



Cherokee County Board of Commissioners
Purchasing Department
1130 Bluffs Parkway, Canton, GA 30114
Phone: (678) 493-6000
Fax: (678) 493-6035

REQUEST FOR PROPOSALS

RFP# 2024-006 Scott SCBA Equipment and Supplies

THE PROJECT: The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed **proposals** to support purchase of Scott Face Pieces, Scott Cylinders and Scott Self-Contained Breathing Apparatus Harness' (SCBA) meeting the specifications and as described herein, and more fully specified in the scope and specifications provided.

There **will not** be a mandatory meeting to review the requirements.

All times in the solicitation are local times to Cherokee County, Georgia in the Eastern Time Zone.

This Request for Opportunity Description is one of two documents making up this solicitation. The second document is Cherokee County Standard Solicitation Terms and Conditions, which contains all the standard forms potentially required to accompany a submission. Both of these documents together constitute the entire solicitation at the time of issuance.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County.

SCHEDULE:

Issued	12/5/2023
Questions Due	12/11/2023
Answers Due	12/13/2023
Bids/Proposals Due	12/20/2023
Anticipated Award Date	1/16/2024*

*SUBJECT TO CHANGE WITHOUT NOTICE

THE ABOVE SCHEDULE MAY BE UPDATED ON THE COUNTY BIDNET WEBSITE WITHOUT MAKING CHANGES TO THIS DOCUMENT, AND THE SCHEDULE ON THE BIDNET WEBSITE HOLDS THE HIGHEST PRECEDENT. BIDDERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF THE LATEST SCHEDULE BY REVIEWING THE BIDNET WEBSITE.

THE EXPECTED PERIOD OF PERFORMANCE:

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be an X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. ☐ NO PHYSICAL ITEMS/GOODS ☒ PHYSICAL DELIVERY OF ITEMS/GOODS REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

☒ Warranty Term Requested: **Manufacturer Warranty**

2. ☒ NO SERVICES REQUIRED ☐ PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of a Notice to Proceed (NTP), in which case the NTP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- ☐ One Year
☐ Two Years
☐ Three Years
☐ Other:

3. ☒ OPTION GRANT:

This solicitation contains requested options; please see Statement of Work and pricing instructions for details.

SUBMITTAL INSTRUCTIONS:

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (**only items indicated with an “X” in the corresponding boxes are required for this solicitation**):

- ☒ Information and Addenda Acknowledgement Form (Appendix A)
- ☒ Non-Influence and Non-Collusion Affidavit (Appendix B)
- ☐ E-Verify Affidavit (Appendix C)
- ☒ References* (Appendix D)
- ☒ Acceptance of County' Standard Agreement**, as below: (Appendix E)
 - ☐ Professional Services Agreement (Sample provided)
 - ☐ Construction Services Agreement (Sample Provided)
 - ☐ Architectural & Engineering Services Agreement (Sample Provided)
 - ☒ Other: Purchase Order
- ☒ Suspension, Debarment and Litigation Affidavit (Appendix F)
- ☐ SAM registration is required (Appendix F)
- ☐ Contractor's License Certification (Appendix G)
- ☐ Bonds Requirements **if the price bid > \$100K**
 - ☐ Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
 - ☐ Bid Bond (See Appendix I)
- ☐ Evidence of/ability to provide Insurance at the limits identified herein,***
- ☒ Certifications, Licenses or Registrations as required by law and/or as requested
- ☐ Pricing on Proposer's Company Letterhead
- ☒ Pricing on included or upload required pricing sheet / bid form
- ☐ Contractor's Qualifications Statement (Appendix J)
- ☐ Added Terms to Construction Service Agreement (Attachment)
- ☐ Substitutions Proposed: See Instructions Standard Solicitation Terms****, Item 9
- ☒ Any other requirements as requested under the scope of work

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

****Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

EVALUATION CRITERIA:

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

☐ Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.

OR

☒ Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

60%	Price
40%	Technical – at a minimum to include: ability to meet County’s needs, safety, delivery, references, operability with existing Scott products, ability of product to meet standards, etc.
100%	TOTAL

References may be contacted should the evaluation team deem them necessary.

Proposals will be scored on the above evaluation criteria. Failure to provide information necessary to evaluate proposal, may result in a lower scoring proposal.

The County reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract.

HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the “X” below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

A. Electronic Submissions Only:

☒ Bids and Proposals are to be submitted electronically ONLY to BidNet Direct. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) as ONE file unless otherwise indicated in solicitation instructions

or in the electronic upload requirements. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]_[Vendor Name]_[Document Type]
Example: "2017-111_ABC Company_Proposal"

QUESTIONS/ADDENDA:

Only written inquiries will be permitted during the solicitation period. **Questions are to be submitted via BidNet Direct** for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on BidNet Direct. All interested parties are instructed to monitor BidNet Direct on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

STATEMENT OF WORK AND / OR SPECIFICATION LOCATED ON THE NEXT PAGE

STATEMENT OF WORK AND / OR SPECIFICATION:

Cherokee County Fire & Emergency Services (CCFES) intends to purchase multiple Scott , Scott Cylinders and Scott Self-Contained Breathing Apparatus Harness' (SCBA) meeting the specifications below and matching the part numbers listed. In addition to the items that will be purchased upon award, the CCFES is seeking options to purchase with the same vendor for a five (5) year period to order additional SCBA on an as-needed basis with no guaranteed minimum or maximum quantity order.

Pricing for initial order shall be fixed. Any changes to pricing beyond the initial order must be tied to an updated MSRP.

Year 1: award – September 30, 2024

Year 2: October 1, 2024 – September 30, 2025

Year 3: October 1, 2025 – September 30, 2026

Year 4: October 1, 2026 – September 30, 2027

Year 5: October 1, 2027 – September 30, 2028

CCFES intends to purchase upon award, as a first order estimate:

- Quantity 35: 45 minute, 4500 PSI cylinders, per year.
- Quantity of 13: X3-pro SCBA's, per year.
- Quantity of 100: AV3000HT Facepieces (various sizes), per year.

Delivery: All items shall be delivered to Cherokee County Fire & Emergency Services, no more than 60 days from issuance of a purchase order. CCFES typically purchases these on a schedule and plans to purchase yearly in October, however, the timing of the order is not guaranteed.

Please note the manufacturer and part numbers listed below represent the actual requirements for this RFP.

Face Piece Item Descriptions

Scott size small AV 3000 HT w/Kevlar head harness, 4 strap, w/no COMM bracket; part number 201215-21

Scott size medium AV 3000 HT w/Kevlar head harness, 4 strap, w/no COMM bracket; part number 201215-22

Scott size large AV 3000 HT w/Kevlar head harness, 4 strap, w/no COMM bracket; part number 201215-23

Cylinder Item Descriptions

Scott Safety SCBA Carbon Cylinder with Valve, 45 minute/4500PSI; part number 804722-01

SCBA Item Descriptions

2018 NFPA edition or newer 4.5 X3 Pro with CGA Cylinder Connection, Quick-Disconnect MMR Hose, PASS w/Pak-Tracker Console with UEBSS, Parachute harness and belt.

Part Number– X8814025305304

END OF STATEMENT OF WORK/SPECIFICATION

RFP# 2024-006 SCOTT SCBA EQUIPMENT AND SUPPLIES

PRICING FORM

1. **Unit Pricing Based on Purchase Order Quantities:** Exact quantities for each item will be specified at the time of issuing a purchase order. Proposers are required to provide unit prices based on quantities and item descriptions provided in these specifications and on Bidnet. The unit prices stated in your proposal (uploaded to Bidnet) will be considered as the offered pricing for the items described, inclusive of MSRP discounts.
2. **Initial Order Estimates:** The quantities and descriptions included in this request represent our estimated first-order quantities. Minimal changes in quantities may be required to accommodate budget limitations. These estimates are based on the County's anticipated needs and should be used as a guide for your pricing.
3. **MSRP Price List Submission:** Proposers are required to upload the current Manufacturer's Suggested Retail Price (MSRP) list for all items. This list and proposed discount will serve as a baseline for evaluating the proposed pricing and future option orders. Offered unit pricing must be inclusive of the proposed discount. It will be requested as a separate upload. If there is another published price list that may serve in this capacity, notate with the list.
4. **Firm Option Pricing for Future Purchases:** In addition to current pricing, proposers are requested to provide firm option pricing. This means you should quote a fixed percentage discount off the MSRP, a discount percentage which will be valid for any purchases made within the next 5 years. This discount should apply to the MSRP available at the time of each future purchase.
5. **Annual Large Orders Expectation:** The County anticipates placing one large order annually. The size of each annual order is expected to be within 20% (plus or minus) of the total quantity of the initial order. Proposers should take this into consideration when formulating their pricing strategy. Either party may seek adjustments to the MSRP discount if quantities fall outside of this expectation.

Company Name: _____