

REQUEST FOR BIDS
FOR
2019 OR NEWER VAN CAB CUTAWAY WITH
ENCLOSED UTILITY BODY FOR USE AS
A CRIME SCENE INVESTIGATION VEHICLE
FOR THE
POLICE DEPARTMENT
TOWN OF MONROE, CT

Office of the First Selectman
7 Fan Hill Road
Monroe, CT 06468

Date of Issuance: February 25, 2019

No right shall accrue to any person submitting a bid until such bids have been accepted and contract awarded in writing by the duly authorized representative of the Town of Monroe ("Town"). The Town reserves the right to reject any and all bids and to accept the lowest responsible bidder, and to waive any informalities, omissions, excess verbiage, or technical defects in the Bidding, if, in the opinion of the Town, it would be in their best interest to do so.

Town of Monroe

Request for Bid for 2019 or Newer Van Cab Cutaway With Enclosed Utility Body For Use As A Crime Scene Investigation Vehicle

General

The Town of Monroe, Connecticut (the "Town") is accepting sealed bids from qualified vendors for a 2019 or Newer Cab Cutaway with Enclosed Utility Body for Use as a Crime Scene Investigation Vehicle.

All equipment provided shall be new and unused, and the equipment offered under this bid request shall be of current design and production model at the time bids are received.

The vehicle shall be equipped with all standard equipment typically provided, which meets the minimum specification listed on the Bid Proposal Form. Bidders shall submit with their bid proposal the latest printed specification sheet and advertising literature on the cab/chassis unit and utility body the bidder proposes to furnish.

References to a specific truck or accessory manufacturer or model are intended solely for reference and to describe acceptable standards. Other manufacturer vehicles and equipment may be considered acceptable, if such vehicle or equipment meets the minimum standards described herein.

Technical Specifications

Refer to Bid Proposal Form for minimum requirements. Bidders are required to check on the Bid Proposal Form whether they can meet the listed specifications. Any failure to check an item yes or no may result in the rejection of the bid for being non-responsive. If an alternative item is offered, it must meet or exceed specifications and be sufficiently described on the Bid Proposal Form. Bidders shall include the necessary evidence/justification to support that the alternative item proposed meets or exceeds the minimum specification requirements. The Town shall make the final decision to determine whether the particular item meets or exceeds the minimum requirements.

Technical Service Manuals, Certificates and Software

The Selected Bidder shall furnish the Town with the following publications and data, in accordance with standard commercial practices applicable to the vehicle, including special equipment furnished under this contract. The Town will not accept delivery without the following:

- Parts Manual or CD-Rom for all machinery and equipment furnished;
- Operations, Service and Maintenance Manual or CD-Rom for all machinery and equipment furnished;
- Service Manual or CD-ROM must include testing, adjustment, disassembly and assembly drawings, wiring diagrams, including wiring diagrams and circuit breaker panel layout drawings for AC electric systems;
- All manufacturer-provided software (including diagnostics, testing or calibration software) for all machinery and attachments furnished;
- Completed Certificate of Vehicle Weight as delivered to the Town.

Training

The Selected Bidder shall provide, at no additional cost, a representative from the Selected Bidder familiar with the operation of all supplied equipment. At the time of delivery, the representative shall train and instruct the Town's staff on safe and proper use and operation of the vehicle and equipment provided.

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Minimum Bidder Requirements

Bidders shall be authorized dealers and shall be required to furnish factory-authorized repair services and/or parts for the vehicle proposed. Proof of such authorization may be required.

Repair and Service Facilities:

The Selected Bidder shall maintain a fully equipped repair shop and fully trained shop staff to provide comprehensive services for the maintenance and repair of the equipment furnished under these specifications.

Parts Inventory and Supply Process:

The Selected Bidder shall operate a fully staffed parts and inventory stock operation to provide service listed under these specifications. The Selected Bidder shall maintain a parts inventory and resource system to provide, upon order, comprehensive parts and components, with two (2) business days for stock parts and five (5) business days for non-stock parts.

Warranty

The Bidder shall guarantee and provide a Warranty on the vehicle and equipment as described within these Bid specifications.

General Guarantees and Warranties:

The Selected Bidder shall be required to provide a complete and comprehensive guarantee and warranty on all workmanship, equipment and components furnished under the provisions of these specifications, in accordance with the manufacturers' commercially available warranty periods, but not less than a period of thirty-six (36) months after delivery and acceptance. All Warranty services shall be furnished at no cost to the Town.

Performance of Warranty Repairs and Services:

All specified guarantees and warranties include comprehensive repair or replacement of all parts or equipment by the Selected Bidder which may be defective or inoperable during the warranty period. All warranty services, including towing or equipment transport, shall be furnished in a prompt, safe and efficient manner and shall be furnished at no cost whatsoever to the Town.

Any condition that may develop during the specified warranty or guarantee period, wherein the equipment is held over by the Selected Bidder or his agent(s) in excess of one calendar week, shall constitute an extension of the appropriate warranty and guarantee term equal to the time period lapsing between the initial report to the Selected Bidder and return of the repaired equipment to the Town.

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Delivery

The vehicle and all required equipment shall be delivered no later than 180 calendar days upon receipt of a purchase order.

Delivery shall be F.O.B. destination, with any and all delivery charges paid by the Selected Bidder.

The Selected Bidder shall indicate the time required for delivery of the specified equipment as part of the bid.

Delivery of vehicle and equipment shall be made to the Monroe Police Department, 7 Fan Hill Road, Monroe, CT 06468 during normal business hours (Monday - Friday, 8:30 a.m. - 3:30 p.m.). Communications concerning deliveries may be directed to the Executive Assistant, Office of Chief of Police at (203) 452-2833.

Registration

All documents will be made out to:

Town of Monroe
7 Fan Hill Road
Monroe, CT 06468

Bidders shall provide all necessary registration/title documents, including a transfer of title or certificate of origin, with the vehicle when delivered.

Award

The award of the contract will be made to the responsible/responsive bidder who has complied with the specifications with the lowest bid price, plus any options the Town may select.

The Town reserves the right to require the bidder to supply any additional information it deems necessary to determine the responsible/responsive vendor and further, to waive any minor informalities it deems to be in the Town's best interest.

The Town reserves the right to reject any and all bids not considered to be in the best interest of the Town.

Questions

Questions regarding this BID may be submitted, in writing, and must be received **no later than 4:00 pm on April 01, 2019.** Responses will be provided only to questions directed as follows:

Chief of Police via email at: admin@monroectpolice.com or mail to Office of the Chief of Police, Monroe Police Department, 7 Fan Hill Road, Monroe, CT 06468

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All prospective respondents will receive answers in writing to all questions submitted. Any oral responses shall not be considered as responses from the Town. The Town reserves the right to consolidate similar questions into a single response.

Submission Requirements

Bidders must submit one (1) original, plus (1) printed copy and one (1) electronic copy (CD/DVD or USB drive) in a sealed bid package, which must be directed and delivered to:

Office of the First Selectman
Town of Monroe
7 Fan Hill Road
Monroe, CT 06468

**The following notation must appear in the lower left-hand corner of the package:
"CRIME SCENE INVESTIGATION VEHICLE"**

Submissions must be received **no later than 4:00 p.m. on April 29, 2019** (hereinafter "Response Date") to be considered. Actual receipt is required by that time. Deposit in the mail is not sufficient. No submissions may be accepted or withdrawn after this deadline. The party submitting a response to this Bid shall be solely responsible for timely delivery. There will be no acceptance of late proposals, and the Town of Monroe does not accept any responsibility for a late filing for any person and/or entity responding to this Bid.

Evaluation of Proposals

The Town is not obligated to enter into a contract, nor is it responsible for any costs associated with the preparation of proposals and interviews. Proposals received after the deadline will be disqualified from consideration. The Town reserves the right to pursue or reject any and all proposals, in whole or in part, to give preference to local businesses and to pursue any proposal deemed to be in the best interests of the Town. The Town is not under any obligation to award to the lowest priced response. The Town shall reserve rights to amend or to terminate the RFP at its sole discretion, and at any time.

TERMS AND CONDITIONS

BIDDER REPRESENTATIONS:

By making a proposal, the proposing Bidder represents that:

- a. The Bidder understands the requirements of this RFP and the work for which the proposal is submitted;
- b. The proposal is based upon the services, materials, equipment and systems required by this RFP, without exception or qualification, except as expressly stated in the proposal;
- c. The Bidder is familiar with local conditions under which the services are to be performed and has correlated the Bidder's personal observations with the requirements of this RFP;
- d. The Bidder has not colluded with any other person in regard to any proposal submitted;

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- e. The Bidder is not barred from proposing or performing work in any jurisdiction;
- f. The proposal is made in full conformance with this RFP.

FREEDOM OF INFORMATION:

The Town will not be liable for any costs incurred in the preparation of the response to this Request for Proposal. All proposal submissions and materials shall become the property of the Town and will not be returned. Respondents to this request for proposals are hereby notified that all proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act.

HOLD HARMLESS:

Should a contract be awarded, the Town of Monroe will require the successful Bidder to agree to defend, indemnify and hold harmless the Town of Monroe and their municipal officers, directors, employees and agents for, from and against any claim, loss liability, cost and expense for bodily injury and property damage, including reasonable attorney's fees, court costs and expert witness fees, directly or indirectly relating to, resulting from or arising out of such Contract with them. This indemnification shall not be effective as to any loss attributable exclusively to the negligence or willful act or omission of the Town of Monroe and/or their officers, directors, employees and agents.

INSURANCE:

The selected Bidder is required to furnish a primary Certificate of Insurance from a reputable company satisfactory to the Town, licensed in the State of Connecticut, naming the Town of Monroe as an additional insured by endorsement, including all officials, employees and volunteers, for all coverage as provided in this section. This Certificate must be provided before any work commences and must remain in place for the duration of the project. It is understood that the Contractor shall not change the terms and conditions of such insurance policy, except upon the prior written approval of the Town, which approval shall not be unreasonably withheld, provided that the successful Bidder shall cease all operations on or before the effective date of said cancellation, and he or she shall not commence work again until replacement insurance has been obtained and a Certificate of Insurance delivered to the Office of the First Selectman. Thirty (30) days written notice of cancellation must be given to the Town, and all changes to this insurance shall also be restricted to the requirements/notice procedures as stated above.

Coverage shall be in not less than the following amounts:

Commercial General Liability	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000
Comprehensive Auto Liability		
Including coverage of owned, non owned & rented vehicles	\$1,000,000	\$1,000,000
Worker's Compensation Coverage	As required by law.	
Professional Liability	\$1,000,000 each claim	

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MULTIPLE ENTITIES:

If two or more legal entities are collaborating to submit a proposal, the Town expects that the proposal will be submitted in the name of only one entity, and any contract resulting from such proposal will be between The Town and the proposing legal entity only and include the legal name of the proposing Bidder and any collaborating entities, as well as a description of the relationship between them. If, in order to accept the proposal, the Town would be legally required to enter into a contract with more than one legal entity, please describe the proposed structure in the proposal.

ACKNOWLEDGEMENT:

Proposals must be signed by an authorized representative of the proposing Bidder, identified by name and title, with an acknowledgement to include that the proposal will be valid for a period of not less than one hundred fifty (150) days from the Response Date.

CONTRACT:

Any contract resulting from a proposal submitted in response to this RFP will include terms and conditions stipulated by The Town, including, without limitation, additional Bidder representations and warranties, service level commitments, Bidder insurance requirements, non-exclusivity and Town indemnification. Any contract resulting from the award of this RFP must be approved and authorized by the Town Council.

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BID SUBMISSION CHECKLIST

2019 or Newer Van Cab Cutaway with Enclosed Utility Body For Use as a Crime Scene Investigation Vehicle

Company Name: _____

This bid submission checklist **must** be completed and submitted with bid response to assure compliance with all required documentation.

Bidder's Submission Includes the Following (check each):

	Completed Bid Submission Checklist (this form)
	Completed and signed Bid Proposal Form
	The latest printed specification sheet and advertising literature for the cab/chassis unit and utility body of product offered.
	One (1) original, plus (1) printed copy, and one (1) electronic copy (CD/DVD or USB drive) of the entire Bid Submission Package in sealed envelope and clearly marked with Bidder name and Crime Scene Investigation Vehicle printed on the lower left hand corner of the envelope front.

THIS FORM MUST BE INCLUDED IN BID SUBMITTAL. IF NOT INCLUDED, BIDDER MAY BE DEEMED NON-RESPONSIVE.

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BID PROPOSAL FORM

The undersigned, having carefully examined the appropriate specifications for the Request for Bid for a 2019 or Newer Van Cab Cutaway With Enclosed Utility Body For Use As A Crime Scene Investigation Vehicle, dated February 25, 2019, does hereby agree to furnish and deliver to the Police Department of the Town of Monroe, CT, the following items at the price(s) specified:

Table with 4 columns: QTY, DESCRIPTION, DESCRIPTION OF ITEMS OFFERED (YEAR, MAKE, MODEL), and BASE PRICE. It contains one row for the vehicle and a row for delivery terms.

COMPANY SUBMITTING BID: _____

BUSINESS STREET ADDRESS: _____

CITY/TOWN: _____

MAILING ADDRESS (if different than above): _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

FEDERAL IDENTIFICATION NUMBER: _____

AUTHORIZED OFFICIAL: _____ (Print or Type)

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

**By signing and submitting this bid proposal for consideration by the Town of Monroe, the bidder acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration.

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BID PROPOSAL FORM - Continued

COMPANY SUBMITTING BID: _____

SPECIFICATIONS MINIMUM REQUIREMENTS	Included with Offered Item:		Any NO answer requires an explanation with bid. If an alternate item is offered, describe and attach backup.	
TRUCK CHASSIS (REQUIRED):	YES	NO		
One-ton van chassis - manufacturer's current design				Incl. in base bid
Rear wheel drive, dual wheel rear axle				Incl. in base bid
Exterior body color: white				Incl. in base bid
Wheel base sufficient to accommodate offered utility body for a combined maximum length of 24 feet, maximum width of 10 feet, maximum height of 9.5 feet, including utility body, accessories and optional equipment				Incl. in base bid
V-8 gasoline engine, fuel injected				Incl. in base bid
6 speed automatic transmission with heavy duty transmission cooler				Incl. in base bid
Power locks				Incl. in base bid
Power windows				Incl. in base bid
4 wheel disc brakes with ABS				Incl. in base bid
Manufacturer's factory installed tow package for minimum of 5,000 lb tow capacity				Incl. in base bid
2" tow hitch receiver with hitch rated for vehicle tow capacity				Incl. in base bid
Heavy duty cooling system				Incl. in base bid
Remote starter				Incl. in base bid
Front bucket seats				Incl. in base bid

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Four (4) factory upfitter switches for emergency light/siren package				Incl. in base bid
Heavy duty alternator and battery				Incl. in base bid
Four (4) ignition keys				Incl. in base bid
UTILITY BODY (REQUIRED)				
12' aluminum or fiberglass utility body (Rockport Workport, or Unicell Service II or equal with exterior awning)				Incl. in base bid
Maximum height 9.5 feet, including accessories and optional equipment				Inc. in base bid
Minimum interior head room: 76"				Incl. in base bid
Exterior body color: white				Incl. in base bid
Interior body and all compartments painted white				Incl. in base bid
Interior LED lighting package				Incl. in base bid
Bulkhead with lockable door				Incl. in base bid
Bulkhead-mounted circulation fans (minimum of two (2))				Inc. in base bid
Manually operated roof vents (minimum of two (2))				Incl. in base bid
LED lights in each interior and exterior compartment				Incl. in base bid
Utility body compartments and rear access door fitted with remote locks				Incl. in base bid
Durable no-slip rubber floor mat covering full body floor				Incl. in base bid
Utility body rear swing door (min. 70" high) with window				Incl. in base bid
Two (2) grab handles at utility body rear door				Incl. in base bid
Full width rear step bumper for access to utility body rear door				Incl. in base bid
Modular adjustable parts shelf system on one side of utility body interior				Incl. in base bid
E-track system mounted along both sides of utility body interior (full length) with at least eight (8) attachment straps and eight (8) self-coiling ratchet straps				Incl. in base bid

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AC electric power strip (min. six (6) standard duplex outlets) mounted along interior side of body				Incl. in base bid
Rear air conditioning and heat system(s) and connected to manufacturer prep system and ducted on side to provide heat and cooling when engine is running				Incl. in base bid
UTILITY BODY (OPTIONAL EQUIPMENT):				OPTION BID PRICE:
Folding work bench surface with durable and cleanable surface min. 72" long				
Power roof vent (two min.)				
Exterior adjustable roof-mounted LED work lights on adjustable height posts (four min.)				
Roof mounted catwalk (full length of body) with rear access ladder				
Shoreline power plug and 25' power cord to power body AC system				
Automatic transfer switch between generator and shore power when shore power present				
5000 watt (min.) inverter or gasoline powered portable generator (pull-start and electric start) with power cord to connect to utility body (75 dB max.)				
Police lighting and siren package to include: red/blue LED front grille lights (two req'd) red/blue LED dash lights (two req'd) red/blue LED side lights at each corner (four req'd) red/blue LED rear light (two req'd) 100w siren with speaker mounted behind front grille				
Additional battery with isolator switch				
Auxiliary air-conditioning and heat system for utility body wired to shoreline AC power system				
Exterior compartments accessible from interior of body				
Utility body auxiliary heat and air-conditioning package (indicate if factory installed or aftermarket bolt -on)				
TECHNOLOGY:				

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Connectivity - modem and antenna with Ethernet connections at each operator station				
Cameras and monitors - four exterior perimeter cameras connected to an interior monitor to view scene				
DVR - digital video recorder, 1 TB, 4 channel for recording video. Located by desk or counter area				
Exterior Monitor Mount - quick release mount, including 40" TV with interior storage, located on the curbside under awning. Include an Exterior Connection Panel behind a weatherproof hatch with 12 and 120 volt power, audio, video and CAT 6 connections.				
TRAINING:				
At time of delivery, successful bidder will provide training to Department staff on safe and proper use and operation of the vehicle and equipment provided				Incl. in base bid
TECHNICAL SERVICE MANUALS:				
The successful bidder shall furnish the following documents: Parts manual or CD-Rom for all equipment furnished; Operations, Service and Maintenance Manual or CD-Rom for all equipment furnished; Service manual or CD-Rom must include testing adjustment, disassembly and assembly drawings, wiring diagrams, including wiring diagrams and circuit breaker panel layout drawings for AC electric systems; All manufacturer provided software (including diagnostics, testing, or calibration software) for all attachments furnished; Completed Certificate of Vehicle Weight as delivered.				Incl. in base bid