

Orting Valley Fire & Rescue



REQUEST FOR PROPOSAL

Siding and Generator replacement for OVFR headquarters station.

(Responses due via email by September 17th at 2 P.M. local time)

For additional information contact:

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Orting Valley Fire and Rescue

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Notice is hereby given that proposals will be received by Orting Valley Fire & Rescue (OVFR), Orting, Washington, for:

Siding replacement and new generator and associated electrical install for

Orting Valley Fire and Rescue Headquarters Station

401 Washington AVE SE

Orting WA 98360

All firms meeting the requirements of this request are invited to respond to this RFP. Bids shall be delivered via **e-mail only** to:

Kim Kemp

District Secretary & Administrative Manager

Orting Valley Fire & Rescue

kkemp@ovfr.org

Proposals received later than **2 P.M., September 17th, 2018** will not be considered.

A copy of this Request for Proposal (RFP) may be obtained from the OVFR website at www.ovfr.org or by contacting District Secretary Kim Kemp at kkemp@ovfr.org.

OVFR reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate OVFR to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate OVFR to accept or contract for any expressed or implied services.

OVFR is committed to a program of equal employment opportunity regardless of race, color, creed, sex, sexual preference, age, nationality or disability.

Dated this 22nd day of August, 2018

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I. Introduction and Purpose

OVFR is seeking proposals from qualified contractors for the replacement and painting of siding of the apparatus bay at 401 Washington Ave SE Orting WA 98360 and the replacement and associated electrical work to install a new generator for the building.

This RFP contains sufficient information and instruction to enable qualified contractors to prepare and submit acceptable proposals via email to kkemp@ovfr.org. To be considered responsive, contractors must submit a complete proposal, by the deadline, that substantially satisfies all requirements as stated in this RFP.

Responses to this RFP will be evaluated by OVFR to select one or more firms. Following the initial selection process, OVFR may ask the selected firm, or firms, to submit updated quotes for specific services. These quotes will be used to complete the selection process.

OVFR's evaluation committee will be comprised of members from OVFR staff. The committee will determine which proposals are the most responsive. Following selection, the committee will make a recommendation to the full Board of Commissioners at a public meeting.

The District expressly reserves the right to accept one or more proposals, or reject all proposals received. Subsequent to formal action by the Board of Commissioners, all competing firms will be notified via email of the results.

II. Background

In 2010 Pierce County Fire District #18 (OVFR) annexed the City of Orting Fire Department. This combined department has a budget of \$3.9 million, covers 31 square miles, with 3 stations and serves 14,000 residents. OVFR has one full time staffed station with a combination of career and volunteer personnel. Currently the main station is located at 401 Washington Ave SE, Orting, WA. OVFR recently purchased the station from the City of Orting and is looking to replace the apparatus bay siding and replace the generator with the proper size generator to run the entire building and associated electrical work to include an automatic transfer switch.

V. Amendments, Exceptions and Appeals

Amendments

If this RFP is amended by OVFR, such amendment will be sent to each contractor in writing via electronic means. No oral amendments will be considered or acknowledged. Contractors are required to acknowledge each amendment received.

Contractors interested in submitting a proposal must provide a written Letter of Intent to receive amendments and lists of any questions received and OVFR answers to those questions. An email attachment sent to kkemp@ovfr.org is the form required for any such communication.

Exceptions

OVFR requires each contractor to provide a list of exceptions taken to this RFP. Any exceptions taken must be identified and explained in writing. An exception is defined as the contractor's inability to meet a mandatory requirement in the manner specified in the RFP. If the contractor provides an alternate solution to a requirement, the benefits of this alternate solution must be explained fully. The contractor may also propose services not included in the RFP that will enhance the proposal.

Appeals

Contractors' who wish to appeal a disqualification of proposal or the award of contract may submit the appeal via email to the District Secretary within ten (10) working days of the postmark on the Notice of Award or Disqualification.

The appeal must describe the specific citation of law, rule, regulation or common business practice upon which the protest is based. Neither the judgment used in the scoring by individual evaluators nor disagreement with the procurement process shall constitute grounds for appeal. OVFR will not consider any protest based on items that could have been or should have been raised prior to the deadline for submitting questions or requesting addenda. The filing of a protest shall not prevent OVFR from executing a contract with any other contractor.

VI. Proposal Evaluation Process and Contract Award

The selection committee's evaluation and recommendation will be determined by the contractor's ability to provide the scope of services as outlined in this RFP. The selection committee is comprised of representatives from OVFR and will include the Chief and Administrative Manager.

OVFR's evaluation shall be at its sole discretion and is final. OVFR reserves the right to modify this request, to change the criteria and weight and to reject any or all proposals. The Board of Commissioners will award the contract.