



LEGAL NOTICE

**REQUEST FOR BID
SEALED BID 13-096**

For

VAN INSERT FOR PRISONER TRANSPORT

For

**ST. CHARLES COUNTY GOVERNMENT
ST. CHARLES, MISSOURI**

St. Charles County is seeking bids for **Van Insert For Prisoner Transport** . The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies. All bid prices submitted must be guaranteed for ninety (90) days.

BID INSTRUCTIONS

One original and one [1] signed copy of the bid must be received in a sealed envelope plainly marked “**13-096 Van Insert for Prisoner Transport**” with the date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to the bid opening.

Bid opening will be on June 20, 2013 at 10:00 am, in Room 523 of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by faxing a request to the St. Charles County Purchasing Department at [636-949-7589](tel:636-949-7589), **no phone calls please**. Include the name and number of the bid and date of the bid opening when requesting the results. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

BID INQUIRIES

Any questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail (preferred), mail or fax to:

Kurt Mandernach, Purchasing Manager
St. Charles County Government
Finance Department
201 North Second Street
St. Charles, Missouri 63301
Fax: (636) 949-7589
kmandernach@sccmo.org

Lt Mike Mckee
Department of Corrections
St. Charles County Government
301 N Second Street
St. Charles, Missouri 63301
Fax (636) 949-7344
mmckee@sccmo.org

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **June 14, 2013**. Any question received after this deadline may not be answered.

Responses to questions/clarifications will be placed on the County's website <http://finance.sccmo.org/finance>. Check this website frequently for updates and any addendum that are issued.

Prohibited Communication

Contact with any representative, other than through the procedure outlined in the section titled "Bid (or Proposal) Inquiries", concerning this request is prohibited. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County.

Any Offeror engaging in such prohibited communications may be disqualified at the sole discretion of St. Charles County.

TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.
- All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.
- All delivery costs or charges must be included in the F.O.B. destination bid price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the bid must sign all bids, in blue ink.
- Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.
- St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as "No Bid" and "Void" and will not be opened.

- The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.
- All bidders must possess the necessary and appropriate business and/or professional licenses in their field.
- Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County, price and other factors considered. When payments are to be made to the County, award will be made to the most advantageous offer.
- County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

Employment of Unauthorized Aliens Prohibited (Missouri Revised Statutes Section 285.530)

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a bid solicitation response.

These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for **one year** from the date of the notarized affidavit.

**** PLEASE NOTE:**

Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division

The online address to enroll in the E-verify program is:

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

Open Records

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

BID SPECIFICATIONS

St Charles County is seeking bids for **one (1) Insert for Prisoner Transport Van for a Chevrolet Express Cargo Van RWD 3500 155" CG33**. This bid spec **does not** include the installation of the insert. Installation will be provided by others.

These specifications cited below are developed around **the Kwik Kit Model KK-120-04**. **Acceptable alternative equipment will be considered** in the bid, provided that minimum specifications are met.

Unless otherwise specified, any manufacturers' names, trade names, brand names, information and/or catalog numbers listed in this specification are descriptive, **not restrictive**. The bidder may offer any product that meets or exceeds the applicable specifications. The bidder must demonstrate comparability, by including appropriate catalog materials, literature, specifications, test data, etc. **The County shall determine in its sole discretion whether a product is acceptable as an equivalent.**

KWIK KIT SPECIFICATIONS - MODEL KK-120-04

GENERAL DESCRIPTION:

It is the intention of this specification to describe a conversion kit capable of installation into a full size cargo van (extended) for use as a Law Enforcement Prisoner Transport vehicle. The insert provides seating for twelve (12) persons and shall have three (3) separate compartments which will allow the loading of prisoners into both the rear and side doors of the van. The kit will be supplied with all Aluminum primary parts and will be capable of transfer into a new vehicle at a later date. Driver side of rear bulkhead, wall and bench assemblies will have accommodations for OEM rear air conditioning heat system. These accommodations will be included regardless if van has OEM rear air conditioning or not. All aluminum parts on bulkheads, walls, ceilings, dividers and benches to have a white powder coat finish.

FRONT BULKHEAD:

The driver compartment will be protected by a 63" wide X 50" high front bulkhead. It will be constructed from .125" thick aluminum sheet metal. The sheet will be formed to provide a framework and will have additional channel welded in for strength. The frame will have pre-punched holes to align with the wall and bench units. The entire assembly will be attached to bench/walls using ¼" hardware. The upper section of bulkhead will include a .187 thick aluminum- 36"w X 30"h emergency exit hatch with two (2) heavy duty slide bolts. The hatch will have a perforated area for viewing that is covered with .250" clear polycarbonate.

REAR BULKHEAD: (DOUBLE REAR DOORS)

The rear OEM doors will be protected by a 63" wide X 50" high bulkhead. It will be constructed from .125" thick aluminum sheet metal. The sheet will be formed to provide a framework and will have

additional channel welded in for strength. The frame will have pre-punched holes to align with the wall and bench units. The entire assembly will be attached to the bench/walls using ¼" hardware.

This bulkhead will have two (2) rear inner security doors measuring 23" wide X 46" high. The doors will be manufactured from .125" thick aluminum sheet metal. The sheet will be formed to provide a 2.125" thick framework and will have additional channel welded in for strength. An exterior door skin will be attached using .187" diameter aluminum rivets. The upper section of door must have a perforated area, which will allow officers to view into the prisoner compartment. Each door includes two (2) heavy duty rotary slam latches. The latches will be activated by a single, flush mounted, paddle handle that includes a key lock and two (2) keys. A secondary, tamperproof access will be provided to override each latch assembly if necessary. The doors will attach to the bulkhead frame using ¼" hardware and a stainless steel continuous hinge.

CENTER DIVIDER:

A 77" long center divider with no perforations will separate the rear of van into two (2) halves. It will be constructed from .187" thick aluminum plate. It must be securely anchored to floor, ceiling and bulkheads.

FORWARD COMPARTMENT: (SIDE ENTRY)

The front compartment will be separated from the two rear compartments by a partition. This separator partition is fabricated the same as the front bulkhead and attaches to both driver and passenger walls of kit. The separator must also include a .187" thick aluminum 36" w X 30" h emergency exit hatch with perforations for viewing and ventilation. The hatch will have two (2) heavy duty slide bolts. (Padlocks to be provided by end user if desired). A single interior partition with door will be mounted to separate the side compartment bench area from the O.E.M. side doors. Framework and door construction will be similar to the rear bulkhead, including dual rotary latches and single paddle handle. The O.E.M. doors will not have to be modified. A two (2) person bench will be mounted at driver side wall. Another two (2) person bench will be mounted against front bulkhead. This will provide an "L" shaped bench in front compartment.

BENCHES:

Benches will be constructed from .125" thick aluminum with rounded front edges and will include a four-inch (4") wide X full length, rubber "non Slip" strip on bench tops. The driver side rear bench will seat four (4) people and will be 13" high X 13" deep X 77" long. The rear passenger side bench will seat four (4) people and will be 13" high X 13" deep X 77" long. The bench for the forward side entry compartment will seat four (4) people and will be 13" high X 13" deep with 36" long X 48" long "L" shape.

WALLS:

The driver side rear wall will be 38" high X 80" long. The passenger side rear wall will be 38" high by 80" long. The forward compartment wall will be 38" high X 40" long. Each is constructed from .125" thick aluminum and will be contoured to closely fit the van's interior and the mating bench, ceiling and bulkheads units.

CEILING:

The ceiling for the rear compartments is 48" wide X 80" long. The front compartment ceiling will be 48" wide X 40" long. The complete ceiling assembly will be a four-piece design with flush, overlapping, bolt together seams for added strength. All are constructed from .125 thick aluminum and have pre-cut holes for dome lights and air conditioning / heat vents. The ceiling assemblies will bolt to mating wall and bulkheads.

FLOORING:

The flooring for the rear compartments will be constructed from .125" thick, bright-dipped aluminum tread plate. The rear compartment flooring will be 36" wide X 80" long. The front compartment flooring will be 36" wide X 40" long. Additional 7 1/2" X 48" tread plate will be provided for space between rear bulkhead and OEM rear doors. The side compartment flooring will have an additional piece to fill in the step well area.

REAR STEP:

A rear step shall be supplied with the kit and will bolt directly to the vehicle frame. It will be 48" wide by 10" deep. The step will be constructed from welded steel angle framework, and will have a perforated non-slip deck surface. Steel parts will have a black polyester powder coat finish.

SIDE SLIDE OUT STEP:

The slide out side step for the side compartment will be 30" wide X 10" deep. The step will be manufactured from welded steel framework with perforated non slip tread surface. It will slide under the van body when not in use. Steel parts will have a black polyester powder coat finish.

DOMES LIGHTS:

The rear compartments will each have two (2) 4" diameter stainless steel dome lights. The forward compartment will also have two (2) 4" diameter stainless steel dome lights. All dome lights will have tamperproof .250" thick, clear polycarbonate guards. On/off rocker switch will be mounted in driver compartment dash area.

GRAB STRAPS AND LABELS:

Heavy-duty nylon webbing straps will be mounted to the lower section of the wall. There will be one (1) strap per seat location. Straps will be positioned so that each prisoner, with handcuffs behind their back, can hold onto the strap. Each strap will be anchored with 1/2" X 1 1/4" round head tamper proof bolts. The bolts will attach to the bench and wall assemblies. Straps to be made by a certified automotive belt manufacturer. In addition, the kit will have four (4) – Yellow labels (4" x 6") with black lettering that read "Hold on to Straps When Vehicle is in Motion". Each Label includes

lettering in English and Spanish. They will also include a picture of two hands holding a Strap. Two (2) more labels will be provided that read "Drive with Extra Caution While Transporting Passengers". These labels are also yellow with black lettering for mounting on dash of vehicle cab.

MISCELLANEOUS:

1. When all components of insert are completed assembled and installed, all seams will be sealed with RTV silicone.
2. An aluminum plate with white powder coat finish will cover the accommodations in the driver side bench, wall and rear bulkhead. This cover will guard the OEM air conditioner / heat evaporator blower system from detainees and will allow for easy access when removed for service.

FINISH:

All aluminum parts will have a super durable White polyester powder coat finish. The profile of the aluminum substraight will have proper pretreatment preparation to withstand a minimum of 1,000 hour salt spray exposure (per ASTM-B117 testing). Written test results must be available upon request.

The following options must be included:

Chevrolet G-Series Kwik-Kit HVAC Option - KK-C-HVAC-1

GENERAL DESCRIPTION:

Connect to the front a/c system to provide rear a/c for 2007-2013 new all white Kwik-Kits. Install time 5 hours.

Kwik-Kit Locking Under-Bench Storage Option – KK-STORAGE

GENERAL DESCRIPTION:

(UNERBENCH STORAGE DOOR ASSEMBLY FOR "THIRD" SIDE COMPARTMENT) A Door frame assembly will fasten into the (vertical) bench face in the side compartment. The door will provide a 10" x 28" opening. Door will hinge down. Includes door frame and hinged door assembly with white powder coat finish, dual tamperproof locks, two (2) keys and gasket seal to minimize water penetration.

Kwik-Kit Rear Flip Down Step – KK-ST-FLIP

GENERAL DESCRIPTION:

Flip Down Step Option for Rear Permanent Mount Step (order with KK-x-ST-RP) will include a spring latch to automatically lock when put into the locked position. Flip down step is 48" wide by 8" deep and hinges overtop of permanent mount step. All steel parts will have a black polyester powder coat finish.

KWIK-KIT OPTION – PT-VIDEO-3

GENERAL DESCRIPTION

Kwik-Kit 3 camera video system. Includes one camera per transport section with lexan plastic covering for openings to prevent tampering or damage.

BID SPECIFICAITONS

Feature	Meets Specification	Exceeds Specification	Does not meet Specifications
Front Bulkhead			
Rear Bulkhead (Double Rear Doors)			
Center Divider			
Forward Compartment (Side Entry)			
Benches			
Walls			
Ceiling			
Flooring			
Rear Step			
Side Slide Out Step			
Dome Lights			
Grab Straps and Labels			
Miscellaneous Item #1 Seam Sealing			
Miscellaneous Item#2 Aluminum Plates with Powder Coat Finish			
Finish			
Option #1 Rear AC System			
Option #2 Locking Under Bench Storage			
Option #3 Rear Flip Down Step			
Option #4 Camera Video System			

Exception Sheet

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: _____

Signature: _____

Title: _____

Company: _____



BID FORM

SB 13-096

Van Insert for Prisoner Transport

(Bidder name)

Submits the following bid for this project:

Total Price for Van Insert for Prisoner Transport \$ _____

All delivery costs or charges must be included in the F.O.B. destination bid price

Authorized signature

Date

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID

Audit Clause for Contracts

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: _____

Business Address: _____

Business Hours: _____

Phone: _____ Fax: _____

Email address: _____

Contact Person: _____

Authorized Signature: _____

(Indicates acceptance of all bid terms and conditions)

Date: _____

American Made:

In accordance with the Domestic Product Procurement Act (hereinafter referred to as the Buy American Act) RSMo 34.350-34.359, the bidder is advised that any goods purchased or leased by any public agency where the purchase, lease or contract involves the expenditure of twenty-five thousand dollars (\$25,000) or more, shall be manufactured or produced in the United States. Section 34.350.2(1) of that Act specifies that the term "public agency" includes all political subdivisions of the State of Missouri, which definition includes counties.

The requirements of the Buy American Act shall not apply if other exceptions to the Buy American mandate in RSMo 34.353 are met.

If the bidder claims there is only one line of the good manufactured or produced in the United States, RSMo 34.353 (2), or that one of the exceptions of RSMo 34.353 (3) applies, the Department Head or Elected Official bears the burden of certification as required prior to the award of a contract.

In accordance with the Buy American Act, the bidder must provide proof of compliance with RSMo 34.353. Therefore the bidder should complete and return Exhibit A, certification regarding proof of compliance, with the bid. This document must be satisfactorily completed prior to an award of a contract.

EXHIBIT A

**ST. CHARLES COUNTY
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)**

The Missouri Domestic Products Procurement Act (34.350-34.359 RSMo) requires that for all bids with a value of \$25,000 or more, the goods or commodities purchased by any public agency (which definition includes all political subdivisions of the State, including counties) or used or supplied in the construction, alteration, repair, or maintenance of any public works must be **manufactured or produced** in the United States. As defined in 34.350 RSMo, United States means the United States of America, the District of Columbia, and all territories and possessions subject to the jurisdiction of the United States. The law also requires that the bidder must provide proof of compliance. **Note: In general, if an import tariff is applied to an item, it does not qualify for the Buy American preference. In addition, Most Favored Nation status does not allow application of the preference.**

Section A – All Products Are Manufactured or Produced In U.S.

If all products bid qualify as domestic products under Missouri law, complete only Section A.

I hereby certify that all products qualify as domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME

If Section A is completed, do not complete Section B.

Section B – Only One Product Line or No Products Are Manufactured or Produced In U.S.

If only one product line or no products are manufactured or produced in the U.S. complete only section B.

I hereby certify that there is only one product line or no product manufactured or produced in the U.S., that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME

Section C – Products May Qualify Because of Qualifying Treaty

If some or all products bid qualify for domestic status because of a trade treaty, etc., then the bidder must identify each product, country and qualifying treaty, etc. below. The bidder must list ALL products which are or may qualify as domestic below. If more space is needed, please copy this form and submit as an attachment.

BID ITEM NUMBER(S)	COUNTRY WHERE MANUFACTURED OR PRODUCED	QUALIFYING TREATY, LAW, AGREEMENT, OR REGULATION

SECTION C

I hereby certify that the specific items listed above are domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.

SIGNATURE

COMPANY NAME

AFFIDAVIT OF WORK AUTHORIZATION

The bidder/contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as
_____ (Position/Title) first being duly sworn on my oath, affirm
_____ (Business Entity Name) is enrolled
and will continue to participate in the E-Verify federal work authorization program with respect to
employees hired after enrollment in the program who are proposed to work in connection with the
services related to contract(s) with the County for the duration of the contract(s), if awarded in
accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____
_____ (Business Entity Name) does not and will not knowingly
employ a person who is an unauthorized alien in connection with the contracted services provided to
the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

E-Mail Address

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date