



**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: February 26, 2019
RFP# 1166 – 2019 Ford Transit 350 Medium Roof

FOR ADDITIONAL INFORMATION CONTACT:
BidQuestions@sccad.com

Proposal Closing Date/Time: March 15, 2019 at 2pm 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 document constitutes an invitation for competitive, **sealed bids** for the purchase of **(1) 2019 Ford Transit 350 Medium Roof Van.**

- 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 bid any and all costs associated with this project including but not limited to materials, equipment, freight, delivery, dealer preparation and set-up, 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. Title: All equipment shall remain the property of the seller until delivered to and accepted by the District. Equipment supplied by the District shall remain the property of the District.
- E. Following this section is an “INTENT TO RESPOND” form. In order to receive any addenda to this bid, you must fill out this form and return to:

St. Charles County Ambulance District
4169 Old Mill Pkwy
St. Peters, MO 63376
Fax: (636) 344-7769
BidQuestions@sccad.com.

Anticipated Schedule of Events:

Request for Proposal Issued	Tuesday, February 26, 2019
Bids Due at District Office by 2:00 pm	Friday, March 15, 2019
Evaluation of Bids Completed	Monday, March 25, 2019
Notice of Intent to Award	Friday, March 29, 2019

2. INTENT TO RESPOND – “RFP #1166 – 2019 Ford Transit 350 Medium Roof”

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

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

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

Company

Company Address

City

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. 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.
- C. **Compliance with Specifications:** No payment will be rendered for items delivered that fail to meet specifications as offered in bid and all items delivered below specifications must be completely corrected or award will be forfeited to the next lowest bidder meeting specifications.
- D. **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.
- E. **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.
- F. **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.
- G. **Other:** All bids received by the bid closing date and time will be considered, however, the District reserves the right to reject any and all bids and to waive any informalities in

the bidding process. All pages of this bid are to be initialed and returned with the signature page filled out and signed. Failure to do so could result in disqualification of bid.

4. PROPOSAL SUBMISSION INFORMATION

The District welcomes all interested parties to participate in its competitive bid process. Bidders will be expected to submit bids that are in compliance with the terms and conditions as outlined below:

- A. All awards are subject to final approval by the Board of Directors of St. Charles County Ambulance District, or their designated representatives(s).
- B. Bids must be sealed and delivered to 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 Request for Proposal 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 #1166 – 2019 Ford Transit 350 Medium Roof"**. Proposals should be delivered to:

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

Proposals may be emailed to sealedbid@sccad.com. Subject line of the e-mail must contain **"RFP #1166 – 2019 Ford Transit 350 Medium Roof"**.

- C. Vendors may submit more than one bid proposal. No penalty or credit will be given for submitting multiple proposals.
- D. State of Missouri Sales Taxes are not applicable to sales made to St. Charles County Ambulance District and must be excluded.
- E. 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. The District reserves the right to accept or reject any or all bids received and to purchase from any or all vendors.
- F. Qualifications of Bidder: Each bidder must submit with the bid written evidence of qualifications to furnish the equipment and a list of previous customers of the type of units, equipment, or services bid. Bidders may be required to submit evidence that they have adequate financial and technical ability to furnish and service the equipment, maintain spare parts for maintenance and repair of the equipment, and have an acceptable service record on equipment previously supplied to others

- G. A complete set of specifications of the units, descriptive literature, date of delivery and warranty information (including copies of the actual warranties and disclaimer to be issued) shall be included with the bid submittal. The window sticker shall be delivered with the vehicle. All deviations or variances from the above specifications shall be expressly identified and explained. Failure to provide this information may result in a bid not being considered.
- H. All questions about the meaning or intent of the Contract Documents or requirements are to be submitted in writing to the District Deputy Chief of Special Operations and Logistics not less than 14 days prior to the date of bid opening. Questions thus submitted will be answered by written addenda issued to all prospective bidders who have returned the Bid Intent Form. Oral or other interpretations or clarifications will be void, and do not bind the District. Any changes in specifications will be sent to all bidders in the form of a written addendum. All addenda become a part of the Request for Proposal.
- I. **Withdrawal of Bids:** Bids may be withdrawn by notice in writing only if received by the District prior to bid opening. After bid opening, bids may not be withdrawn and shall remain open for 90 days after bid opening.
- J. 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.
- K. **Proposal Closes:**
Proposals must be submitted by **2:00 P.M. local time on March 15, 2019.** Bids must be placed in a sealed envelope, and plainly marked “**RFP #1166 – 2019 Ford Transit 350 Medium Roof**”
- PROPOSALS RECEIVED AFTER THIS DATE AND TIME WILL NOT BE CONSIDERED.**
- L. **Offer:** All bids offered shall be firm for a minimum of ninety (90) calendar days after bid closing date.
- M. **Determination:** St. Charles County Ambulance District reserves the right to be the sole determining party as to which bids meet specifications. Any item, which, in the opinion of the management of the District, does not produce satisfactory results or services, may be returned to the successful bidder as not meeting specifications.
- N. **Inquiries:** All inquiries should be directed to:

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

- O. **Signature:** Initial all pages of this bid and return with the signed signature page. All bids must be signed by a duly authorized representative of the person, partnership or corporation offering the bid. Failure to sign the Request for Proposal document may result in automatic disqualification of the bid. The District reserves the right to request written confirmations of person authorized to sign all bids on behalf of the company.

5. SPECIFICATIONS

Model – 2019 Ford Transit 350, Medium Roof, Long Wheelbase, 3.7 V6 Engine, 6-Speed Automatic Transmission, 4.10 Axle Ratio

Paint – Oxford White

Equipment Groups – Van – Interior Upgrade Package

Exterior -

Trailering – Heavy Duty Trailer Tow Package

Long-Arm Heated Power Mirrors with Turn Signals

16-inch Silver Steel Wheels with Exposed Lug Nuts

195/75R6C

License Plate Bracket

Rear and Side Glass

Reverse Sensor

Interior –

Cloth – Charcoal Black Cloth Dual Bucket Seats with Power Drive

Front and Rear Vinyl Floor Covering

Power Inverter – 12V to 110V

D Pillar Assist Handles

148” Wheelbase Van

Modified Vehicle Wiring System

Heavy Duty Alternator

12V Powerpoint

Push Down Manual Parking Brake

Remote Keyless Entry – Entry Pad

2 Additional Keys – 4 TOTAL

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.

Based on the information and specifications given, bidders are to indicate pricing:

\$ _____ EACH

List any other additional costs associated with this project:

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

I have read and understand this invitation for bid and certify that I am a duly authorized representative of the person, partnership, or corporation offering this bid:

Company

Company Address

City	State	Zip Code
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Telephone Number	FAX Number
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E-Mail address

Federal Tax Identification Number

Signature & Title