

CASS COUNTY SHERIFFS'S OFFICE
CASSOPOLIS, MI



REQUEST FOR PROPOSAL

Cass County, Michigan invites qualified vendors to submit proposals for the purchase and installation of replacement safety glazing and window frame modifications to the Cass County Jail. The scope of the project is for the existing windows at the Cass County Jail identified in the RFP as safety glazed openings. The existing standard windows at the Jail and attached Sheriff's Office are not included in this RFP.

A. General Specifications

The purpose of this RFP is to seek the highest quality, most expeditious, and most cost-effective safety glazing and window upgrade solutions for the Jail. Cass County will be the sole determinant. The existing safety glazed windows have failed and require replacement. The failure exists in the existing glazing which have suffered delamination of the glazing layers. The proposed solution is replacement of the glazing with thermally insulated glazing as identified in the specification.

B. Proposal Submission

To be considered, four (4) copies of the completed proposal must be received no later than Wednesday June 30, 2021 at 4:00pm. Proposals can be mailed or delivered in person. Proposals should be addressed to:

County Administration Office
Cass County
120 North Broadway, Suite 200
Cassopolis, MI 49031
Attn: Dave Dickey

Submitters should mark the lower left corner of their submittal envelope with:
RFP Jail Windows

Submitted proposals become the property of Cass County and will not be returned.

C. Late Proposals

Any proposal received by Cass County after the time specified above will not be considered.

D. Withdrawal of Proposal

Proposals may be withdrawn by written notice received at any time prior to their OPENING. Proposals may be withdrawn in person, by an offerer or their representative, provided that the representative signs a receipt for the proposal prior to award.

E. Questions Concerning this RFP

Inquiries may be made by Thursday June 24, 2021 to Dave Dickey, Cass County Maintenance Supervisor: maint@cassco.org

Technical inquires about the RFP documents or Specifications may be made by Tuesday June 22, 2021 to Nicole Semmler, Project Manager at Intersect Studio; nicole@intersect-studio.com

F. Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the contractor's ability to meet the requirements of this RFP. Include the products proposed to be utilized, your approach to replacement, total cost

G. Proposal Signature

The proposal should be signed by the person in the vendor's organization responsible for the decision as to costs and services being offered.

H. Prime Vendor Responsibilities

The vendor selected shall be responsible for all services, products and installation offered in their proposal, regardless of any subcontractor(s) involved or who produces them. The selected vendor shall be the sole point of contact with regard to contractual matters including payment of any and all charges resulting from the contract.

I. Proposal Preparation Costs

All costs incurred for proposal preparation, presentation, or contract negotiation are the responsibility of the vendor. Cass County will not pay the cost for any information solicited or received.

J. Acceptance of Proposal Contents

The contents of the proposal of the selected vendor will become contractual obligations if a contract is issued. Failure of the successful vendor to accept these obligations will constitute a breach of contract.

K. Oral Presentations

Vendors who submit proposals may be required to make oral presentations of their proposals, to be arranged by the project administrator. These presentations will provide an opportunity for bidders to clarify their bid, as well as a forum for discussion of the terms and conditions of the project scope.

L. Contract Reservations

Cass County reserves the right to reject any or all bids, in whole or in part, if it is deemed to be in the best interests of Cass County.

M. Addendum/ Change Notification

If your firm plans to bid on this project, please send an e-mail response to maint@cassco.org and nicole@intersect-studio.com with the following information:

Firm Name:
Project Name:
Firm's Contact Person:
Telephone Number:
Email:

Cass County will use this information to communicate with you in the event an addendum or change to this project is issued. If you do not send this information, you will not receive any follow-up notification of any changes to the project.

END OF THIS SECTION

DESCRIPTION OF PROJECT

A. General Information

Cass County is located in southwest lower Michigan bordered on the south by St. Joseph County, Indiana.

The current county jail is in need of exterior security glazing replacement within the secured portion of the facilities. The existing security glazing has failed. The failure appears to be delimitation of the polycarbonate and glass layers possible caused by thermal movement in addition to the age of the glazing.

B. Project Schedule

It is anticipated that the contract will be awarded by July 16, 2021 and the project must be completed by October 22, 2021.

C. Mandatory Pre-Proposal Meeting and Site Visit

A mandatory pre-proposal meeting will be conducted June 4, 2021 at 11:00 am for Contractors to examine existing window systems, verify existing conditions and quantity of glazing openings. The meeting will be held in the West Parking Lot located at:

321 M-62, Cassopolis, MI 49031

Please RSVP your attendance via email to Dave Dickey, Cass County Maintenance Supervisor: maint@cassco.org

Cass County requires a list of attendees in advance for security background check.

D. Scope of Work

Replace the existing security glazing with insulated security glazing. Prepare a Proposal and Bid for furnishing and installation of replacement security glazing and required window frame modifications based on the Contract Documents and Specification provided in this RFP and your observations at a pre-proposal meeting. Provide exterior sealants and flashings for a water tight installation. Your proposal should be all inclusive of the elements required for a complete glazing system replacement. The vendor selected for the project will be required to do the following for final confirmation of replacement approach to minimize disruptions to the Jail operations. Jail operations and security are of paramount importance during the execution of this contract:

1. The vendor selected for this project will coordinate with the County Maintenance Supervisor to conduct an analysis of one of the existing failed window systems to explore its components and confirm the final solution for replacement.
 - Visit the facility to deconstruct existing window system
 - Examine the windows relationship to existing steel structural safety members and understand if that relationship is causing glazing to delaminate

- Tour the facility and verify quantity of exterior windows and exact sizing.
 - Replace the security glazing to leave the opening in a secure state.
2. Review attached architectural exhibits, specifications section and finalize solution to replace failed safety glazing.
- Analyze the window system components
 - Address new design details required due to a modification in glazing thickness
 - Confirm which parts of the existing window system need to be completely replaced and which items need to remain and be reused with modifications.

E. Required Qualifications

Given the scope of the project, the Sheriffs office is seeking a consultant experienced in providing the services outlined above.

The vendors team will have:

- In depth knowledge of window systems and security glazing requirements and deep experience in working on detention/jail facilities.
- Ability to provide the security glazing as specified and meet the requirements of the specification.
- Ability for glazing installer to work with glazing manufacturer to propose the appropriate replacement system and provide the required warranty.

F. Evaluation Criteria

A vendor will be chosen on the basis of its ability to best meet the specification, timeline, cost and overall expectations of the Jail:

- Responsiveness and completeness of the proposal
- Experience and Qualifications working in Detention/Jail facilities.
- References: Satisfaction of former customers.
- Project Management: Overall ability to accomplish a project of this nature with a sound proposed time schedule.
- Cost

G. Exhibits & Specifications

- Master spec section 088853 security glazing
- Existing architectural building floor plans and elevations for reference
- Existing architectural window details for reference
- Photos of typical existing window system failures

PROPOSAL SUBMITTALS

The proposal should include, at a minimum, the following:

1. A brief cover letter summarizing the key points of your company's proposal.
2. A description of your company and a listing of the person(s) who will be responsible for the provision of the services required by this RFP. Provide information regarding pertinent certifications and licenses.
3. The name, address, phone and email address of the person to be the direct contact for questions pertaining to your proposal.
4. Complete the attached Bid Form with the total cost of providing the complete project as described in the RFP and Contract Documents. The proposed costs must be valid for a period of 90 days from the date of submission.
5. Describe the project work tasks (preparation, installation, testing etc) and provide a detailed schedule identifying your proposed sequencing of replacement to minimize impact to Jail operations and to maintain the daily level of security required by the facility. A final schedule will need to be approved by Jail Administration and the County Maintenance Supervisor.
6. Indication of any assumptions made during the site visit by you during the process, meetings with the County, and any other assumptions having a bearing on your proposed bid. If you have identified an alternate solution or materials not indicated in the specification or other documents which you believe will meet the intent of the project, you may provide this as an Alternate bid. The Alternate bid must be in addition to a bid based on the requirements of this RFP.
7. Client references (minimum of three) from recent related projects (within the last five years), including name, address, telephone numbers and e-mail addresses.

CASS COUNTY SHERIFF'S OFFICE
JAIL WINDOWS PROJECT
BID FORM

Date: _____
Property Owner: Cass County Sheriff's Office
Project: Jail Windows
Name of Contractor: _____
Contractor Address: _____
Contact Person: _____
Phone Number: _____
Email Address: _____

The undersigned agrees to execute the work and provide all labor, materials, equipment and services necessary to complete the work described in and in accordance with all applicable laws of the State of Michigan and in accordance to all specified requirements as defined with the proposal for the project.

TOTAL CONTRACT PRICE

of: _____ dollars(\$ _____)

The undersigned is prepared to initiate the work on: _____
The undersigned expects to complete the work by: _____

The undersigned acknowledges the right of the Owner to accept any proposals, to reject any or all proposals, or to waive any formalities in the bidding. In connection with the project for which this Bid is entered, the undersigned certifies that: 1) he/she is familiar with the contents of the Request for Proposals and the Specifications; 2) he/she has examined the necessary requirements as defined; and 3) he/she is fully informed of the facilities involved. The undersigned certifies that he/she is qualified and trained in the installation aspects for Jail Windows.

The undersigned further agrees:

- To hold this Bid open for ninety (90) days after the day of Bid Opening.
- To enter into and execute a Contract.
- To accomplish the work in accordance with the Contract Documents.

Name of Company: _____

Signature of Corporate Principal: _____ Date: _____

Title of Corporate Principal: _____