



ST. JOHN'S FIRE DISTRICT

FIRE CHIEF RYAN KUNITZER

COMMISSIONERS

CHAIR, WILLIAM THOMAE
VICE CHAIR, DEBRA LEHMAN
LEROY BLAKE
ISIAH WHITE
STEVE ROLANDO
ROBERT WRIGHT
BROOKS MCGOUGAN
JACKIE STANLEY
TERRILYNN DURHAM



Request for Proposals

Design, Build, and Procurement of a Fire Apparatus “High Water Response Vehicle”

Section 1. Background and Project Overview

- A. Purpose.** The purpose of this Request for Proposal (“RFP”) is to provide guidelines for submission of proposals to implement the Project as described in Section 1.C., herein.
- B. The District.** The St. John’s Fire District (“District”) is an independent special district created by South Carolina legislative Act 369 of 1959 and provides emergency fire and medical rescue services to an approximately 190-square mile area in Charleston County SC.
- C. The Project.** The District is requesting sealed proposals from any manufacturer, vendor, or other entity (“Respondent”) for the design, build, and procurement of a fire apparatus (“Project”). This Project is for a specialized apparatus (High Water Response Vehicle) to support emergency operations throughout the District. Specifications for this apparatus are contained in Section 4, Scope of Work; Apparatus Specifications.

Section 2, Terms and Conditions

- A. Delivery Date.** Respondents interested in submitting a proposal for the Project are instructed to submit one (1) original and four (4) copies of their written, sealed proposal in paper format, and one (1) digital copy of their sealed proposal in .pdf format, **at or before 12:00 PM EST on October 31, 2024 to:**

**St. Johns Fire District
Attn: Fire Chief Ryan Kunitzer
PO Box 56
Johns Island, SC 29455**

Proposals may be submitted by U.S. Mail (postage paid), courier service, or by hand delivery (hand delivery should be made to 1148 Main Rd, Johns Island, SC 29455). Proposals must be identified with the RFP title and “Sealed Proposal – Fire

Apparatus – Do Not Open” marked on the sealed package. If proposals are sent via courier service, they must be placed in a sealed envelope properly identified within the courier package. Proposals received after the scheduled closing time for submission of proposals will be returned unopened.

- B. Proposal Format.** One (1) original and four (4) copies of the written proposal should each be submitted on 8.5”x11” paper printed on both sides, except for charts, graphs, or tables, which may be on 11”x17” paper printed on one side. Sections should be labeled and pages clearly numbered. Text must be single-spaced, 12-point font, except for headers, footers, charts, graphs, or tables, which may be 10-point font. All information furnished must be legible. The required electronic copy must be in .pdf format and be an exact copy of the original. Discrepancies between the original and electronic copy may result in rejection of the proposal.
- C. Copies of RFP Documents.** Copies of the RFP documents (“Documents”) can be obtained at no charge by contacting Deputy Fire Chief Kevin Henson at the above-referenced address or via e-mail at k.henson@stjfd.org.
- D. Questions.** Each Respondent shall examine the Documents and shall judge all matters relating to the adequacy and accuracy of such Documents. Inquiries or requests concerning interpretation, clarification, or additional information pertaining to the Documents shall be submitted, in writing, to Deputy Fire Chief Kevin Henson at the above-referenced address or via e-mail at k.henson@stjfd.org. Questions must be submitted no later than **4:00 P. M. on October 15, 2024**, or they will not be considered. The District shall not be responsible for oral interpretations given by any employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to the Documents, the District will post any addenda on the District’s website. It shall be the responsibility of the Respondent, prior to submitting a proposal, to review the District’s website to determine if any addenda were issued and to make such addenda a part of its proposal. Respondents or persons acting on their behalf may not contact any employee or officer of the District concerning any aspect of this RFP, except in writing as provided in this RFP, until the Notice of Intended Decision is posted and becomes final. Violation of this provision may be grounds for rejecting a proposal.
- E. Withdrawal of Proposal.** Proposals may be withdrawn via written notice, signed by the same person who signed the proposal, and received by the District at any time prior to opening of the sealed proposal.
- F. Opening of Proposals.** All sealed proposals meeting the submission deadline will be publicly opened at STJFD Headquarters on **October 31, at 2:00 P.M.**, at 1148 Main Road, Johns Island, SC 29455.

G. Right to Accept or Reject Proposals. Proposals that are incomplete, conditional, obscure, or contain additions not contemplated by this RFP or irregularities of any kind, or do not comply in every respect with the RFP, may be rejected as nonresponsive at the sole discretion of the District. The District does not bind itself to accept the minimum specifications stated in this RFP but reserves the right to accept any proposal which, in the judgment of the District, will best serve the needs and the interests of the District. The District reserves the right to reject all proposals and not grant any award resulting from the issuance of this RFP. The District reserves the right to reject any or all proposals in its sole discretion. The District also reserves the right to waive irregularities and technicalities and to re-advertise for additional proposals. If awarded, no contract will be formed between the Respondent and the District until a contract is executed by both parties.

H. Protests. Respondents are hereby placed on notice of the existence of the District's Procurement Policy ("Bidding Policy"), dated 05/20/2019, and are considered to be on constructive notice of all provisions contained therein. A copy is available at the District's Office at 1148 Main Road, Johns Island, SC 29455. Respondents acknowledge familiarity with the established purchasing procedures of the District and more specifically sections regarding Competitive Sealed Bidding and Resolution of Protests as detailed in the Bidding Policy. Disputes regarding the RFP process shall be resolved in accordance with the policies and procedures contained in the Bidding Policy. Respondent is notified that the failure to file a protest within the times prescribed in the Bidding Policy shall constitute a waiver to the bid protest proceedings provided under the Bidding Policy.

I. Contract. The contents of the successful Respondent's proposal will be incorporated into a written contract in terms acceptable to the District at its sole discretion. Respondent's failure to accept this information will result in the cancellation of any award.

J. RFP Dates. The following is a list of key dates relative to this RFP:

RFP Issued by the District: October 1, 2024

Due Date for Proposals: October 31, 2024

Opening of Proposals: October 31, 2024

District Commission Meeting: November 11, 2024

Notice of Intended Decision: November 12, 2024

Agreement Execution: As soon as practicable

K. Public Availability of Records. Once opened, all proposals will become the property of the District and, at the sole discretion of the District, may not be returned to Respondent. Any information, reports, or other materials given to, prepared, or submitted in response to this RFP will be subject to the provisions of the South Carolina Code of Laws Title 30. Any Respondent claiming that its proposal contains information that is exempt SC Title 30., must clearly segregate and mark that specific information and provide the specific statutory citation for such exemption.

L. Equal Employment Opportunity. The District, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of The Department of Commerce (15 CFR, Part 8) issued pursuant to such act, hereby notifies all Respondents that it will affirmatively ensure that in any Contract entered into pursuant to this RFP, minority business enterprises will be afforded full opportunity to submit proposals in response to this RFP and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

M. Development Cost. Neither the District nor its representatives will be liable for any expenses incurred in connection with the preparation of a proposal for this RFP. All proposals should be prepared simply and economically, providing a straightforward and concise description of the Respondent's ability to meet the requirements of this RFP.

N. Conflicts of Interest. All Respondents must disclose with their proposal the name of any officer, director, or agent who is also a public employee. Further, all Respondents must disclose the name of any public employee who owns, directly or indirectly, an interest of five percent (5%) or more in Respondent's firm or any of its branches.

Section 3. Respondent Profile and Experience Requirements

A. Cover Letter. Respondent's proposal must include a cover letter signed by the individual who will have overall responsibility and accountability for all goods and services to be provided in performing the Project. The Cover Letter must include the specific information listed below:

- a. Respondent's legal name, address, and telephone number (company, firm, partnership, individual) and the e-mail address of Respondent's contact person.
- b. A brief description of Respondent's business and capabilities.
- c. Respondent's experience in managing projects similar to the Project.
- d. A statement that Respondent has read and understands this RFP and is able to provide the services requested.
- e. Any exceptions to the RFP.

B. Licenses, Registrations, and Certifications. Respondent must submit with its proposal copies of all current licenses, registrations, and certifications issued by federal, state, and local agencies, and any other licenses, registrations, or certifications from any other governmental entity with jurisdiction, allowing Respondent to perform the work required by the Project.

C. References. Respondent must provide a minimum of three (3) references from entities that have utilized services provided by the Respondent similar to those required by the Project and specific apparatus requirements.

Section 4. Scope of Work, Requirements and Specifications

A. Intent. It shall be the intent of this RFP to cover the furnishing and delivery of a complete fire apparatus (“Apparatus”) as described within the RFP document. The submitted proposals shall include the general requirements as to the type of construction and tests to which the Apparatus shall conform, together with certain details as to finish, equipment, and appliances with which the successful Respondent shall conform. Minor details of construction and materials, which are not otherwise specified, are left to the discretion of the Respondent, who shall be solely responsible for the design and construction of all features. Loose equipment shall be provided only as stated in the following pages.

Each proposal shall be accompanied by a set of "Respondent's Specifications" consisting of a detailed description of the Apparatus and equipment proposed and to which the Apparatus furnished under contract shall conform. These specifications shall indicate size, type, model, and make of all component parts and equipment.

Any alternate or premium cab option(s) provided by the Respondent shall include separate pricing for each option.

Additional submittal requirements:

1. The bid price shall be a delivered price. No additional fuel surcharges, delivery or destination fees will be allowed that are not clearly detailed and included in the bid submittal for the unit.
2. Specification sheets for the unit shall be included as designed by the Respondent.
3. Detailed pricing sheets shall be submitted which include the cost breakdown of all standard equipment and features on the unit(s).
4. Brochures and detailed cut sheets shall be supplied for the unit.
5. The Respondent’s proposal shall state the location of the factory or facility where the apparatus will be built.

B. Delivery. To ensure proper break-in of all components while still under warranty, the apparatus shall be delivered under its own power. A qualified delivery engineer representing the Respondent shall deliver the apparatus and remain for a sufficient length of time to instruct District personnel in the proper operation, care, and maintenance of the apparatus and equipment delivered.

C. Delivery Time. The proposal shall show the number of days required to ensure delivery of apparatus. Delivery date for these purposes indicates the apparatus is delivered fully equipped with all equipment agreed upon in the contract. Failure to state delivery time may result in the proposal being rejected. If a Respondent's proposal is accepted the District will work with Respondent on a delivery date and contract will indicate possible financial penalty if apparatus cannot be delivered by delivery date. If a delay is foreseen, the successful Respondent may request an extension by written notice to the District. The successful Respondent must keep the

District advised of all time of the status of the delivery.

- D. Inspection Trips.** Two (2) inspection trips will be provided for four (4) representatives of the District to the facility of the manufacturer building the Apparatus: one (1) for pre-construction, and one (1) for final inspection. These inspection trips shall take place at a time designated by mutual agreement between the District and Respondent. All costs for travel, lodging, and meals shall be the responsibility of the Respondent.
- E. Construction Progress Photos.** The successful bidder shall provide weekly photographs of the apparatus or the major components as they are being constructed. The photos shall commence at the beginning of the manufacturing process and shall continue until just prior to the final inspection. There shall be approximately six (6) weekly reports illustrating the progress of the apparatus through the course of each week. Special attention shall be given to show the unique features and aspects of the apparatus as construction progresses.
- F. Payment Options.** Respondent shall provide payment options, including pre-payment discounts.
- G. NFPA Compliance.** The Apparatus proposed by Respondent shall meet all the applicable requirements of the National Fire Protection Association (“NFPA”) as stated in current edition at time of contract execution. If any of the following specifications fail to meet or exceed these requirements, then bidder shall make note of such and follow NFPA guidance.
- H. Approval Drawing.** A drawing of the proposed Apparatus shall be provided to the District for approval before construction begins (“Approval Drawing”). The sales representative shall also have a copy of the Approval Drawing. The Approval Drawing shall become part of the Contract Document. The Approval Drawing shall indicate the chassis make and model, location of the lights, siren, horns, compartments, major components, etc. A "revised" Approval Drawing of the Apparatus shall be prepared and submitted by Respondent to the District showing any changes made to the Approval Drawing. Any contract awarded pursuant to this RFP may be cancelled by the District if an Approval Drawing is not finalized and approved.
- I. Manuals.** The following manuals shall be provided to the District upon delivery of the completed Apparatus, in hard copy:
1. Two (2) custom parts manuals for the complete Apparatus.
 2. Two (2) chassis service manuals containing parts and service information on major components.
 3. Two (2) chassis operation manuals.
- J. Warranty.** Each piece of the Apparatus and equipment shall be warranted to be free

from defects in materials or workmanship under normal use and service. Each Respondent shall supply, as a part of their proposal, a copy of the warranty or warranties that they propose to provide, and in no case shall it be less than **one (1) year** on the entire Apparatus. Additional warranties shall be provided as follows:

- a. Custom Chassis Warranty. Each new custom chassis shall be warranted to be free from defects in materials or workmanship under normal use and service. In no case shall the custom chassis warranty be less than **three (3) years**.
- b. Engine Warranty. The engine shall have no less than a **five (5) year or 100,000 mile** warranty provided by the engine manufacturer. This warranty shall provide the same coverage for the Diesel Particulate Filter that is an integral component of the exhaust emissions system.
- c. Transmission Warranty. The transmission shall have no less than a **five (5) year/unlimited mileage** warranty covering 100% parts and labor. The warranty is to be provided by Allison Transmission and not the Apparatus builder.
- d. Transmission Cooler Warranty. The transmission cooler shall carry a **five (5) year** parts and labor warranty (exclusive to the transmission cooler). In addition, a collateral damage warranty shall also be in effect for the first **three (3) years** of the warranty coverage, and shall not exceed \$10,000 per occurrence.
- e. Body Warranty. A body warranty shall be provided of **ten (10) years** from the date the new vehicle is first delivered **or 100,000 miles**, whichever is earlier.
- f. Paint and Corrosion Warranty. The cab and body exterior paint finish shall be warranted against blistering, peeling, corrosion, lack of adhesion, or any other manufacturing or material defect, with specifics and timeframe to be provided with the proposal.
- g. Lamination Warranty. A warranty against defects in material and workmanship with the graphics process shall be provided, with specifics and timeframe to be provided with the proposal.

Warranty specifics and timeframes shall be provided by the Respondent.

Insurance Requirements. Refer to Apparatus Requirements and Specifications (Attachment 1).

K. Service Center. Each bidder shall show that they are able to provide prompt service and replacement parts. Each bidder must be able to provide proof of an established factory authorized parts repository and service center capable of satisfying warranty service

requirements and parts requirements of the apparatus being bid on. Each bidder shall state the location of their authorized service center and provide proof that this service center is located within two hundred fifty (250) miles of the District's headquarters. The authorized service center shall have on staff factory-trained mechanics, well versed in all aspects of service for all major components of the apparatus.

L. Apparatus Specifications

The STJFD is seeking qualified vendors to provide proposals and specifications that meet the following minimum requirements. Vendors are encouraged to provide additional items that are typical for high water vehicle apparatus. The STJFD will work with the vendor selected to add additional items and equipment during the contract development phase of the project.

- a. Apparatus motor shall be diesel powered.
- b. Apparatus shall include an automatic transmission.
- c. Apparatus drivetrain shall be four-wheel drive (4X4).
- d. Apparatus ground clearance shall be suitable for "high water" use in flooded areas.
- e. Apparatus shall be white in color.
 - i. Apparatus graphics and striping will be coordinated following the granting of the award.
- f. Apparatus shall include a passenger area in the rear "bed" that includes bench seating. Passenger area shall include safety restraints.
- g. Apparatus passenger area shall include a covered top to protect passengers from rain and sun.
- h. Apparatus shall include a mechanical (powered) lift on the rear of apparatus. The lift shall include a safety system to prevent passengers falling when lift is in motion. Lift shall be capable of lifting wheelchairs and emergency medical services (EMS) stretchers.
- i. Apparatus passenger area shall include a EMS stretcher restraint / locking system compatible with STRYKER brand stretcher equipment.
- j. Apparatus shall include Whelen emergency lighting package that meets or exceeds the requirements of NFPA
- k. Apparatus shall include an LED "brow" light mounted above the CAB windshield.
- l. Apparatus shall include one (1) LED scene light on the left and right side of the passenger area (body) mounted in an area that will illuminate the sides of the ground on the apparatus.
- m. Apparatus shall include one (1) LED scene light mounted on the rear of the apparatus to illuminate the lift and area around the rear of apparatus.

Section 5. Method of Evaluation and Selection

A. Evaluation. Timely, responsive proposals will be evaluated by an Evaluation Committee consisting of three (3) or more representatives of the District. Each representative will score each proposal using the criteria described in Section 5.B., herein.

B. Evaluation Method and Criteria. Proposals will be evaluated by the following criteria:

<u>Category</u>	<u>Point Range</u>
Organizational Profile and Qualifications.....	0-25
<i>Ability to furnish the required goods and services; performance history on similar projects; recent, current, and projected workload; willingness to meet timeframes</i>	
Technical and Management Approach.....	0-25
<i>Project goals and objectives clearly understood; quality, creativity and depth of proposal; commitment of staff and resources; project management, controls and communications; timeframe of completion</i>	
Specification Adherence.....	0-25
<i>Proposal comprehensively addressed the specifications listed in the RFP; consideration of any premium cab options provided; consideration of warranties provided; deviations from listed specifications were notated with adequate explanation</i>	
Cost and Timeframe of Delivery.....	0-25
<i>Overall cost of apparatus and delivery timeframe will be evaluated as part of the RFP process.</i>	

C. Selection. Following the opening of the submitted proposals, evaluation committee members will discuss and rank the proposals. The Fire District Commission will discuss the proposals at the November 4, 2024 Commission meeting that begins at 5:00 P.M. Individual raw scores will be ranked with the top ranked Respondent receiving a rank of one (1). In the event of a tie, the individual raw scores will be totaled and the proposals will be ranked with the top ranked Respondent receiving the highest cumulative raw score. It is intended that the Board of Fire Commissioners will select the Respondent with the highest ranking.

