

**City of Morrow Request for Bids
Vehicle Extrication Equipment
Bid Deadline December 13, 2018 at 12pm**



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Be advised that any conversations (in reference to this bid) between vendors and any City employee or City official outside of the contact identified in this bid during the entire competitive bidding process is strictly prohibited. Such actions will result in removal of the vendor from the bidder's list and rejection of the vendor's bid. The ONLY official position of the City is that position which is stated in writing in this document. No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

Purpose: The City of Morrow is seeking bids for vehicle extrication equipment (outlined in Exhibit A of this RFB).

The City of Morrow will hereinafter be referred to as the "City." Respondents to the RFB shall be referred to as "Vendors." The Vendor to whom the contract is awarded shall be referred to as the "Contractor."

Contract:

This Solicitation or the response shall not constitute a contract with the City. No contract is binding or official until approved by Mayor and Council. The selected Vendor shall be required to sign a Contract which the City determines to be fair, competitive and reasonable.

Minimum Qualifications:

To be eligible to respond to this Solicitation, the Vendor must demonstrate that it can supply those items listed in Exhibit A in full or in part or can communicate viable alternatives to those pieces of gear specified in the Exhibits.

Communication:

It is the responsibility of the Vendor to inquire about any requirement of this RFB that is not understood. Responses to inquiries, if they change or clarify the RFB in a substantial manner, will be posted on the city's website. It is the responsibility of the vendor to check

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the website for addenda regularly and further communicate any additional questions needed for clarification. The City will not be bound by oral responses to inquiries or written responses other than addenda. Inquiries about the RFB must be made to:

Deputy Chief Jeff Moss
jmoss@cityofmorrow.com

The deadline for all inquiries is December 10, 2018 at 2pm.

Evaluation: From the bids submitted, the City of Morrow will select a vendor based on the best responses that are fair, competitive, and reasonable.

All bid evaluations will be lead by the City of Morrow Fire Department and presented to the City Manager and Mayor and Council in a timely manner.

Award:

Vendors may submit bids that include all of the equipment listed in Exhibit A or they may choose to submit for only part of the gear and equipment. Further, vendors may choose to approach the bids by submitting a "head to toe lump sum" bid as well as a "bid by individual line item" (preferred). Morrow reserves the right to select one or multiple vendors for any of the line items or head to toe outfitting.

All vendors will be selected based on what is fair, competitive, and reasonable with no limit to the number of vendors selected.

Submission: A **SIGNED** original and two (2) copies must be received at Morrow City Hall, 1500 Morrow Road, Morrow, GA 30260. **Deadline for submittals is December 13, 2018 at 12pm.** The bid must be date/time stamped by Morrow City Hall in order to be considered. Vendors are strongly encouraged to submit bids in advance of the due date/time to avoid the possibility of missing the deadline due to unforeseen circumstances. Vendors assume the risk of the methods of dispatch chosen. The City assumes no responsibility for delays caused by any package or mail delivery service or unforeseen condition. A postmark on or before the due date **WILL NOT** be a substitute for receipt of bid. Bid packages must come as a whole set of information, do not submit parts of the bid on different days through different methods. Bids received after the due date and time will be not be returned. Additional time will not be granted to any single bidder, however, additional time may be granted to all Vendors when the City determines that circumstances require it. **FAXED OR E-MAIL BIDS WILL NOT BE ACCEPTED.**

Envelope: The signed bid should be submitted in an envelope or package, sealed and identified **ON THE OUTSIDE OF THE ENVELOPE** with contact name, contact email, company name and due date.

Materials to Include:

1. Name of the Vendor
2. Contact Name and Information

**City of Morrow Request for Bids
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3. Cover Letter
4. Completed Exhibit A
5. E Verify Affidavit or Statement
6. Any other relevant information

Timeline:

Bid Published:	November 29, 2018 2pm
Deadline for Questions:	December 10, 2018 2pm
Deadline for addenda:	December 11, 2018 close of business
Bid Deadline:	December 13, 2018 12pm
Bid Opening:	December 13, 2018 2pm Morrow City Hall

Selection: All of the bids are due on or before **December 13, 2018 12pm**. We reserve the right to ask for clarification or additional information contained so that a fair and comprehensive evaluation of all bids can be conducted. If three (3) or fewer bids are received, the City reserves the right to terminate this process and begin again or to choose from the submissions.

The final vendor selection will be posted on the website.

Debarment: Submission of a signed bids in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

E-Verify: All Vendors must submit an affidavit to certify that they participate in the Federal Employment Eligibility Verification. Participation in the E-Verify program must commence before the bid deadline, and E-Verify affidavit is included in the package.

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Exhibit A

Morrow Fire Department is seeking bids for the following vehicle extrication equipment:

NFPA 1936 2015 edition compliant:

Hydraulic pump with 4 hoses (1 set)

Single line technology

Minimum dual port - simultaneous operation

Hydraulic Ram Set : 1 long, 1 short, 1 base (1 set)

Long = > 52" extended length

Short = < 30" extended length

Hydraulic Cutter : (1)

Minimum 7" cutting opening

Hydraulic Spreader : (1)

Minimum 28" spread

Battery powered Hydraulic Ram Set to include a minimum of 4 batteries: 1 long, 1 short, 1 base (1 set)

Long = > 48" extended length

Short = < 30" extended length

Battery powered Hydraulic Cutter to include a minimum of 2 batteries: (1)

Minimum 7" cutting opening

Battery powered Hydraulic Spreader to include a minimum of 2 batteries: (1)

Minimum 28" spread

Questions

In the bid package it is written that the E-Verify affidavit is to be sent. Can we send it with the packet or do we need to email it before? And to whom do we submit the form?

It can come with the packet