



County Of Siskiyou

Request for Proposals (RFP)
RFP #SO12422 – Sheriff

for

Crime Scene & Evidence Transport Vehicle

Proposals may be mailed, delivered, or emailed to:

Courtney Greenley
Administrative Services Manager

Siskiyou County Sheriff's Office
305 Butte Street
Yreka, CA 96097
cgreenley@co.siskiyou.ca.us

Proposals Due by:

June 7th, 2022
By 5pm PST

Preface

The County of Siskiyou, hereafter referred to as “The County,” is located in Northern California and borders Oregon.

Estimated Timeline of Events

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

| Date | Activity |
|----------------|--|
| 5/31/22 | Release of Request for Proposals (RFP) |
| 6/3/22 | Deadline to Submit Questions |
| 6/7/22 | Submission of Proposals due by 5pm |
| 6/8/22-6/10/22 | Review of Proposals |
| EST 6/9/22 | Interviews (if needed) |
| EST 6/10/22 | Notification of Final Selection |
| EST June-July | Purchase Approved by County |
| EST July 2022 | Invoice(s) Paid |

Scope of Work

The Detectives Unit, within the Siskiyou County Sheriff's Office, needs to purchase a truck that can be customized to better assist with crime scene analysis, transportation of DNA evidence and any equipment needed.

Within the RFP, the Detectives Unit has listed general preferences of vehicle options that are preferred but not all are required.

Within the RFP, the Detectives Unit has detailed their intentions of customization post purchase. It is assumed that any bids received will be compatible. Trucks can be new or used if they are readily available within a reasonable time of the RFP closing. Please disclose lead times if applicable.

If the dealership can upfit, some or all, of the vehicle customizations listed in Section III, please itemize the cost of each item, separate from potential labor charges and separate it from the cost of the vehicle.

Brand Preferences: Ford, Dodge, Chevy

I.Options Required:

- Heavy duty half ton pickup
- V-8 Engine (gas or diesel)
- Automatic transmission
- 3.21/3-23 rear axle ratio
- Four-wheel drive
- Double cab or cab and a half with four doors
- Trailer tow package
- Trailer brake controller
- Six-foot bed

II.Options Preferred:

- Power brakes
- Power steering
- Air conditioner
- AM/FM radio
- Cruise control
- Exterior color white
- Interior color gray
- Vinyl seats
- Both front and rear seats - bench style
- Anti-spin differential rear axle
- Locking tailgate
- All terrain mud and snow tires - eight ply
- Vehicle alarm
- Folding rear backrest seat-important (equipment storage)
- Vinyl flooring
- Dual battery system

III. Customizations Post-Purchase:

- Installed canopy (alarmed) with locking rear glass door and locking side doors, same color as vehicle
- Removeable Rack above canopy
- Installed interior lights
- Two installed sliding cargo trays in the bed of vehicle
- One installed new Sheriff's Dept. radio
- One installed new radio scanner
- One installed new CB radio
- Two installed 3 port charging stations
- One installed PA system
- Installed yellow warning light system:
 - Two flashing lights in the front grill
 - One flashing light installed on each door mirror
 - One flashing light installed on the top of the interior front windshield
 - Two flashing lights installed on the top of the rear canopy
 - Two flashing lights installed on the rear bumper

Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

- a. Please provide the proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the proposer.

2. Qualifications

- a. Example(s) of completed projects, as current as possible, should be submitted as appropriate.

3. Company Profile

- a. Provide a brief description of your company, who our contact will be for executing this purchase, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

4. Approach:

- a. Provide a description of the methodology intended to perform all required services, information as to the timeline or labor cost of completing the upfit if able to do so.

5. References:

- a. Please include a reference, including name, address, telephone number, and email, for whom similar services have been provided if applicable to the customizations we plan to add.

6. Price Proposal:

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services and materials, broken down by category.
- b. Financing options will not be needed.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview with any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entity or entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

General Information

Proposals must be submitted by way of hand delivery and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at the Siskiyou County Sheriff's Office, 305 Butte St, Yreka CA 96097 on or before **5pm, June 7th, 2022** (ATTN: Courtney Greenley, Administrative Services Manager).
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Courtney Greenley, Administrative Services Manager at **cgreenley@co.siskiyou.ca.us** and must be received by **5pm, June 7th, 2022**.

Proposers shall provide one (1) original copy with the appropriate signature(s).

Proposers are asked to direct all inquiries related to the project(s): Courtney Greenley, Administrative Services Manager. Contact information is listed above.

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

A contract/purchasing award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.