

**COUNTY OF TANEY,  
MISSOURI**



**REQUEST FOR BID**

**For**

**INMATE TRANSPORTATION SERVICES**

**Taney County, Missouri**

**RFB# 201203-170 Inmate Transportation Services**

**Release Date:**

March 14, 2012

**Submittal Deadline:**

March 22, 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](mailto:rone@co.taney.mo.us)

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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 March 22, 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 March 22, 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5) Proposals / Bids may be withdrawn on written request from the Offeror at the address shown in this RFB prior to the time of acceptance of the Bid.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 **Inmate Transportation Services** as set forth herein.
  
- 2) Organization – This document, referred to as a Request for Bid (RFB), is divided into the following parts:
  - Instructions and General Conditions
  - Instructions and General Information
  - Scope of Services
  - Cost / Bid

**Guidelines for Written Questions:**

- 1) All questions regarding this Request for Bid shall be submitted in writing, **prior to the bid opening** and no later than **9:00 AM., on March 20, 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](http://www.taneycounty.org) (select Current Bid Notices).
  
- 2) In the event that it becomes necessary to revise any part of this RFB, written addenda will be issued. Any addendum to this RFB 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 **15 days from the RFB 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**

The Taney County Commission will be accepting and reviewing all responses to this RFB in an effort to contract for **Inmate Transportation Services** for Taney County for the **next three years**.

In order for bids to receive consideration, the following specifications / services must be adhered to:

- **MUST** transport prisoners at all security levels from coast to coast by ground or via aircraft.
- **MUST** provide as short of a turnaround time as possible.
- **MUST** arrive on time and deliver on time.
- **MUST** have in place an operation ground transportation system that operates seven (7) days per week, three hundred sixty-five (365) days per year, twenty-four (24) hours per day.
- **MUST** provide at least two (2) agents to each vehicle transporting inmates.
- **MUST** be equipped with GPS, and navigation with home base networking.
- **MUST** ensure vehicles are serviced weekly at a local certified dealership.
- **MUST** provide service records upon request.
- **MUST** be able to - in the event of a mechanical breakdown dispatch another vehicle from home to swap out or have it repaired by a reputable dealership in the area.
- **MUST** not use subcontractors or partners.
- **MUST** ensure that while in its custody, the prisoner will be secured with the appropriate restraining devices.
- **MUST** employ restraining devices immediately upon accepting custody of the prisoner and remove only after receiving agency has applied similar restraints or placed the inmate in a secure location.
- **MUST** strip search inmates then place in jumpsuits, leg restraints, and belly chains with handcuffs for transport.
- **MUST** ensure transport documentation includes: Interstate Sheet, Property Sheet, Waiver, ID Paper Work, Governors Warrant, and Picture and Medical Clearance Report received at pick up site.
- **MUST** provide each prisoner 3 meals a day, restroom breaks as needed and medical treatment when noted on transport sheet.
- **MUST** ensure transport vehicles are outfitted with female cage to keep separate from male inmates, as well as providing female personal hygiene products for all female inmates if needed.
- **MUST** ensure that in emergencies, inclement weather, mechanical failure or any other situation causing a delay, service agrees to provide food and lodging for the inmates.
- When necessary lodging of the inmate will be at an appropriate local law enforcement detention facility.
- **MUST** do their best to meet the needs of each prisoner.
- **MUST** give meds as directed and prescribed on their medical form.
- **MUST** keep male and female prisoners separated.
- **MUST** do their best to accommodate whatever special needs that may/might come up.
- **MUST** be fully insured and licensed.
- **MUST** respond with contract and non-contract pricing.
- No additional fuel surcharges.
- No additional medical forms.
- Should be specialized in coast to coast transports including all courts, releases, and IAD's
- **MUST provide one flat fee for male & female inmates. / Per MILE RATE.**

For any **TECHNICAL QUESTIONS** specific to this **RFB** contact:

**Sheriff Jimmie Russell at 417-546-7250, or one of his designees.**

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**COST / BID**

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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.

<b>*TOTAL COST TO THE COUNTY:</b>		<b>(Per Mile)</b>
Business Name:		
Address:		
Telephone Numbers:		
Date (Today):		
<b>*Email Address:</b>		
Fax:		
<b>*Authorized Signature:</b>		
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.

**"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 RFB, please fill this form out and return it to the Purchasing Department by mail or fax.

*Thank you...*

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

See following page for Terms & Conditions which will/may apply appropriately as needed specifically to items or services required within this Bid / Proposal.

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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.