



# South Burlington Fire Department

575 Dorset Street  
South Burlington, VT 05403  
(802) 846-4110  
Fax (802) 846-4125



## REQUEST FOR PROPOSAL Fire Apparatus

The South Burlington Fire Department is requesting pricing information for a fire engine and associated equipment outlined herein.

Date of Issuance: March 9, 2023

Issued by: City of South Burlington Fire Department

### **Scope of Work**

The City of South Burlington, Vermont is now accepting proposals for the construction of a modern fire engine.

### **Proposal Evaluation & Rejection and Acceptance of Proposals**

The City reserves the right to consider proposals for 150 days after receipt thereof. The City further reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities thereon, to accept exemptions to these specifications, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the City's interest. The City reserves the right to investigate the financial responsibility of any and all bidders to determine the ability of the bidder to assure service throughout the term of the contract. The selection of a vendor shall be made without regard to race, color, sex, age, religion, familial status, sexual orientation, gender identity, national origin, physical or mental condition, HIV status, military service, or political affiliation. The City of South Burlington is an Equal Opportunity Employer and encourages proposals from qualified minority and woman owned businesses. Additional information may be requested prior to final selection.

### **Due Date**

Written proposals are due and will be opened **Friday, April 14, 2023 at 2:00 PM EST at the Headquarters Fire Station, 575 Dorset Street, South Burlington, Vermont 05403.**

Proposals may be sent via US Mail, or delivered in person to the South Burlington Fire Department Main Offices located at 575 Dorset Street, South Burlington Vermont 05403. Proposals should be sent to the attention of Chief Steven Locke.

Due Date for Questions: March 31 by 5 p.m. (please submit via email to Chief Steven Locke at [slocke@southburlingtonvt.gov](mailto:slocke@southburlingtonvt.gov)) (Responses will be provided by April 7, 2023 by 5 p.m.).

Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids and any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

### **PROPOSAL FORMAT**

Proposals are encouraged to be concise and must include, but are not limited to the following:

1. Letter of Transmittal and two copies of the proposal if sent through the mail. If sent electronically, all documents shall be in .pdf format.
2. Proposed scope of work.
3. Price and signature by authorized representative for the firm.
4. A brief description of your firm's history and experience with building fire apparatus. If your firm intends to partner with another company, also provide pertinent information on the subcontractor.
5. A work history of up to three (3) related projects within the last 2 years showing for each:
  - a. Name, address, and phone number for each client.
  - b. Brief project description.
  - c. Statement as to whether project was completed on time and within budget.

### **BID SUBMISSION:**

All bids shall be to the specifications and any exceptions must be noted. Proposals may not be altered, amended, or withdrawn after the Due Date without the recommendation and approval of the City. The undersigned agrees if the proposal/bid is accepted, to furnish any and all items upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specifications. By submitting a bid, the Bidder certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and the Bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

Vendors shall comply with all applicable federal, state, and local laws and regulations in the performance of service.

All communications concerning the selection process and questions related to the RFP shall be directed to Chief Steven Locke; [slocke@southburlingtonvt.gov](mailto:slocke@southburlingtonvt.gov). In the e-mail communications, place the name of the Proposal in the subject line.

### **CRITERIA FOR BID SELECTION:**

In evaluating bids, the City will consider the following criteria:

1. Price.
2. Bidder's ability to perform within the specified time limits.
3. Bidder's experience and reputation, including past performance with the City, if any.
4. Quality of the materials and services specified in the bid.
5. Bidder's history of financial responsibility.
6. Bidder's availability to provide future service, maintenance, and support.
7. Nature and size of bidder.
8. The bid that best meets the overall needs of the City of South Burlington.



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## **CHANGE ORDERS:**

If specification changes are made by the City prior to the close of the bid process, the Request for Bids will be amended, and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the City will approve a change order specifying the scope of the change. Once approved, the bidder and an authorized agent of the City must sign the change order.

## **LIMITATIONS OF LIABILITY:**

The City of South Burlington, Vermont assumes no responsibility and liability for costs incurred by parties responding to this Invitation to bid or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract.

## **OWNERSHIP OF DOCUMENTS**

Proposals, plans, specifications, basis of designs, electronic data, designs and reports prepared under any agreement between the selected contractor or consultant and the city shall become the property of the City. Records shall be furnished to the City by the Contractor upon request at any time; however, the Contractor or Consultant may retain copies of the original documents.

## **PUBLIC RECORDS:**

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records considered to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, shall be identified, as shall all other records considered to be exempt under the Act. It is not sufficient to merely state generally that the proposal is proprietary or a trade secret or is otherwise exempt. Particular records, pages or section which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.