

REQUEST FOR PROPOSAL

**UP-FIT OF FOUR (4) SCHOOL RESOURCE OFFICER
LAW ENFORCEMENT VEHICLES**

Vehicles Provided:

**2025 CHEVROLET TAHOE x 2
2025 CHEVROLET SILVERADO x 2**

HAMPTON COUNTY SHERIFF'S OFFICE

RFP Bid Number LEV-SR101C250025

NOTICE IS HEREBY GIVEN beginning on **Friday, June 6, 2025**, the Hampton County Sheriff's Office in Varnville, SC will receive sealed competitive bids until **Tuesday, June 17, 2025, by 5:00 PM**. Bids will be opened on **Wednesday, June 18, 2025, at 10:00 AM** and read at the Hampton County Sheriff's Office, 411 Cemetery Road, Varnville, SC.

The Hampton County Sheriff's Office requests sealed competitive bids to furnish the items prescribed in the specifications listed in the request for proposal. **The bid number "LEV-SR101C250025" must be written on the lower right corner of the bid envelope (see special instructions).**

Anthony Russell

Anthony Russell, Sheriff

SPECIAL INSTRUCTIONS

1. Vendors sealed bids must be received no later than **Tuesday, June 17, 2025, by 5:00 PM** at the Hampton County Sheriff's Office. Proposals will be opened on **Wednesday, June 18, 2025, at 10:00 AM** at the Hampton County Sheriff's Office, 411 Cemetery Road, Varnville, SC. The Hampton County Sheriff's Office anticipates making a decision on **Wednesday, June 18, 2025**. If the decision date is extended, the delivery clause will equal same. Do not email proposals.
2. Vendors shall submit an all-inclusive proposal for all of the vehicles. Each Vendor shall comply with all provisions and instructions contained within this RFP. Proposals may be rejected if they show any omissions, conditional bid, or any irregularities of any kind.
3. Any deviation from the specifications MUST be noted in detail and submitted in writing with this proposal. Completed specifications should be attached for any substitutions offered or when amplifications are desirable or necessary. If specifications or descriptive papers are submitted with the proposal, the Vendor's name should be clearly indicated in each document.
4. Vendors must specify if they intend to use subcontractors to fulfill any requirements contained in this solicitation (graphics sub-contractor required). The name, address, contact person to include the parent company, if applicable will be submitted in writing for each subcontractor and submitted with each sealed bid. Sub-contractors will be paid by the awarded Vendor. The awarded Vendor will maintain responsibility for the quality of work provided by each sub-contractor. Vendors must include the name of their firm, address of office responding, telephone number, fax number, contact person, and e-mail.
5. The bid price presented shall be for the total contract and shall be broken down by specification to include all itemized cost and charges.
6. One original document signed by an official to bind the company must be received in a sealed envelope by **5:00 PM on Tuesday, June 17, 2025**. Proposals may be mailed, couriered, or hand delivered. Mailed proposals must be received by **5:00 PM on Tuesday, June 17, 2025**. Proposals received after **5:00 PM on Tuesday, June 17, 2025**, will **NOT** be considered.

Hampton County Sheriff's Office – Request for Proposal – Law Enforcement Vehicle Up-Fitting

7. Each sealed proposal shall be properly addressed with the name of the Vendor and the item description “Bid Number LEV-SR101C250025” written on the outside of the package and delivered to:

Lt. Jasmine Butler
Hampton County Sheriff's Office
411 Cemetery Road
Varnville, SC 29944

8. Questions concerning the specifications contained in this solicitation should be directed in email to the following contact person(s):

Lt. Jasmine Butler
Hampton County Sheriff's Office
803-914-2219 Office
jbutler.hcso@gmail.com

or

Paula Bishop-Kendall
Hampton County Sheriff's Office
pbishop@hamptoncountysc.org

INFORMATION FOR BIDDERS

Background and Overview

The Hampton County Sheriff's Office was awarded a 2024/2025 SRO Program Grant by the South Carolina Department of Public Safety that included the purchase of four law enforcement vehicles to be assigned to School Resource Officers. The four vehicles are:

2025 Chevrolet Tahoe (x 2), and 2025 Chevrolet Silverado (x 2)

These vehicles will be sent to the awarded vendor to be upfitted with necessary equipment, lighting, accessories, and graphics (markings). This may include but is not limited to emergency lighting and sirens, front-end protection, prisoner partition, graphics, wires, mounts, relays, fuses, and accessories.

The Hampton County Sheriff's Office reserves the right to reject any and all bids and is not bound to accept the lowest bid, if in the opinion of the Sheriff such award would not be in the best interest of the Hampton County Sheriff's Office. **Upfitting of vehicles is time sensitive so the turnaround time for the completion of the upfitting will be strongly considered at bid opening.** All bids must be itemized per the Scope of Work.

The Scope of Work identifies the equipment and accessories the Sheriff's Office is interested in obtaining and having installed. It is requested that each interested Vendor submit a proposal for the requested service.

Delivery of Goods and Service

Vehicles will be inspected by the Sheriff and/or the Chief Deputy prior to accepting. Considering these vehicles are new 2025 vehicles, the material for this project should be readily available. On notification and acceptance of this bid award, the Vendor will complete the up-fit within 6 weeks of delivery of the vehicles with completion within 10 days of agreed upon date.

Cost Liability

The Hampton County Sheriff's Office assumes no responsibility for cost incurred by bidders in the preparation and submittal of proposals in response to this RFP.

Contents of Proposal

The entire content of every bid proposal will be publicly opened and become public record.

Price Alterations

Bid prices must be typed or written in ink. Any price changes (including “white-outs”) must be initialed. Failure to validate corrections may preclude any award being made to the bidder.

Purchases from other Sources

The Hampton County Sheriff's Office reserves the right to provide any surplus items meeting the desired specification and that line cost will be removed from the final invoice. The Hampton County Sheriff's Office reserves the right to omit any line prior to award, notifying the awarded bidder of removal with the same applying to the installation of surplus equipment.

Question Protocol

Discussion may be conducted with apparent responsive bidders for clarification to assure full understanding of the requirements of the invitation to bid. For Vehicle/Equipment specification or clarification, please contact either:

Lt. Jasmine Butler
jbutler.hcso@gmail.com
(803) 914-2219

OR

Paula Bishop-Kendall
pbishop@hamptoncountysc.org

Bidder Responsibility

Each bidder shall fully acquaint themselves with the conditions relating to the scope of work and restrictions attending the execution of the work under the conditions of this bid. It is expected that this will sometimes require on-site observation. The failure to acquaint themselves with existing conditions shall in no way relieve them of any obligation with respect to this bid or the contract (Bidder may inspect a similar fleet unit on request and appointment). It is recommended that the winning bidder maintain contact with Lt. Butler or her designee regarding installation and location of equipment.

Warranty(s)

The Vendor will provide the Hampton County Sheriff's Office with all manufactures warranties for all equipment included in the specifications. A written warranty for all installation work performed will be provided and attached to the proposal to include a guarantee that, if any equipment should be damaged as a result of faulty installation, the Vendor shall replace or repair the equipment to its original operational state. This warranty shall be for a minimum of one year following delivery of the vehicle to the Hampton County Sheriff's Office. Warranty labor repairs

shall be performed at the Hampton County Sheriff's Office when possible. All LED lighting should have a minimum manufacturer warranty of five (5) years.

Other

The awarded bidder will provide on delivery, detailed explanation of equipment installation. All four vehicles will be up fitted based on the vehicle's year, make, and model. All manufacture paperwork and extra parts provided will be put in packets and left in the respective vehicles. A summary of all equipment with models and serial numbers of ALL equipment will be provided.

Insurance

The awarded bidder must meet and provide on request proof of compliance with State requirements for insurance and workers' compensation. Awarded bidder shall purchase and maintain, at all times during the performance of the work under this Contract, insurance coverage, including Worker's Compensation, Comprehensive General Liability and Professional Liability. The General Liability Insurance required of the awarded bidder shall be specifically endorsed so that it is Primary Insurance as to all named insured with respect to all claims arising out of operations by or on behalf of the named insured. If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis.

Award

Award of the contract will be the decision of the Sheriff and will be made after the scheduled proposal opening on Wednesday, June 18, 2025. Nothing in this section shall prevent the Hampton County Sheriff's Office from making the award earlier than the scheduled proposal opening.

Indemnification

The awarded bidder shall indemnify and hold the Hampton County Sheriff's Office, the County of Hampton, its trustees, officers, agents and employees harmless from all liability, claims, liens, losses, or causes of action for property damage, personal injury or death, or other damages, judgments, costs, damages and expenses of any kind, including costs and reasonable attorneys' fees, which may in any way be suffered by the Hampton County Sheriff's Office, the County of Hampton, or any of its trustees, officers, agents and employees, or which may accrue against or be charged to or recovered from the Hampton County Sheriff's Office, County of

Hampton, officers, agents and employees which may arise or which may be alleged to have arisen out of or in connection with the work covered by the RFP. The awarded bidder shall defend all such claims in the name of the Hampton County Sheriff's Office, County of Hampton, and shall pay for all reasonable attorney's fees and expenses incurred as a result thereof.

STANDARD SOLICITATION PROVISIONS

Notification of Contract Award

The only way for a respondent to receive a notification of contract award is to include a self-addressed stamped envelope with the responses to this solicitation or provide a valid e-mail address.

Discussions / Negotiations

By submission of a bid, the Vendor agrees that during the period following issuance of a bid and prior to the award of the RFP, the Vendor will not discuss this procurement with any party except the listed contact person(s) with the Hampton County Sheriff's Office.

Bid rejection / Cancellation

The Hampton County Sheriff's Office reserves the right to reject any and all bids or parts of bids, and to cancel the solicitation.

Bidder Qualification

Bidders must, upon request of the Hampton County Sheriff's Office, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The Hampton County Sheriff's Office reserves the right to make the final determination as to the bidder's ability to products or services requested herein.

Solicitation Amendments

All amendments to and interpretations of the solicitation shall be in writing from the Hampton County Sheriff's Office contact person, i.e., the Sheriff, Chief Deputy, or designee. The Hampton County Sheriff's Office shall not be legally bound by any amendment or interpretation that is not in writing.

Each bidder shall fully acquaint themselves with the conditions relating to the scope of work and restrictions attending the execution of the work under the conditions of this bid. It is expected that this will sometimes require on-site observation. The failure to acquaint themselves with existing conditions shall in no way relieve them of any obligation with respect to this bid or

the contract (Bidder may inspect a similar fleet unit on request and appointment). It is recommended that the awarded bidder maintain contact with the Lt. Butler or her designee regarding installation and location of equipment.

Debarments / Suspension

By submission of a response to this solicitation, bidders are certifying that they are not debarred from doing business with any other governmental entity and are not in default to the Hampton County Sheriff's Office and/or the County of Hampton.

Risk of Loss

The bidder shall assume all risks of loss, and shall maintain insurance coverage on all items installed, and property owned by the Hampton County Sheriff's Office up to the time of final acceptance.

Award Criteria

Contracts shall be awarded to the lowest responsible bidder. In determining the "lowest responsible bidder", in addition to price and turnaround time, the Hampton County Sheriff's Office shall consider the following:

1. The ability, capacity, skill, and financial resources of the bidder to perform the contract or provide the goods and services required.
2. Whether the bidder can perform the contract or provide the goods and services promptly, or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
4. The quality of performance and compliance by the bidder with laws and ordinances relating to previous contracts or services.
5. The quality, availability, and adaptability of the supplies or contractual services to particular use required.
6. The ability of the bidder to provide further maintenance, parts, and services for the use of the subject of the contract.
7. The number and scope of conditions attached to the bid.
8. The quality and suitability of a product or service for the intended use based on past performance.
9. The initial cost and related cost for the life of the item.
10. The ability, capacity and skill of the Vendor to train personnel.

When the award is not given to the lowest bidder, a full and complete statement of the reason for placing the order or service elsewhere shall be prepared and filed with the papers relating to the transaction.

Tie Bids

If all bids are received for the same amount or unit price, quality and service being equal, the contract shall be awarded to the local bidder (closest proximity to the Hampton County Sheriff's Office).

GENERAL CONTRACT CLAUSES

Non-appropriations

Any contract entered into by the Hampton County Sheriff's Office resulting from this bid invitation shall be subject to cancellation without damages or further obligations when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

Contract Administration

Questions or problems arising after award of this RFP shall be directed to the Hampton County Sheriff's Office:

Anthony Russell, Sheriff
Hampton County Sheriff's Office
411 Cemetery Road
Varnville, SC 29944
arussell@hamptoncountysc.org

Save Harmless

The successful bidder shall indemnify and save harmless the Hampton County Sheriff's Office, County of Hampton, all officers, agents, and employees, from all suits or claims of any character brought by reason of infringing on any patent, trademark, or copyright.

Contract Amendments, Modifications and Change Orders

Any change orders, alterations, amendments or modifications hereunder shall not be effective unless reduced to writing and approved by the Sheriff. The Hampton County Sheriff's Office requires all contractual activities to be in compliance with local, state and federal mandates concerning the protection of human health and the environment. Any contractor doing business with the Hampton County Sheriff's Office will be required to document compliance and specify prudent practices used by the contractor and their subcontractors to address applicable mandates including but not restricted to "The Hazard Communication Standard" OSHA CFR 1910.1200 (SCRR Article 1, 71-1910.1200).

Payment for Goods and Services

Payment for goods and services received by the Hampton County Sheriff's Office shall be processed in accordance with local ordinances and policies.

SCOPE OF WORK

Installation of all specified equipment requiring power will be wired so as not to interfere with factory wiring.

Emergency siren and lights shall deliver a balanced mix of enhanced warning capability and ease of use. Lights shall be installed with a focus on 360-degree visibility and attention-grabbing patterns for light bars, grille, and surface mount lights. Front End Protection shall be a heavy-duty pushbumper with wingwraps tailored to the vehicle. Partition shall include a full front partition, rear divider, and window guards designed for basic secure transport that separates front and rear compartments providing for both officer protection and vehicle integrity. Graphics (vehicle markings) shall be in compliance with the Sheriff's Office specifications and the South Carolina Department of Public Safety's requirements related to SRO vehicles.

Package

Specific branding and/or part numbers, if applicable, are for Vendor reference only to identify a comparable product to meet requested specifications unless otherwise noted.

1. Light Bar LED:
 - a. 52" Covert Light bar
2. Other LED lights:
 - a. Grille and Surface Mount LEDs – Front, Sides, Rear
 - b. 360-degree visibility
3. Siren System
4. Front-End Protection
 - a. Pushbumper
 - b. Wingwraps
5. Partition:
 - a. Front Partition
 - b. Rear Divider
 - c. Window Guards
6. Graphics package
 - a. Markings shall comply with the Hampton County Sheriff's Office requirements and SRO Markings shall comply with the South Carolina Department of Public Safety SRO Program Grant requirements. Specifications, requirements, and placements of graphics will be provided to the awarded bidder.

Hampton County Sheriff's Office – Request for Proposal – Law Enforcement Vehicle Up-Fitting

I, _____, am the duly authorized agent for,
_____, which has submitted a proposal to
the Hampton County Sheriff's Office to up-fit four SRO Law Enforcement vehicles (2 Chevrolet
Tahoes and 2 Chevrolet Silverados) according to the Scope of Work outlined in this RFP. This
proposal includes labor and material as specified.

ACKNOWLEDGED AND AGREED TO:

SIGNED: _____

DATE: _____

CERTIFICATE OF FAMILIARITY

The undersigned, having fully familiarized himself with the information contained within this entire solicitation and applicable amendments, submits the attached proposal and other applicable information to the Hampton County Sheriff's Office, which I verify to be true and correct to the best of my knowledge. I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal. By submission of a signed proposal, I certify, under penalties of perjury, that the below company complies with section 12-54-1020(B) of the SC Code of Laws 1976, as amended, relating to payment of any applicable taxes. I further certify that this proposal is good for a period of ninety (90) days, unless otherwise stated.

Company Name as registered with the IRS

Authorized Signature

Correspondence Address

Printed Name

City, State, Zip

Title

Date

Telephone Number