



**REQUEST FOR PROPOSAL  
NO. 2009-21**

**2009 GROUND LADDER INSPECTIONS AND TESTING**

CHEROKEE COUNTY FIRE –ES  
150 CHATTIN ROAD  
CANTON, GA 30115

RFP RELEASE DATE

September, 18, 2009

PROPOSAL DUE DATE

October 14, 2009, 10:00 A.M.

Conducted By:

Kevin Botts, Division Manager, Support Services,

678-493-4020

Email; [ktbotts@cherokeega.com](mailto:ktbotts@cherokeega.com)

Dorothy Griffith, Purchasing Manager

678-493-6000

Email; [dgriffith@cherokeega.com](mailto:dgriffith@cherokeega.com)

## **1. GENERAL –**

- 1.1 The Cherokee County Board of Commissioners (CCBOC) / Cherokee County Fire-ES (CCF-ES), Canton, GA is requesting sealed proposals from qualified testing facilities to conduct 2009 Ground Ladder Inspections and Testing in accordance with NFPA 1932.
- 1.2 This will be a firm, fixed price contract encompassing all aspects of the testing and inspections at all locations within the county. Proposals must include all proposed costs for the following work, to include additional pricing per ladder, if required, above and beyond the initial 140-150 ladders.
- 1.3 Inspections and Testing will be conducted at various locations throughout Cherokee County, GA...

## **2. INSTRUCTIONS TO BID**

- 2.1 Purpose: The purpose of this document is to provide general and specific information for use by vendors in submitting a bid to the Cherokee County Fire and Emergency Services for “2009 Ground Ladder Inspections and Testing”
- 2.2 How to Prepare Bid Proposals: All bid proposals shall be:
  - (A) Prepared on the forms enclosed herewith, unless otherwise prescribed.
  - (B) Typewritten or completed with pen and ink, signed by the vendor or his authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. Bidders are encouraged to review carefully all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.
- 2.3 How to Submit Bid Proposals: An original and two (2) copies of the proposal and supporting documents must be submitted in response to the RFP; all bid proposals shall be:

Submitted in a sealed envelope that provides the following clearly marked on the inside and outside of envelope:

- (a.) Company Name
- (b.) Bid Number (RFP / RFB)
- (c.) Bid Title
- (d.) Submittal Deadline (Date & Time)

- (A) Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Office on or before 10:00 A.M. on the 14 of October, 2009.  
Mailing Address: Cherokee County Purchasing Department,  
Attn: Purchasing Manager, 1130 Bluffs Parkway, Canton, GA 30114
- (C) Hand Delivery Address: 1130 Bluffs Parkway, Cherokee County  
Purchasing Office, Canton, GA. 30114
- (D) Bids not received by the time and date specified will not be opened.
- (E) The County will not except fax proposals or proposals sent via e-mail.  
All faxed or e- mailed proposals will be returned.

2.4 Errors in Bids: Bidders or authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidder's own risk. In case of error in extension of prices in the bid, the unit prices shall govern.

### **3. BIDDER REQUIREMENTS**

- 3.1 The bidder must provide at least three (3) references where like services have been supplied (Reference Form Provided in RFP)
- 3.2 Bidder must have at least three (3) years experience in inspections and testing of ground ladders
- 3.3 Prior to award of contract, the actual person(s) performing the inspection / testing shall be required to present for review, proof of their certification(s)
- 3.4 The bidder shall furnish all labor, materials, supplies, and transportation needed to perform inspection and testing services on ground ladders.
- 3.5 The bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State or County statute, ordinances and rules during the performance of any contract between the bidder and the County. Any such requirement specifically set forth in any contract document between the bidder and the County shall be supplementary to this section and not in substitution thereof.
- 3.6 Multiple Bids: No vendor will be allowed to submit more than one bid. Any alternate proposals must be submitted in writing at least five (5) days preceding bid opening date.

**4. Contact(s):**

4.1 Any questions or concerns regarding this Request for Proposal should be directed to:

**Kevin Botts, Division Manager, Support Services**  
**Ph. (678) 493-4020**  
**Email, ktbotts@cherokeega.com**

**5. SPECIFICATIONS**

**CCF-ES has approximately 140 to 150 ground ladders that require inspections and testing.** The ladders are predominately Alco-Lite and Duo Safety brand aluminum ladders. In addition, many of the ladders have halyards and hooks that require inspection and testing as well.

- 5.1 All ground ladder inspections and testing shall be conducted in accordance with NFPA 1932.
- 5.1 Heat sensors and labels will need to be applied as required. Proposals shall include an explanation of services provided as part of the inspection and testing process.
- 5.2 Proposals should also include an explanation of repairs (if offered) and associated costs.
- 5.2 Inspections and Testing will be conducted at various locations throughout Cherokee County, GA
- 5.3 The Contractor shall submit inspection and test reports noting in detail all discrepancies and shall identify all parts and mechanisms that require restoration or repair. A preliminary report shall be issued immediately after testing a unit that failed to pass inspection to enable the equipment to pass re-inspection and to assure that the equipment operates safely and efficiently.

**6. RESPONSE TIME:**

6.1 Please state maximum response time from time request is made for testing until arrival of testing team and actual testing begins: \_\_\_\_\_

\_\_\_\_\_

**7. PRICING:**

7.1 Please list the price per each inspections and testing of ground ladders. The numbers to be inspected and tested are estimates only. The County shall have the option of adding or deleting from the quantity given and to change the type of ladder as required or needed.

\$ \_\_\_\_\_

**8. Award of Contract:**

8.1 The contract, if awarded, will be awarded to the most responsive and the bidder whose bid will be most advantageous to the County, price and other factors considered. The County will make the determination.

8.2 Basis of Award: Proposals will be evaluated by a Selection Committee according to the following criteria;

- A. Specifications (35 points)
- B. Pricing (35 points)
- C. Experience / Qualifications (30)

8.3 Standards for Acceptance of Bid for Award Contract: The County reserves The right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejections or waiver is in the interest of the County. The County reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid from a bidder whom investigation shows is not in a position to perform the contract.

8.4 Award Term: This is to be a firm contract for a 12 month period effective (Mth)\_\_\_\_\_ (Date) \_\_\_\_\_ (Yr) \_\_\_\_\_ through (Mth)\_\_\_\_\_ (Date) \_\_\_\_\_ (Yr) \_\_\_\_\_, with an extension option. This contract may be extended for one or more years not to exceed four (4) years if agreed upon by both parties within 90 days in advance of current term expiration.

The County reserves the right to cancel the contract without cause with a minimum thirty (30) days written notice.

8.5 Compliance with Specifications – Terms and Conditions: The Bid, Legal Advertisement, General Conditions and Instructions to Bidders, Specifications, Special Conditions, Vendor’s Bid, Addendum, and/or any other pertinent documents from a part of this proposal and reference are made a part hereof.

8.6 Notice to Proceed: The successful bidder shall not commence work under this bid proposal until notified by receipt of signed contract, and/or Letter of Notice

to Proceed or Purchase Order. If the successful bidder does commence any work prior to receiving official notification, he does so at his own risk.

- 8.7 Tax Exempt: The County is exempt from payment of excise, transportation and sales tax imposed by the Federal Government and/or the state of Georgia. Such taxes must not be included in the bid prices. Exemption certificates will be provided upon request.

**9. REFERENCES:**

**9.1 Five Business References Required**

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact: \_\_\_\_\_

2. Name : \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact: \_\_\_\_\_

4. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact: \_\_\_\_\_

5. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact: \_\_\_\_\_

**10. I hereby acknowledge** that I have read and understand the requirements of this Request for Proposal No; 2009-21 that I as the bidder, will comply with all requirements, and that I am duly authorized to execute this proposal/offer document and any contract(s) and/or other transactions required by award of this Bid.

Name of Company: \_\_\_\_\_

Representative \_\_\_\_\_

(Type or Print)

Signature \_\_\_\_\_ Title: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**11. CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:**

**Addendum #** \_\_\_\_\_ **Date** \_\_\_\_\_

**Addendum #** \_\_\_\_\_ **Date** \_\_\_\_\_

**Addendum #** \_\_\_\_\_ **Date** \_\_\_\_\_

