

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: August 27, 2019

SUBJECT/REASON FOR AGENDA ITEM: _____

Temporarily Alcohol Permit Waiver | Open Container Law Waiver
Other: _____

Please be specific about the reason to be on the agenda.

A Resolution to authorize the Mayor to enter into contract with Bulldog EVT Service, LLC for Onsite Fire Truck Maintenance and Repair Service. Estimated Yearly Cost \$60,000.00

Requested By: Purchasing
NAME: Jana Thurman
ADDRESS _____
PHONE # _____ CELL PHONE: _____
EMAIL: _____ FAX: _____

Please note that the Hammond City Council meets the First and Third Tuesday of the Month at 5:30pm, 312 East Charles Street, Hammond, LA 70401, All requests have to be submitted to the City Council Clerk by the Wednesday prior of the meeting no later than 4:30pm, All requests can be submitted electronically to banks_tm@hammond.org or fax (985) 277-5611. If you have any questions please call (985) 277-5610

BELOW TO BE FILLED OUT BY COUNCIL CLERK

DATE RECEIVED: _____ TIME RECEIVED: _____

Council Clerk: Tonia Banks Agenda Item Number _____

Approved: _____ (Yes) _____ (No)

Remarks: _____

Carlee Gonzales
Council President

Tonia Banks

Date

RFP 20-05
City Of Hammond
August 19, 2019 10:00 a.m.

Onsite Semi –Annual /Annual Maintenance	<i>Bulldog EVT Service ,LLC</i>	<i>Passman E.V.T. Sales and Service</i>
Pumper Services	\$1415.00	\$1000.00 Semi Annual \$1200.00 Annual ea.
Tanker Service	\$995.00	\$1000.00
Heavy Rescue Service	\$1315.00	\$1000.00
Brush Trucks and Lights Rescue Service	\$675.00	\$450.00
Aerial Apparatus Service	\$1510.00	\$1700.00 Semi Annual \$1500.00 Annual ea.
Semi- Annual SCBA Compressor Maintenance	\$115.00	\$600.00
On-Site SCBA Cylinder Hydrostatic Testing	\$45.00	\$45.00 Per Cylinder
Contractor Shall Include Itemized Pricing.		
Hourly Rates of Repair Service List Normal Operation hours	\$95.00 7 a.m. – 5 p.m.	\$115.00 (same all the time)
After Hour Rate per hour	\$95.00	\$115.00
Holiday Rate per hour	\$140.00	\$115.00
Diagnostic Charge	(\$50.00) No charge if We Do Repair	No Charge if We do the Repair
SCBA Testing	\$78.75	\$80.00
SCBA Repair Rate Per hour	\$75.00	\$115.00
Electrical Rate per hour	\$95.00	\$115.00
Body Repair Rate per hour	\$95.00	\$115.00

Bids were due in by 10:00 a.m. Monday, August 19, 2019

Present at bid:

Jana Thurman, Purchasing Manager

Krystle Noto, Assistant Purchasing Agent

Daniel Folks, Fire Chief



**City Of Hammond
Purchasing Department**

RFP # 20-05

Fire Truck Maintenance and Repair Service

**Proposals Shall Be Received by the Purchasing Department,
City of Hammond
310 East Charles Street
P.O. Box 2788
Hammond, Louisiana 70404-2788**

**Until
10:00 A.M. August 19, 2019**

At Which Time All Proposals Will Be Read Aloud

**Advertisement in the Daily Star, to be published Three (3) Times
July 26, 31 and August 7, 2019**

**Please contact Chief Daniel Folks at 985-277-5801 with all questions
concerning Maintenance or Service.**

**For Additional Information or Questions, Contact:
Jana Thurman-Purchasing Manager- thurman_jc@hammond.org
(985)-277-5633**

This is the Proposal of:**Date:** _____**Company:** _____**Section 3 Business/WBE/SBE/MBE/DBE:** _____**Address:** _____**City:** _____ **State:** _____ **ZIP Code:** _____**Person to Contact:** _____**Phone:** _____ **Fax:** _____**Email:** _____**Your Proposal is important to us.**

However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs, but only serve as a means of verifying you received notification of this RFP.

Section 3 Business/WBE/SBE/MBE/DBE

The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

Nondiscrimination Requirements

By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

The Proposer also agrees to keep informed of and comply with all federal, State, and local laws, ordinances, and regulations which affect the Proposer's employees or prospective employees.

Specifications:

On site Truck Maintenance Services to be done Semi-Annually or when service intervals have been reached per manufactures specifications are as follows:

Pumper Services:

This includes truck service, pump service, pump test (annually), all fluids and filters (excluding air filters). Truck service includes changing oil in engines, transmission oil, gearbox oil, fans, generator or pumps. Grease all U-joints and chassis lube points.

Tanker Service:

This includes truck service, pump service fluids and filters (excluding air filters). Includes oil change on pumps. Truck service includes changing oil in engines, transmission oil, gearbox oil, fans, generator or pumps. Grease all U-joints and chassis lube points.

Heavy Rescue Service:

This includes truck service, pump service, all fluids and filters (excluding air filters). Truck service includes changing oil in engines, transmission oil, gearbox oil, fans, generator or pumps. Grease all U-joints and chassis lube points.

Brush Trucks and Lights Rescue Service:

This includes truck service, pump service, all fluids and filters (excluding air filters). Truck service includes changing oil in engines, transmission oil, gearbox oil, fans, generator or pumps. Grease all U-joints and chassis lube points.

Aerial Apparatus Service:

This includes truck service, pump service, pump test (Annually), all fluids and filters (excluding air filters). Truck service includes changing oil in engines, transmission oil, gearbox oil, fans, generator or pumps. Grease all U-joints and chassis lube points.

Semi-Annual SCBA Compressor Maintenance:

Includes checking all fluids and filters to be changed if needed.

On-site SCBA Cylinder Hydrostatic Testing**General Service and Requirements:**

1. The contractor shall provide a maximum response time of Twenty-Four hours, Seven days a week for critical situations as determined by the Hammond Fire Department. Contractor will ensure sufficient parts and personnel are available to achieve a fast turnaround time.

2. Contractor will assist the Hammond Fire Department in maintenance of warranty coverage if applicable.
3. Contractor shall provide all of their own test equipment and tools necessary to perform their required task.
4. Contractor shall provide the Hammond Fire Department staff with a 24/7 call –out list so the Hammond Fire Department can contact in the case of emergency.
5. Contractor shall give all completed inspection forms and maintenance forms to the Fire Chief.
6. The Contractor shall provide manufacture part, or part that meets or exceeds quality of part already currently being used in apparatus.
7. Contractor shall submit a sample list of parts; sample list shall not be defined as a complete listing of parts available but will provide a method of demonstrating pricing. Sample list should include commonly used parts for services offered. (i.e., brake pads, brake shoes, filters, batteries, bulbs etc.).

Bidder Qualifications:

For all work tasks covered in the RFP, the contractor shall employ technicians who are qualified to perform the specific diagnostic check, maintenance or repair task, or performance tests specified in National Fire Protection Association Standard (NFPA) 1911, Standard for the Inspection, Maintenance, Testing and Retirement of In-service Automotive Fire Apparatus, current edition. The technician(s) shall meet the qualifications administered by the Emergency Vehicle Technician Certification Commission, Inc. (EVT) for Fire Apparatus Technician certification(s) appropriate for the system or components that are to be maintained, and hold current certification. Copies of all current certifications must be included with proposal.

I certify that I am duly licensed in Louisiana to perform the work. Louisiana License # _____

Special Note

Contract Term:

The term of this contract shall be for twelve (12) months or the remainder of this fiscal year whichever is applicable. At the option of the City of Hammond and acceptance by the supplier, this contract may be extended for two (2) additional twelve (12) month periods at the same price, terms and conditions. Contract not to exceed thirty-six (36) months.

Non-Delivery:

In the event a successful Proposer is unable to furnish and/or refuses to make delivery of materials when requested to do so, the City reserves the right to obtain materials/services elsewhere.

Instructions to proposers

PROPOSERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTION AS EARLY AS POSSIBLE DURING THE SUBMITTAL PERIOD. QUESTIONS OR CONCERNS MUST BE SUBMITTED TO THE PURCHASING MANAGER DURING THE PROPOSAL PERIOD AND SHALL BECOME PART OF YOUR PROPOSAL PACKAGE. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE PROPOSERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE PROPOSALS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO THE SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER PROPOSALS ARE OPENED.

RFP Packages are mailed only as a courtesy. The City of Hammond does not assume responsibility for proposers to receive RFP packages. Proposers should rely on advertisements in the local newspaper, City Website, and personally pick up RFP packages with specifications. Full information may be obtained, or questions answered, by contacting the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street.

These specifications are written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the RFP states that only the brand name will be considered for reasons of compatibility, etc.

The RFP number, Proposers name, address, Louisiana Contractor License number and RFP opening date shall be clearly printed or typed on the outside of the Proposal envelope, if mailed. Only one (1) proposal shall be accepted from each proposer. Alternates shall not be accepted unless specifically requested in the RFP specifications. Proposals can be delivered, faxed, emailed or mailed.

The method of delivery of proposals is the responsibility of the proposer. All proposals shall be received by the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street Hammond, Louisiana on or before the specified RFP opening date and time.

Normally, bid bonds will not be required on bids for materials, supplies, annual contracts or small labor contracts. If a bid bond is required, it will be specifically requested on the RFP form and included in the specifications.

Proposals shall be accepted only on the RFP forms furnished by the City of Hammond Purchasing Department. The City of Hammond shall only accept proposals from those proposers in whose name the RFP forms and or specifications were issued. Altered or incomplete proposals forms, or use of substitute forms or documents, shall render the proposal non-responsive and subject to rejection. The entire RFP package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Department as THE RFP.

All proposals must be typed or written in **BLUE/BLACK INK**. Any erasures, strikeover and/or changes to prices shall be initialed by the proposer. Failure to initial shall be cause for rejection of the proposal as non-responsive.

All proposals shall be signed. Failure to do so shall cause the proposal to be rejected as non-responsive.

Where one (1) or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Manager after study and review, reserves the right to determine the acceptability of any equivalent offered. The decision, after study and review, shall be final and binding.

If proposing "equivalent" products, specifications, illustrative literature and any deviations shall be submitted with proposal. Representative samples shall be submitted upon request, if appropriate.

Liability:

The Contractor at all times during the term of the contract shall maintain and pay for property damage and public liability insurance with limits of at least (\$1,000,000.00) one million dollars inclusive of bodily injury and property damage for any one occurrence.

Prior to commencing work under this contract the Contractor must file with the City a “certificate of insurance” meeting aforementioned requirements with the City of Hammond named insured by added endorsement. All premiums and expense incurred with this insurance shall be paid for by the Contractor.

The Contractor shall assume the defense of and indemnify and save harmless the City and its Officers and Agents from all claims relating to work.

The Contractor shall be responsible for any and all damages or claims for damages or injuries or accidents done or caused by him or his employees, or resulting from the execution of the work, or any operations, or caused by reason of existence or location or condition of facilities or of any materials, supplies, or machinery used thereon or therein, or neglect or omission on his part, or all of the several acts or things required to be done by them, under and by these conditions, and covenants, and agrees to hold the City harmless and indemnified for all such damages and claims for damages.

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, all attorney fees, and judgments of every nature and description made, brought or recovered against the City by reason of any act or omission of the Contractor, his agents or employees, in the execution of his work.

Worker’s Compensation:

The Contractor shall, at all times, pay or cause to be paid, any assessment or compensation required to be paid pursuant to the Worker’s Compensation Act. The Contractor shall, at the time of entering into a Contract with the City, provide satisfactory proof that all assessments or compensation payable to the Worker’s Compensation Board have been paid and the City may, at any time during the performance or upon the completion of such Contract require a further declaration such Contract require a further declaration that such assessments or compensations have been paid.

As a qualified proposer for the project, I have carefully examined all of the RFP Documents and have examined the conditions and specifications of the work to be done, and I hereby propose to furnish all labor, materials, equipment, tools, etc., as called for by the RFP specifications.

I hereby acknowledge that I have received the following Addenda and they are reflected as part of this proposal,

List by date and Addendum number _____

Proposal Amount

Onsite Semi-Annual/Annual Maintenance

Pumper Services \$ _____ ea.

Tanker Service \$ _____ ea.

Heavy Rescue Service \$ _____ ea.

Brush Trucks and Lights Rescue Service \$ _____ ea.

Aerial Apparatus Service \$ _____ ea.

Semi-Annual SCBA Compressor Maintenance \$ _____ ea.

On-Site SCBA Cylinder Hydrostatic Testing \$ _____ ea.

Contractor shall include itemized pricing

Hourly Rates of Repair Service \$ _____
List Normal Operation hours Am _____ - _____ Pm

After Hour Rate per hour \$ _____

Holiday Rate per hour \$ _____

Diagnostic Charge \$ _____
(If applicable)

SCBA Testing \$ _____

SCBA Repair Rate per hour \$ _____

Electrical Repair Rate per hour \$ _____

Body Repair Rate per hour \$ _____

***** Contractor shall not charge the Hammond Fire Department for trip or fuel surcharges. *****

The above signature on this Proposal certifies that proposer has carefully examined the instructions to proposers, terms and specifications applicable to and made a part of this Proposal Package. Proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this RFP.

Signature of Bidder

Vendor Name