

**COUNTY OF TANEY,
MISSOURI**



REQUEST FOR PROPOSAL

For

JAIL SHOWERS IMPROVEMENTS

Taney County, Missouri

RFP# 201201-162 Jail Showers Improvements

Release Date:

January 14, 2012

Submittal Deadline:

February 16, 2012

Not later than 9:00 AM, Central Time

Taney County Purchasing
132 David Street
P.O. Box 1630
Forsyth, Missouri 65653

Ron Erickson, Director of Purchasing
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

**RFP# 201201-162 Jail Showers Improvements
Taney County, Missouri**

INSTRUCTIONS AND GENERAL CONDITIONS

- 1) **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the proposal closing date and time indicated herein for furnishing the County with goods, and or, services as detailed in the following request for proposal.

- 2) **Proposal Closing:** All Proposals / Bids shall be **delivered before** 9:00 AM, Central Time, Thursday February 16, 2012 to:

Taney County Purchasing Department
Ron Erickson, Director of Purchasing
132 David Street / PO Box 1630
Forsyth, Missouri 65653

- 3) The County will not accept any Proposals / Bids received after 9:00 AM and will consider such late bids as **NON-RESPONSIVE**. They will either be filed, returned, or discarded.
- 4) Proposals / Bids will be opened publicly at 9:00 AM on February 16, 2012 and read aloud. All proposal/bid responses will be considered public information and following contract execution or rejection of all proposals, all responses will become a part of public record and will be released to any person or firm that requests it.
- 5) Proposals / Bids may be withdrawn on written request from the Offeror at the address shown in this RFP prior to the time of acceptance of the Bid.
- 6) Proposals / Bids **must** be submitted in a sealed envelope identified with the bid number and date of closing. List the bid number on the outside of the box or envelope and note "Response to Request for Bid enclosed".
- 7) If you do not want to submit a bid, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted bids will be accepted.
- 8) If you have obtained this Proposal / Bid request document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.
- 9) This County is not responsible for any expenses which proposers may incur in estimating, inspecting, nor preparing and submitting bids called for in this Request for Proposal.
- 10) The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)
- 11) All Proposals / Bids submitted shall be binding, and remain firm for ninety (90) calendar days following the opening. Pricing / Costs submitted within this response **MUST BE HONORED** within that set timeframe, **NO EXCEPTIONS**. Offerors should NOT respond unless certain on this point.
- 12) The Taney County Commission reserves the right to reject any or all bids, when such rejection is in the best interest of the County.
- 13) Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.

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INTRODUCTION AND GENERAL INFORMATION

Introduction:

- 1) This document constitutes a request for sealed bids for **Jail Showers Improvements** as set forth herein.

- 2) Organization – This document, referred to as Request for Proposal (RFP), is divided into the following parts:
 - Instructions and General Conditions
 - Instructions and General Information
 - Scope of Services: Background & Specifications
 - Cost / Bid

Guidelines for Written Questions:

- 1) All questions regarding this Request for Proposal shall be submitted in writing, **prior to the bid opening** and no later than **9:00 AM., on February 9, 2012**. All questions must be mailed, faxed or emailed to; **Ron Erickson, Director of Purchasing**. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Bid packet by the County by posting the addendum on the County Web site at www.taneycounty.org (select Current Bid Notices).

- 2) In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Taney County Purchasing Department.

- 3) **Timeline:** The County anticipates a contract award following the evaluation of the bid responses within **45 days from the RFP opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate.

- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's bid file becomes part of public record at the time of contract execution or when all bids are rejected.

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SCOPE OF SERVICES

Background Information:

The Taney County Commission will be accepting and reviewing all responses to this RFP in an effort to complete a remodel project of the Taney County Jail shower facilities correcting specific problems as detailed within the following specifications sheet and attachment. This project will present certain security challenges that all potential Bidders need to be aware of as well as below requirements – but not limited to:

- 1.) There are 28 showers which cannot all be worked on at the same time due to inmate population.
- 2.) All contractors/workers will be required to pass a criminal history check as well as final approval by the Sheriff or his designee.
- 3.) No construction equipment, supplies, or tools are to be left unattended on the work site from one day to the next nor during breaks such as lunch, phone calls, etc.
- 4.) Expect delays while limited Sheriff's Office Personnel move inmates from one location to another in order to accommodate the construction, as well as waiting for escorts in/out of the work area.
- 5.) Interested parties may contact **Joan Hand, with Hand Architecture, at 417-767-4452** to ask specific technical questions pertaining to this project as she has completed an inspection resulting in a report with detailed recommendations all of which is attached here in the form of "Specifications". (We are not considering pre-bid inspections by Vendors due to the security factors. Hopefully the attached drawings with specifications will be enough for Vendors to Bid on.)

Specifications:

There are 28 showers with three different stall configurations.

1. Ground-level cellblock shower stalls: This shower stall is 3'-0" wide and 6'-0" long, enclosed by concrete block walls on three sides. The fourth side is open. The Wall Shower is installed on the back wall opposite from the open end. The floor and walls are coated with a slip-resistant epoxy. The floor just outside the shower stall is polished concrete. When the water is turned on, it splashes beyond the shower enclosure onto the polished concrete, creating a slip hazard. The shower is ADA compliant, without a curb, to facilitate wheelchair access. It was noted that the showerhead was missing the nozzle, which exacerbated the problem. See attached photos labeled a: Level Cellblock Shower, B: Level 1 Cellblock Shower, and C: Level Cellblock Shower.

2. Second-level cellblock shower stalls: This stall is also 3'-0" wide by 6'-0" long, enclosed on three sides by concrete block walls. The walls and floor of this enclosure are coated with slip-resistant epoxy. The Wall Shower is located on the right-hand wall and throws water toward the left-hand wall. This stall is not ADA compliant and has a raised shower pan that is approximately 3'-0" x 3'-0" at the back of the stall. When the water is turned on it splashes outside of the shower pan where there is no drain. Water flows out from the stall onto the polished concrete balcony floor. See attached photos labeled a: Level 2 Cellblock Shower, B: Level 2 Cellblock Shower, and C: Level 2 Cellblock Shower

3. The third shower is located in a private room adjacent to the intake desk. There are two doors to this room. One opens into the shower from the intake area, the second from the corridor leading to the rest of the facility. The entire floor and walls are epoxy-coated. Water drains beyond the shower and into the corridor. Some effort has been made to slope the epoxy to prevent water from flowing beyond the shower, but this fix hasn't been successful. See attached photos labeled a: Intake Shower, and B: Intake Shower.

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Recommendations:

Re-install the nozzle (Acorn Engineering replacement part #1241-001-001) on any showerhead with the nozzle missing. A special tool (part #0356-000-001) and gasket (part #0421-019-000) will be required. Next, manually adjust the spray patterns using an Allen wrench inserted through the nozzle. If after these maintenance steps are taken and problems continue take the following additional steps to correct.

Ground-level cellblock shower stalls:

The standard Acorn Shower Head has a nozzle with a 33-degree angle. Acorn also makes a Space Saver Shower Head, Part #1244-010-002, which has a 17.5-degree angle and will spray more vertically. The spray pattern can then be adjusted by inserting an Allen wrench into the nozzle. Use this showerhead on one of the ground floor cellblock showers. If it solves the problem, install this showerhead on all the ground floor cellblock showers. If the splash is still excessive, a more extensive fix will be required. See the attached drawing A1: Level-1 Cellblock Shower.

Second-level cellblock shower stalls:

The Space Saver Shower Head will probably not be an adequate solution for this configuration see the attached drawing A2: Level-2 Cellblock Shower.

Intake Shower Room:

Also here, the Space Saver Shower Head will probably not solve the problem. See the attached drawing A3: Intake Shower.

(SEE PHOTOS & DIAGRAMS AVAILABLE IN SEPARATE ATTACHMENT)

**COST / BID
RFP #201201-162**

***Please make sure that cost includes Prevailing Wage**

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

*TOTAL COST TO THE COUNTY:	
Business Name:	
Address:	
Telephone Numbers:	
Date (Today):	
*Email Address:	
Fax:	
*Authorized Signature:	
Printed Name / Title:	

* TOTAL COST is the amount we will apply on a P.O. It must include: Shipping, packing, handling, whatever other miscellaneous fees there may be. If there are any questions concerning this requirement call our Purchasing Director for clarification. An authorized signature is **mandatory**, lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address, not website, in order to receive results. We do not use USPS for direct results notification *only* email. In addition final results will later be posted on our website at taneycounty.org.

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“NO BID RESPONSE FORM”

NOTE: Complete and return this form only if you do not want to submit a bid. If you do not wish to respond to this RFP, please fill this form out and return it to the Purchasing Department by mail or fax.

Thank you...

RFP #201201-162

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not bidding:	

See following pages for Terms & Conditions and other helpful information which apply appropriately as needed specifically to items or services required within this Bid / Proposal. Also remember to view the separate attachment which offers photos and diagrams pertaining to this proposed project.

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STANDARD TERMS AND CONDITIONS

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Taney County Department identified in the Request for Bid and/or Proposal.
2. The Taney County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Taney County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and **sign the bid**.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Taney will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from **future** bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. No bid transmitted by fax machine or e-mail will be accepted.
12. The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. (Cooperative Purchase.)
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.

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MISCELLANEOUS BIDDING PROCESS INFORMATION

The Purchasing Department is responsible for the bid opening at the time and place noted in the request. If a Vendor is interested in a copy of the bid tabulation, they must include a direct email address, not website, in order to receive results quickly. We will no longer use USPS for results notification. Obviously sealed Bids cannot be emailed so they must either be delivered by hand or USPS.

A formal invitation for bid is utilized when the total purchase exceeds \$4,500. The County also uses this method when the life of a term and supply contract is valued more than \$4,500. The Bid Package will contain well-defined standard technical specifications for the nature of the service or product requested. A formal closing date and time is specified. The Bidder must comply with this requirement in order to be considered for award. All Formal Invitations for Bid are handled by the Taney County Purchasing Department. Technical specifications are the responsibility of the specific requesting department.

Bid Response Tips:

1. Read ALL bid documents immediately upon receipt. Note any special dates or requirements.
2. Contact the Purchasing Department with any questions relating to the Bid a **MINIMUM OF 7 DAYS PRIOR TO THE BID OPENING.** (Email works faster than calling and is more efficient.)
3. Use ink to fill in all blanks clearly.
4. Remember to make the required number of copies. (When asked for.)
5. Turn your bid in as soon as possible. The deadline dates and times are strictly adhered to. The County cannot accept any late bids. In the event of only one bid response, the County may reject the entire bid and re-let it hoping for more participation.
6. Attend pre-bid conferences, if any.
7. Pay close attention to the terms *must, shall, should* or *may*.
8. Include an updated **W-9** form completed with your company information and signature.
9. Include, if applicable, a current level of prevailing wage considerations within your Bid.
10. Remember to sign the Bid Proposal sheet as this is mandatory.

There are several steps, requirements, and legalities which must be followed when engaging in an effort to respond to any certain Bid or Proposal Request, here I hope I have served to assist any/all participants to make sure everyone has a fair and pleasant experience with my County. Please keep in mind that it is entirely possible that this sheet, along with all of the other information as detailed within this Bid, may NOT include everything to cover every possible situation, but by these efforts we have given it our best shot. Please let me know if I can help. Thank you for your interest in Taney County Missouri.

Sincerely,



RON ERICKSON
Director of Purchasing
Taney County Missouri
rone.co.taney.mo.us
www.taneycounty.org
417-294-7863 (Cell)



A: Intake Shower



B: Intake Shower



A: Level 2 Cellblock Shower



B: Level 2 Cellblock Shower





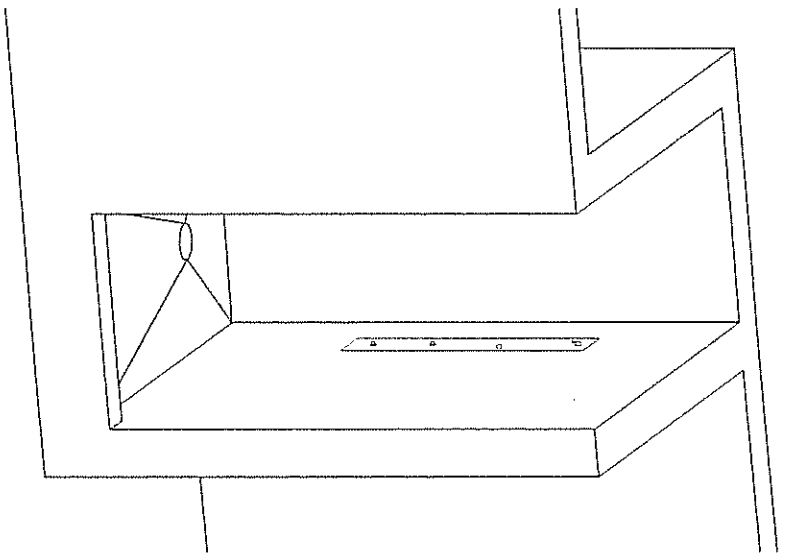
C: Level 1 Cellblock Shower



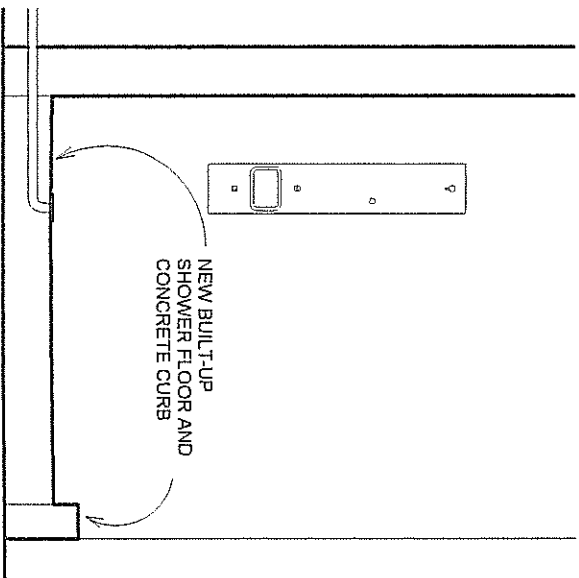
A: Level 1 Cellblock Shower



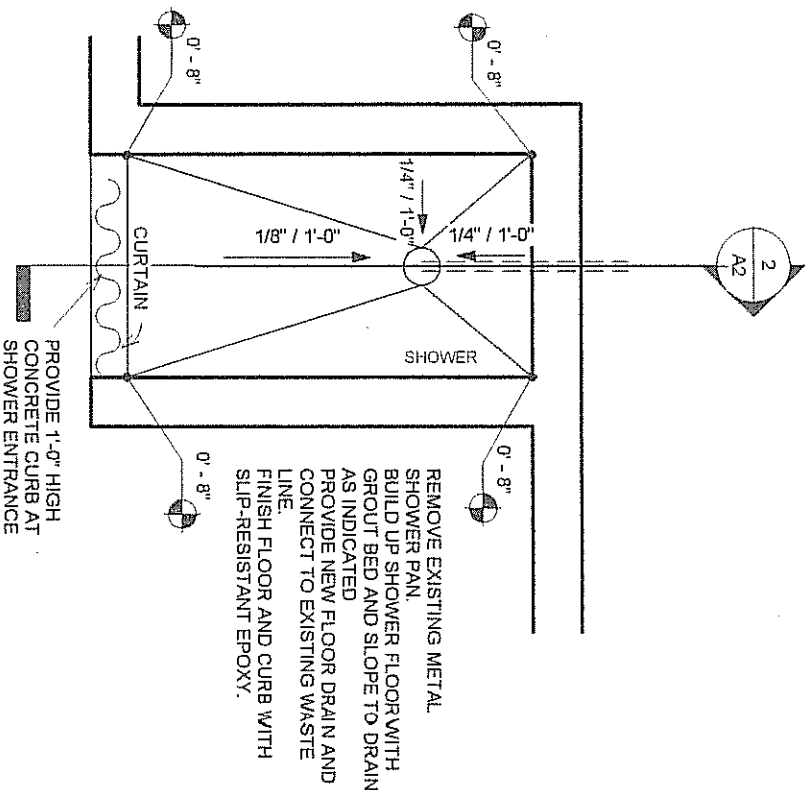
B: Level 1 Cellblock Shower



3 PERSPECTIVE - Level-2 Cellblock Shower



2 SECTION THROUGH SHOWER PAN
1/2" = 1'-0"



1 PLAN - Level 2 Cellblock Shower
1/2" = 1'-0"

HAND ARCHITECTURE

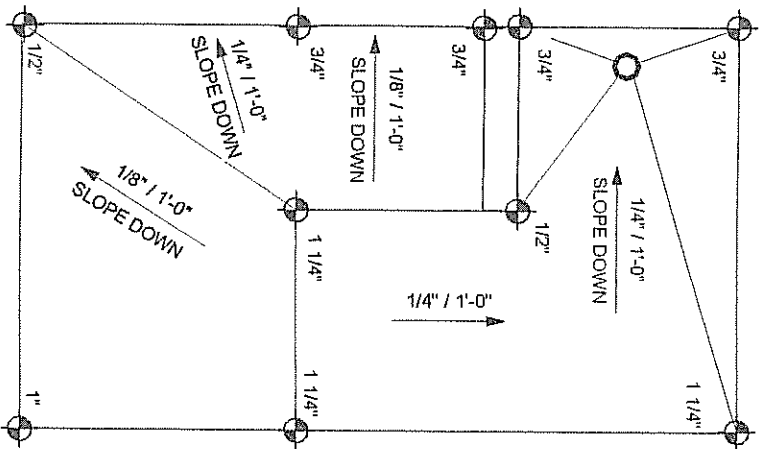
JOAN HAND, ARCHITECT
P.O. BOX 103
TURNERS, MISSOURI 65765
Tel & Fax: 417-767-4452
E-Mail: joan.of.arch@hotmail.com

**Taney County Jail
Shower Remodel**

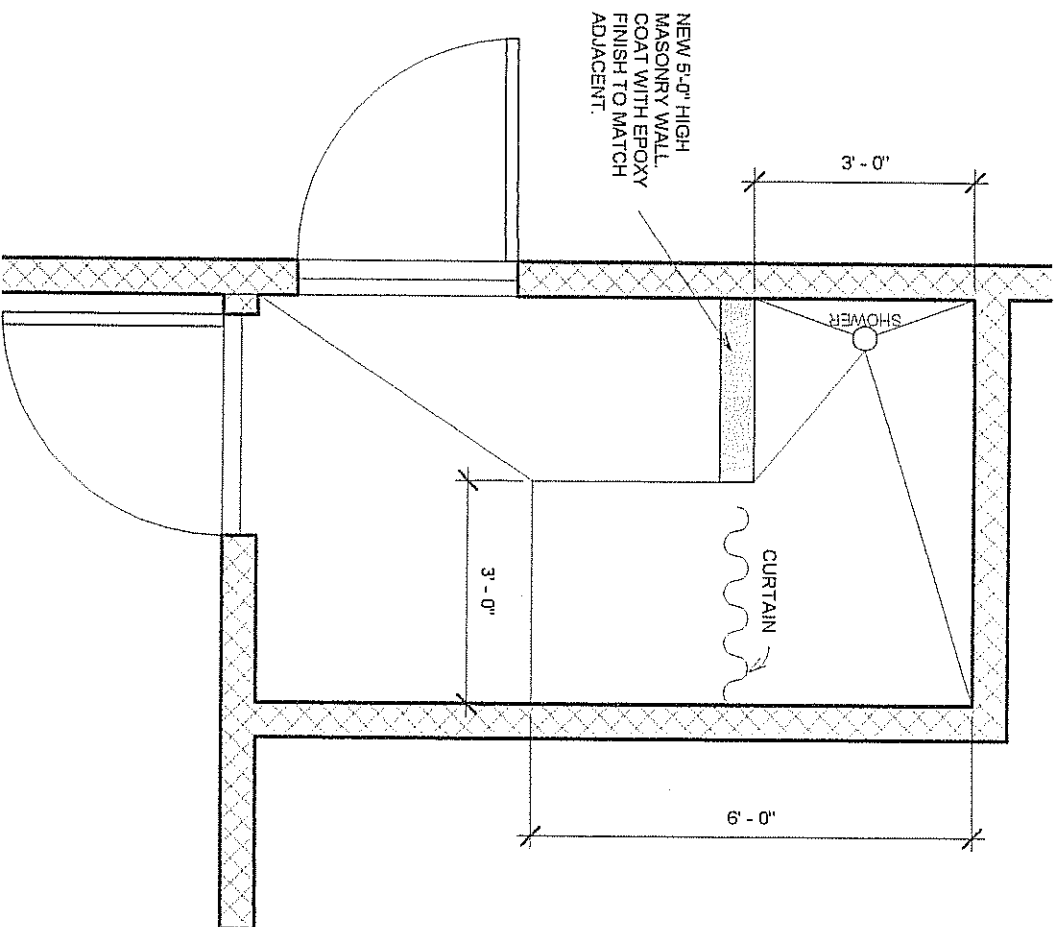
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WITHOUT PRIOR WRITTEN PERMISSION FROM
JOAN HAND.

LEVEL-2 CELLBLOCK SHOWER

Project number	Project Number	A2
Date	Issue Date	
File Name	Checker	Scale 1/2" = 1'-0"



2 NEW FLOOR SLOPES
1/2" = 1'-0"



1 PLAN - Intake Shower
1/2" = 1'-0"

Taney County Jail Shower Remodel

HAND ARCHITECTURE
 JOAN HAND, ARCHITECT
 P.O. BOX 103
 TURNERS, MISSOURI 65765
 Tel & Fax: 417-767-4452
 E-Mail: joan.of.arch@handmail.com

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INTAKE SHOWER

Project number	Project Number
Date	Issue Date
File Name	Checker

A3

Scale 1/2" = 1'-0"