



DALE MALONE
SHERIFF

MONROE COUNTY SHERIFF

100 EAST SECOND STREET, MONROE, MICHIGAN 48161-2163

TELEPHONE: (734) 240-7400 • FAX: (734) 240-7480

EMERGENCY 911

MONROE COUNTY SHERIFF'S OFFICE

Inmate Dormitory Detention Door Upgrade

REQUEST FOR PROPOSALS

Site Location: 7000 E. Dunbar Road, Monroe, Michigan 48161

Request for Proposals Issued to Contractors: **Monday March 19, 2018**

Proposal Response Due: **Monday, April 16, 2018 @ 4:00 P.M. Eastern Standard**

Time Monroe County Sheriff's Office



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March 19, 2018

Dear Security Contractor:

The Monroe County Sheriff's Office is requesting a proposal from your firm for professional services to provide final design, purchase and installation of a system upgrade to a number of detention doors. The site location is the Monroe County Inmate Dormitory 7000 E. Dunbar Road, Monroe, Michigan 48161.

Interested and qualified firms shall refer to the Request for Proposal documents that include the scope of the project, materials to be used, and any equipment and labor services necessary to complete the project. There is no cost for the use of the documents in preparing a proposal. Each contractor may receive one (1) printed copy and these documents are also available in electronic format.

Proposals shall be submitted from each firm on the Proposal Forms provided. Please see the Proposal Form attached to and made a part of this RFP. Please use the Proposal Form for the submission of your proposal response to the Sheriff's Office.

There will be a pre-bid meeting at the site on **Monday, April 2, 2018** beginning promptly at **11:00 a.m.** However, if you cannot make the scheduled pre-bid meeting and site review, you may contact the undersigned for any updates on the meeting and any clarifications provided. You are strongly encouraged to attend or send a representative to attend this meeting as it makes the procurement process equitable and efficient for everyone involved. Any subsequent walk through and assisted site review would be made based upon the Sheriff's Office schedule and availability of project staff.

This Request for Proposal will be evaluated based on price and qualifications with the goal of awarding a contract providing the best value to the County:

1. Qualifications for Professional Services

Interested firms will be required to submit its qualifications to perform the required services to complete the project. The firms experience and qualifications to complete the project identified will be evaluated prior to making an award. The Sheriff's Office has identified the criteria upon which we will evaluate the qualifications of each firm. To review the criteria, refer to pages 18 through 20 of this document describing the criteria and process.



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2. Cost Proposal

Proposals will be accepted for the cost to provide the professional services to install detention grade security doors at the identified locations, replace all hinges, locks and ensure the doors are adjusted properly and all electronic components are working as designed.

The cost proposal you submit shall include an outline of the major components according to each door location. It is your responsibility to ensure adequate voltage is available at the lock mechanism and your locking mechanisms and related components will work with our current system.

It is the intent of the County to award a contract within thirty (30) days of receipt of all proposals. After proposals are received, they will be evaluated, scored, any clarification of proposals will take place along with final negotiations with the finalist firm(s) and upon the County being satisfied the contract will be awarded.

The final date for submitting a proposal for the project is **Monday, April 16, 2018 at 4:00 P.M. Eastern Standard Time** to Troy Goodnough, Monroe County Sheriff's Office, 100 East Second Street, Monroe, Michigan 48161. Your proposal envelope must be sealed and clearly marked "**Inmate Dormitory Detention Door Upgrade**" so that no error in opening may occur. Alternatively, firms may submit proposals electronically by the same deadline via e-mail as a separate Microsoft Word document attachment to troy_goodnough@mornoemi.org. Indicate in the subject matter line of the cover transmission a sealed proposal for "**Inmate Dormitory Detention Door Upgrade**".

The County of Monroe reserves the right to accept or to reject any and all proposals, to waive any irregularities and to make an award that is determined by the County of Monroe to be in the best interest of the County.

Sincerely,

Troy Goodnough
Major of Jail Operations



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MONROE COUNTY INMATE DORMITORY DETENTION DOOR UPGRADE REQUEST FOR PROPOSAL

SECTION 1 GENERAL STATEMENT OF THE WORK

1.0 General Statement of the Work:

The General Statement of the Work is intended to give a basic description of the work to be performed, the materials to be supplied and the tasks to be completed by the contractor. It is included to give the contractor a general overview of the project requirements. This statement of the work is not an all-inclusive description of every detail and is not intended to and should not be used to establish contract limits or pricing inclusion. The price shall be determined based on the contractor's expertise and knowledge of all details required to provide the finished project. The contract documents shall be used to establish the construction contract scope.

Other provisions:

All work shall be completed in compliance within the owner's and manufacturers minimum standards.

Project Description:

Dorm (A): Replace the metal double doors (178) with security grade detention doors, glazing, and hinges. Install a security grade lock mechanism and handle on each door. Provide three (3) keys and ensure the mechanical and electrical components of each door are working in accordance with the manufacturer's specifications and with the current electrical and detention operational system.

Dorm (B): Replace the metal double doors (171) with security grade detention doors, glazing, and hinges. Install a security grade lock mechanism and handle on each door. Provide three (3) keys and ensure the mechanical and electrical components of each door are working in accordance with the manufacturer's specifications and with the current electrical and detention operational system.

Master Control: Replace the single metal service door (169) with security grade detention door, glazing, and hinges. Install a security grade lock mechanism and handle. Provide three (3) keys and ensure the mechanical and electrical components of the door are working in accordance with the manufacturer's specifications and with the current electrical and detention operational system.



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Administration Building (Intake/Sally Port): Replace the metal double doors (135) with security grade detention doors, glazing, locks and hinges. Install a security grade lock mechanism and handle on each door. Provide three (3) keys and ensure the mechanical and electrical components of each door are working in accordance with the manufacturer's specifications and with the current electrical and detention operational system.

Administration Building (Intake/Sally Port): Replace the metal double doors (134) with security grade detention doors, glazing, locks and hinges. Install a security grade lock mechanism and handle on each door. Provide three (3) keys and ensure the mechanical and electrical components of each door are working in accordance with the manufacturer's specifications and with the current electrical and detention operational system. This part of the project may require masonry work to ensure a solid support system for the new doors.

Sally Port: Replace two metal service doors (136 & 137) and frames if warranted with security grade detention doors, glazing, locks and hinges. Install a security grade lock mechanism and handle on each door. Provide three (3) keys and ensure the mechanical and electrical components of each door are working in accordance with the manufacturer's specifications and with the current electrical and detention operational system.

Project Specifications:

The scope of the project includes replacing metal doors in specific areas of the Inmate Dormitory. The County of Monroe will be responsible for disposing of all old doors and materials.

Electrical: The proposal shall include costs for any additional electrical which will be the responsibility of the selected contractor.



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SECTION 2

GENERAL INFORMATION/SUBMITTAL REQUIREMENTS

A. Receiving Office

Sealed proposals will be accepted until **4:00 P.M. Eastern Standard Time on April 16, 2018** by Troy Goodnough, Monroe County Sheriff's Office, 100 East Second Street, Monroe, Michigan 48161. Your proposal envelope must be sealed and clearly marked "**Inmate Dormitory Detention Door Upgrade**" so no error in opening may occur. Alternatively, contractors may submit proposals by the same deadline via e-mail as a separate Microsoft Word or PDF document attachment to troy_goodnough@monroemi.org. Indicate on the cover of the transmission a sealed proposal is attached for Inmate Dormitory Detention Door Upgrade. Facsimile transmissions and late proposals will be rejected and eliminated from consideration.

B. Return of RFP

In the event any contractor decides not to submit a proposal, the contractor should return his RFP to the County of Monroe with a cover letter stating his disinterest prior to the closing date or e-mail a notice of similar content.

C. Economy of Preparation

Proposals should be prepared simply and economically providing straight-forward, concise descriptions of contractor capabilities to perform the work. All pricing and all requested information is to be in the proposal and outlined in narrative text explaining the services to be performed, the equipment to be provided, the cost of the equipment and services and the tentative schedule. Use the proposal form, provided to submit your response for consideration.

D. Time Period of Evaluation

Selection of the contractor will be made as soon as possible after the closing date of receipt of proposals. However, proposals submitted shall remain valid for thirty (30) days after due date.

E. Addenda and Supplements to RFP

In the event of changes in the RFP, contractors will be notified in writing. Questions concerning the proposal submittal, award and administration of the contract should be directed to:



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Troy Goodnough
100 E. Second Street
Monroe, MI 48161
Telephone (734)-240-7564
Facsimile: (734)-240-7480

E-mail: troy_goodnough@monroemi.org

Questions not answered by this person will be referred to others for a response to any contractor inquires or questions.

F. Rejection of Proposals

The County of Monroe reserves the right to accept or reject any or all proposals received as a result of this request. The County of Monroe shall not be obligated to award a contract solely on the basis of any response made to this Request for Proposal, nor does the County intend to, nor will it be obligated to pay for the information solicited or obtained. Additionally, the County reserves the following:

1. To reject all proposals and re-issue the RFP at any time prior to execution of a final contract; to require, in any RFP for similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.
2. To reject any proposal if, in the County's sole discretion, the proposal is incomplete, the proposal is not responsive to the requirements of this RFP, the proposer does not meet the qualification requirements set forth herein or it is otherwise determined to be in the best interest of the County to reject the proposal.
3. To supplement, amend, substitute or otherwise modify this RFP at any time prior to the execution of a final contract.
4. Accept or reject any or all of the items in any proposal and award a contract for the whole or only a part of any proposal if the County determines, in its sole discretion that it is in the County's best interest to do so.
5. To reject the proposal of any proposer that, in the County's sole judgment, has been delinquent or unfaithful in the performance of any contract with the County, is financially or technically incapable or is otherwise deemed to not be a responsible proposer.



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6. To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in the County's sole judgment, material to the proposal.
7. To permit or reject, at the County's sole discretion, amendments (including information inadvertently omitted), modifications, alterations, and/or corrections to proposals by one or more of the proposers following proposal submission.
8. To request that one or more of the proposers modify their proposals or provide additional information.
9. To request additional or clarifying information from any proposer at any time, including information inadvertently omitted by a proposer.
10. To require that proposers appear for interviews and/or presentations of their proposals at County offices.
11. To require references from proposers' previous clients on projects similar in type and scope to the work sought in this RFP.
12. To conduct such investigations as the County considers appropriate with respect to the qualifications of any proposer and with respect to the information contained in any proposal.

G. Proposal/Contract Award

The County of Monroe may award a single contract or purchase order to the lowest responsible qualified bidder. The award will be for all the components of the project listed within this RFP. The County will reserve all rights to award a contract or contracts as it determines who will best serve the County considering but not limited to the following items: cost, life-cycle of equipment, energy efficiency of the equipment, maintenance cost and upkeep of equipment, operational functions of the equipment, experience of the vendor/contractor and equipment delivery time. Preference will be given to local qualified contractors to perform the work.

H. Incurred Vendor Costs

The County of Monroe will not be liable for any costs incurred by contractors or other respondents to this RFP, prior to issuance of an agreement, contract or other similar acquisition documents.

I. Inspection of Work Site(s)

The County may wish to visit and review the contractor's facility prior to award of contract. The contractor shall note this and be prepared to allow for this visit and/or meeting to review contractor capabilities prior to award. During the term of the contract additional visits may also be conducted.



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J. Qualification

The selected contractor shall have a proven record of performing work of a similar nature to the project described herein. This record shall be for a minimum of five (5) years. The contractor may be required to submit the names of five (5) references and include the name of the entity, contact person, telephone number and a brief description. Include a one (1) page attachment outline describing your company's profile and ability to perform the work including jobs of similar scope, size and complexity.

K. Other Provisions

The contractor shall list any other criteria or requirements to delineate responsibility for any additional items/tasks to be completed by either the County or contractor. These shall be in addition to those previously detailed or explained in this RFP.

L. Contract Terms

The contract term shall only be for the duration of the schedule to purchase, install the equipment and accept the work. Payment will be made by the County to the contractor within thirty (30) days of receipt of invoice for the completed and accepted work. Should any portion of the work be in question or not fully accepted by the County, an amount determined by the County to be equal to the value in question may be withheld from the contractor until such time as the work is completed by the contractor or otherwise made acceptable to the County.

M. Cancellation

Neither party, upon award of the contract, may cancel the contract except for non-performance on the part of the vendor or issues of non-payment on the part of the County.

N. Manufacturer's Directions

All manufactured articles, materials, equipment etc. shall be applied, installed, connected, erected, used, cleaned and conditioned as directed by the manufacturer, unless herein specified to the contrary. All materials shall be new and installed for the purpose of which they were manufactured.

O. Brand Name Specification

Where applicable a brand name or equal specification as used in this solicitation, the brand name specification is for the purpose of describing the standard of quality, performance and characteristics desired and not intended to limit or restrict competition. Should a vendor object to the specified product the burden of proof to demonstrate an equal to the specified product falls upon the challenging vendor to show his product to be equal to or better than the one specified. Vendors may submit proposals from manufacturers not specified herein.



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P. Law, Rules and Regulations

The work shall comply with all federal, state and local codes, rules and regulations including all ordinances and other statutory provisions pertaining to this class of work. Such Rules, Codes, Regulations and Ordinances shall be considered a part of these specifications. Any conflict between the RFP requirements and the aforementioned rules shall be noted by the vendor at the time the proposal response is submitted. All safety precautions shall be followed for the type of work performed by the contractor to ensure a safe work environment of employees of the County, occupants of the facilities and the employees of the contractor.

Q. Prime Contractor Responsibilities

The selected contractor will be required to assume full responsibility for all services offered in his proposal. Further, the County of Monroe will consider the selected contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The contractor shall be responsible for the coordination and supervision of all subcontractors and trades employed in this contract. The contractor shall be required to provide to the County prior to award of contract a list of the names of all subcontractors to be employed under this contract.

R. Insurance

Responsibility for Damage Claims.

The contractor, at its expense, must maintain during the term of any subsequent contract the following insurance:

- A. Workers' Compensation Insurance which meets Michigan statutory requirements: The contractor shall take out and maintain during the life of this contract Workmen's Compensation Insurance for all employees employed at the site of the project and, in case any of the work is sublet, the vendor shall require the subcontractor to provide such insurance. Proof of compliance with the Workmen's Compensation Laws and Social Security Laws shall be filed with and kept in full force and effect on file with the County at all times, until all the work on the project provided to be done under this contract has been fully and finally completed. This shall be an absolute responsibility and duty of the vendor, who agrees to indemnify and save harmless the County from any contributions or taxes or liability therefore.
- B. Comprehensive General Liability Insurance with minimum limits of bodily injury of \$1,000,000 each person and \$2 million dollars aggregate and with minimum limits for property damage of \$2,000,000 each occurrence and \$4 million dollars aggregate.



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- C. Comprehensive Automobile Liability (including hired and non-owned vehicles) with Michigan no-fault coverage, with minimum limits for bodily injury of \$500,000 each person and \$1 million dollars each accident and with minimum limits for property damage of \$500,000 each accident.

If, during the term of any subsequent contract, changed conditions or other pertinent factors, should in the reasonable judgment of the county, render inadequate the insurance limits, the finalist contractor will furnish on demand such additional coverage as may reasonably be required and available under the circumstances. The insurance must be affected under valid and enforceable policies, issued by recognized, responsible Michigan insurers' that are well rated by national rating organizations.

Insurance policies must name the contractor as the insured, along with the County as additional insured, and must not be canceled or materially changed without at least 30 days prior notice from the vendor to the County. The contractor must submit certificates evidencing the insurance to the County at the time the vendor executes the contract, and at least 15 days prior to the expiration dates of expiring policies.

In addition to the above, the contractor shall to the fullest extent permitted by law defend, pay in behalf of, indemnify and hold harmless the County of Monroe, its elected and appointed officials and employees against any and all claims, demands, suits, or losses, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the County of Monroe by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract. Certificates of Insurance acceptable to the County shall be filed with the County prior to commencement of the work.

S. Workmanship

All tradesmen shall be thoroughly experienced in the particular class of work upon which employed and the work and finished product shall be of a first class quality. Employees of the contractor shall perform work that conforms to standard, state of the art practices for this class and type of work. Once the project installation begins by execution of a purchase document all work by the contractor shall be completed in the most expedient manner possible.

The contractor assumes full responsibility to carefully examine the work requirements before submitting a proposal. All proposals shall take into consideration all such conditions as may affect



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the work under this contract. The contractor shall verify all conditions, locations, existing equipment etc. in order to achieve full understanding of the scope, nature and character of the work. The submission of a proposal automatically implies that the contractor is thoroughly familiar with the work to be performed and the County's requirements and expectations. No claims for extra compensation may be made after submittal of a proposal and acceptance by the County of the proposal.

Costs for labor, tools, supervision, insurance, delivery, transportation, equipment and any other services needed for this project must be based on the site review, your expertise, the specifications, drawings and understanding of the conditions impacting the work. No extras for overtime or other costs will be the responsibility of the County. You must provide a schedule to be followed to complete the project. The information regarding your schedule must include what work or tasks will be completed in each phase and the duration for each phase.

The selected contractor shall employ licensed and qualified employees to perform work on the job as needed.

T. Owner's Representative

The contractor shall allow at any time during the contract the access of the County's Representative to view, inspect or otherwise observe the work in progress. The only exception to this is when safety of the representative would be at issue.

The County's Representative for this contract will be Troy Goodnough or his designee who will coordinate with other County employees for the completion of the work. Any approvals, questions, demands etc. from the contractor shall be forwarded to this person for direction to the contract. No other County Representative shall bind the County to additional costs or make any changes to the Project Scope.

U. Guaranty/Warranty

The contractor shall and hereby does warrant all work performed by him or subcontractors employed by him and agrees to deliver warranties to the County for the work for which guarantees are required. All warranty terms for all products and services shall be defined in the proposal response. All workmanship covering the installation shall be covered with a two (2) year unconditional warranty provided to the County in writing upon final project acceptance. This warranty will be in addition to the manufacturer's warranty that will accompany the purchase of the equipment and be placed in the name of the County of Monroe. The warranty period will commence upon final acceptance of the project by the County and shall be documented by a certificate provided by the contractor to the County evidencing said warranty period.



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V. System Installation

The contractor shall provide the County with turnkey installation. The contractor will be responsible for furnishing and arranging for all deliveries, installation as requested and other necessary services associated with the project even if not specifically listed in the County's RFP.

W. Worksite Protection

The contractor shall be responsible to protect the worksite from any and all damages resulting from the work. This shall include all electrical, piping and other building systems that may be affected by the work.

The contractor shall take all necessary precautions to protect the facility from any damage caused by equipment, tools, workmen traffic or other acts during the execution of the work. Protective mats or sheeting may be required to protect the adjoining area floors and related surfaces.

X. Freedom of Information Act

Information submitted in contractor proposals becomes public information and as such is subject to public disclosure and review under the Michigan Freedom of Information Act. Information contained in the contractor's proposal which is company confidential must be clearly identified in the proposal itself.

**END OF RFP
INMATE DORMITORY DETENTION DOOR UPGRADE**



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PROPOSAL FORM

All contractors bidding this project shall use this Proposal Form to submit their pricing for consideration.

We, the undersigned, propose to provide all labor, equipment, material, transportation, supervision, and all other necessary services complete for the project described in the County of Monroe Request for Proposal, Inmate Dormitory Detention Grade Door Upgrade Project dated March 19, 2018 for the following sums:

DORM A (DOOR 178)

Labor: _____ Dollars (\$ _____)

Material: _____ Dollars (\$ _____)

Total: _____ Dollars (\$ _____)

DORM B (DOOR 171)

Labor: _____ Dollars (\$ _____)

Material: _____ Dollars (\$ _____)

Total: _____ Dollars (\$ _____)

MASTER CONTROL (DOOR 169)

Labor: _____ Dollars (\$ _____)

Material: _____ Dollars (\$ _____)

Total: _____ Dollars (\$ _____)



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ADMINISTRATION BUILDING/INTAKE SALLY PORT (DOOR 134)

Labor: _____ Dollars (\$ _____)

Material: _____ Dollars (\$ _____)

Total: _____ Dollars (\$ _____)

ADMINISTRATION BUILDING/INTAKE SALLY PORT (DOOR 135)

Labor: _____ Dollars (\$ _____)

Material: _____ Dollars (\$ _____)

Total: _____ Dollars (\$ _____)

SALLY PORT (DOOR 136 & 137)

Labor: _____ Dollars (\$ _____)

Material: _____ Dollars (\$ _____)

Total: _____ Dollars (\$ _____)

GRAND TOTAL

Labor: _____ Dollars (\$ _____)

Material: _____ Dollars (\$ _____)

Total: _____ Dollars (\$ _____)

Proposed Project Start Date: _____

Proposed Substantial Completion Date: _____

Schedule Outline: _____

Submitted By: _____ Title: _____



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Firm: _____

Address: _____ City: _____ Zip Code: _____

Telephone: _____ Facsimile: _____

E-mail: _____

Date: _____

Addenda: Please indicate you have received and included in your proposal the following addenda: (List each addendum and date of issue) _____

Voluntary Alternates: Please describe any voluntary alternates for the County to consider



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QUALIFICATION EVALUATION FORM Evaluation Model

Jail Cell Door Upgrade

Proposals will be evaluated using three (3) sets of criteria. Only firms meeting the mandatory criteria will have their proposal evaluated and scored for both professional qualifications and price. The following model will be used to evaluate all respondents and proposals submitted:

A.	<u>MANDATORY CRITERIA</u>	<u>YES</u>	<u>NO</u>
1.	Proposal received by the proposal deadline.	<input type="checkbox"/>	<input type="checkbox"/>
2.	One (1) complete copy of proposal submitted.	<input type="checkbox"/>	<input type="checkbox"/>
3.	The firms have no conflict of interest with regard to any other work performed by the firms for the County of Monroe.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The firms have adhered to the instructions in this Request for Proposal in preparing and submitting the firm's proposal to be considered.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The firm submits a copy of their most recent year end financial statement.	<input type="checkbox"/>	<input type="checkbox"/>



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B. PROFESSIONAL QUALIFICATIONS CRITERIA

Those firms who have met each of the mandatory criteria in Section A above will be evaluated on the following criteria:

	Point Range	Score
1. Responsiveness of the statement in clearly stating an understanding of the professional and construction services to be provided, and the firm's overall abilities and experience to complete the project:		
a. Prior services of the type and size under consideration	10	_____
2. <u>Construction Experience:</u>		
a. Experience of supervisory personnel working on similar types of projects	5	_____
b. General experience of firm working for clients on projects of similar size, type and cost	10	_____
c. Ability to deliver project on time and with budget	5	_____
d. Value and quality of the project proposed to be provided	15	_____
e. References statements on quality of finished project and follow up warranty responsiveness	5	_____
f. Size, structure and location of firm	5	_____
Total Professional Criteria points (60 Maximum)		_____



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Computing the Professional Criteria score will be accomplished by use of the following formula:

$$\frac{\text{Technical Points for Respective Firm}}{\text{Highest Technical Points Received}} \times 60 = \text{Technical Score}$$

$$\text{Technical Score of Firm} = \frac{\text{Technical Points for Respective Firm}}{\text{Highest Technical Points Received}} \times 60$$

C. COST CRITERIA

Once the Professional Criteria has been evaluated and scored, the costs of all proposals will be listed from low to high. Computing the cost criteria score will be accomplished by use of the following formula:

$$\frac{\text{Lowest Cost of All Proposals}}{\text{Cost of Bid for Respective Firm}} \times 40 = \text{Cost Score}$$

Total Cost points (40 Maximum) _____

D. INTERVIEWS

Interviews may be scheduled to clarify points of interest on the firms qualifications, materials proposed, and other similar information.

Interview Points Awarded 1 – 10

Total Score

While the total score will be a significant factor, the County of Monroe reserves the right to make a final selection.