



**County Of Siskiyou**

**Request for Proposals (RFP)**  
**RFP #772022**

**for**

**Sheriff's Office MET Towing Vehicle**

**Proposals may be mailed, delivered, or emailed to:**

**Courtney Greenley**  
Administrative Services Manager  
Sheriff's Office  
305 Butte Street  
Yreka, CA 96097  
[cgreenley@co.siskiyou.ca.us](mailto:cgreenley@co.siskiyou.ca.us)

**Proposals Due by:**

**August 22nd, 2022**  
**5 pm 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
8/15/22	Release of Request for Proposals (RFP)
8/17/22	Deadline to Submit Questions
8/22/22	Submission of Proposals due by 5 PM
8/23-8/25	Review of Proposals & Questions Sent to Vendors
EST 8/26/22	Notification of Final Selection
EST October 2022	Purchase Order Provided to Vendor with N30 Terms

## Scope of Work

The MET Team within the Sheriff’s Office requires a vehicle to tow large equipment. Ideally, we can take possession within one (1) month of payment received. We are seeking the following:

1. Acceptable Vehicle Brand/Model: Ford F-350, Chevrolet 3500, Dodge Ram 3500
2. Acceptable Colors: Black, White, Silver/Grey

Please provide a sticker or itemized list of options available on each vehicle proposed in your bid. Multiple vehicle options per vendor are acceptable.

## 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. Company Profile

- a. Provide a brief description of your company, including structure of contact for the Sheriff's Office, overall industry experience, certifications if applicable, relevant affiliations, or other transactions similar to this request. Support your capacity to perform the services detailed in this RFP.

### 3. Approach:

- a. Provide lead times if any items required to be ordered and specify what is on-hand if applicable.

### 4. References:

- a. Please include at least one (1) reference, including name, address, telephone number, and email, for whom similar vehicles were purchased by.

### 5. Price Proposal:

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services and materials, broken down by products and/or services, whether it's deemed taxable on your quote, and label any on-going costs for recommended or required services (if applicable).

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

**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 (lead times)
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 electronic means, as described below:

- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Courtney Greenley at [cgreenley@co.siskiyou.ca.us](mailto:cgreenley@co.siskiyou.ca.us) and must be received by August 5<sup>th</sup>, 2022 by 5pm PST.

Electronic confirmation of receipt will be provided.

**Proposers are asked to direct all inquiries related to the project(s) to:**

Courtney Greenley, Administrative Services Manager

[cgreenley@co.siskiyou.ca.us](mailto:cgreenley@co.siskiyou.ca.us) (preferred)

(530) 842-8326

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 award or purchase order resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.