



MONROE COUNTY SHERIFF

100 EAST SECOND STREET, MONROE, MICHIGAN 48161-2163
TELEPHONE: (734) 240-7400 · FAX: (734) 240-7480
EMERGENCY 911

Mobile X-Ray, Ultrasound and Related Services

REQUEST FOR PROPOSALS

Site Location: 100 E. Second Street and 7000 E. Dunbar Road, Monroe, Michigan 48161

Request for Proposals Issued to Vendors: **Tuesday, February 6, 2018**

Proposal Response Due: **March 2, 2018 4:00 p.m. Eastern Standard Time**

Monroe County Sheriff's Office



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February 6, 2018

Dear Mobile X-Ray Service Provider:

The County of Monroe is requesting a proposal from your firm for professional services to provide mobile x-ray and ultra sound service to adult male and female inmates housed at our Main Jail and Inmate Dormitory. At times, services may be required for inmates being detained for ICE and the US Marshal Service. When this occurs, the invoice shall be sent directly to the respective agency. The two site locations are the Monroe County Jail 100 E. Second Street and the Inmate Dormitory 7000 E. Dunbar Road, Monroe, Michigan 48161.

Interested and qualified vendors shall refer to the Request for Proposal documents that includes the scope of services to be provided under a service agreement.

Proposals shall be submitted from each firm on the Proposal Form 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 County.

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 vendors will be required to submit qualifications to perform the required services. The vendor's experience and qualifications to provide the listed services will be evaluated prior to making an award. The County has identified the criteria upon which we will evaluate the qualifications of each firm. To review the criteria, refer to pages 15 through 17 of this document describing the criteria and process.

2. Cost Proposal

Proposals will be accepted for the cost to provide professional mobile x-ray and ultra sound services at Monroe County's Main Jail and Inmate Dormitory as well as any ancillary costs of services.



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It is the intent of the County to award a contract within thirty (30) days of receipt of 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 **Friday, March 2, 2018 at 4:00 P.M. Eastern Standard Time** to Major Troy Goodnough, Monroe County Sheriff's Office, 100 East Second Street, Monroe, Michigan 48161. Your proposal envelope must be sealed and clearly marked "**Mobile X-Ray/Ultrasound Services-Proposal**" so that no error in opening may occur. Alternatively, vendors may submit proposals electronically by the same deadline via e-mail as a separate Microsoft Word or pdf document attachment to troy_goodnough@monroemi.org. Indicate in the subject line of the email cover transmission that a sealed proposal is attached for Mobile X-Ray/Ultrasound Services as noted above.

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 MAIN JAIL AND INMATE DORMITORY MOBILE X-RAY AND ULTRA SERVICES 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 services to be performed. It is included to give the service provider a general overview of the requirements. This statement of services 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 service provider's expertise and knowledge of all details required to provide the noted services.

Project Description: Provide mobile x-ray and ultrasound services to inmates at the Monroe County Jail and Inmate Dormitory within the same day a service was requested or if the order is stat within two (2) hours. Results should be rendered within 30 minutes of review. Invoices shall be sent to the Sheriff's Office unless the patient is an ICE or US Marshal Detainee at which time the invoices shall be sent to the respective agency.

SECTION 2 GENERAL INFORMATION/SUBMITTAL REQUIREMENTS

A. Receiving Office

Sealed proposals will be accepted until **4:00 P.M. Eastern Standard Time on March 2, 2018** by Major Troy Goodnough, Monroe County Sheriff's Office, 100 East Second Street, Monroe, Michigan 48161. Your proposal envelope must be sealed and clearly marked "**Mobile X-Ray and Ultrasound Services-Proposal**" so no error in opening may occur. Alternatively, vendors 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 "**Mobile X-Ray/Ultrasound Services-Proposal**". Facsimile transmissions and late proposals will be rejected and eliminated from consideration.



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B. Return of RFP

In the event any vendor decides not to submit a proposal, the vendor should return the RFP to the Monroe County Sheriff's Office with a cover letter stating their 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 vendor 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. Use the proposal form, provided to submit your response for consideration.

D. Time Period of Evaluation

Selection of the vendor 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, vendors will be notified in writing. Questions concerning the proposal submittal, award and administration of the contract should be directed to:

Major 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



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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.
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 to the lowest responsible qualified bidder. The award will be for all the components of the project listed within this RFP. The County will



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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, experience of the vendor. Preference will be given to local qualified vendors to perform the work.

H. Incurred Vendor Costs

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

I. Qualification

The selected vendor 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 vendor is 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.

J. Other Provisions

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

K. Contract Terms

This agreement shall continue in force for a period of one (1) year. Upon expiration thereof, this agreement will continue in force until either party notifies the other party in writing of its intent to terminate this agreement in which case it shall terminate within ninety (90) days from the date of the notice. Payment will be made by the County to the contractor within thirty (30) days of receipt of invoice. 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 vendor until such time as the work is completed by the vendor or otherwise made acceptable to the County.

L. 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.

M. 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.



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N. 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.

O. 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 vendor to ensure a safe work environment of employees of the County, occupants of the facilities and the employees of the vendor.

P. Prime Vendor Responsibilities

The selected vendor will be required to assume full responsibility for all services offered in his proposal. Further, the County of Monroe will consider the selected vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The vendor shall be responsible for the coordination and supervision of all employees employed in this contract. The vendor shall be required to provide to the Sheriff's Office the names of all employees who will be entering the secured facility under this contract for prior admittance approval.

Q. Insurance

Responsibility for Damage Claims.

The vendor, 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 vendor 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 sub-contractor 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



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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.
- 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 vendor 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.

R. Workmanship

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



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affect the work under this contract. The vendor 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 vendor 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.

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

S. Worksite Protection

The vendor shall be responsible to protect the worksite from any and all damages resulting from his/her work.

T. Freedom of Information Act

Information submitted in vendor 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 vendor's proposal which is company confidential must be clearly identified in the proposal itself.

END OF RFP
Mobile X-Ray, Ultrasound and Related Services



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PROPOSAL FORM

All vendors 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, Mobile X-Ray, Ultrasound and Related Services dated February 9, 2018 for the following sums:

Standard X-Ray

Labor: _____ Dollars (\$) _____)

Material: _____ Dollars (\$) _____)

Total: _____ Dollars (\$) _____)

Ultrasound

Labor: _____ Dollars (\$) _____)

Material: _____ Dollars (\$) _____)

Total: _____ Dollars (\$) _____)

Submitted By: _____ Title: _____

Firm: _____

Address: _____ City: _____ Zip Code: _____

Telephone: _____ Facsimile: _____

E-mail: _____

Date: _____



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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.

QUALIFICATION EVALUATION FORM Evaluation Model

Mobile X-Ray, Ultrasound and Related Services

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"/>



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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 and understanding of the professional services to be provided, and the firm's overall abilities and experience to complete the services as requested:		
a. Prior services of the type and size under consideration	10	_____
2. <u>Mobile X-ray & Ultrasound Experience:</u>		
a. Experience of supervisory personnel working on similar projects	5	_____
b. General experience of firm working for clients on projects of similar size	10	_____
c. Ability to deliver project on time and with budget	5	_____
d. Value and quality of the project proposed to be provided	15	_____
Total Professional Criteria points (45 Maximum)		_____

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

Technical Points for Respective Firm

_____ x 60 = Technical Score

Highest Technical Points Received



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Technical Score of Firm = _____

C. COST CRITERIA

Computing the cost criteria score will be accomplished by use of the following formula:

Lowest Cost of All Proposals

_____ x 40 = Cost Score

Cost of Bid for Respective Firm

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.