



Request for Proposals

For

Self Contained Breathing Apparatus Equipment

SCBA-RFP-2022-035

Issued November 1, 2022

Submission Deadline November 30, 2022, 12:00pm local time

Opening November 30, 2022, 12:05pm local time at Township of Seguin
Municipal Office, 5 Humphrey Drive

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Separately Attached Appendices

- Appendix A – RFP Scope of Supply
- Appendix B – Schedule of Items and Pricing
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1.1 Invitation to Bid

This Request for Proposals (the RFP) is an invitation by the Seguin Township to potential Vendors, in good standing with the Township, to submit non-binding Proposals for Self Contained Breathing Apparatus Equipment for the Seguin Fire Services. This request will follow the guidelines in the Seguin Township Procurement Policy By-Law 2011-057

1.2 RFP Contact

For the purposes of this procurement process, the “RFP Contact” will be:

Name: Sean Carroll

Title: Fire Chief

Email Address: scarroll@seguin.ca

Bidders are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the Township, other than the RFP contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the ineligibility of the Vendor and the rejection of the Vendor’s Proposal.

Any questions or requests for interpretation or clarification, either administrative or technical, about this RFP must be submitted via email to the RFP Contact at the time noted in the RFP Timetable.

1.3 Type of Contract

The selected bidder will be requested to enter into a contract for the provisions within Appendix A. Although the Township’s intent is to enter into an agreement with only one (1) legal entity, the Township may decide in its sole discretion to enter into agreements with multiple entities.

Work needed in addition to the scope listed will be addressed on a case-by-case basis taking into consideration the scope of the additional work, cost implications, interruptions to equipment, process or other incidental items.

Through the RFP, the Township is looking to secure pricing for a multi-year purchase, but if pricing is favourable, all equipment may be purchased in year one of the agreement.

1.4 RFP Timetable / Key Dates

Issue Date of RFP	November 1, 2022
Submission Deadline	November 30, 2022
Anticipated Execution of Agreement	February 1, 2023 for Year 1 February 1, 2024 for Year 2

The RFP timetable is tentative only and may be changed by the Township at any time.

While no formal proponent information session has been scheduled, it remains the bidder’s responsibility to satisfy themselves as to all requirements related to this project.

1.5 Submissions of Proposals

Proposals must be submitted before November 30, 2022 at 12:00pm local time

Registered mail to:

SCBA-RFP-2022-035

Attention: Fire Chief, Sean Carroll

5 Humphrey Drive, Seguin ON

P2A2W8

Proposals must be submitted on or before the submission deadline. Proposals submitted after the deadline will not be accepted. Vendor's are advised to make submissions well before the deadline. Vendor's making submissions near the deadline do so at their own risk.

Vendor's are advised that the timing of their submission is based on when the Proposal is received by Township.

1.6 Proposals to be submitted in Prescribed Format

A summary of the cost to design, manufacture, deliver and install the required SCBA equipment shall be itemized to a summarized line-item cost.

Quotes provided for consideration will list costs in the format detailed in Appendix B, Schedule of Items and Prices.

It is the bidder's responsibility to ensure receipt of the latest information and updates regarding this opportunity. If a bidder has obtained this RFP from a third party, the onus is on the bidder to acquire this RFP in its entirety.

1.7 Amendment of Proposals

Vendor may amend their Proposals prior to the submission deadline by submitting the amendment in a sealed package clearly marked with the RFP title and number and the full legal name and return address of the Vendor to the location set out above or via email to the RFP contact. Any amendment should clearly indicate which part of the Proposal the amendment is intended to amend or replace.

1.8 Exclusions

Any exclusions from the Scope of RFP that are not included a Vendor pricing must be clearly stated in the proposal.

1.9 Withdrawal of Proposals

At any time, until the signing of a written agreement, a Vendor can withdraw a submitted Proposal. A proposal may be withdrawn after its submission by written request signed by the proposer or authorized representative prior to the time and date specified for proposal submission. Proposals may be withdrawn and resubmitted in the same manner if done so before the proposal submission deadline. Withdrawal or modification offered in any other manner will not be considered. The Township is under no obligation to return withdrawn Proposals.

1.10 Proposals in English

All Proposals are to be in English only.

1.11 Vendor to Assume Their Own Costs

The Vendor will assume all costs associated with or incurred in the preparation and presentation of its Proposal, including, if applicable, costs incurred for interviews or demonstrations.

1.12 Proposal to be Retained by the Township

The Township will not return the Proposal, or any accompanying documentation submitted by a Vendor.

1.13 Vendor to Review RFP

Vendor should examine all the documents comprising this RFP and may direct questions or seek additional information through the above RFP contact on or before the deadline for questions. The Township is under no obligation to provide additional information, and the Township is not responsible for any information provided by or obtained from any source other than the Township contact. It is the responsibility of the Vendor to seek clarification from the Township on any matter it considers to be unclear. The Township is not responsible for any misunderstanding on the part of the Vendor concerning this RFP or its process.

Oral statements concerning the meaning or intent of the contents of this RFP by any person other than the persons identified herein are unauthorized and invalid. The Seguin Township will not be responsible for any other explanation or interpretation of this RFP, or for any oral instructions. Any contact with Seguin Township personnel other than identified above regarding this RFP may disqualify a proposer.

1.14 All New Information to Vendor by Way of Addenda

Seguin Township may modify this RFP, any of its key actions, dates, or any of its attachments, prior to the date fixed for submission of proposals by issuance of an electronic Addendum to all proposers. Such Addendum will also be posted on the Township website. Proposer will acknowledge receipt of all Addenda in their proposal. Any Addenda issued during the time for submission of proposals will be made part of the Agreement.

1.15 Post-Deadline Addenda and Extension of Submission Deadline

If the Township determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Township may extend the Submission Deadline for a reasonable period.

1.16 Late Responses

While late responses are usually rejected, Seguin Township retains the right to accept or reject late responses for any reason.

1.17 Verify, Clarify and Supplement

When evaluating Proposals, the Township may request further information from the Vendor or third parties in order to verify, clarify or supplement the information provided in the Vendor's Proposal, including but not limited to clarification with respect to whether a Proposal meets any mandatory technical requirements. The Township may revisit the Vendor's response based on any such information.

For clarification purposes, the words "Contractor", "Company", "Proposer", "Vendor", "Supplier", "Vendor" and "Bidder" shall be read to be one and the same. The words "Contract" and "Agreement" shall be read to be one and the same. The words "Proposal" and "Proposal" shall be read to be one and the same. The words "Request for Proposal" and "RFP" shall be read to be one and the same. The words "Notice of Award" and "Award Letter" shall be read to be one and the same.

1.18 Evaluation of Proposals

Proposals will be evaluated initially by a selection committee comprised of Seguin Township staff within five days of the bid close date. The proposal shall be of such scope and depth to sufficiently describe and demonstrate the understanding of the equipment specified in the Scope of RFP.

Submittal of incomplete or vague proposals will be rejected.

Evaluation Process

The following points will be used to evaluate the proposals:

Practical evaluation	25 points
Warranty	20 points
Meets specification	20 points
Price	20 points
Value added items/service	10 points
Delivery schedule/work plan	5 points

Award of the contract resulting from this RFP will be based upon the most responsible Vendor whose offer will be the most beneficial to the Township in terms of cost, functionality, and other factors as specified above. It is the bidder's responsibility to clearly and properly describe components, features and pricing information so that additional research is not required by the selection committee.

The Seguin Township reserves the right to:

1. After reviewing the proposals, to reject any or all proposals, or to accept proposal(s) that in its sole judgement are in the best interest for the Seguin Township.
2. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential parties.
3. Accept any offer other than lowest price offered.
4. Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
5. Request Vendor and final offers.
6. Review Contractor performance and reject bids of Vendor that fall below the standard required by any contract.
7. Reject proposals that have not followed the guidelines, do not meet minimum content or quality standards, or take unacceptable exceptions to the Scope of RFP.
8. Reject any or all proposals and may waive any immaterial deviation in a proposal. Seguin Township's waiver of an immaterial defect shall no way modify this RFP or excuse the proposer from full compliance with this RFP and/or the Contract documents if awarded the contract.
9. Make investigations as deemed necessary to determine the ability of the proposer to perform the services, and the proposer shall furnish to Seguin Township all such information and data for the purpose as requested by Seguin Township. Seguin Township reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer fails to satisfy Seguin Township that the proposer is properly qualified to carry out the obligations of the agreement and to complete the work described therein.

The most qualified Vendor(s) may be asked to participate in an oral interview to discuss in greater detail the content of their proposals. Seguin Township will notify finalists, if interviews are conducted, of the date and time of such interview(s).

1.19 Award of Contract

The Township may choose to award all or part of the project to one or more bidder.

The Vendor who is awarded the contact for the scope within this RFP will be notified by email of the pending award. Notification of Award of a contract is not considered a binding contract and does not give the Supplier approval to procure, ship or invoice the Seguin Township for the equipment or materials listed in this RFP. A formal Purchase Order will follow the Notification of Award and is to be considered the contract for proceeding with the equipment procurement

Once an agreement is executed by the Township and a Vendor, the other bidders may seek results posted on the Township 's website.

1.20 Contract Documentation

In submitting a proposal, the Vendor can offer its intention to enter into an agreement with Seguin Township by means of a Purchase Order. The Vendor's pricing proposal in response to this RFP will be incorporated into the final agreement between Seguin Township and the selected Vendor. The agreement to be executed by the successful proposer will conform to the terms of the Purchase Order, however, Seguin Township reserves the right to update the agreement to its current standards at the time Seguin Township executes the contact.

1.21 Vendor Not to Communicate with Media

Vendor must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered pursuant to this RFP without first obtaining the written permission of the RFP Contact.

1.22 Payment

Payment will be made following receipt of the deliverables and an approved invoice. Payment terms are Net 30 Days from approved invoice

1.23 Illegal or Unethical Conduct

Vendor must not engage in any illegal business practices, including activities such as bid rigging, price-fixing, bribery, fraud, coercion, or collusion. Vendor must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Township; deceitfulness; submitting Proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

1.24 Confidential Information of the Township

All information provided by or obtained from the Township in any form in connection with this RFP either before or after the issuance of this RFP:

- (a) is the sole property of the Township and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contracts;
- (c) must not be disclosed without prior written authorization from the Township;
- (d) must be returned by the Vendor to the Township immediately upon the request of the Township;
- (e) this RFP will not give rise to any contract based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (f) neither the Vendor nor the Township will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a Proposal submitted in response to this RFP.

1.25 Cancellation

The Township reserves the right to cancel this RFP at any time should it be deemed to be in the best interest of the Township, without liability. No obligation, either expressed or implied, exists on the part of Seguin Township to make an award based on the submission of any proposal.

Appendix A RFP Scope of Supply

Purpose

The Seguin Fire Services is seeking proposals for the purchase of Self-Contained Breathing Apparatus (SCBA's) and related components. The SCBA and related components shall meet the minimum specifications outlined in most current applicable National Fire Protection Association (NFPA) 1981 Standards. Options beyond the outlined specifications are at the discretion of the vendor.

Background

The department will be replacing SCBA equipment to comply with new NFPA 1981 Standards (2018 Edition). The evaluation and award process will allow the Seguin Fire Services to select the most appropriate equipment for the department based on performance, value, quality, service and added value.

GENERAL REQUIREMENTS:

The following requirements shall be strictly adhered to:

1. Exceptions will be allowed if they are equal to or superior to that specified and provided they are listed and fully documented and explained on a separate page entitled "EXCEPTIONS TO SPECIFICATIONS". The exception list shall refer to specification page number and paragraph.
2. Proposals taking **total exception to specifications** shall not be accepted.
3. SCBA and components shall be inspected upon delivery for compliance with the specifications. Deviations shall not be allowed and shall be cause for rejection of SCBA unless they were originally listed in bidder's proposal.

Self-Contained Breathing Apparatus (SCBA)

Year 1 Fourteen (14) air packs with (optional) quick connect regulators and universal emergency breathing safety systems (UEBSS). These packs shall meet the requirements listed in the current applicable NFPA standards.

Year 2 Ten (10) air packs with (optional) quick connect regulators and universal emergency breathing safety systems (UEBSS). These packs shall meet the requirements listed in the current applicable NFPA standards.

Facepiece

Year 1 Thirty (30) facepieces

Year 2 Option to order up to Fifteen (15) facepieces

The required number of the masks for each size will be determined by the proponent upon completion of fit testing all of the current members of the fire department.

Note; If face piece requires voice amplification for optimum communications they shall be included in the quote.

Compressed Air Cylinders

Year 1 Thirty (30), Compressed Air Cylinders rated to 4500 PSIG (45-minute cylinders)

Year 2 Twenty (20) Compressed Air Cylinders rated to 4500 PSIG (45-minute cylinders)

Cylinders will have two options to be priced **Option 1** will be a quick connection style of fitting, come complete with department and numeric identification, and a reusable dust cap, **Option 2** will be a CGA connection style of fitting, come complete with department and numeric identification, and a reusable dust cap.

Rapid Intervention Team Pack

Two (2) RIT-Packs capable of utilizing 4500 PSIG 45-minute cylinders.

Warranty

The vendor will give an in-depth description of the warranty, including length of warranty and parts covered, including soft and hard components, as well as electrical components.

Roll-out

The successful bidder will be:

- Present on site for delivery and of components
- Perform adjustment of SCBA seat docks
- Set up and install new SCBA
- Remove existing SCBA/cylinders
- Distribute components to respective stations and remove all packaging
- The roll out plan will provide a turnkey solution for the Seguin Fire Services
- Provide up to three (3) training sessions for firefighters in:
 - Donning and doffing
 - Equipment use and operation
 - Cleaning and decontamination
 - Repair and maintenance of components
 - Inspection and evaluation
 - Warranty and return

Value added items

Vendors shall provide in-depth details of any value-added items/services that they wish to include or identify as part of their bids. This may include financing options, service availability, support, training, etc.

Optional Items that will be considered

The successful bidder will provide pricing for the following:

1. Prescription eye glass kits
2. Charging kits, if required
3. Replacement chest straps for all packs
4. Fabric protective storage bag for face pieces

*Quantities noted are approximate, the Township may, at its discretion purchase more or less of the commodity.

Vendor Presentation/SCBA Demo Unit

Representatives from qualified vendors may be asked to provide three functioning SCBA unit as outlined in the proposal for further evaluation by the Seguin Fire Services SCBA Committee and firefighters. Upon delivery of the demo unit, the Seguin Fire Services would invite the vendor representative to provide an in-person presentation of the SCBA unit complete with features, field use information, post-use inspection requirements and cleaning procedures and allowing for a Q&A period.

Appendix B Schedule of Items and Pricing

The following fee schedule shall be completed and submitted as a part of the Proposal.

All costs related to the work required in the RFP are to be included in the items listed in the schedule and all work that is included in the item shall be detailed in the proposal.

Year 1

Required Items	Quantity*	Unit price	Purchase Price
SCBA Units with UEBSS	14	\$	\$
Quick Disconnect Regulator (optional)	14	\$	\$
Compressed Air Cylinders 4500 PSIG 45 minutes	30	\$	\$
Option 1 Quick Connect	30	\$	\$
Option 2 CGA Connection	30	\$	\$
Face Pieces	30	\$	\$
RIT SCBA Pack	2	\$	\$
Charging kits	4	\$	\$
PASS Devices	14	\$	\$
Optional Items	Quantity	Unit price	Purchase Price
Prescription Eye Glass		\$	\$
Voice Amplification (if required)		\$	\$
Thermal Imaging Camera		\$	\$
Replacement chest harness kits		\$	\$
Fabric protective storage bag		\$	\$
Sub Total, in Canadian Funds		\$.
HST		\$.
Total, in Canadian Funds		\$.

Year 2

Required Items	Quantity*	Unit price	Purchase Price
SCBA Units with UEBSS	10	\$	\$
Quick Disconnect Regulator (optional)	10	\$	\$
Compressed Air Cylinders 4500 PSIG 45 minutes	20	\$	\$
Option 1 Quick Connect	20	\$	\$
Option 2 CGA Connection	20	\$	\$
Charging kits	4	\$	\$
PASS Devices	10	\$	\$
Optional Items	Quantity	Unit price	Purchase
Prescription Eye Glass		\$	\$
Voice Amplification (if required)		\$	\$
Thermal Imaging Camera		\$	\$
Replacement chest harness kits		\$	\$
Fabric protective storage bag		\$	\$
Sub Total, in Canadian Funds		\$	
HST		\$	
Total, in Canadian Funds		\$	

Payment will be made following receipt of the deliverables and an approved invoice. Payment terms are Net 30 Days from approved invoice

Appendix C - References

Should the space provided be insufficient for the Bidder's requirements, the Bidder shall attach additional sheets as required.

Reference Information

Provide a minimum of three (2) references from clients that have purchased SCBA units like those specified in the RFP within the past year.

The Seguin Fire Services reserves the right to contact these references and to consider its own experience with any service provider or contractor that currently has a contract of previously had contracts with the fire department.

Name of Client	
Address	
Contact Name & Title	
Telephone Number	
Email Address	
Brief description of SCBA unit purchased & quantity	

Name of Client	
Address	
Contact Name & Title	
Telephone Number	
Email Address	
Brief description of SCBA unit purchased & quantity	

Appendix D – Signature Sheet

My signature certifies that the Proposal, as submitted, complies with all terms and conditions as set forth in this request.

My signature certifies that this Vendor has no business or personal relationships with any other companies or persons that could be considered a conflict of interest or potential conflict of interest to Seguin Township, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Seguin Township.

The Proposer hereby certifies that it has: Read each clause of this RFP. Has included all costs necessary to furnish equipment and complete work in its proposed pricing. Agreed that, if it is awarded the Contract, it will make no claim against Seguin Township based upon ignorance of local conditions or misunderstanding of any provision of the contract. Should conditions turn out otherwise than anticipated by it, the Proposer agrees to assume all risks incident thereto.

I hereby certify that I am authorized to sign as a Representative for the Vendor:

Name of Vendor: _____

Address: _____

Signature: _____

Name (type/print): _____

Title/Position: _____

Telephone: _____

Email: _____

Fax No.: _____

Date: _____

To receive consideration for award, this signature sheet must be returned as part of the Proposal.