



Hillsboro Fire Protection District  
120 5<sup>th</sup> St.  
Hillsboro, MO 63050  
Phone: 636-797-3619  
www.hillsborofire.org



# **Request for Proposals**

## **RFP 2023 - 0001**

### **Return To:**

Brian Gaudet, Fire Chief  
Hillsboro Fire Protection District  
120 5th Street  
Hillsboro, MO 63050

Date Issued: 7/6/2023  
Buyer's Email: [bgaudet@hbfpd.org](mailto:bgaudet@hbfpd.org)  
Telephone Number: 636-797-3619  
**Due Date: 8/9/2023 by 4 P.M. CST.**

**BIDS MUST BE RECEIVED IN THE FIRE CHIEF'S OFFICE PRIOR TO 4:00 P.M. ON 8/9/2023.**

- ⇒ Bids received after the opening date and time will be rejected.
- ⇒ The attached Terms and Conditions shall become part of any purchase order resulting from this bid.
- ⇒ **EMAILED BIDS WILL BE ACCEPTED.**

You are invited to submit your bid to furnish the materials and/or services described herein. Please submit your prices/fees net of all discounts.

### **RFP Specifications may be obtained in the following manor:**

1. Emailed to prospective bidder
2. Visiting the following web address: <http://www.hillsborofire.org/rfpsbid-notices.html>
3. In person a Hillsboro Fire Protection District Station 1

### **GENERAL PROJECT DESCRIPTION**

# **VEHICLE EXHAUST REMOVAL SYSTEMS HILLSBORO FIRE PROTECTION DISTRICT STATION 1 AND STATION 2**

*See attached General Conditions, Specifications, and Bid Form for detailed information.*

It is the intent of the fire district that this invitation for Bid promotes competitive bidding.

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Brian Gaudet  
Fire Chief  
[bgaudet@hbfpd.org](mailto:bgaudet@hbfpd.org)

**Board of Directors**  
President Gary W. Boyer  
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Secretary Robert D. Brown

Jason Darian  
Deputy Fire Chief  
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## **HILLSBORO FIRE PROTECTION DISTRICT INSTRUCTION TO BIDDERS**

### **1. Opening Location**

The Bids will be opened at the time of receipt at Hillsboro Fire Protection District, 120 5th Street, Hillsboro, MO 63050. An award of the project is anticipated at the District's regular Board of Directors Meeting on August 9<sup>th</sup>, 2023 at 7 P.M. Central Standard Time.

### **2. RFP Delivery Requirements**

Any Bids received after the above stated time and date will not be considered. It shall be the sole responsibility of the bidder to have their Bid delivered to the Fire Chief for receipt on or before the due date and time indicated. If Bid is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to the Fire Chief's office. Bids delayed by mail shall not be considered, shall not be opened, and shall be rejected. Arrangements may be made for their return at the bidder's request and expense. Bids may be mailed to the Hillsboro Fire Protection District and accepted if the signed Bid Form and required information was mailed and received prior to the due date and time. Bids sent by email will be accepted.

### **3. Emailed Bids**

If the bidder chooses to send his/her bid in by email it must be received by Fire Chief Brian Gaudet at [bgaudet@hbfpd.org](mailto:bgaudet@hbfpd.org) no later than 8/9/2023 BY 4 P.M.

### **4. Clarification and Addenda**

Each bidder shall examine all Invitation for Bid documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries or suggestions, concerning interpretation, clarification, or additional information pertaining to the Invitation for Bid shall be made through the Fire Chief's office in writing or through email. The Fire Chief's office shall not be responsible for oral interpretations given by any district employee, representative, or others. The issuance of written addenda is the official method whereby interpretation, clarification, or additional information can be given.

### **5. IFB Expenses**

All expenses for making Bids to the District are to be borne by the bidder.

### **6. Irrevocable Offer**

Any Bid may be withdrawn up until the due date and time set for opening of the RFP. Any Bid not so withdrawn shall, upon opening, constitute an irrevocable offer for a minimum period of 90 days to sell to the District the goods or services set forth in the RFP, until one or more of the Bids have been duly accepted by the district.

### **7. Responsive and Responsible Bidder**

To be responsive, a bidder shall submit a Bid which conforms in all material respects to the requirements set forth in the Request for Proposal. To be a responsible bidder, the bidder shall have the capability in all respects

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[bgaudet@hbfpd.org](mailto:bgaudet@hbfpd.org)

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to perform fully the contract requirement, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment and credit which will ensure good faith performance. The lowest responsible bidder shall mean the bidder who makes the lowest Bid to sell goods or services of a quality which conforms closest to the quality of goods or services set forth in the specifications or otherwise required by the District and who is known to be fit and capable to perform the Bid as made.

### 8. Reserved Rights

The District reserves the right to make such investigations as it deems necessary to make the determination of the bidder's responsiveness and responsibility. Such information may include but shall not be limited to: current financial statements, verification of availability of equipment and personnel, and past performance records.

### 9. Applicable Law

All applicable laws and regulations of the State of Missouri and the District including the District Procurement Policy and Procedures will apply to any resulting agreement, contract, or purchase order. Any involvement with the District shall be in accordance with the Procurement Policy and Procedures.

### 10. Ethical Standards

With respect to the RFP, if any bidder violates or is party to a violation of the State of Missouri Statutes, such bidder may be disqualified from furnishing the goods or services to the District.

### 11. Collusion

- A. By offering a submission to this Request for Proposal, the bidder certifies the bidder has not divulged, discussed, or compared the Bid with other bidders and has not colluded with any other bidder or parties to the RFP whatsoever. Also, the bidder certifies, and in the case of a joint Bid, each party thereto certifies as to their own organization, that in connection with the RFP:
- B. Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other bidder or with any competitor.
- C. Any prices and/or cost data for the Bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the scheduled opening directly or indirectly to any other bidder or to any competitor.
- D. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.
- E. The only person or persons interested in the Bid, principle or principals are named therein and that no person other than therein mentioned has any interest in the Bid or in the contract to be entered into.



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- F. No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee exempting bona fide employees or established commercial agencies maintained by the purchaser for the purpose of doing business.

### 12. Contract Forms

Any agreement, contract, or purchase order resulting from the acceptance of a Bid shall be on forms either supplied by or approved by the District.

### 13. Quality Terms

The District reserves the right to reject any or all materials if, in its judgement, the item reflects unsatisfactory workmanship, manufacturing, or shipping damages.

### 14. Tax-Exempt

The District is exempt from sales taxes and Federal Excise Taxes.

### 15. Awards

- A. As the best interest of the District may require, the right is reserved to make awards by item, group of items, all or none, or a combination thereof; to reject any and all Bids or waive any irregularity or technicality in Bids received. The District will award the Bid to the bidder whose item is best suited for the District.
- B. Awards will be made to the Bidder whose Bid (1) meets the specifications and all other requirements of the Invitation for Bid and (2) is the lowest best Bid, considering price, delivery, responsibility of the bidder, and all other relevant factors.

### 16. Authorized Product Representation

The successful bidder by virtue of submitting the name and specifications of a manufacturer's product will be required to furnish the named manufacturer's product. By virtue of submission of the stated documents, it will be presumed by the District that the bidder is legally authorized to submit and the successful bidder will be legally bound to perform according to the documents.

### 17. Regulations

It shall be the responsibility of each bidder to assure compliance with OSHA, EPA, Federal, State of Missouri and District rules, regulations, or other requirements, as each may apply.

### 18. Termination of Award

Any failure of the bidder to satisfy the requirements of the District shall be reason for termination of the award. Any Bid may be rejected in whole or in part for good cause when in the best interest of the District.

### 19. Equal Employment Opportunity Clause

The Hillsboro Fire Protection District, in accordance with the provision of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all bidders that affirmatively ensure that in any contract entered into pursuant to this advertisement that minority businesses will be afforded full opportunity to submit Bids in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for award.



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### 20. Additional Purchases by Other Public Agencies

The bidder by submitting a Bid authorizes other public agencies to “Piggy-Back” or purchase equipment and services being proposed in this Invitation for Bid unless otherwise noted.

### 21. Prevailing Wage

If this project is Public Works project which includes construction or building, Missouri Revised Statute 290.230.1 all contractors and sub-contractors must be paid prevailing wage when doing Public Work Projects employed by any public body.

### 22. Performance Bond

The successful bidder to whom the Contract is awarded shall furnish within ten (10) days after the award, a Performance Bond in a sum equal to the amount of his Contract as guarantee to meet the requirements as set forth with the terms of the Contract. The Contractor shall guarantee to the Owner, all materials, equipment, and labor supplied or performed under this Contract shall promptly be paid to all persons furnishing supplies materials and labor in the prosecution of the work provided for in said contract, and any, and all duly authorized modifications of said Contract that may hereafter be made.

### 23. Insurance

The contractor and or subcontractor shall furnish a copy of all insurance policies ensuring to the owner they carry comprehensive, liability, workers compensation, auto, professional liability. Copies of insurance policies are due to the Hillsboro Fire Protection District within 10 days of signing of the contract.



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### General Description of Project

#### Scope of Work

##### Primary Project

The Hillsboro Fire Protection District is soliciting bids for the installation of Source Capture Vehicle Exhaust Removal Systems at two Fire Stations.

The locations of the fire stations are as follows:

##### Hillsboro Fire Protection District Station 1

120 5<sup>th</sup> Street  
Hillsboro, MO 63050

##### Hillsboro Fire Protection District Station 2

5750 State Rd. B  
Hillsboro, MO 63050

#### General Project Description

1. Vendor shall provide and install a source capture vehicle exhaust removal system in accordance with manufacturers recommendations.
2. Installation will be at Hillsboro Fire Protection District station1, 120 5<sup>th</sup> St, Hillsboro, Mo 63050, and Hillsboro Fire Protection District station 2, 5750 State Rd B, Hillsboro, Mo 63050.
3. The system shall serve 3 vehicles per station.
4. System shall directly attach to the exhaust pipe of 6 vehicles identified by the Fire District.
5. Vendor shall provide and install all necessary fittings or adapters for the exhaust removal system to properly connect to the vehicle exhaust pipe with little to no leak of exhaust gases.
6. Vehicle exhaust removal system shall be designed and installed in a manner which will allow little to no leak of vehicle exhaust gases within the building when the system is operating.
7. The exhaust removal system shall detect when the vehicle's motor is operating, automatically begin to operate, and remain attached to the vehicle until the vehicle exits the station, at which time the exhaust then vents into the outside atmosphere.
8. The system shall continue to operate for an amount of time necessary to remove all exhaust gases which may remain within the piping of the system.



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9. When operating, the exhaust removal system shall vent all vehicle exhaust gases to a discharge point outside of the building. Vent discharge shall not be in a location where exhaust gases may be drawn back into the building via doors, other vents, or other air intakes.
10. The exhaust vent point shall be properly sealed to prevent the leak of water into the building and be protected to prevent any animal from gaining access to the vent opening or into the building.
11. Vendors shall make all necessary electrical and mechanical connections as needed for the system to operate in accordance with manufacturer recommendations.
12. Vendor shall use qualified mechanical and electrical contractors to ensure installation is safe, and exhaust removal system operates in accordance with manufacturer specifications.
13. Vendor shall provide all electrical parts and materials to properly connect the exhaust removal system to existing electrical power available.
14. Vendor shall provide and install all necessary parts and materials to ensure that the exhaust removal system is not affected by the existing heating system in the apparatus bay, nor is the heating system affected by the installation of the exhaust removal system.
15. Following installation, vendor shall test the operation of the exhaust removal system with each apparatus.
16. Vendor shall provide training to fire district personnel on the proper operation and routine maintenance of the exhaust removal system.
17. Following the completion of the installation, vendor shall remove from the site and properly dispose of all trash or waste materials.
18. Service after the sale is important. Bids will only be accepted from companies that have a local service center with inventory of spare parts (a minimum of \$4000) and a factory certified and trained service technicians to perform required service maintenance within a 300 miles radius of Hillsboro, MO. Include with RFP the address of the local service center with phone number and contact information.
19. Before work commences, vendor shall provide documentation of general liability insurance, and workman's compensation insurance covering their business and their employees.
20. Vendor shall provide details of warranty offered on the system.
21. Vendors shall ensure the highest possible workmanship to provide the district with the best possible performance of the vehicle exhaust system.



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### Permits

The contractor is responsible for obtaining any permits required by the City of Hillsboro, Missouri.

Contractors may view the project site at any time. Please refer questions to Fire Chief Brian Gaudet at 636-797-3619 or [bgaudet@hbfpd.org](mailto:bgaudet@hbfpd.org).

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Fire Chief  
[bgaudet@hbfpd.org](mailto:bgaudet@hbfpd.org)

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**Invitation to Bid**  
**Source Capture Vehicle Exhaust Removal System**  
**Anticipated Bid Award Wednesday August 9, 2023, at 7 P.M. CST.**

**Bidder Response Form**

Bid Amount Primary Project: \$ \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Please list any Subcontractors Used for this Project below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brian Gaudet  
Fire Chief  
[bgaudet@hbfpd.org](mailto:bgaudet@hbfpd.org)

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**Source Capture Vehicle Exhaust Removal System**  
**Anticipated Bid Award Wednesday August 9, 2023, at 7 P.M. CST.**

**Exceptions to Specifications and/or Comments**

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*Office Use Only:*

Date Submitted: \_\_\_\_\_ Time Submitted: \_\_\_\_\_

Brian Gaudet  
 Fire Chief  
[bgaudet@hbfpd.org](mailto:bgaudet@hbfpd.org)

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