



## GENESEE COUNTY PURCHASING

A Division of the Genesee County Controller's Office

COUNTY ADMINISTRATION BLDG

1101 BEACH STREET, ROOM 343,

FLINT, MICHIGAN 48502

Phone: (810) 257-3030 Fax (810)257-3380

[www.gc4me.com](http://www.gc4me.com)

September 22, 2017

### **GENESEE COUNTY REQUEST FOR PROPOSALS #17-119**

Sealed proposals will be received until **3:00 p.m. (EDT), Thursday, October 12, 2017**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, MI, 48502 for **TETHER EQUIPMENT AND MONITORING SERVICE**.

This procurement is conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department or at the website [www.gc4me.com](http://www.gc4me.com).

Each offeror is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. The proposal request number and due date for this RFP are:

**DUE DATE: 3:00 p.m. (EDT), Thursday, October 12, 2017**

**PROPOSAL REQUEST NUMBER: #17-119**

*Cindy Carnes*

CINDY CARNES, PURCHASING MANAGER

bid2\2017\17-119

Attachments

**GENESEE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

[www.gc4me.com](http://www.gc4me.com)

## **TABLE OF CONTENTS**

<b>SECTION 1 - INSTRUCTIONS TO PROPOSERS .....</b>	<b>3</b>
<b>SECTION 2 - STANDARD TERMS &amp; CONDITIONS .....</b>	<b>5</b>
<b>SECTION 3 - ADDITIONAL TERMS &amp; CONDITIONS .....</b>	<b>5</b>
<b>SECTION 4 - QUALIFICATIONS OF PROPOSERS.....</b>	<b>6</b>
<b>SECTION 5 - SCOPE OF WORK.....</b>	<b>6</b>
<b>SECTION 6. SUPPLEMENTAL CONDITIONS .....</b>	<b>9</b>
<b>SECTION 7 - INFORMATION REQUIRED FROM PROPOSERS .....</b>	<b>10</b>
<b>SIGNATURE PAGE.....</b>	<b>12</b>
<b>GENESEE COUNTY INSURANCE CHECKLIST .....</b>	<b>13</b>
<b>REFERENCES .....</b>	<b>14</b>

# RFP #17-119 TETHER EQUIPMENT AND MONITORING SERVICE

## SECTION 1 - INSTRUCTIONS TO PROPOSERS

1. Sealed proposals will be received until **3:00 p.m. (EDT), Thursday, October 12, 2017**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, MI, 48502. The Genesee County Purchasing Department hours of operation are 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., closed noon to 1:00 p.m. for lunch, closed holidays and furlough days, check website for closed days. Label the envelope containing the proposal response as described on page 1. **LATE PROPOSALS AND PROPOSALS SENT BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.**
2. **Submit one original, one paper copy and one electronic copy of your proposal.** All proposals become the property of Genesee County. The original must include a signature on the Signature Page of a person authorized to make a binding offer. Additionally the proposal response must consist of one copy in electronic format on a CD, DVD or USB flash drive formatted in Adobe (.pdf), Microsoft Word, and/or Microsoft Excel. Failure to provide the required number of duplicate copies may result in rejection of your proposal. Proposals may not be submitted at the Buy4Michigan or MITN site for this offering.
3. **Buy4Michigan** – an alternate review of proposal request can be done at **Buy4Michigan.com**. Open Market Bid 303718B0012392. Requests for proposal and opportunities to bid on products and services required by Genesee County can be found on the website **www.Buy4Michigan.com**. This website is the official posting site for most State of Michigan solicitation and allows municipalities across Michigan to more effectively notify vendors of RFP and bid opportunities. By making use of this site it increases internal efficiency and lowers costs for member agencies and taxpayers through shared resources.
  - a. You must register at the site to participate in other solicitations. Once registered you will have access to all solicitations throughout the State of Michigan posted at the website.

If you have questions or need assistance registering, please call the Vendor Support Department at 888-734-9749, Monday through Friday, 8:00 a.m. through 8:00 p.m. ET. To register for access to Genesee County bids, please go to <https://www.buy4michigan.com/bso/login.sdo> and click on Register <https://www.buy4michigan.com/bso/external/fidCheck.jsp>.

4. Michigan Inter-governmental Trade Network– an alternate review of the RFP number RFP-CC-17-119 can be done at <http://www.mitn.info/Genesee-County.asp?AgencyID=2340&PageType=open>.
  - a. Genesee County has partnered with BidNet as part of the [Michigan Inter-governmental Trade Network](#) and will post their bid opportunities to this site. As a vendor, you can register with [Michigan Inter-governmental](#)

[Trade Network](https://www.mitn.info/Registration.asp?ID=2340) (use hyperlink or <https://www.mitn.info/Registration.asp?ID=2340>) and be sure that you see all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once Genesee County has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies. If you need help registering, please call [Michigan Inter-governmental Trade Network](#) support department toll free 1-800-835-4603.

5. All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this RFP, shall be made by and through the purchasing contact reference in this solicitation. No contact regarding this solicitation made with other County employees is permitted. Any violation of this condition may result in immediate rejection of proposal.
6. All prospective proposers shall be responsible for routinely checking the Genesee County Purchasing Department website at <http://www.gc4me.com/departments/purchasing> for issued addenda and other relevant information. Genesee County shall not be responsible for the failure of a prospective proposer to obtain addenda and other information issued at any time related to this RFP.
7. The County's Standard Proposed Contract is attached to this RFP. After the award is made to the successful proposer, the County and the successful proposer will negotiate a final contract that substantially conforms to the Standard Proposed Contract. Any exceptions to the terms and conditions of the Standard Proposed Contract and this RFP must be clearly set forth in your proposal and referenced on company letterhead. The County will not entertain negotiations to change any terms and conditions of the Standard Proposed Contract or RFP unless those changes are requested in your proposal.
8. The County of Genesee requires a signed Genesee County Insurance Checklist with each proposal submitted. Insurance required per the specifications governing this work must be provided prior to the contract starting date and kept in full effect and compliance during entire contract period. Failure to comply with these provisions will cause termination of the contract.

The contractor agrees to be responsible for any loss or damage to property or persons due to the performance of services herein contracted and further agrees to protect and defend the County of Genesee against all claims or demands whatsoever, and to hold the County of Genesee harmless from any loss or damage resulting therefrom.

9. Proposal Format: Proposals must be submitted in the format outlined in SECTION 7 - INFORMATION REQUIRED FROM PROPOSERS to be deemed responsive.

## SECTION 2 - STANDARD TERMS & CONDITIONS

1. See Genesee County website, Purchasing Department for Standard Terms and Conditions

## SECTION 3 - ADDITIONAL TERMS & CONDITIONS

1. **Purpose:** Through this RFP, Genesee County (“the County”) is soliciting proposals from qualified firms who can provide Electronic Monitoring Program for delinquent youth ages 12-17 and Electronic Monitoring Program for adult offenders and alcohol tether.
2. **Issuing Office:** This RFP is issued by the Genesee County Purchasing Department on behalf of the Office of Genesee County Sheriff and Genesee County Circuit Court – Family Division. The contact person is Ms. Cindy Carnes, Purchasing Manager, Genesee County, 1101 Beach Street, Room 343, Flint, Michigan 48502, phone: (810)-257-3030, fax: (810) 257-3380 and [ccarnes@co.genesee.mi.us](mailto:ccarnes@co.genesee.mi.us). Email is the preferred method of contact.
3. **Questions & Inquiries:** All questions regarding this RFP shall be submitted in writing and received no later than **Monday, October 2, 2017 by 12:00 p.m. (EDT)**, to the Genesee County Purchasing Department as listed above. E-mail is the preferred method of contact for all inquiries concerning this RFP. No verbal interpretation to any respondent as to the meaning of any requirement stated in this RFP shall be binding on Genesee County. All responses to questions regarding this RFP shall be issued in writing and distributed as an addendum by Genesee County.
4. **Addenda:** Genesee County reserves the right to amend and provide clarification of this RFP prior to the date for proposal submission. In such an event, an addendum will be posted on the Purchasing Department website (<http://www.gc4me.com/Purchasing/currentbids.htm>). Further, all proposers shall acknowledge having seen any and all addendums issued (1, 2, 3, etc.) on the Signature Page.
5. **Responsive Proposals:** To ensure proper consideration, all proposers are encouraged to submit a complete response to this RFP using the format outlined in Section 7, **INFORMATION REQUIRED FROM PROPOSERS**. In addition, at least one of the paper proposals must be signed with an **original signature** of the official authorized to bind the proposer to its provisions.
6. **Validity Period:** Any proposal submitted as a result of this Request for Proposal shall be binding on the proposer for 120 calendar days following the due date.
7. **Disclosure:** All information in an offeror’s proposal is subject to disclosure under the provisions of Public Act N. 442 of 1976 known as the “Freedom of Information Act”. This Act also provides for the complete disclosure of contracts and attachments thereto. In the event that a proposer wishes to designate any portion of their submission as “confidential” or “proprietary,” the proposer must contact the

Purchasing Manager prior to submission of the proposal. All requests regarding disclosure and requests for confidentiality of a proposal response to this RFP shall be submitted in writing and received no later than 12:00 p.m. (EDT), Monday, October 2, 2017, to the Genesee County Purchasing Department as listed above.

8. **Statement of Exceptions:** The proposer shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications set forth in the proposal. Failure to furnish this statement shall mean that the proposer agrees to meet all requirements set forth in this solicitation.
9. **Acceptance of Proposal Content:** It is proposed that, if a contract is entered into as a result of this RFP, the RFP will serve as the basis for the contract. The contents of the proposal of the successful offeror may become contractual obligations if a contract is issued. Failure of the successful offeror to accept these obligations will result in cancellation of contract award.

## **SECTION 4 - QUALIFICATIONS OF PROPOSERS**

In order to qualify for award, a proposer shall have the capability in all respects to perform the work and the integrity and reliability, which will assure good faith performance. This requirement shall include, but is not limited to, the availability of the appropriate financial, material, equipment, facility, personnel, ability, expertise and experience necessary to meet all procurement requirements.

No proposal will be considered from any proposer unless known to be skilled and regularly engaged in work of a character similar to that covered by the solicitation documents.

The following requirements are necessary for consideration of contract award:

- a) A full and complete knowledge of all equipment and monitoring hardware and software.
- b) Minimum of 3 years as a tether contractor.
- c) Operates 24/7 and 365 days/year.
- d) Technological and hardware updates provided as they are released.

If a proposer does not convince Genesee County that it possesses the above minimum qualifications with the proposal submission, Genesee County shall not consider its proposal for award.

## **SECTION 5 - SCOPE OF WORK**

### **Office of Genesee County Sheriff**

Is in need of Electronic Monitoring Program for adult offenders. The anticipated capacity is approximately 150-175 units monthly

- The amount of inmates placed on Tether fluctuates with the Judges but at times reaches over 100. This does not account for inmates placed on work release that would be placed on Tether nor does it account for damaged or lost Tethers.
  - This does not include Alcohol Tether's which would need to have access to as well since there is a Sobriety Court Program through the court. Additionally, if an inmate's charges are alcohol related, some of the Judge's will order inmates placed on Alcohol Tether.
- a) Provide Alcohol Tether with a GPS signal.
  - b) 24/7 Communication capabilities with the OGCS
  - c) Pinpoint location of all tether participants and violators.
    - Communication between the Tether Company and the Sheriff's Office is best done through phone messages and emails.
    - When violations occur or when participants are located that information is to be provided to OGCS as received. Violations must be reported same day as offense. If reports cannot be generated, then a phone message to alert us will be acceptable. Some of that will change depending on type of violation, priority, etc.
  - d) 24/7 assistance with field operations when requested.
  - e) Flawless record keeping of all tether participants and violators.
  - f) Weekly reporting of all tether activities and violations.
    - An example of reporting is to provide all violations once a week before a check in day. Records can be reported to the Tether Unit via email. The reports must be provided in a format that can be digitally stored for current and future review by the Tether Unit.
    - Contractor to provide a list of standard available reports.
  - g) State of the art tether equipment and monitoring ability.
  - h) The ability to problem solve technological failures on all equipment and monitoring.
  - i) The Tether Program is operated out of the Jail. All Tether equipment is to be dropped off at the Visitor Screening Facility located in the Jail, at 1002 S. Saginaw, Flint, MI, 48502. This provides easier access, and helps the Sheriff's Office be more effective in the Tether/Work Release Unit.
    - At times, same day delivery of equipment is necessary
  - j) Assist in receiving lost, damaged, or abandoned equipment, when outside of Genesee County

**Electronic Monitoring Statement of Work  
Genesee County Circuit Court – Family Division, Juvenile Probation Services**

Genesee County Circuit Court – Family Division is in need of Electronic Monitoring Program for delinquent youth ages 12-17. The anticipated capacity is approximately 15 youth per month. The services shall include Cellular RF (Radio Frequency) and GPS (Global Positioning System) equipment and 24/7 monitoring as designated by Court order or Juvenile Probation Services. The Program will enable designated juvenile offenders to be electronically monitored verifying compliance with the terms of court order. Contracted vendor must provide both RF (Radio Frequency Monitoring) and

GPS (Global Positioning System) monitoring equipment. A 24 HR/7Day monitoring center staffed by trained professionals to forward alerts to Juvenile Probation Staff as per the terms of the agency notification agreement.

All services as outlined above will be provided for juvenile offenders at a per diem rate to be billed to Juvenile Probation Services on a monthly basis.

Successful vendor will shelf a sufficient stock of Electronic Monitoring equipment and supplies to provide for immediate installation as directed by court order or Juvenile Probation Services. Stock will be delivered to the Juvenile Probation Services department. Units will be maintained and guaranteed by the provider, and will be updated at no cost, as technology improves performance.

Product Installation without specialized tools.

Dual tamper technology (ability to detect removal of device both cut and non-cut from offender).

Dual monitoring centers in different geographic locations to insure continuous monitoring in event of power outage or natural disaster at one location, is preferred.

Vendor to provide juvenile offender population statistics as designated and requested by Juvenile Probation Services.

#### CERTIFICATION, STANDARDS & SAFETY

All RF and GPS Units installed shall be certified as meeting standards for safety and use, as may be promulgated by any governing body, including any electrical, communications, consumer or other standards, rules or regulations that may apply.

#### INSTALLATION

It shall be the Juvenile Probation Services responsibility to install each RF and GPS System on designated juvenile offenders. The vendor shall provide office hours consistent with the regular business hours of Juvenile Probation Services and have sufficient staff available during these hours to assist in installations immediately upon order.

The vendor shall immediately notify Juvenile Probation Services if it is unable to complete an installation within the established time frame.

The vendor shall provide all parts and equipment necessary for installing an electronic monitoring unit.

The vendor shall assist Juvenile Probation Service officers in trouble shooting a faulty connection and if necessary provide support in the field to rectify connection/monitoring issues.

If any applicable regulatory, industry, or manufacturer standards are changed, resulting in improvements or updating of equipment, Juvenile Probation Services shall be notified



and each on-line juvenile offender shall immediately be provided with said new equipment.

#### **MAINTENANCE OF EQUIPMENT & SERVICE**

Vendor shall maintain all installed RF and GPS equipment in proper working order. The vendor shall make provision to insure that each installed RF and GPS unit is operating properly at least once every 24 hours.

The vendor shall immediately notify Juvenile Probation Services of any RF and GPS unit that is not operating properly. Malfunctioning equipment shall be repaired or replaced within 24 hours of notification or identification.

Vendor shall maintain a 24-hour Monitoring Center staffed with trained response operators. The Monitoring Center shall perform the activities that follow:

1. The Monitoring Center will immediately notify Juvenile Probation Services of all alerts following pre-established protocols, email, phone, and text communication is preferable. Violations should be reported the same day as the offense. Weekly reporting of all tether activities and violations is required. Record keeping of all tether participants and violations is expected.
2. The Monitoring Center will be capable of receiving and notifying Juvenile Probation Services of multiple alert signals simultaneously.
3. The Monitoring Center terminal operator will continuously monitor the status of the alert until they receive notification from Juvenile Probation Services that alert has been resolved and cleared.
4. The Monitoring Center will verify resolution of the alert status, document the incident for future reference, and notify Juvenile Probation Services of the incident via email and fax within 24 hours or the next business day.
5. Lost and Damaged: The provider is responsible for retrieving lost, damaged, abandoned equipment. Provider will pay for the cost associated with replacing lost, stolen, or damaged units.

### **SECTION 6. SUPPLEMENTAL CONDITIONS**

1. Security: (this section only required if contractor work on site)  
The Contractor will be required:

- To have criminal records check for each individual who will be on site during the project. This would be done by the Genesee County Sheriff. The court has LEIN terminal access in the courthouse.
- All owners, supervisors and employees who are on site should display a photo ID issued from their company/employer at all times.
- Use a security access card to access reserved parking lot and facility entrance. Access cards will be issued during the project to permit facility entrance and building navigation. The access cards will be restricted to those areas necessary for the project, to the extent possible.

- To obtain keys, if necessary, will be limited to the least number of contractors, supervisors or other lead personnel on site with a “sign upon receipt and return” basis.
- To access the building based upon an agreed schedule.
- To provide for the appropriate supervision level at all times. This may be delegated to a supervisor or lead person on site. Genesee County Building and Grounds will be the contact for county issues. Building and Grounds will have the 1st shift weekend building and grounds staff cell phone number made available as a contact. The Building and Grounds director will also provide his cell phone for questions.

## **SECTION 7 - INFORMATION REQUIRED FROM PROPOSERS (PROPOSAL FORMAT)**

In order to be deemed responsive, proposals must be submitted in the format outlined below:

1. Proposer’s Organization information
2. Detailed information about the monitoring equipment RF (Radio Frequency Monitoring) and GPS (Global Positioning System) including certification, standards & safety.
3. Describe monitoring service provided.
4. What is your Quality Control/Quality Assurance Program, provide a list of standard reports available.
5. Information on delivery of the equipment and how the equipment is installed.
6. Explain the service provided including maintenance and replacement of the equipment
7. Additional form to complete and submit:
  - a. Signed Signature Page – completed
  - b. Executed Insurance Checklist
  - c. References page- completed

### **Cost Proposals**

1. Cost:
  - a. per diem rate to be billed to Juvenile Probation Services on a monthly basis
  - b. per diem rate billed to Office of Genesee County Sheriff, billed monthly
2. Most Recent Financial Audit or audited Financial Statements

## **COST PROPOSAL**

<u>Division</u>	<u>Per Diem</u>
Juvenile Probation	\$ _____
OGCS	\$ _____

COMPANY NAME \_\_\_\_\_

The contract shall be awarded to the responsible proposer whose proposal is determined to be most advantageous to Genesee County based on the evaluation criteria set forth below (listed in order of importance):

1. Quality and features of the product provided,
2. Scope of services provided including monitoring and reporting
3. Cost of services provided

**SIGNATURE PAGE**  
**GENESEE COUNTY RFP #17-119**  
**TETHER EQUIPMENT AND MONITORING SERVICE**

The undersigned represents that he or she:

1. is duly authorized to make binding offers on behalf of the company,
2. has read and understands all information, terms, and conditions in the RFP,
3. has not engaged in any collusive actions with any other potential proposers for this RFP,
4. hereby offers to enter into a binding contract with Genesee County for the products and services herein offered, if selected by Genesee County within 120 days from proposal due date,
5. certify that it, its principals, and its key employees are not "Iran linked businesses," as that term is described in the Iran Economic Sanctions Act, P.A. 2012, No. 517, codified as MCL 129.311, et seq.
6. acknowledges the following addenda \_\_\_\_\_ issued as part of the RFP:

**Conflict of Interest:**

\_\_\_\_ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other County contracts, or property interest for this proposal.

OR

\_\_\_\_ The undersigned firm by attachment to this form, submits information which may be a potential conflict of interest due to other County contracts, or property interest for this Proposal.

**Exceptions** to Solicitation and/or Standard Contract: NO \_\_\_\_\_ YES \_\_\_\_\_ (include attached statement)

Name (typed): \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Federal Employee Identification Number (FEIN): \_\_\_\_\_

DUNS Number: \_\_\_\_\_

Date: \_\_\_\_\_

**Contact Person of company representative for matters regarding this RFP**

\_\_\_\_\_  
CONTACT NAME POSITION

\_\_\_\_\_  
E-MAIL

\_\_\_\_\_  
MAILING ADDRESS CITY STATE ZIP CODE

\_\_\_\_\_  
PHONE FAX



## REFERENCES

List 3 references of similar projects

Submitted by: \_\_\_\_\_

---

1. Company	Phone Number
Contact Name and Position	E-mail Address
Address	
Type of Work/ Project	\$ Dollar Amount of the Project
Project Description	

---

2. Company	Phone Number
Contact Name and Position	E-mail Address
Address	
Type of Work/ Project	\$ Dollar Amount of the Project
Project Description	

---

3. Company	Phone Number
Contact Name and Position	E-mail Address
Address	
Type of Work/ Project	\$ Dollar Amount of the Project
Project Description	