



**St. Charles County
Ambulance District**

ST. CHARLES COUNTY AMBULANCE DISTRICT
(Herein referred to as “DISTRICT”)
4169 OLD MILL PARKWAY
ST. PETERS, MO 63376

Request for Proposal
Issued: March 1, 2019
RFP #1164 – EMS Turnout Gear

FOR ADDITIONAL INFORMATION CONTACT:
BidQuestions@sccad.com

Proposal Closing Date/Time: Friday, March 22, 2019 at 2:00PM CST
Awarded/ Purchase Order Let: Within 45 days of Bid Closing

RESPONDENTS’ COMPANY NAME _____

REPRESENTATIVE _____

TELEPHONE NUMBER _____

E-MAIL ADDRESS _____

1. INTRODUCTION AND GENERAL INFORMATION

This documentation constitutes an invitation for competitive, **sealed bids** for the purchase of a quantity up to 180 complete sets for EMS Turnout Gear according to the specifications herein.

A. Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

1. Introduction and General Information
2. Intent to Respond
3. Terms and Conditions
4. Proposal Submission Information
5. Specifications
6. Pricing
7. Affidavit of Compliance
8. Signature Page

B. Although an attempt has been made to provide accurate and up-to-date information, DISTRICT does not warrant or represent that the background information provided herein reflects all existing conditions related to this Request for Proposal.

C. All bidders are to include in their proposal any and all costs associated with this project including but not limited to **materials, equipment and labor**. If bidder's proposal excludes certain fees or charges, bidder must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

D. **“Brand Name”** product identifications will occasionally be used to identify quality and characteristics of an item. Bids that incorporate specifications that are of a quality equal to or greater than those specified will be accepted as long as complete written specifications for the alternate products are enclosed with the bid. The DISTRICT will not be obligated to consider alternate proposals submitted without this documentation.

E. **Intent to Respond** – An “Intent to Respond” form is included immediately following this section. This form may be faxed to (636-344-7769) in order to receive addenda to this request for Proposal.

Anticipated Schedule of Events:

Request for Proposal Issued	March 1, 2019
Bids Due at District Office by 2:00 pm	March 22, 2019
Evaluation of Bids Completed	April 5, 2019
Product Samples Requested	April 10, 2019
Product Samples Received by District	April 17, 2019
Notice of Intent to Award	April 26, 2019

2. INTENT TO RESPOND – RFP #1164 – EMS Turnout Gear

**I have read this Request for Proposal and wish to express my intent to respond.
Please send me any addenda regarding this proposal.**

**THIS PAGE MUST BE RETURNED IN ORDER TO RECEIVE ANY ADDENDA
ASSOCIATED WITH THIS RFP.**

RETURN TO:

**St. Charles County Ambulance District
4169 Old Mill Pkwy
St. Peters, MO 63376
Fax: 636-344-7769**

Company		
Company Address		
District	State	Zip Code
Telephone Number	FAX Number	
E-mail address		
Signature & Title		

3. TERMS AND CONDITIONS

- A. Contract Terms: The performance of this Contract shall be governed solely by the terms and conditions set forth in the Contract notwithstanding any language contained in any invoice, shipping order, bill of lading or other document furnished by the Seller at any time. The Acceptance by the DISTRICT of any goods furnished hereunder accompanied by any such document shall not be construed as an acceptance by the DISTRICT of any terms or conditions contained in such document which are inconsistent with the terms and conditions set forth in this Contract. Any different or additional terms, other than those contained in the Contract, which are contained in any acceptance, acknowledgment, invoice or other document transmitted by Seller to the DISTRICT are hereby objected to.
- B. Contract Quantities: The quantities specified in the Request for Proposal are estimated only and are given for the information for the bidders. They do not indicate the actual quantity, which will be ordered, since the volume will depend upon requirements, which develop during the contract period. Quantities shown shall not be construed to represent any amount, which the DISTRICT shall be obligated to purchase under the contract, or relieve the contractor of his obligation to fill orders placed by the DISTRICT. **NO PROPOSAL WILL BE CONSIDERED WHICH STIPULATES THAT ST. CHARLES COUNTY AMBULANCE DISTRICT SHALL GUARANTEE TO ORDER A SPECIFIC QUANTITY OF ANY ITEM.**
- C. This contract will be for a period of (1) year with an option to renew for up to (2) one-year periods by mutual agreement of both parties. The items purchased under this agreement may be subject to a price increase at the time of renewal, by mutual agreement. The exact increase or maximum percent increase shall be indicated on the price sheet of this bid packet. Price decreases are allowed at any time. Request for a price increase must be presented to the DISTRICT at least sixty (60) days before the expiration of the current agreement. If a request for increase is not presented, the prices will remain.
- D. Compliance with Specifications: No payment will be rendered for items delivered that fail to meet specifications as offered in proposal and all items delivered below specifications must be completely corrected or award will be forfeited to the next lowest bidder meeting specifications.
- E. The DISTRICT may require more complete detailed specifications on items quoted or samples prior to award, at no expense to the DISTRICT.
- F. Sellers Warranties: Seller expressly warrants that all articles, material and work covered by this contract will conform to each and every specification, drawing, sample or other description which is furnished to or is adopted by the DISTRICT and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship and free from defect. Such warranty shall survive delivery and shall not

be deemed waived either by reason of the DISTRICT'S acceptance of said material or goods, or by payment for them.

- G. Bankruptcy or Insolvency: In the event of any proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, of the property of Seller, the DISTRICT may cancel this Contract or affirm the Contract and hold Seller responsible in damages.
- H. Payment Terms: Net thirty days payment terms will be assumed unless otherwise indicated.
- I. Other: All proposals received by the closing date and time will be considered, however, the DISTRICT reserves the right to reject any and all proposals and to waive any informalities in the bidding process. All pages of this bid are to be initialed and returned with this signed sheet. Failure to do so could result in disqualification of bid.
- J. The DISTRICT reserves the right to negotiate with the apparent successful Bidder, to ensure that the best possible consideration is afforded to the needs of the DISTRICT. During review of the most favorable, apparent successful Proposal, the DISTRICT may request, and the Bidder may accept modifications to improve the Proposal further, in the best interest of the DISTRICT. Negotiations will only be used to improve the proposal of the named apparent successful Bidder in the best interest of the DISTRICT.
- K. Property of DISTRICT - All reports and documentation developed or acquired by the contractor as a direct requirement specified in the contract shall become the property of the DISTRICT. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the DISTRICT.

4. PROPOSAL SUBMISSION INFORMATION

St. Charles County Ambulance District ("DISTRICT") welcomes all interested parties to participate in this RFP. Respondents will be expected to submit proposals in compliance with the terms and conditions outlined below:

- A. Award: All awards are subject to final approval by the Board of Directors of SCCAD, or their designated representatives(s).
- B. Submissions: Proposals must be sealed and delivered by mail, in person, or via e-mail to the St. Charles County Ambulance District Headquarters on or before the time and date stipulated in the RFP Document. Faxed proposals will **NOT** be accepted. Failure to complete the entire form or electronic submission may result in rejection of the proposal.

If mailed or delivered in person, the outside of the package must be labeled with bidder's name, address and "RFP # 1164 – EMS Turnout Gear. Proposals should be delivered to:

St. Charles County Ambulance District
ATTN: Finance Department
4169 Old Mill Pkwy.
St Peters, MO 63376

Proposals may be e-mailed to sealedbid@sccad.com. Subject line of the e-mail must contain "RFP # 1164 – EMS Turnout Gear."

- C. Oral Presentation:** Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the agency. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. The DISTRICT will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may or may not be conducted.
- D. Negotiation of Terms:** Nothing in this RFP, responses, or the DISTRICT'S acceptance of any response in whole or in part shall obligate DISTRICT to complete negotiations with the related respondent. DISTRICT reserves the right to end negotiation, at its sole discretion, with any or all respondents at any time up to awarding the contract.
- E. Addendum:** Changes in specifications, terms and conditions or requirements will be sent to all respondents in the form of a written addendum. All addenda become a part of the RFP.
- F. Disclosure:** All correspondence with DISTRICT including responses to this RFP will become the exclusive property of DISTRICT and will become public records in accordance with Missouri Sunshine Law. All documents sent to DISTRICT will be subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to this disclosure requirement.
- G. Results:** Results may be obtained by faxing a request to St. Charles County Ambulance District at 636-344-7675. Please include the name and closing date of the proposal when requesting this information.
- H. Proposal Closes:** Proposals must be submitted by **2:00 PM CST on Friday, March 22, 2019**. Proposals shall include all pages of this Request for Proposal initialed by an authorized representative, completed accordingly and delivered to

St. Charles County Ambulance District
Attn: Finance Department
4169 Old Mill Pkwy.
St. Peters, MO 63376

PROPOSALS RECEIVED AFTER THE CLOSING DATE AND TIME WILL NOT BE CONSIDERED.

- I. **Determination:** St. Charles County Ambulance District reserves the right to be the sole determining party as to which proposals meet specifications.
- J. **Inquiries:** All inquiries should be directed to:

Jeremy Hollrah – Deputy Chief of Special Operations & Logistics
St. Charles County Ambulance District
4169 Old Mill Pkwy
St. Peters, MO 63376
(636) 344-7752
BidQuestions@sccad.com

- K. **Signature:** All proposals must be signed by a duly authorized representative of the firm offering the proposal. Each page of the proposal should be initialed by the authorized representative. Failure to sign and initial the RFP document could result in automatic disqualification of that proposal. DISTRICT reserves the right to request written confirmations of persons authorized to sign all proposals on behalf of a company.
- L. **References:** As further evidence of the vendor ability to perform, the vendor shall submit a list of customers. The references shall include name of company, address, contact and phone number.
- M. **Other:** All proposals received by the closing date and time will be considered; however, the DISTRICT reserves the right to reject any and all proposals, and to waive any informalities in the proposal review process.

5. SPECIFICATIONS

The successful bidder will be required to attend a pre-order conference on site at the St. Charles County Ambulance District Headquarters to determine the final specifications of the exact product. Product samples must be provided during the pre-order conference. Pant, Coat, Boots and Gloves will be custom fit to each employee.

PLEASE INCLUDE LITERATURE FOR PRODUCTS BEING BID.

A. **Quantity**

Total will be up to 180 complete sets.

B. **EMS Coat**

Color – Navy

Trim – New York Style – 3” Yellow Two Tone

Coat – Fleece Hand Warmer with Bellow Pockets

Radio Pocket Left Chest

Mic Strap Left and Right Chest

Light Strap Right Chest

Fleece Liner

Flag Patch R Side

Reinforced Cuffs
Back Lettering
Top – SCCAD
Bottom – PARAMEDICS
Bottom – “Star of Life”
Tail – Last name – Removable Velcro

C. EMS Pant

Pant – Bellow Pockets – Both Sides
Reinforced Knee Pads
Reinforced Cuffs
Color – Navy
Trim – New York Style – 3” Yellow Two Tone

D. Suspender

“H” or “X” Style padded option available for employee choice

E. Helmet

Cairns Commando HP3 Composite Fire Helmet
Blue, Red and White Color Choice – Depending on rank
Front Sticker: SCCAD PARAMEDICS w/ Logo
“Paramedic” Rocker Panel: Blue
“Captain”, “Lieutenant” Rocker Panel: Red
“Battalion Chief”, Rocker Panel: White
Eye Protection – Defender Shield

F. Structural Boot

Color – Black
Material – Rubber will be the primary standard option, provide price increase option to upgrade to a leather style.
Height – Options available for 13” or 14” and 16”
Size Requirements – Must include up to and including men’s size 16 as well as women’s sizing options.
CBRN – Boots must be CBRN Compliant

G. Rescue Glove

Color – High Visibility Yellow, Red or Orange
Reinforced palm and back of hand protection
Cut Resistant Material

H. Gear Bag

Color – Blue
Size – Minimum 26”L x 16”W x 20”H
Handle – 2 grab handles

6. PRICING

- A. Based on the information and specifications included herein, bidders shall submit a work plan to accomplish the scope of the project including time estimates for each segment of the project. Bidders shall provide pricing for the project as a whole. If any specifications are excluded, this must be clearly indicated in the proposal.
- B. Bidders are responsible for reviewing their proposals prior to submission to be certain they can honor all prices, terms and conditions offered in bid. Bidders may submit written amendments or withdraw their bid proposals up until the date and time of the scheduled bid closing. Once bids have been opened, all bidders will be expected to honor all prices and terms offered in total. Unit price will prevail in cases of extension errors. Bid default will result in either temporary or permanent removal from the DISTRICT’S list of vendors in good standing.

PRICE SCHEDULE

Please indicate a price for each item per specifications

<u>DESCRIPTION</u>	<u>PRICE EACH</u>
EMS Coat	\$ _____
EMS Pant	\$ _____
Helmet	\$ _____
Structural Boot	\$ _____
Rescue Glove	\$ _____
Gear Bag	\$ _____
<u>GRAND TOTAL</u>	\$ _____

DELIVERY: State your earliest delivery date from the receipt of a purchase order:

_____ **DAYS**

YEAR 1 INCREASE _____

YEAR 2 INCREASE _____

7. AFFIDAVIT OF COMPLIANCE

- A. ELIGIBILITY OF VENDORS – MUST BE ENGAGED IN SUPPLYING PRODUCTS OR SERVICES RENDERED:** Pre-award inspection of the Vendor’s facility may be made prior to award of the contract. Solicitations will only be considered from firms that have been engaged in the business of manufacturing or distributing the goods and/or performing services as described in this Solicitation. The Vendors must be able to produce evidence that they have an established satisfactory record of performance for a reasonable period of time and have sufficient financial support, equipment and organization to ensure that they can satisfactorily execute the services if awarded a contract. The term equipment and organization as used herein shall be construed to mean a fully equipped and well established company in line with the best business practices in the industry and as determined by the proper authorities of the DISTRICT. The DISTRICT reserves the right, before awarding the contract, to require a Vendor to submit such evidence of its qualifications as it may deem necessary, and may consider any evidence available to it (including, but not limited to, the financial, technical and other qualifications and abilities of the Vendor, including past performance and experience with the DISTRICT) in making the award in the best interest of the DISTRICT.
- B.** All items to be purchased in conjunction with this Solicitation shall be in accordance with all governmental standards to include, but not be limited to, those issued by the Office of Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA), the National Electric Code (NEC).

8. SIGNATURE PAGE

I have read and understand this Request for Proposal and certify that I am a duly authorized representative of the Respondent offering this proposal:

Company

Company Address

Telephone Number	FAX Number
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E-mail address

Federal Tax Identification Number

Signature & Title