

REQUEST FOR PROPOSAL

Ambulance Purchase



Prepared by Fire Chief Daryl Rausch

Fort Atkinson Fire Department

April 12, 2022



F O R T • A T K I N S O N

REQUEST FOR PROPOSAL

City of Fort Atkinson, Wisconsin
Fire Department

Ambulance Purchase

The City of Fort Atkinson is requesting sealed proposals from qualified offerors related to the purchase of one (1) Ford F-450 ambulance for its Fire Department.

Proposal packets are available and may be obtained by downloading from the City website at <https://fortatkinsonwi.net/departments/fire/index.php>

Proposers are responsible for securing any and all addenda issued.

Responses to this Request for Proposal shall be submitted to the office of the City Clerk, **no later than 2 PM, April 26, 2022. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal and accept the proposal that is found to be in the best interest of the City.

REQUEST FOR PROPOSAL

The City of Fort Atkinson Ambulance Purchase

I. INTRODUCTION

The City of Fort Atkinson desires to purchase (1) Ford F-450 ambulance for its Fire Department. The City of Fort Atkinson uses Ford Vehicles for all Ambulances within our fleet, therefore standardization of the chassis is paramount and must be as described in the detailed specification document.

II. SPECIFICATIONS

Refer to the Specification Document for the comprehensive list of requirements.

NOTE: FAILURE TO MEET ALL AREAS OF SPECIFICATION DOCUMENT WILL NOT DISQUALIFY THE BID SO LONG AS ACCEPTABLE ALTERNATIVE OF EQUAL OR GREATER VALUE IS CLEARLY STATED.

CURRENTLY BUILT OR IN-PROGRESS DEMOSTRATOR UNITS MAY BE ACCEPTABLE ALTERNATIVES TO CUSTOM BUILT UNITS. PLEASE SPECIFY ANY VARIATIONS INCLUDED IN DEMO UNIT FROM SPECIFICATIONS.

III. RESPONSE TO REQUEST FOR PROPOSAL

- A. Each Proposal must include, as a minimum, the following information:
1. Name, address, email and telephone number of the company submitting the proposal.
 - a. Include the name and contact information of the person designated as the firm's representative.
 2. Company history – Provide a description of the firm's experience and capability of fulfilling this contract if awarded.
 3. Specification Document - Completed and signed form, include all pages.
 4. Bid Proposal - Include price warranty and tentative dates for pre- construction meeting and delivery.
 5. References - A list of three references that includes purchase info, dates, and contact information.
- B. For City record keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
- a. Submitted as loose leaf with binder clip.
 - b. Submitted in a regular 3-ring binder

- C. Being selected and entering into an agreement does not guarantee the offeror will be extended the purchase order /contract.

IV. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the criteria listed below:

- | | |
|------------------------------------|-----|
| A. Cost Proposal | 60% |
| B. Timeliness of delivery | 30% |
| C. References | 10% |
| D. Company background & experience | 10% |

In the initial phase of the proposal evaluation process, the evaluation committee will review all proposals timely received. Non-responsive proposals (those received after the deadline or not conforming to RFP requirements) will be eliminated. The remaining proposals will be evaluated in a cursory manner to eliminate from further consideration those proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration. Each bidder bears sole responsibility for the items included or not included in the response submitted by that bidder. The City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

At the conclusion of this initial evaluation phase, finalist proposals will be selected for detailed review and evaluation. The City may require an in-person presentation by a bidder to supplement their written proposal.

All proposals in response to this RFP will be evaluated in a manner consistent with the City of Fort Atkinson policies and procedures

V. GENERAL TERMS AND CONDITION

- A. Qualified respondents shall be Licensed dealer for the unit being proposed, for this type of work, and who meet The City of Fort Atkinson's insurance requirements, and have experience with all work defined in the scope of work.
- B. All work must meet current industry standards including all Federal, State and local rules and regulations.
- C. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- D. The City of Fort Atkinson will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

- E. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. The City of Fort Atkinson assumes no liability for any costs incurred by offerors throughout the entire selection process.
- F. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of The City of Fort Atkinson and will not be returned to the offeror.
- G. Conflict of Interest – No member, officer, or employee of The City of Fort Atkinson, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by The City of Fort Atkinson policy.
- H. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.
- I. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. The City of Fort Atkinson reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, The City of Fort Atkinson may award this contract without discussion of proposals received from prospective service providers. The selected company shall enter into a written agreement with The City of Fort Atkinson. The City of Fort Atkinson reserves the right to cancel this Request for Proposal. The City of Fort Atkinson reserves the right to reject any or all proposals received. Furthermore, The City of Fort Atkinson shall have the right to waive any informality or technicality in proposals received, when in the best interest of The City of Fort Atkinson. The City of Fort Atkinson reserves the right to segment or reduce the scope of services and enter into contracts with more than one vendor.

VI. GOVERNING INSTRUCTIONS

This Request for Proposal will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

VII. CONTACT PERSON

For any questions related to this RFP, please contact the City of Fort Atkinson Fire Department via email drausch@fortatkinsonwi.net or at (920) 563-7795.

The question-and-answer period ends at 2 PM on April 20, 2022.

VIII. SUBMISSION OF PROPOSALS

Firms shall submit seven (2) copies of the proposal in one sealed envelope to the Office of the City Clerk, 101 N Main Street, Fort Atkinson, WI 53538 **no later than 2 PM, April 26, 2022.** On the envelope, indicate your company's name and the Ambulance Purchase RFP.

IX. LATE PROPOSALS WILL NOT BE ACCEPTED

No facsimile or email transmittals will be accepted. All submittals must be delivered by the mail or other delivery service or hand-carried to the 1st Floor Information Desk (front entrance of the Municipal Building) at the same address. It is the sole responsibility of those responding to this Request for Proposal to ensure that their submittal is made to the correct location and in compliance with the stated date and time. City offices are closed on holidays.

The City reserves the right to accept or reject any submittal as it best serves convenience and/or is found to be in the best interest of the City.

The City encourages and welcomes bids from women, veteran and minority owned businesses.

X. RFP SCHEDULE

The City of Fort Atkinson reserves the right to revise the dates stated below due to unforeseen circumstances. Revision in dates specifically the RFP response deadline will result in an RFP amendment.

Amendments will be published in the City's webpage
<https://fortatkinsonwi.net/departments/fire/index.php>

For any questions, please contact the fire department office at 920-563-7795.

Thank you for your interest in this RFP.

EVENT	TARGET DATE
RFP available on The City of Fort Atkinson's website	April 11, 2022
Last day for Q&A	April 20, 2022; No later than 2 PM
RFP Response Deadline	April 26, 2022; No later than 2 PM
Review of Proposals	April 28, 2022
Selection Process & Recommendation of Award	May 3, 2022
Latest Delivery Date	To Be Determined