Manatee County Sheriff’s Office

REQUEST FOR PROPOSALS

RFP-2012-18-001-Mobile Command Design
AUTHORIZED FOR RELEASE: September 19, 2012
REQUEST FOR PROPOSALS (2012-18-001-MOBILE COMMAND DESIGN)

DATE: September 19, 2012
TO: MOBILE COMMAND UNIT MANUFACTURERS

FROM: Bid Coordinator, Manatee County Sheriff’s Office

The Manatee County Sheriff’s Office, a political subdivision of the State of Florida (hereinafter “Sheriff’s Office” or “MCSO”) is inviting sealed replies from vendors authorized to do business in the State of Florida, in response to this Request for Proposals. MCSO anticipates awarding a contract under RFP-2012-18-001-MOBILE COMMAND DESIGN for consulting and design services resulting in the delivery of schematic drawings of a mobile command unit. The objective is to have a completed design ready to expedite the acquisition process of a new unit at such time when funds are available.

This solicitation is limited to contractor organizations established as prime manufacturers of emergency response vehicles/mobile command units. Said manufacturers must have experience designing and producing units for law enforcement agencies similar in size and scope to MCSO.

You are invited to submit a sealed reply subject to the terms, conditions, and specifications contained herein.

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<td>Pre-Bid Questions Due</td>
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Proposals will be opened publicly on October 18. Proposals received after this date and time listed above will be rejected. Proposals received will NOT be evaluated at the time of opening.

PLEASE SUBMIT QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION RELATED TO THIS REQUEST FOR PROPOSALS IN WRITING TO: Bid Coordinator, via email: Bids@ManateeSheriff.com or via regular mail at this address:

Fiscal Section, Bid Coordinator  
ATTN: ITN-2010-19-001-COMMISSARY SERVICES  
Manatee County Sheriff’s Office  
600 U.S. Highway 301 Boulevard, West, Suite 202  
Bradenton, FL 34205

If you have any questions or comments regarding this solicitation, please contact Deborah Merrill, MCSO Bid Coordinator, via email at Deborah.Merrill@manateesheriff.com. All inquiries, with responses, will be made available to all proposers on an equal basis without prejudice. Additional information about Manatee County Sheriff’s Office can be accessed at www.manateesheriff.org.

Important note: A prohibition of Lobbying has been enacted. Please review paragraph A.27 carefully to avoid violation and possible sanctions.
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SECTION A: GENERAL CONDITIONS AND SPECIAL CONDITIONS
Proposers must comply with the following to be considered for the contract award.

GENERAL CONDITIONS

A.1 OPENING LOCATION AND DATE
Proposals will be opened at the Manatee County Sheriff's Office, 600 U.S. Highway 301 Boulevard West, Suite 202, Bradenton, Florida 34205 on the date and time indicated on the first page of this Invitation.

A.2 PROPOSAL INFORMATION AND DOCUMENTS
Proposal information and documents can be accessed via the Sheriff's Office website at www.manateesheriff.com. From the home page, click on the Fiscal tab at the top of the page, then click the Purchasing link in the left-hand column. Documents may also be obtained via email or regular mail by calling the Manatee County Sheriff's Office Bid Coordinator at (941)-747-3011 x2043.

A.3 INQUIRES
For information related to this Request for Proposals, please contact the Bid Coordinator, in writing via email or regular mail using the addresses below and reference RFP-2012-18-001-MOBILE COMMAND DESIGN.

E-mail: Bids@ManateeSheriff.com
Regular mail: Fiscal Section, Bid Coordinator
Manatee County Sheriff's Office
600 Hwy 301 Blvd West, Suite 202
Bradenton, Fl 34205

Responses will be provided by the Bid Coordinator in consultation with key MCSO personnel as required. The Sheriff's Office will endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date. You are requested to acknowledge receipt of this RFP and to register your intention to submit a proposal by sending an email to the address above.

A.4 PROPOSAL FORM DELIVERY REQUIREMENTS
Any proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the Proposer to have the proposal delivered to the Manatee County Sheriff's Office Purchasing Office for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, the Proposer shall be responsible for its timely delivery to the Purchasing Office. Proposals delayed by mail will not be considered.

A.5 CLARIFICATION & ADDENDA
Each Proposer shall examine all documents associated with this Request for Proposals and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for Proposals shall be made in writing through the Manatee County Sheriff's Office Bid Coordinator no later than ten days prior to the designated opening date for the RFP. The Sheriff's Office shall not be responsible for oral interpretations given by any Sheriff's Office employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given. If any addenda are issued to this Request for Proposals, the Sheriff's Office will provide the addenda information on the Sheriff's Office website www.manateesheriff.com. Proposers should check the website before responding to this Request for Proposals.

A.6 SEALED & MARKED
One original and seven (7) signed copies of the proposal binder and one copy of the proposal on CD in a WORD compatible or Adobe pdf format shall be submitted in one sealed package clearly marked on the outside "Sealed Proposal – Request for Proposals 2012-18-001-MOBILE COMMAND DESIGN." Package must be addressed to:

Fiscal Section, Bid Coordinator
Manatee County Sheriff's Office
600 Hwy 301 Blvd West, Suite 202
Bradenton, Fl 34205

A.7 LEGAL NAME
Proposals shall clearly indicate the legal name, address and telephone number of the Proposer (company, firm, partnership,) on the Proposal Signature form. Proposals shall be signed below the typed or printed representative name and title of the signer. The signer shall have the authority to bind the Proposer to the submitted proposal.

A.8 PROPOSAL EXPENSES
All expenses for making proposals to the Sheriff's Office are to be borne by the Proposer.

A.9 EXAMINATION OF OFFER
The examination of the proposal and the Proposer’s background information generally requires a period of not less than thirty (30) calendar days from the date of the opening of the proposals.

A.10 DISCLOSURE
In accordance with the provisions of Chapters 119 and 120 of Florida Statutes, submissions become public records at the time a notice of a decision or intended decision is provided or within ten days after the solicitation opening, whichever is earlier. Any proprietary information should be marked as such on a page by page basis. The tabulation results will be posted on the website at www.manateesheriff.com. When requested, results may also be provided by mail when the requester provides a stamped, self-addressed envelope.

A.11 UNDERWRITERS LABORATORIES
Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies included in the design of the Mobile Command Unit shall carry U.L. approval and re-examination listing where such has been established.

A.12 PRICES, TERMS AND PAYMENT
Firm prices shall be quoted, typed or printed in ink and include all packaging, handling, shipping charges and delivery to the destination shown herein.

A.13 BEST PRICING
During the Contract terms, if the Sheriff's Office becomes aware of better pricing offered by the Proposer for substantially the same product outside the Contract, but upon the same or similar terms of the Contract, then, at the discretion of the Sheriff, the price under the Contract shall be immediately reduced to the lower price.

A.14 ORDERING
The Sheriff's Office reserves the right to purchase commodities/services specified herein through contracts established by other governmental agencies or through separate procurement actions due to unique or special needs.

A.15 PURCHASES BY OTHER ENTITIES
With the consent and agreement of the successful Proposer, purchases and/or leases may be made under this bid by other government agencies in the State of Florida. Such purchases shall be governed by the same terms and conditions stated in the Request for Proposals. Each entity will establish its own contract with the successful Proposer, place its own orders, be invoiced directly and make its own payments to the successful Proposer in accordance with the contract negotiated between the government entity and the successful Proposer. The Sheriff’s Office will not be a legally bound party to any contractual agreement made between a successful firm and any other entity who may make a piggyback purchase.

A.16 RESERVED RIGHTS
The Sheriff's Office reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the Sheriff's Office, depending on available competition and timely needs of the Sheriff's Office. The Sheriff's Office reserves the right to award the contract to a responsible Proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the Sheriff's Office. The Sheriff's Office shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the Sheriff's Office reserves the right to make such investigation as it deems necessary to determine the ability of any Proposer to perform the work or service requested. Such information may include, but shall not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

A.17 DEFAULT
The contract may be canceled or annulled by the Manatee County Sheriff’s Office Comptroller in whole or in part by written notice of default to the awardee upon non-performance or violation of contract terms. An award may be made to the next best responsive and responsible proposer, or articles specified may be purchased on the open market similar to those so terminated. Failure of the contractor to deliver materials or services within the time stipulated in these specifications, unless extended in writing by the Comptroller, shall constitute contract default. Vendors who default on contracts may be removed from the vendor mailing lists for future contracts at the discretion of the Comptroller.

A.18 CANCELLATION
When deemed to be in the best interest of the Manatee County Sheriff’s Office, any contract(s) resulting from this specification may be canceled by the following means:

1) Ten (10) calendar days written notice with cause, or:
2) Thirty (30) calendar day’s written notice without cause.

If it becomes necessary to terminate the agreement or contract without cause, all services and/or materials provided through the date of receipt of written notice
of cancellation may be invoiced to the Manatee County Sheriff’s Office and will be considered for payment providing documentation of said expenses are forwarded with the request for payment.

A.19 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of the Sheriff’s Office will apply to any resulting agreement.

A.20 PROTEST

Any proposer who decides to protest the Sheriff’s decision or intended decision regarding award for solicitation shall file, in writing, with the Sheriff’s Office a notice of protest. The notice of protest shall be filed within seventy-two hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within seventy-two hours after the posting of the solicitation. A formal written protest shall be filed within ten days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays and holidays so designated by the State of Florida shall be excluded in the computation of the allotted 72-hour time period.

Upon receipt of a formal written protest that has been filed in allotted time frame, the solicitation evaluation committee will have 7 days to consider the protest as written and resolve the protest by mutual agreement between the two parties. If the protest is unresolved by mutual agreement, the solicitation evaluation committee shall forward its findings to the Comptroller. The Comptroller shall review the findings and make a recommendation of resolution to the Sheriff. The decision of the Sheriffs will be communicated to the protestor in writing. The decision of the Sheriff shall be final.

During such time as a protest is ongoing, the agency shall halt the solicitation or contract award process until the protest is resolved by final agency action unless continuance of the solicitation or award process is necessary to avoid an immediate and serious danger to the health, safety or welfare of the public. In such case the agency will set forth, in writing, the particular facts and circumstances which require the continuance of the solicitation or contract award process without delay.

A.21 CODE OF ETHICS

With respect to this proposal, if any Proposer violates or is a party to a violation of the Code of Ethics of Manatee County or Manatee County Sheriff’s Office per Manatee County’s Purchasing Ordinance 2-26, Article V., Ethics in Public Contracting, and/or the State of Florida per Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work or for goods or services for the Manatee County Sheriff’s Office. A copy of Purchasing Ordinance 2-26 is available for review on Manatee County’s website. A hard copy can be provided on request.

A.22 COLLUSION

By offering a submission to this Request for Proposals the Proposer certifies the Proposer has not divulged to, discussed or compared his proposal with other Proposers and has not colluded with any other Proposer or parties to this proposal whatsoever. Also, Proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Proposer or with any competitor;

b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the Proposer prior to the scheduled opening directly or indirectly to any competitor;

c. no attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;

d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and

e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.
A.23 PROPOSAL FORMAT
Proposals must be submitted in a three-ring binder in the format specified in Section B within this document. Additional support information may be included, but should be inserted after the required content. Tabs are required to identify each item defined in Section B, Form of Proposal, and thereby facilitating expedient review of all responses.

A.24 PUBLIC ENTITY CRIMES
In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two (as of 1/01/2005 it is $25,000) for a period of 36 months from the date of being placed on the convicted vendor list.

A.25 PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES
In accordance with Ordinance 2-26, the Sheriff’s Office adopted a policy prohibiting the award of Sheriff’s Office contracts to persons, business entities, or affiliates of business entities who have not submitted written certification to the Sheriff’s Office that they have not been convicted of bribery, attempted bribery, collusion, restraints of trade, price fixing, and violations of certain environmental laws. The Public Contracting and Environmental Crimes Certification form is attached for this purpose. By nature of the business within the Sheriff’s Office, individuals working for the Proposer must be able to pass a background check to be admitted on premises if required.

A.26 DRUG FREE WORK PLACE
The Manatee County Sheriff’s Office has a policy regarding maintaining a Drug Free Work Place. Proposers are asked to describe their firm’s policy or program as it relates to maintaining a drug free workplace. A Drug Free Work Place Certification form is included with this proposal for this purpose. This response will be considered with the other criteria described herein.

A.27 LOBBYING
After the issuance of any Request for Proposals, Request for Information, Invitation to Negotiate or Invitation for Bids, prospective bidders, proposers or any agent, representative or person acting at the request of such bidder or proposer shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposals, Request for Information, Invitation to Negotiate, or Invitation for Bids with any officer, agent or employee of Manatee County Sheriff’s Office other than the Comptroller or Purchasing Director or Bid Coordinator without expressed permission of the Comptroller or Purchasing Director. This prohibition begins with the issuance of any Request for Proposals, Request for Information, Invitation to Negotiate, or Invitation for Bids, and ends upon execution of the final contract or when the invitation or request has been canceled.

A.28 EQUAL EMPLOYMENT OPPORTUNITY
Manatee County Sheriff’s Office, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all prospective Proposers that they will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the basis of race, color, creed, sex, age or national origin in consideration for an award.

A.29 AMERICANS WITH DISABILITIES ACT
The Manatee County Sheriff’s Office does not discriminate upon the basis of any individual’s disability status. This non-discrimination policy involves every aspect of the Sheriff’s Office’s functions including one’s access to, participation, employment, or treatment in its programs or activities.

SPECIAL CONDITIONS

A.30 EXCLUSIVE OEM PARTS, SUPPLIES & CONSUMABLES
At all times throughout this proposal, the successful proposer shall exclusively plan for officially approved manufacturer OEM parts, supplies and consumables in all equipment placed in the design resulting from this proposal.
SECTION B: INTRODUCTION AND PURPOSE

B.1 INTRODUCTION TO MANATEE COUNTY SHERIFF’S OFFICE
Manatee County is home to approximately 320,000 residents. Lying just south of the Tampa/St. Petersburg area, the county is considered part of Tampa Bay on Florida’s Suncoast. Accredited at both the state and national levels, the Manatee County Sheriff’s Office has over 1150 employees that serve the unincorporated areas of the, making it one of the largest agencies in the nation. Close to 58% of the workforce is comprised of certified patrol deputies and/or corrections deputies. These frontline deputies are supported by civilians who make up the remaining 42% of the workforce. Employee demographics demonstrate the Sheriff’s commitment to building a diverse team to serve the county. Thirty-six percent of employees are female, and minorities make up twenty-one percent of the workforce.

The Operations Center for the Sheriff’s Office is located at 600 Highway 301 Boulevard, West in Bradenton near the DeSoto Square Mall. This is the central location for internal business operations that are vital to day-to-day operations of the Sheriff’s Office. Fingerprinting, Civil Records and Crime Prevention services are offered to citizens from this location, as well.

B.2 PURPOSE OF THE REQUEST FOR PROPOSALS
The Sheriff’s Office responds to a variety of circumstances that require the use of a mobile command unit. Such circumstances include hostage situations, searches for missing children and senior adults, national disasters such as hurricanes and flooding, SWAT situations and mutual aid call-outs. Although it is still in use, the current mobile command unit has outdated technology and offers very tight working space for law enforcement personnel. The purpose of this Request for Proposals is to contract with a vendor who has the expertise required to design a mobile command unit that will meet the needs of the agency and the taxpayers we serve. Our intent is to work with an experienced manufacturer of emergency response/mobile command vehicles.

Although funds are available to purchase design services for a mobile command unit, the funds to purchase one are not. It will be necessary to leverage grant funding to get a new unit for our county. With a design and estimated pricing in hand, we will be in a better position to apply when an opportunity arises. Therefore, Sheriff’s Office is seeking consultation and design services that will result in design documents/drawings and estimated pricing for a future purchase.

SECTION C: SCOPE OF SERVICES REQUIRED

The scope of services required for the planning and development of a design document for a mobile command unit contained herein includes but is not necessarily limited to the following:

C.1 NEEDS ASSESSMENT AND PLANNING

Needs Assessment
Discussion between the selected vendor and Sheriff’s Office personnel will be essential to determine what kind of space and equipment is needed to make the mobile command unit most effective for all types of situations for which it will be used. Of specific importance are:

1. Identification of agency needs regarding the various functions that the mobile command unit must fill, including communications, strategizing, and meeting needs of personnel utilizing the vehicle for long periods of time.
2. Identification of equipment necessary for the various functions required in the mobile command unit.
3. Determination of space requirements and configuration of each facet of command unit activities – organization of spaces and equipment.
4. Technology requirements for initial design, with the potential for future upgrades.

Planning
Once the needs of the agency have been identified, the contracted vendor will prepare a preliminary plan for further discussion with agency personnel. The preliminary plan will provide opportunity for stakeholders to discuss the proposed layout and suggest changes before the design documents are finalized.

C.2 DESIGN DOCUMENTS
The vendor selected will have the capability to produce design documents that are professional in nature. Documents will specify space layout, furniture, equipment and technology requirements as well as electrical, plumbing and mechanical specifications.

C.3 PROJECTION OF FABRICATION COSTS
Selected vendor will provide a projection of the cost that the Sheriff’s Office can expect to have the command vehicle fabricated. The projection shall be projected for a fully equipped mobile command unit based on the professional design documents delivered as part of the proposal. Cost projection will be itemized to facilitate the customization of the design according to funds available.

SECTION D: SUBMISSION FORMAT
All information must be submitted in a single package or container. Faxed information will not be accepted. The face of the package shall contain the Request for Proposals number [RFP 2012-18-001-MOBILE COMMAND DESIGN] and the company name, and be delivered to:

Fiscal – ATTN: Bid Coordinator
Manatee County Sheriff’s Office
600 U.S. Hwy 301 Blvd West, Suite 202
Bradenton, Florida 34205

In order to ensure uniformity, all information must be submitted in accordance with the format described herein. Forms or exact photo copies must be signed by an authorized representative of the company submitting the information.

Sealed replies must be submitted in 3-ring binders. This section details requirements and specific information which must be included with each responding vendor’s submission. The contents of each binder shall be separated and arranged with tabs in the same order as listed in Sections D.1 through D.7 below, including all forms and information as outlined.

D.1 TITLE PAGE
This page must contain the following:
- RFP number: RFP 2012-18-001-MOBILE COMMAND DESIGN
- Proposer’s Company Name
- Proposer’s Tax ID #
- Company Address
- Contact Name
Please note: Do not use logos or other symbols related to the Manatee County Sheriff’s Office in your submission.

D.2 CHECKLIST OF PROPOSAL REQUIREMENTS
A checklist is included as G.1 in this Request for Proposals. Check each item included and insert the form in the proposal.

D.3 PROVIDER PROFILE AND QUALIFICATIONS
At a minimum, vendors should have prior experience in the design and manufacture of emergency response vehicles for local or state government.

1. Provide a brief summary of your company that includes the following:
   a. Description of the firm's background, size, number of years in business, corporate structure and whether your company is under the control of any other corporation or organization.
   b. Summary of qualifications that includes experience with government agencies.
   c. Listing of firm’s professional credentials and experience in providing the services related to this Request for Proposals, and legal status of the organization. Provide the following information based on your work for the past three (3) years:
      • Number of mobile command units designed/fabricated
      • Type and size of mobile command units designed/fabricated (i.e. 24 ft, 45 ft, 53 ft; trailer, bus or Sprinter van)
      • Provide the name and phone number and/or email of the customer for whom the vehicle was designed/fabricated
   d. Provide the name, location, and telephone contact of the Proposer's representative to contact for all matters.
   e. Include reasons your company may offer a competitive advantage over other potential providers.
   f. Include any other information that would assist the Sheriff’s Office in evaluating your proposal.

2. The Proposer must be able to meet negotiated timelines. Provide examples and related references that can speak to past successes.

3. The Proposer's staff should have the skills needed to collaborate with key staff members from the Sheriff’s Office to identify the components needed in a new mobile command unit and produce/acquire the professional design documents required in accordance with this Request for Proposals. Identify each principal of the firm and all key personnel who will be professionally associated with the Sheriff’s Office. Provide résumé(s) or career summaries detailing capabilities. (Please note: Key personnel proposed shall not be changed without written Sheriff's Office approval in advance of the change.)

4. Identify the location of the main office that will provide these services to the Sheriff’s Office.

D.4 ADMINISTRATIVE FORM
Print and complete the Proposal Signature Form included in Section G. Insert it tab D.4

D.5 REFERENCES
Please provide details on at least five (5) references comparable to Manatee County Sheriff’s Office in size and scope. Provide references that have used your company’s service(S) for the design of a mobile command unit. Use the form provided in Section G.

D.6 DESCRIPTION OF SERVICES
Describe how you will address the following components as required in Section C: Scope of Services as included in this Request for Proposals. Detail the steps you will take to ensure that requirements are met for:

1. Needs Assessment and Planning
2. Creating Design Documents
3. Projecting the Fabrication Cost for the Sheriff’s office to contract with a vendor to construct the mobile command unit. [Please note: We acknowledge that this projection will be based on current prices and that the pricing will be affected in accordance with the time delay in contracting for the actual purchase.]

Tell us what we can expect if we contract with you to work through needs assessment and planning and how you will create the finished design that should include all necessary furniture, equipment and technology.

D.7 COST PROPOSAL

Use the Price Summary Sheet included in the forms section of this Request for Proposals. Complete the form that asks for details of the cost for the services you will provide to the Sheriff’s Office. Please detail the hours that you anticipate each phase (Needs Assessment and Planning as well as Design) will take and the cost for each phase accordingly.

The Sheriff’s Office reserves the right to make such investigation and solicit additional information or submittals as it deems necessary to determine the ability of any Proposer to perform the Scope of Services stated in this Request for Proposals.

SECTION E: SELECTION

E.1 EVALUATION FACTORS

Although not all inclusive, evaluation factors will include:

- Consultation and Planning Services Offered
- Previous Experience and Expertise
- Cost

Value Added Benefits

The Proposer’s ability to manufacture the mobile command unit in accordance with the design that is a product of this Request for Proposals will be considered.

Consideration will be given to the proposal(s) which will overall best meet the needs of the Manatee County Sheriff’s Office as determined from the responses to this Request for Proposals and subsequent investigation by the Sheriff’s Office.

E.2 RELATIVE IMPORTANCE OF EVALUATION FACTORS

No weight has been assigned to the Evaluation Factors stated above.

E.3 PRELIMINARY RANKING

A Selection Committee may determine from the response to this Request for Proposals and subsequent investigation as needed, the Proposers most likely to be selected for award.

E.4 REVIEW OF PROPOSERS AND PROPOSALS

Review shall be conducted with responsible Proposers who may be reasonably perceived as being selected for award. The purpose of the review will be to clarify and/or assure full understanding of and conformance to the solicitation requirements and the abilities of the...
Proposer and the proposal submitted. Firms responding to this Request for Proposal shall be available for presentations and/or interviews upon notification from the Purchasing Office at a time and date determined by the Sheriff’s Office if required.

E.5 SELECTION FOR NEGOTIATION
Each response to this Request for Proposals will be evaluated based on the overall competence conveyed via the proposal. The Proposer whose ability and proposal is determined to be the most advantageous to the Sheriff’s Office shall be recommended to the Sheriff for authorization to negotiate an agreement for the stated Scope of Services. Pricing may be a criterion; however the Sheriff’s Office is under no obligation to select the proposal that demonstrates the lowest pricing when taking into account all evaluation criteria.

E.6 AWARD
Although the Sheriff’s Office reserves the right to negotiate with any vendor(s) to arrive at a final decision and/or to request additional information or clarification on any matter included in the proposal, it also reserves the right to select the most responsive vendor(s) without further discussion, negotiation, or prior notice. The Sheriff’s Office may presume that any proposal is a best and final offer. Award of an agreement is subject to the successful negotiation and final approval by the Sheriff to authorize execution of the agreement.

SECTION F: NEGOTIATION OF THE AGREEMENT

F.1 GENERAL
The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:
1. The proposal will serve as a basis for negotiating an agreement.
2. Upon submission, all proposals become the property of the Sheriff’s Office which has the right to use any or all ideas presented in any proposal submitted in response to this Invitation whether or not the proposal is accepted.
3. All products and papers produced in the course of this engagement become the property of the Sheriff’s Office upon termination or completion of the engagement.

F.2 AGREEMENT
The selected Proposer shall be required to negotiate a formal agreement, in a form acceptable to the Manatee County Sheriff’s Office. The Manatee County Sheriff’s Office will be presented the negotiated agreement as the best and final offer for consideration of award and execution. The Sheriff shall determine if award of the agreement is to be: a) considered; b) rejected with direction for further negotiations; c) rejected with negotiations terminated; or d) accepted.

SECTION G: FORMS
See subsequent pages for forms needed to submit a proposal.
### G.1 PROPOSAL SUBMISSION CHECKLIST

<table>
<thead>
<tr>
<th>Title Page</th>
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<tbody>
<tr>
<td>Completed Checklist (This form)</td>
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<tr>
<td>Provider Profile and Qualifications</td>
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<td>Administrative Forms to Include:</td>
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<tr>
<td>• Proposal Signature Form</td>
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<tr>
<td>• Drug Free Workplace Certification Form</td>
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<tr>
<td>• Public Contracting and Environmental Crimes Certification Form</td>
</tr>
<tr>
<td>References</td>
</tr>
<tr>
<td>Description of Services</td>
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<tr>
<td>Cost Proposal</td>
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</tbody>
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### G.2 PROPOSAL SIGNATURE FORM RFP 2012-18-001-MOBILE COMMAND DESIGN
This is to certify that I (authorized representative) have read and understood the terms, conditions, specifications and other instructions contained in this Request for Information, and further, that the items, materials and/or services rendered do meet minimum specifications set forth in this request.

I further certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or persons submitting a proposal for the same materials, supplies, or equipment and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this request and certify that I am authorized to sign this proposal for the bidder.

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<tr>
<th>Company Name:</th>
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<tr>
<td>Bidding as: (Check one)</td>
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<td>Tax ID Number</td>
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<td>Representative Name:</td>
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<td>Representative Title:</td>
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<td>Authorized Signature:</td>
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</tbody>
</table>
G.3 DRUG FREE WORKPLACE CERTIFICATION FORM

Page 1 of 2. Complete both pages. Form may be completed electronically. Double click to fill in the forms, then save and/or print.

MANATEE COUNTY SHERIFF'S OFFICE

Drug Free Work Place Certification

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Sheriff's Office by:

_________________________ for ______________________________
(print individual’s name and title) (print name of entity submitting sworn statement)

whose business address is: __________________________________________

and (if applicable) its Federal Employer Identification Number (FEIN) is __________________________. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: ______________________

I understand that no person or entity shall be awarded or receive a Manatee County Sheriff's Office contract for public improvements, procurement of goods or services (including professional services) or a Manatee County Sheriff's Office lease, franchise, concession or management agreement, or shall receive a grant of Manatee County Sheriff's Office monies unless such person or entity has submitted a written certification to the Manatee County Sheriff's Office that it will provide a drug free work place by:

(1) providing a written statement to each employee notifying such employee that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined by S893.02(4), Florida Statutes, as the same may be amended from time to time, in the person's or entity's work place is prohibited specifying the actions that will be taken against employees for violation of such prohibition. Such written statement shall inform employees about:

(i) the dangers of drug abuse in the work place;

(ii) the person's or entity's policy of maintaining a drug free environment at all its work places, including but not limited to all locations where employees perform any task relating to any portion of such contract, business transaction or grant;

(iii) any available drug counseling, rehabilitation and employee assistance programs; and

(iv) the penalties that may be imposed upon employees for drug abuse violations.

(2) Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. Such person or entity shall retain the statements signed by its employees. Such person or entity shall also post in a prominent place at all of its work places a written statement of its policy containing the foregoing elements (i) through (iv).

(3) Notifying the employee in the statement required by subsection (1) that as a condition of employment the employee will:

(i) abide by the terms of the statement; and

(ii) notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such a conviction.
DRUG FREE WORKPLACE CERTIFICATION FORM

Page 2 of 2. Complete both pages. Form may be completed electronically.
Double click to fill in the forms, then save and/or print.

(4) Notifying the Manatee County Sheriff’s Office within ten (10) days after receiving notice under subsection (3) from an employee or otherwise receiving actual notice of such conviction.

(5) Imposing appropriate personnel action against such employee up to and including termination; or requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

(6) Making a good faith effort to continue to maintain a drug free work place through implementation of sections (1) through (5) stated above.

I UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE SHERIFF OF MANATEE COUNTY DETERMINES THAT:

(1) Such person or entity has made false certification.

(2) Such person or entity violates such certification by failing to carry out the requirements of sections (1), (2), (3), (4), (5), or (6).

(3) Such a number of employees of such person or entity have been convicted of violations occurring in the work place as to indicate that such person or entity has failed to make a good faith effort to provide a drug free work place.

________________________
(Signature)

STATE OF FLORIDA
COUNTY OF ____________________________

Sworn to and subscribed before me this __________ day of ________________, 20____ by
______________________________

Personally known ____________________________ OR Produced identification ____________________
(Type of identification)

______________________________
Notary Public Signature

My commission expires ____________________________

______________________________
(Print, type or stamp Commissioned name of Notary Public)
G.4   PUBLIC CONTRACTING CERTIFICATION FORM

Page 1 of 2. Complete both pages. Form may be completed electronically. Double click to fill in the forms, then save and/or print.

MANATEE COUNTY SHERIFF'S OFFICE
PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Sheriff's Office by:

_________________________________________  for  ______________________________
(print individual's name and title)  (print name of entity submitting sworn statement)

whose business address is: ________________________________

and (if applicable) its Federal Employer Identification Number (FEIN) is _______________. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: ________________

I understand that no person or entity shall be awarded or receive a Manatee County Sheriff's Office contract for public improvements, procurement of goods or services (including professional services) or a Manatee County Sheriff's Office lease, franchise, concession or management agreement, or shall receive a grant of Manatee County Sheriff's Office monies unless such person or entity has submitted a written certification to the Manatee County Sheriff's Office that it has not:

1. been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity, or

2. been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

3. been convicted of a violation of an environmental law that, in the sole opinion of the Sheriff's Office Purchasing Director reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

4. made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

5. where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.
Any person or entity, who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the Sheriff's Office Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the Manatee County Sheriff's Office.

I UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE SHERIFF OF MANATEE COUNTY DETERMINES THAT SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.

________________________________________
(Signature)

STATE OF FLORIDA
COUNTY OF

Sworn to and subscribed before me this _______ day of _______________, 20___ by

________________________________________

Personally known _______________________________ OR Produced identification ________________________________
(Type of identification)

________________________________________
Notary Public Signature

My commission expires ____________________________

________________________________________
(Print, type or stamp Commissioned name of Notary Public)

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

MCSO FM 09-052
G.5 REFERENCES

This form must be used to list a minimum of **five** responsive references. Contact names and contact phone numbers/emails must be active at your reference location and must be accessible to the Sheriff’s Office. Any contacts that cannot or will not provide a reference may result in rejection of the proposal as non-responsive.

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<th>REFERENCE #1</th>
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</table>
Please submit the cost for services in accordance with the proposal that you submit in response to RFP-2012-18-001-Mobile Command Design.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Steps Required</th>
<th>Hours Required</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Needs Assessment</td>
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<td>Planning</td>
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<tr>
<td>Design</td>
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<tr>
<td>Projected Fabrication Cost</td>
<td>[Please submit a detailed breakdown of the projected cost to purchase the command vehicle in accordance with the design submitted. This can be included immediately after this page in the proposal documents.] <strong>Please include the hours required to complete this requirement of the proposal and the associated cost in the columns to the right.</strong></td>
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**TOTAL COST**