



REQUEST FOR PROPOSALS  
FOR  
OVERDOSE TO ACTION CUSTOM VAN  
SNHD-22RFP006

April 1, 2022

280 South Decatur Boulevard  
Las Vegas, Nevada 89107

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## ATTACHMENTS

Attachment A - Proposal Form

Attachment B - Pricing Form

## **SECTION I: INTRODUCTION**

### **A. Purpose**

The Southern Nevada Health District's (Health District) Division of Disease Surveillance and Control requests proposals from qualified Proposers for the design, construction, delivery and training of one (1) new custom van (Van).

### **B. Entity Information**

The Health District was created in 1962 when the State Legislature combined the health departments of the county and several adjoining cities. The Health District is one of the largest local public health organizations in the United States, serving more than 2.2 million residents and safeguarding the public health of more than 42 million visitors to Las Vegas annually.

The mission of the Health District is, "To assess, protect, and promote the health, the environment, and the well-being of Southern Nevada communities, residents, and visitors."

The Health District is governed by the Southern Nevada District Board of Health ("Board"). The Board is vested with jurisdiction over all public health matters within Clark County, Nevada.

### **C. Funding**

If a contract is awarded under this requirement it will be funded through a Federal grant received from the Department of Health and Human Services, Centers for Disease Control and Prevention, Federal Award Identification Number 6 NU17CE925002-01-03, CFDA 93.136, Project Title: Southern Nevada Health District Overdose Data to Action Project, Grant award date September 24, 2021. Any awarded contract will be subject to the availability of funding and shall be terminated immediately if funding budgeted for the contract is withdrawn, limited, or impaired.

### **D. Anticipated Contract Type**

Any awarded contract will be a "requirements" contract for the goods and services specified and effective for the period stated. Any quantities stated are estimates only and are not guaranteed to be purchased under any awarded contract.

### **E. Anticipated Contract Term**

The Health District anticipates that any awarded contract will be from award date through Van delivery date. The Health District reserves the right to determine the length of the contract term prior to awarding any contract.

### **F. Subcontracting**

Subcontracting will not be permitted under any awarded contract.

### **G. Ethics in Procurement**

It is unlawful for any Proposer to offer, or any employee of the Health District or their immediate family to solicit or accept a gratuity in connection with the solicitation, award, or administration of any contract or purchase order issued by the Health District.

## SECTION II: SCOPE OF SERVICES

### A. General

The Health District seeks proposals for one (1) new custom van to provide Linkage to Action program outreach and mobile services to people who are underserved and experiencing substance use disorders in rural and remote areas across Clark County including public parks, homeless encampments and shelters.

### B. Background

1. The Health District is a regional, multi-jurisdictional government agency that provides public health services to Southern Nevada residents.
2. The Van will transport multiple Health District staff to rural and remote locations, which may include tunnels and encampments.
3. The Van will not have size or parking limitations and will not require a special operating license.
4. The Van will be operated by Health District staff. The selected contractor(s) will not be responsible for staffing the Van.

### C. Van Specifications

1. **The Van must be delivered by August 03, 2022.**
2. Proposer must submit at least one (1) up to three (3) different Van designs in the same proposal clearly separated for ease of evaluation.
3. The Van shall:
  - a. Be new
  - b. Be Mercedes Sprinter with 144-inch wheelbase and high roof, or equivalent;
  - c. Be 4-wheel drive;
  - d. Be gasoline or diesel powered;
  - e. Include exterior graphics wrap (Health District to provide to selected contractor);
  - f. Include one (1) air conditioner with thermostat control;
  - g. Include back-up camera;
  - h. Include exterior side running board (to allow maximum ground clearance);
  - i. Include an electric awning;
  - j. Include exterior electrical outlets on both sides;
  - k. Include a generator (minimum 3,000 watts);
  - l. Include wiring for computers and internet connectivity with a 100-amp power service, capable of switching between the generator and an external power source;

- m. Be fully warranted from date of delivery for at least the term of the original manufacturer's warranty including the following minimum warranty terms:
  - i. Air conditioner: two (2) years, unlimited miles;
  - ii. Corrosion: five (5) years, unlimited miles;
  - iii. Engine: three (3) years, 50,000 miles;
  - iv. Emissions: five (5) years, 50,000 miles;
  - v. Frame rail corrosion: five (5) years, unlimited miles;
  - vi. Generator: 1,000 hours, unlimited miles;
  - vii. Noise emissions: life of vehicle;
  - viii. Suspension: two (2) years, unlimited miles;
  - ix. Power train: extended warranty, five (5) years, 100,000 miles.
- n. Include Van operations training to Health District staff by qualified personnel;
- o. Include detailed scale elevations of the proposed Van and a completely detailed scale floor plan, including cabinets, tables, chairs, etc.;
- p. Include the following:
  - i. Driver/passenger swivel seats;
  - ii. Drop-down table with swivel seat;
  - iii. Passenger bench seat with two seat belts;
  - iv. Counter with overhead cabinets and electrical outlets;
  - v. Velcro-secured roller chair for counter;
  - vi. Floor to ceiling storage cabinet (rear section);
  - vii. Wall rack storage system (rear section) to which Health District provided equipment such as folding tables, chairs, and other supplies can be secured.

## SECTION III: TIMETABLE AND PROVISIONS

### A. Timetable

RFP Issuance.....	April 1, 2022
Deadline to Submit Questions .....	April 6, 2022
Deadline to Disseminate Questions and Answers .....	April 12, 2022
Deadline to Submit Proposals.....	April 26, 2022
Evaluation Completed/Award Notification .....	May 5, 2022

### B. Authorized Contact

All questions about this RFP from RFP Issuance to Award Notification shall be directed to the Authorized Contact, **Kevin Bratcher** at [procurement@snhd.org](mailto:procurement@snhd.org). No other person has the authority to respond to questions about this RFP unless expressly authorized by the Authorized Contact. **Proposers who do not adhere to this requirement may be disqualified.**

### C. Questions

Written questions about this RFP must be submitted via email to [procurement@snhd.org](mailto:procurement@snhd.org) by **2:00 p.m. on April 6, 2022**. All written questions and answers will be posted to the [Health District Public Notices](#) website by **5:00 p.m. on April 12, 2022**.

### D. Deadline to Submit Proposals

Proposals are due by **2:00 p.m. on April 26, 2022**.

### E. Proposal Submission

Email one (1) Adobe PDF document (an email attachment) with the subject “**SNHD-22RFP006 ODTA Custom Van**” to [procurement@snhd.org](mailto:procurement@snhd.org). Mailed, hand-carried or faxed proposals, or hyperlinks to proposals will be not accepted.

### F. Late Proposals

Proposals submitted after **2:00 p.m. on April 26, 2022** will be rejected as late.

## SECTION IV: REQUIREMENTS

### A. Proposer Qualifications

To be eligible to submit a proposal, Proposer must:

1. Have been regularly and continuously engaged in the business of designing, building and delivering custom vans for at least three (3) years.
2. Possess all permits, licenses, and credentials necessary to supply equipment and warranty repair as specified in this RFP.

### B. Proposal Preparation and Submission

1. Complete and submit the following:
  - a. Attachment A - Proposal Form;
  - b. Attachment B - Pricing Form;
  - c. Proposed Van design (up to three designs) presented in a clear and organized manner;
  - d. Delivery schedule and production timetables;
  - e. Description of organizational experience designing, building and delivering custom vans;
  - f. References (include samples and contact info) from five (5) clients for which your firm has provided vehicles similar in size, layout and/or function in the past three (3) years;
  - g. Ancillary warrant services, repairs and/or alterations including whether Proposer or an identified local authorized service provider will provide such services.
2. Disclose or deny any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the proposer has been alleged to be liable or held liable in a matter involving a contract with any governmental entity, and/or any pending claim or litigation occurring within the past five (5) years, which may adversely affect the proposer's ability to perform or fulfill its obligations related to any contract that may result from this RFP.
3. Disclose or deny any interest, financial or otherwise, that any Health District employee or official or Board of Health member may have in Proposer's firm or the proposed Project.
4. State any exceptions to any RFP specifications or requirements and propose alternatives if applicable. The Health District reserves the right to accept or reject any proposed alternative.

### C. Proposer Representations

1. Proposer has read and understands the RFP documents including addenda and asserts that its proposal is made in accordance therewith.
2. Proposer shall comply with all applicable federal, state and local laws, regulations and ordinances whether explicitly stated, including but not limited to the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, and the Disabilities Act of 1990, and regulations issued pursuant to those acts.
3. Proposer certifies its proposal was derived independently and without collusion.

## **D. General Conditions**

### 1. Interpretation or Correction of Solicitation Documents:

- a. Proposer shall promptly notify the Authorized Contact in writing of any ambiguity, inconsistency or error, which it may discover in the solicitation documents and/or to request clarification or interpretation of the solicitation documents by the Deadline to Submit Questions, except as related to addenda issued after this date.
- b. Changes to this RFP will be only by written addenda issued by the Authorized Contact or designee. Addenda will be posted to the [Health District Public Notices](#) website. Proposer shall be responsible for ensuring that its proposal reflects all addenda.

### 2. Responsive Proposal:

A responsive proposal is one that conforms in all material respects to the RFP. The Health District reserves the right to waive any technicality, irregularity or informality in determining a proposal's responsiveness.

### 3. Rejection and Cancellation:

The Health District reserves the right to reject any proposal that does not conform to the RFP requirements and to reissue or cancel this RFP for any reason or no reason.

### 4. Modification or Withdrawal of Proposal:

Proposer may modify or withdraw its proposal by submitting a written request to the Authorized Contact prior to the Deadline to Submit Proposals.

### 5. Proposal Costs:

The Health District will not reimburse any costs incurred to prepare or submit a proposal.

### 6. No Guaranteed Contract:

This RFP neither creates an offer to contract nor commits the Health District to contract.

### 7. Limited Contract:

The Health District reserves the right to contract for less than all the services specified herein.

### 8. Exclusivity:

Nothing in this RFP or any resulting contract precludes the Health District from obtaining services like those specified herein from other sources.

### 9. Public Records:

Pursuant to NRS 239.010, et seq., documents provided to the Health District are presumed to be public records. The Health District will produce documents provided by any Proposer, even if marked "confidential" or "proprietary," pursuant to a public records request in compliance with state laws and mandates. The Health District will not be liable for disclosure of any documents or information provided by any Proposer to the Health District.



## SECTION V: EVALUATION & SELECTION

Proposals submitted by the Deadline to Submit Proposals will be reviewed for responsiveness to the RFP requirements. Responsive proposals will be evaluated per the following Evaluation Criteria. The Health District reserves the right to consider any other factors when evaluating proposals and Proposers if doing so is in the Health District's best interests.

### A. Evaluation Criteria

Criteria Description	Maximum Score
Design and suitability: Van that best meets the Health District's needs per the RFP requirements; design(s) presented in a clear and organized manner.	30
Delivery schedule: Van must be delivered by the required delivery date per the RFP; proposer must provide production timetables.	30
Cost and warranty: cost of proposed Van based on the proposed equipment and warranty.	25
Organizational experience: experience designing, building and delivering custom vans; at least five (5) references with examples of completed vehicles similar in size, layout and/or function with verifiable references.	10
Ancillary warrant services, repairs and/or alterations to be provided by Proposer or an identified local authorized service provider.	5

### B. Clarification, Site Visits, Interviews, and Presentations

1. The Health District reserves the right, as it deems necessary or appropriate, to contact Proposers to clarify proposals or to obtain additional information, and/or to conduct site visits and/or interviews, and/or to request that Proposers make presentations.
2. The Health District reserves the right to base its decision solely on written proposals, irrespective of any other interactions with Proposers as referenced in paragraph B.1.

### C. Selection

1. The proposal selected for award, if any, will be the proposal that is most beneficial regarding Proposer's experience, qualifications and capabilities and cost, and/or that best meets the Health District's needs.
2. If the Health District is unable to finalize a satisfactory contract with the selected Proposer within a reasonable time, the Health District shall formally terminate discussions with the selected Proposer and, at its sole discretion, begin discussions with another Proposer or cancel and reissue the RFP.
3. Awards/contracts will be presented to the Board for consent if applicable.

## Attachment A Proposal Form

The undersigned, as an authorized representative of the company named below, acknowledges that he/she has examined this Request for Proposals including any related documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment and services necessary to comply with the specifications, terms and conditions set forth herein. Provide responses to the following questions and requested information. Indicate "None" as applicable.

Question	Response
Company name:	
Ownership type (i.e., partnership, corporation):	
Number of years in business:	
Company officers' names, titles and years in the custom van/vehicle industry:	
Address of company headquarters:	
Address of shop where the Van will be built:	
Number of employees:	
Federal tax ID number:	
Business license number/Issuing agency:	
Dun & Bradstreet D-U-N-S number:	
Does the proposal include exceptions to any RFP specifications/requirements?	Yes                  No

Signer acknowledges receipt of the following addenda. Indicate "N/A" if no addenda were issued:

Addendum No. \_\_\_\_\_ Issue Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Issue Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Issue Date \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Attachment B  
Pricing Form**

Provide your firm fixed price to meet the specifications, terms and conditions set forth herein. Your firm fixed price will include all services and supplies necessary to complete the RFP scope of work. No additional costs may be billed to the contract without prior approval by the Health District via a contract amendment. No additional out of pocket expenses shall be paid, including but not limited to, fuel and other related travel costs.

Description of proposed Van:

Year: \_\_\_\_\_

Brand: \_\_\_\_\_

Model: \_\_\_\_\_

Length: \_\_\_\_\_

Floor Plan (provide identifying label): \_\_\_\_\_

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

Other Information (may provide as a separate document immediately following Pricing Form):

FIRM FIXED PRICE for proposed Van: \$ \_\_\_\_\_

DELIVERY of Van to 280 S. Decatur Blvd., Las Vegas, Nevada: \$ \_\_\_\_\_

**Options** (not evaluated): List any options not included in the above firm fixed price which could be added to the Van (may provide as a separate document immediately following Pricing Form):