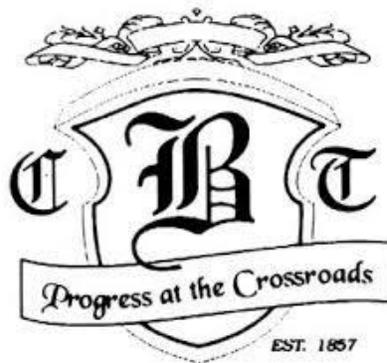


EXHIBIT A

REQUEST FOR PROPOSALS
And
INSTRUCTIONS
RFP 20- 001
Self-Contained Breathing Apparatus
(SCBA)



CHARTER TOWNSHIP of BLACKMAN

JACKSON COUNTY, MICHIGAN

Bid Opening

Friday, November 13, 2020

Attached to this RFP are the listed Instructions for Bidders/Offerors in the first ten (10) pages of this document. All potential bidders must thoroughly review and certify their understanding of the Instructions and this RFP process.

GENERAL INSTRUCTIONS TO BIDDERS/OFFERORS

For the purposes of this Document, the terms "Bid" and Proposal" have the same meaning, and the terms "Bidder, Offeror, Contractor, Vendor" are intended to mean the company or firm who is the respondent Bidder for this RFP.

- The following instructions are to be considered an integral part of this proposal. Unless otherwise requested, three (3) complete copies of the written proposal need be submitted. The person signing the bid/proposal form must initial any changes or corrections made to this proposal.
- No proposal may be withdrawn or modified in any way after the bid/proposal-opening deadline. **Quotes must remain valid for ninety (90) days after the quote date.** Quotes submitted with a less than ninety (90) day validity will be found non-responsive and will not be considered.
- All bids/proposals must be a final cost.
- Bids/Proposals will be received no later than the close of business day on **Friday, November 13, 2020** at the Charter Township of Blackman Hall at 1990 West Parnall Road Jackson, Michigan 49201, at which time they will be opened and publicly read aloud. Bids/proposals received after the above date and time, or in any other location other than the Charter Township of Blackman Hall as noted above will not be considered.
- A Request for Proposal packet may be obtained from the Charter Township of Blackman at 1990 West Parnall Road Jackson, Michigan 49201 or at www.blackmantwp.com
- If descriptive literature is attached to the bid/proposal, bidder's name must appear on all sheets.
- A cover letter must be attached in the form of a standard business letter containing the Contractor's name, address and telephone number and must be signed with an original signature, in ink, by an individual authorized to legally bind the Contractor. The letter must contain the following information:
 - A statement describing the Contractor's legal structure (e.g. corporation, partnership) and providing federal tax identification number and principle place of business.
 - A statement that the person signing the quote certifies that he or she is the person in the Contractor's organization who has actual authority to make decisions as to matters relating to this RFP and to bind the Contractor.
 - A statement that the quote meets the minimum qualifications set forth in this RFP and accepts all requirements and terms and conditions contained in this RFP.
 - A statement that the Contractor does not discriminate in its employment practice regarding race, color, age, religion, sex, veteran status, sexual preference, national origin, or disability.

- A statement that no attempt has been made or will be made by the Contractor to induce any other person or firm to submit or not submit a quote.
- A statement that indicates whether the Contractor or any of its agents has a possible conflict of interest with any Township employee involved in the RFP and any ensuing Contract(s) or any other conflict of interest and, if so, an explanation of the conflict must be given.

Communication: If there is any question whatsoever regarding any portion of the instructions or specifications, it shall be the bidder's responsibility to seek clarification immediately from the Charter Township of Blackman, **No later than close of business on November 6, 2020 at 5:00pm**, unless otherwise stated in the documents.

All questions shall be submitted via e-mail to the attention of Deputy Director Scott Grajewski at sgrajewski@blackmantwp.com

- Under no circumstances should respondents contact Township personnel or officials outside of the opportunity provided herein.
- **Proprietary Information:** Any information contained in the RFP response that is proprietary must be clearly designated. Marking of the entire response as proprietary will neither be accepted nor honored. The Township cannot guarantee that all such material noted remains proprietary, particularly if it becomes a significant consideration in contract award. Information will be kept confidential only to the extent allowed by Public Records Laws of Michigan.
- Any variation from the specifications must be clearly stated by the bidder in writing and submitted with his/her proposal.
- The apparent silence of any specifications or any supplement specifications to any details or the omission of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be of first quality. All interpretations of this specification shall be made upon the basis of this statement.
- The following bid shall be awarded to one bidder based on the specifications as provided for in the Charter Township of Blackman Purchasing Policy, so the Township can determine the "lowest and/or best proposal". An award shall be made to one vendor for the total bid. Unit prices and extensions will be verified and total checked. Unit price extension and net total must be shown. Unit price shall prevail unless otherwise stated in the proposal.
- The Charter Township of Blackman Purchasing Policy provides for a process and description for opening, tabulating and awarding responses to RFP/bids as stated in reference:

- The Charter Township of Blackman reserves the right to accept, reject or waive any irregularities in the proposal and/or any and all bids received for the work contemplated herein and to accept or reject any or all proposals and/or bids. The proposal and/or bids will be compared on the basis of the total cost of the project and the award will be made to the lowest and best bidder (or bidders), provided the proposal and/or bid is reasonable and is in the best interest of the Township (owner) to accept. In determining the lowest and/or best bid the Township (owner), in its sole discretion, may consider factors, including but not limited to, the bidder's work history, (including work done under other names), experience, conduct and performance on previous contracts, management skills, ability to execute the contract properly, customer satisfaction, work on comparable projects, ability to timely complete the work in accordance with the contract documents, the Bidder's financial condition and facilities, and the Bidder's compliance with federal, state, and local laws, rules, and regulations, (including but not limited to the Prevailing Wage Laws, Occupational Safety and Health Act, and the State of Michigan's Equal Employment Opportunity Commission requirements, as may be applicable).
- The Township desires delivery of the material or services specified at the earliest possible time after the date of award. An unreasonable delivery proposal may be cause for disqualifying a bid. Each bidder shall state a definite time and avoid using terms such as "ASAP" or "approximately so many days".

References: Contractor must provide five (5) references of customers with successful implementations of similar size and scope with work performed within the past five (5) years. Please include name, address, contact and phone number. If sub-contractors or business partners will be used in conjunction with the installation or maintenance of this project, please provide references as stipulated above. **References should be included in bid documents**

Quality Standard: Any references to the construction, fabrication and/or design which are proprietary or specific to one equipment manufacturer are to be considered as an indication of the level of quality and protection expected by the Charter Township of Blackman. If a particular section names a process, construction, and/or design that is patented or proprietary in nature, bidders can take exception and propose an alternative, provided that the proposed alternative meets or exceeds the performance, the level of quality, and the degree of protection afforded Township firefighters.

Inspection: It is understood within this agreement that any problems such as equipment failure, unspecified maintenance, lack of performance and any other conditions outlined in the scope of service not performed by the Contractor will be under immediate review by the Charter Township of Blackman.

- **Technical Specifications Guidelines:** Bidders should address each subsection in their proposal. The technical specifications are to provide bidders with guidelines. They are not meant to prevent bidders from proposing alternative solutions. In all instances, the bidder is to clearly indicate how the proposed solution meets the desire of the Charter Township of Blackman to purchase the best SCBA possible. The bidder shall include as much detailed explanation as they deem appropriate of the alternative equipment with supporting data and documentation for evaluation by the Charter Township of Blackman.
- **Timeline:** Provide an estimated, standard timeline for delivery of equipment specified in the Request for Proposal(s).
- **Configuration and Pricing:** Bidder must itemize all charges for individually identifiable components of the proposed system, including all associated installation, programming, and training if applicable. Bidder must include charges for all components required to connect any applicable applications.

RFP Checklist:

Please review and check off these 10 most important items to consider when responding to an RFP for the Charter Township of Blackman:

	<p>Read the <u>entire</u> document. Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; contract requirements (i.e., contract performance, insurance requirements, performance and/or reporting requirements, etc.).</p>
	<p>Note the procedures for communication with the Township during the RFP process. All communication during the RFP process must be in writing. Offerors should not contact Township personnel or officials outside of the opportunity provided in the document.</p>
	<p>Attend the pre-proposal conference if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the Township of any ambiguities, inconsistencies, or errors in the RFP.</p>
	<p>Take advantage of the “question and answer” period. Submit your questions by the due date listed and view the answers given in the formal “addenda” issued for the RFP.</p>
	<p>Follow the format required in the RFP when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.</p>
	<p>Provide complete answers/descriptions. Read and answer all questions and requirements. Do not assume the Township or the evaluating staff will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the Charter Township of Blackman. The proposals are evaluated based solely on the information and materials provided in your response.</p>
	<p>Use the forms provided, if any. e.g., bidder’s submittal page, reference forms, attachment forms, etc.</p>
	<p>Before submitting your response, check the Township’s website at: www.blackmantwp.com to see whether any addenda were issued for the RFP.</p>
	<p>Review and read the RFP document again to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluating staff members and will be used to score your response.</p>
	<p>Submit your response on time. Note all the dates and times listed in the RFP and be sure to submit all required items on time. Late proposal responses are never accepted.</p>

Please Note:

All potential contractors are strongly urged to submit supporting documentation as to their qualifications to perform the Scope of Work.

Certificate of Insurance, Reference List and Timeline must be attached.

If additional comments or conditions are desired, please attach a separate sheet providing details.

Include all proposed equipment specifications, showing manufacturer name, model, etc. depicting unit specifications and other pertinent information.

Certification:

The undersigned on the Bid Proposal certifies that the Instructions to Bidder has been carefully examined, is thoroughly familiar with the terms and specifications applicable to and made part of this Request for Proposal and understands and is capable of meeting the provisions within to the quality, type and grade of work requested. The undersigned further certifies the prices shown in the schedule of items contained within the Proposal/Bid are in accordance with the conditions, terms, and specifications of the proposal and that any exception taken thereto may disqualify the bid.

Signature

Date

Print Name

Title

Email Address

Phone

Company Name

Charter Township of Blackman

Request for Proposals RFP 2020- 001

Advertised as: SCBA

Release Date: Tuesday, October 27, 2020 Closing Date: Friday, November 13, 2020

The Charter Township of Blackman, a municipal corporation, Jackson County, Michigan

1. General Information

- 1.1. The Charter Township of Blackman invites qualified firms to submit proposals for the purchase of Self-Contained Breathing Apparatus (SCBA). Proposals shall be submitted in accordance with the Documents and Requirements as set forth in this formal "Request for Proposals." The Contract that will result from this "Request for Proposals" will include what is indicated in Section 4 "Scope of Work" of this RFP.
- 1.2. A Township Review and Selection Committee will evaluate the proposals submitted.
- 1.3. During evaluation, the Township Review and Selection Committee reserves the right, where it may serve the Township's best interest, to request additional information or clarification from the Offeror, or to allow corrections of errors or omissions. Oral interviews may be conducted by the Township Review and Selection Committee for the Contractors who submit a Proposal and were short listed.
- 1.4. Submission of a proposal indicates acceptance by the Offeror of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the resultant contract between the Charter Township of Blackman and the Contractor selected.
- 1.5. There is no expressed or implied intent or obligation for the Charter Township of Blackman to reimburse responding firms for any expenses incurred in preparing proposals, as well as travel expenses during interviews in response to this Request for Proposals.
- 1.6. The Charter Township of Blackman shall reserve the right to terminate any agreement resultant from this solicitation and subsequent action for cause but not limited to inadequacy of performance.

2. Contact Person/Communication

- 2.1. Until the receipt and opening of proposals, the proposers' principal contact with Charter Township of Blackman will be as listed below. All questions are to be submitted via email to the following:

Deputy Director Scott Grajewski
Blackman-Leoni
Department of Public Safety
1996 West Parnall Road
Jackson, Michigan 49201
517-990-8235
Email: sgrajewski@blackmantwp.com

- 2.2. All contacts and communication regarding the proposal should be with the above-named individual only. Bidders contacting other Township Staff or Officials may be disqualified for doing so.

3. Background Information

- 3.1. The Charter Township of Blackman, a municipal corporation, Jackson County, Michigan was awarded funding from FEMA's Assistance to Firefighters Grant for the purchase of new Self-Contained Breathing Apparatus to be purchased in the 2020 calendar year.

4. Definitions: The following definitions are used in this Agreement

- 4.1. SCBA – Self-Contained Breathing Apparatus
- 4.2. PASS device – Personal Alert Safety System device
- 4.3. End of Service Time Indicator (EOSTI)
- 4.4. RIC UAC – Rapid Intervention Universal Air Connection
- 4.5. QD MMR-Quick Disconnect Mask Mounted Regulator

5. Scope of Project: The scope of the project will involve the purchase of SCBA and associated equipment.

- 5.1. 150 - SCBA units, complete with facepiece (mask), 30-minute lightweight cylinder (4500 psi), back frame, harness, integrated PASS device EOSTI, RIC UAC and integrated firefighter locator system.
- 5.2. 150 – 30-minute cylinders (4500 psi) (spare)

6. SCBA PERFORMANCE REQUIREMENTS

- 6.1. SCBA shall meet or exceed NFPA 1982 (2018 edition) standard.
- 6.2. SCBA shall be approved to NIOSH 42 CFR, Part 84 for chemical, biological, radiological, and nuclear protection (CBRN)
- 6.3. All electronic components shall be approved for Intrinsic Safety under UL 913 Class I, Groups C and D, Class II Groups E, F and G Hazardous locations

7. SCBA UNIT COMPONENTS

- 7.1. Backplate/Frame and Harness
- 7.2. Backplate/Frame and Harness shall be a lumbar support, solid, one-piece, lightweight frame used to carry the cylinder and valve assembly and the pressure reducing regulator assembly.
- 7.3. Shoulder straps should have retro-reflective marking
- 7.4. Frame shall include an adjustable SCBA cylinder securing strap and securing system capable of accepting various cylinder sizes (30, 45, 60)
- 7.5. Harness assembly shall incorporate quick release buckles with shoulder and hip pads.
- 7.6. Waist belt on the harness should be of a seat-belt type attachment
- 7.7. The harness assembly shall be easily removable without the use of tools for easy of laundering in commercial washing machine.
- 7.8. Provide any options to seat-belt type attachment and strap, capabilities, specifications, and pricing.
- 7.9. SCBA with more weight, evenly distributed closer to the lower portion of the air pack along the waist strap is preferred.

8. Facepiece

- 8.1. Shall meet NFPA 1981, 2018 edition, and ANSI Z87.1 -2010, and NIOSH 42 CFR part 84
- 8.2. The full facepiece assembly should fit personnel of varying facial shapes and sizes with minimal visual interference.
- 8.3. Facepiece shall come in at least 3 different sizes with different size nose cups
- 8.4. Components of the facepiece should be latex free.
- 8.5. Head harness should be adjustable, easy to don/doff, and constructed of flame/heat resistant fabric.
- 8.6. Facepiece should be hard coated on the outside and anti-fog coated on the inside surface.
- 8.7. Facepiece should be capable of water submersion for cleaning and disinfection
- 8.8. Facepiece should be capable of the addition of prescription vision correction inserts without affecting NIOSH or NFPA/CBRN approvals.
- 8.9. Facepiece should be able to incorporate various voice amplification and communication equipment (voice amplifier, radio interface, etc.) without affecting NIOSH approvals or NFPA/CBRN approval

9. Quick Disconnect Mask Mounted Regulator (QD MMR)

- 9.1. QD MMR shall be quickly and easily removable from the facepiece.
- 9.2. QD MMR shall supply and maintain air to the facepiece at a pressure greater than atmospheric pressure no more than 1.5 inches of water pressure static.
- 9.3. QD MMR shall maintain positive pressure during use up to 500 standard liters per minute. It shall also meet or exceed a dynamic flow requirement of remaining positive pressure while supplying a minute volume of 160 liters.
- 9.4. Supply hose to the QD MMR shall have a quick disconnect fitting. The quick disconnect fitting is to allow for the connection to an auxiliary hose of a second unit in the event rescue of the user is required.
- 9.5. Quick connection on the hose from the QD MMR shall be easily connected and disconnected by a trained user with a gloved hand and/or in low light conditions.
- 9.6. The quick disconnect coupling shall not allow the air hose to be connected without the HUD Connection.
- 9.7. The quick disconnect coupling shall have a guard installed to prevent inadvertent disconnecting during usage.
- 9.8. Low pressure hose shall have swivel attachments to reduce bending or kinking of the hose.
- 9.9. QD MMR shall have Heads Up Display (HUD).
- 9.10. QD MMR shall have regulator bypass valve capable of delivering 125 to 225 liters per minute.
- 9.11. Bypass valve should be arranged to direct the incoming air over the inner surface of the facepiece for defogging purposes.
- 9.12. Components of the QD MMR shall be constructed of materials that are not vulnerable to corrosion.
- 9.13. Controls on the QD MMR shall be able to be operated with a firefighting gloved hand.
- 9.14. QD MMR shall be constructed of high impact, flame resistant materials

10. End of Service time Indicator (EOSTI)

- 10.1. The SCBA shall have two end-of service indicators (EOSTI). A tactile alarm and a Heads-Up Display (HUD).
- 10.2. The HUD shall serve as the secondary (EOSTI).
- 10.3. The HUD shall be powered by a single power source.
- 10.4. It shall be mounted in the user's field of vision on the Mask Mounted Regulator
- 10.5. It shall display cylinder pressure increments of 100%, 75% 50%, and 33%
- 10.6. The HUD system shall have a low battery indication that is distinct and distinguishable from the cylinder pressure indicators.
- 10.7. Describe the functions and locations of the EOSTI and other visual indicators within your SCBA bid.

11. Integrated PASS Device with Firefighter Locator

- 11.1. The integrated PASS device shall meet the requirements of NFPA 1982, 2018 edition.
- 11.2. Operation of this system shall be initiated with the opening of the valve of an SCBA cylinder with a visual indication of automatic mode activation visible to the user while wearing the SCBA
- 11.3. If the PASS system goes into pre-alarm mode, a distinct visual indicator shall display on the HUD.
- 11.4. The system shall have a visual LED indicator to check the battery condition while the system is not in use.
- 11.5. The control console/pressure gage shall contain push buttons for manual operation of the distress alarm.
- 11.6. One button on the console shall permit system reset and a red color-coded button to permit manual activation of the full alarm mode.
- 11.7. Both push buttons shall be designed to minimize accidental activation.
- 11.8. Both push buttons shall be designed to be used with a firefighter gloved hand.
- 11.9. The system shall include a "hands free" reset capability that may be activated by means of movement of the SCBA when the system is in a pre-alert mode.

12. SCBA Cylinders

- 12.1. The cylinder shall be manufactured in accordance with DOT specifications
- 12.2. The cylinder shall have a maximum rated pressure of 4500 psi and rated for 30-minute duration
- 12.3. The cylinder shall be of lightweight, carbon fiber, composite type construction.
- 12.4. The cylinder handwheel shall be designed for ease of operation with a glove hand.

- 12.5. The cylinder valve shall be equipped with quick connect fitting to allow ease and speed of connection to the first stage pressure reducing regulator
- 12.6. 30-minute cylinder length shall not exceed 22.2 inches including valve assembly.
- 12.7. 30-minute cylinder diameter shall not exceed 6.0 inches.
- 12.8. Cylinder weight shall be as light as possible.
- 12.9. All breathing air cylinders offered must be compatible with the SCBA described in this RFP and have component part numbers that do not compromise NIOSH CBRN certification.

13. Pressure Reducer

- 13.1. The pressure reducer shall be mounted centrally and as low as possible on the back-frame assembly and attached to the cylinder via a quick connect coupling.
- 13.2. A securing system will prevent removal of cylinder while cylinder valve is open and under pressure
- 13.3. The pressure reducer shall have a back-up / redundant pressure reducing valve in parallel with automatic transfer.
- 13.4. The back-up / redundant pressure circuit shall activate the low-pressure alarm at the facepiece whether low air situation or failure of primary pressure reducer.
- 13.5. A press to test valve shall be included to allow bench testing of the backup reducing valve
- 13.6. The pressure reducing regulator shall have extended temperature range dynamic O-rings.

- 13.7. The pressure reducing regulator shall have incorporated a resettable over-pressurization relief valve which shall prevent the attached low-pressure hose and facepiece-mounted breathing regulator from being subjected to high pressure

14. Power Supply Options

- 14.1. Batteries – Indicate the type and number of batteries required to operate the SCBA, components and any accessories.
- 14.2. Rechargeable Batteries – Indicate if rechargeable batteries are an option, with which components and type of rechargeable batteries.
- 14.3. Small, common battery types are preferred (“AA”, “AAA”, “9volt”)

15. Rapid Intervention Crew / Universal Air Connection (RIC/UAC)

- 15.1. The SCBA shall incorporate a RIC/UAC fitting to be compliant with NFPA 1981, 2018 edition
- 15.2. The RIC/UAC shall be an integral part of the first stage pressure reducer and shall have a check valve to prevent inadvertent loss of air when the high-pressure source has been disconnected.
- 15.3. The RIC/UAC shall consist of a connection for attaching a high-pressure air source and a self-resetting relief valve allowing for a higher pressure than that of the SCBA to be attached to the SCBA.
- 15.4. The RIC/UAC inlet connection shall be easily accessible to a rescuer with the wearer in various positions.

16. Miscellaneous Items to be Identified

- 16.1. Indicate weight of complete SCBA unit in pounds
- 16.2. Any other components necessary to make this a complete unit shall be identified and included by the bidder.
- 16.3. Shoulder strap mounted pressure gage display shall be easily readable by the user while in use with a visual light indicator in power up mode and alarm modes.
- 16.4. Describe the warranty period and specific items not covered under warranty

17. TRAINING

- 17.1. Successful bidder agrees to provide, at their own expense, a factory-trained instructor for complete use of the SCBA and any of the components related to the use of the SCBA.
- 17.2. Training for personnel shall include no less than 3 training sessions to be coordinated with the department.

18. RFP Requirements:

- 18.1. Submitting RFP Proposal packages: Offeror will submit a comprehensive and thorough written plan for Deputy Director Scott Grajewski. Pricing must be listed on the proposal, and no sales tax should be included.

19. Evaluation of Proposals and Required Information

- 19.1. Proposals submitted will be evaluated by the Township Review and Selection Committee.
- 19.2. The Committee may call for oral interviews. The Township reserves the right to retain all proposals submitted and use and idea in a proposal regardless of whether said proposal is selected.
- 19.3. The evaluation factors considered in the selection process will weigh heavily into the Township's decision-making process. These evaluation requirements are minimum requirements. More points may be awarded for exceeding the minimum requirements.

20. Right to Reject Proposals

- 20.1. Submission of proposals indicates acceptance by the Offering Firm of the Conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the subsequent Agreement between the Charter Township of Blackman and the selected firm.
- 20.2. The Charter Township of Blackman reserves the right to reject any or all proposals and to award to the proposer the Township determines to be most qualified and whose award of the contract will be in the best interests of the Township.
- 20.3. Late proposals will not be accepted. Offerors are held responsible that their proposals arrive at the Charter Township of Blackman on or before the designated date and time.

21. Withdrawal of Proposals

- 21.1. Requests to withdraw proposals received after the date and time set for bid opening will not be considered. Only requests to withdraw proposals prior to that date and time will be considered.

22. Contract Termination

- 22.1. The Charter Township of Blackman reserves the right to terminate any subsequent Agreement or Contract because of this RFP if the Contractor does not perform as required by the Terms and Conditions therein.

*** END OF DOCUMENT

NOTES