac Transportation Corporation administrative offices, 110 Campbell Road, Sandusky, MI 48471.

Late submissions will NOT be accepted.

Questions about this RFP must be submitted in writing by email to opallas@sanilactransportation.com. Phone calls involving the RFP or related questions will not be accepted. Questions will be answered in writing within five business days of receipt. Questions, answers, and any addendums to the RFP will be posted on the AGENCY’s website at: www.sanilactransportation.com and distributed to every firm sent an RFP, and to every firm who has submitted a question or proposal. All questions and/or comments must be received at least ten (10) business days prior to the proposal due date. Verbal comments are not part of this solicitation.

MODIFICATIONS AND WITHDRAWALS OF OFFERS:

Proposals may be withdrawn by written request at any time prior to the due date and time. No proposal may be withdrawn after the due date. Withdrawn proposals may be resubmitted, with or without modifications, up to the due date and time.
PROPOSAL EVALUATION:

All proposals will be evaluated by the Selection Committee consisting of the Manager, Administrative Assistant, Maintenance Mechanic and a designated Board Member. The Selection Committee may be assisted by other technical personnel as deemed appropriate. Representatives from the firms in a competitive range may be invited to interview in person with the Selection Committee and demonstrate their product before final selection is made. Original scores of non-price evaluation criteria may be modified based on the interviews. The AGENCY reserves the right to waive any informality or minor defects, and to reject any and all proposals for sound, documentable, business reasons. The AGENCY reserves the right to award to other than the lowest priced proposal and to the proposal offering the Best Value to The AGENCY. The evaluation criteria listed below are equally weighted. Price is less important than the other evaluation criteria as a whole. The criteria are as follows:

**Ease of Use and Quality of Video:** Ease of use by staff and quality of recorded images.

**Training:** Scoring will be based on whether training is on-site, on-line or provided in written material. On-site will be scored the highest, followed by on-line and then by training provided by written material.

**Parts and Service:** Faster response times will be scored higher.

**Warranty:** Longer warranties on parts and service will be scored higher.

**Price:** Price per vehicle will be evaluated using the formula: Lowest proposal price / price being evaluated x points available = Points awarded. Evaluated price will be the total of purchase, installation and training costs.

TERMS OF PAYMENT:

Vendor will clearly outline deliverables, timeline and associated costs. This will be a firm, fixed price contract. The AGENCY will pay for this project on a lump sum basis when project is complete. No payment will be submitted to the State of Michigan for reimbursement until the AGENCY verifies that the project meets the RFP specifications.

The vendor will submit an invoice to: Sanilac Transportation Commission, Att: Onalee Pallas, Manager, 110 Campbell Road, Sandusky, MI, 48471. Upon acceptance, the AGENCY will place a reimbursement request to the State of Michigan which will take a minimum of forty-five (45) days to be processed. No payment will be made by the AGENCY until the reimbursement check is received by the finance department of the AGENCY. All invoices shall be itemized.

The AGENCY is exempt from Federal, State, and local taxes. The AGENCY will not be responsible for any taxes levied on the respondent as a result of the contract resulting from this RFP.
INDEMNITY PROVISIONS:

The vendor shall indemnify, defend and hold harmless the AGENCY’s, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorney’s fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:

a) the product provided, performance of the work, duties, responsibilities, actions or omissions of the vendor
b) breach by the vendor or any representation of warranty made by the vendor in the contract
c) occurrences that the vendor is required to insure against as provided for in this contract
d) death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the vendor, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage

e) any claim, demand, action, citation or legal proceeding against THE AGENCY, its employees and agents which results from an act or omission of the vendor or any of its subcontractors in its or their capacity as an employer or person

ASSIGNMENT:

Neither party may assign, directly or indirectly, all or part of its rights or obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed

PROTESTS:

All protests pertaining to the proposal award shall be addressed in writing to the AGENCY consistent with the AGENCY’s procurement policy. A copy of this policy is available upon request.

EXCUSABLE DELAY:

The vendor shall be excused from performance under this contract for any period that they are prevented from performing any services as a result of an act of God, war, civil disturbance, epidemic, court order, government act or omission, or other cause beyond their control.

GOVERNING LAW:

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan except for matters arising from or concerning indemnification which shall be governed by and construed in accordance with the laws of the State of Michigan.
EXAMINATION OF RECORDS:

The vendor who is awarded the contract agrees that the auditor of the AGENCY or an authorized representative from the State of Michigan shall have access to, and the right to examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, and records of the vendor relating to orders, invoices, or payments of this contract. All records relating to the awarded contract shall be retained for three (3) years after the date of final payment or completion of any required audit.

Compliance with this clause does not relieve a vendor from retaining any records required by other laws or regulations of federal, state, or local government units.

ATTACHMENTS:


Attachment B - Michigan Department of Transportation 3164 (02/14) MATERIALS AND SUPPLIES LESS THAN $100,000

Attachment C – Sanilac County Board of Commissioners with Sanilac Transportation Corporation Request For Proposal 2016-1 Bus Camera System SPECIFICATIONS