



# Legal Notice

## Request for Proposals to Provide Technical Consulting Services to the Fire Department

City of Spartanburg  
P.O. Box 1749  
187 W. Broad Street  
Spartanburg, SC. 29306  
Email: [cwright@cityofspartanburg.org](mailto:cwright@cityofspartanburg.org)

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**August 27, 2024**

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**NOTICE IS HEREBY GIVEN** – The City of Spartanburg seeks submissions from qualified consulting firms or individuals to provide technical consulting services to the City of Spartanburg Fire Department.

**Proposal No: 2425-09-17-01**

The City of Spartanburg hereby notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject all proposals or waive any informality in the qualifications process. The City of Spartanburg may hold proposals for a period not exceeding sixty (60) days from the date of the opening of Proposals to review the Proposals and investigate the qualifications of prospective parties before awarding the Contract. The vendor awarded the proposal will be required to obtain a City of Spartanburg Business License.

Sealed proposals shall be submitted to Carl Wright, Procurement and Property Manager, on or before **September 17, 2024**, no later than 3 pm, City Hall, 187 West Broad Street, at which time they will be publicly opened and read aloud in the Procurement Office Conference Room.

Technical questions regarding the scope of services should be directed to Carl F. Wright at 864-596-2790 or to [cwright@cityofspartanburg.org](mailto:cwright@cityofspartanburg.org)

Proposals can be hand-delivered or mailed to the following address:

City of Spartanburg  
**P.O. Box 1749**  
187 W. Broad Street  
Spartanburg, SC. 29306  
Attn: Procurement and Property Division

For further information, please contact the Procurement and Property office at (864) 596-2049. The complete proposal package is also available at <https://www.cityofspartanburg.org/295/Bid-Opportunities>. You can follow the link for invitations for bids. The following Proposal Number **Must** be placed on the outer envelope in order for the bid to be Stamped as accepted on time:

**Proposal No: 2425-09-17-01**

**CITY OF SPARTANBURG**  
**REQUEST FOR PROPOSALS TO PROVIDE TECHNICAL CONSULTING SERVICES**  
**TO THE FIRE DEPARTMENT**

**I. INTENT AND GENERAL INFORMATION**

The City of Spartanburg ("City") seeks submissions from qualified consulting firms or individuals to provide technical consulting services to the City of Spartanburg Fire Department.

**BACKGROUND**

The City of Spartanburg is a municipality in the State of South Carolina with approximately 19 square miles and a population of 38,000. The Fire Department is tasked with responding to nearly 3,000 emergencies per year. The Fire Department is an Accredited Agency by the Commission on Fire Accreditation through the Centers for Public Safety Excellence. It is an ISO Class 1 as designated by the Insurance Services Office, Inc.

**QUALIFICATIONS**

In the case of a proposal from an individual, provide a statement of qualifications including education, certification, licensure, general experience with applicable laws, rules, regulations, guidelines, and procedures, specific experience in fire and emergency services delivery, and experience in providing technical consulting services to a municipality or fire service agency.

In the case of a proposal from a firm, provide a brief history and description of the firm submitting the proposal. Identify the firm's professional staff member(s) assigned to this engagement if the firm's proposal is selected. Provide a statement of qualifications of each of the firm's professional staff members who will be assigned to this engagement, including training, certification, licensure, general experience, specific experience in fire and emergency services delivery, and experience in providing technical consulting services to a municipality or fire service agency. Provide a signed cover letter from a person within the firm authorized to make representations on behalf of the firm and to bind the firm.

Each Proposer must provide the names, titles, addresses, and phone numbers of at least three (3) references related to providing technical consulting services to a municipality or fire service agency.

Each Proposer may provide any additional information distinguishing their proposal from other proposals.

The City of Spartanburg may make such inquiries as necessary to determine the ability of each Proposer to perform the services contemplated by this Request for Proposal. Proposers shall promptly furnish all information and data for this purpose as may be subsequently requested by the City of Spartanburg.

## SCOPE OF WORK

The selected Proposer will be required to perform the following technical consulting services for the City of Spartanburg Fire Department.

Center for Public Safety Excellence – Commission on Fire Accreditation International

<https://www.cpse.org/accreditation/accreditation>

Accreditation is a comprehensive self-assessment and evaluation model that enables organizations to examine past, current, and future service levels and internal performance and compare them to industry best practices. This process leads to improved service delivery.

The Commission on Fire Accreditation International (CFAI) accreditation model includes these performance evaluation categories:

- Assessment and Planning
- Essential Resources
- External Systems Relations
- Financial Resources
- Goals and Objectives
- Governance and Administration
- Human Resources
- Physical Resources
- Programs
- Training and Competency

The process includes ongoing evaluation and documentation of 250 plus performance indicators. Evaluation is accomplished through the CPSE's Self-Assessment Manual and Standards of Cover Manual. The successful bidder will be responsible for the following:

- 1) Submission of the Annual Compliance Review Report.
- 2) Ongoing data collection and documentation to ensure compliance with accreditation standards.
- 3) Work with Fire Department staff to improve weaknesses identified through the accreditation process.
- 4) Utilizes the Fire Department Record Management System to run analytical processes to ensure the Fire Department meets response requirements.
- 5) Prepare the documents required from the Self-Assessment Manual and Standards of Cover manual for submission to the CFAI every five years.
- 6) Review Fire Department Policy and Procedures to identify any necessary policy updates for the accreditation process.
- 7) Shall be available on-site during Accreditation Peer Review visit to respond to Assessment Committee inquiries.
- 8) Provide monthly status reports to the Fire Chief for performance review.

**The Spartanburg Fire Department received accreditation status in 2003. The Department was re-accredited in 2009, 2014 and 2021. The Department is currently preparing for a site visit in 2026.**

## Insurance Services Organization – Fire Service Rating Schedule

The Fire Suppression Rating Schedule (FSRS) is the criteria ISO uses to review individual communities' fire prevention and suppression capabilities or fire protection areas. The schedule measures the major elements of a community's fire protection system and develops a numerical grading called a Public Protection Classification (PPC™). The PPC grades range from Class 1-10, with Class 1 being the best rating.

The FSRS employs nationally accepted standards developed by such organizations as the National Fire Protection Association (NFPA), the American Water Works Association (AWWA), and the Association of Public-Safety Communications Officials (APCO) International. When those organizations update their standards, the ISO evaluation changes as well. The PPC program always provides a useful benchmark that helps fire departments and other public officials measure the effectiveness of their efforts — and plan improvements.

<https://www.isomitigation.com/ppc/fsrs/>

The process includes ongoing evaluation and documentation of equipment, station locations, and personnel. This is accomplished by evaluating the requirements of the ISO FSRS Manual and comparing and assessing the fire department's capabilities. ISO usually evaluates the Department every three to five years. The successful bidder will be responsible for the following:

- 1) Collection of data as required by the ISO FSRS manual requirements
- 2) Liaison between ISO evaluator and the Spartanburg Water System and Spartanburg Communication Center
- 3) Work with staff to ensure ISO benchmarks are being met
- 4) Will be available on-site during ISO site visit to respond to Evaluator inquiries
- 5) Provide monthly status reports to the Fire Chief for performance review

**The Fire Department is currently rated a Class 1 Department.**

## Records Management System (RMS)

The Fire Department uses a Cloud-Based RMS package that uses an integrated database and graphical user interface so data is entered one time, even when used in different areas of the system. The RMS is intuitive and easy to use without computer training. NFIRS 5.0, the upcoming NERIS, and NEMSIS are core components of the system. The RMS manages business, day-to-day operations & planning, field operations & decision support, communications, and technical challenges.

The Department currently utilizes First Due. First Due is a cloud-based RMS platform with an iPad inspections module, pre-fire plan sketch module, mobile response module, and CAD interface module. This system is integral to maintaining agency accreditation and our ISO FSRS rating of 1. The successful bidder will be responsible for the following:

- 1) Maintain the RMS database.
- 2) Work with the City IT department, First Due technical staff, and Spartanburg Communications to deploy the CAD interface.
- 3) Work with City IT and First Due's technical staff to deploy Mobile Response.
- 4) Utilize the provided analytical software to support accreditation and ISO data requirements.

- 5) Work with Fire Department staff to improve software utilization and quality data capture.

#### Contractor Support from Spartanburg Fire Department

The Fire Department understands the Proposer will need the Department's support to succeed. Specifically, staff support will be required to modify policies and procedures, ensure benchmarks are met, and provide adequate documentation for the Proposer's use. Additionally, specific classes are required from the Center for Public Safety Excellence to prepare the documentation for accreditation successfully. The Fire Department will provide the following support to the successful Proposer:

- 1) A work area at the Fire Department.
- 2) A city email address and computer on the city network.
- 3) Access to printers and paper while on-site.
- 4) Registration, travel, and lodging for the following CPSE classes (Proposer is responsible for food and incidentals)
  - a. Self-Assessment and Community Risk
  - b. Standard of Cover
  - c. Data Analysis & Presentation
  - d. Peer Assessor
- 5) Registration, travel, and lodging for the Annual Excellence Conference (Proposer is responsible for food and incidentals).
- 6) Travel to the Annual Conference or FRI when the CFAI meets to consider our re-accreditation status (Proposer is responsible for food and incidentals).

#### Additional requirements

- 1) Proposer must carry Workman's Compensation Insurance.
- 2) Proposers must obtain a city business license.
- 3) While office hours are not mandated, it is understood that the successful contractor would spend approx. 20 to 30 hours a week in the office.
- 4) The contractor must be accessible to Fire Department personnel via cell phone to answer pertinent questions and troubleshoot software technical problems.

## **CONTRACT**

The selected Proposer will be required to execute a contract with the City of Spartanburg. The contract will be three (3) years. The City shall have the option to renew the Agreement for two (2) additional one (1) year terms upon budget approval. The City reserves the right to terminate the contract at any time, with or without cause, upon a thirty (30) day written notice to the selected Proposer.

## **COST PROPOSAL**

Provide the proposed fee for providing all of the services outlined in the Scope of Work above as a flat monthly fee.

Clearly state in detail any additional expenses you expect to be reimbursed. The proposal must guarantee that no additional fees will be charged to the City of Spartanburg without prior written consent by the City.

The selected Proposer shall submit itemized bills, properly executed claim forms, vouchers, and other necessary information or supporting documentation as may be required by the City of Spartanburg to process payment.

## **PROPOSAL EVALUATION**

Proposals shall remain valid until the City of Spartanburg executes a contract.

Proposals shall be examined and evaluated to determine whether each proposal meets the requirements of this Request for Proposals. A contract will be awarded to a Proposer based on the following criteria:

- The Proposer's demonstrated capabilities and professional qualifications;
- The Proposer's general experience with municipal emergency and fire technical support consulting services;
- The wherewithal of the Proposer to render the requested services to the City in a timely fashion;
- The total proposed cost.
- The completeness of the proposal.

## **ALTERNATIVES**

Proposals may include alternative matters or items not specified or requested in this RFP. However, all such alternative matters or items must be listed separately from the proposal, and the cost(s) thereof must be separate and itemized.

## **INDEMNIFICATION**

The selected Proposer will be required to defend, indemnify, and save harmless the City of Spartanburg, its employees, and agents from and against all claims, damages, losses, and expenses (including, without limitations, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the selected Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses, and expenses.

## **SPECIFICATION CLARIFICATION**

All inquiries concerning this Request for Proposals shall be directed to Carl F. Wright, Procurement and Property Division, at [cwright@cityofspartanburg.org](mailto:cwright@cityofspartanburg.org) via email only. All questions and responses will be forwarded to all potential proposers.

All questions about the meaning or intent of the specifications shall be submitted in writing to the individuals referenced above. Replies will be issued by email. Questions received less than four (4) business days before the date of submission of proposals will not be answered. Only questions answered by formal written email from a City of Spartanburg email account will be binding. Oral or other interpretations or clarifications will be without legal effect.

## **MODIFICATION AND WITHDRAWAL OF PROPOSALS**

Proposals may be modified or withdrawn by an appropriate document duly executed (in the manner that a proposal must be executed) and delivered to the place where proposals are to be submitted at any time before the opening of proposals.

If within twenty-four (24) hours after the proposals are opened, any Proposer files a duly signed written notice with the City and promptly after that demonstrates to the reasonable satisfaction of the City that there was a material and substantial mistake in the preparation of its proposal, that Proposer may withdraw its proposal. After that, the Proposer will be disqualified from further proposals for the work.

## **INSURANCE AND SECURITY REQUIREMENTS**

The selected Proposer will be required to procure and maintain at its own expense the following insurance coverage:

- Workers' Compensation and Employer's Liability Insurance: A policy protecting employees in the event of job-related injuries.

Each policy of insurance required shall be in form and content satisfactory to the City of Spartanburg.

- The insurance policies shall not be changed or canceled until the expiration of thirty (30) days after written notice to the City of Spartanburg.
- The insurance policies shall be automatically renewed upon expiration and continued in force unless the City of Spartanburg is given sixty (60) days' written notice to the contrary.

No work shall commence under the contract until the selected Proposer has delivered to the City of Spartanburg or its designee proof of issuance of all insurance policies required by the Contract to be procured by the selected Proposer. Suppose at any time, any of said policies shall be or become unsatisfactory to the City. In that case, the selected Proposer shall promptly obtain a new policy and submit proof of insurance to the City for approval. Upon failure of the selected Proposer to furnish, deliver, and maintain such insurance as above provided, the contract may, at the election of the City, be declared suspended, discontinued, or terminated. Failure of the selected Proposer to procure and maintain any required insurance shall not relieve the selected Proposer from any liability under the contract, nor shall the insurance requirements be constructed to conflict with the obligations of the selected Proposer concerning indemnification.

## II. SUBMISSION AND DEADLINE

**Proposals must be received by 3:00 pm Tuesday, September 17, 2024.**

One (1) original, One (1) copy, and one (1) electronic copy (thumb drive) of the submission shall be sent to:

City of Spartanburg  
P.O. Box 1749  
187 W. Broad Street  
Spartanburg, SC. 29306  
Attn: Procurement and Property Division

**Proposal No: 2024-09-17-01**

Questions regarding this RFP may be directed to Carl F. Wright at 864-596-2790 or emailed to [cwright@cityofspartanburg.org](mailto:cwright@cityofspartanburg.org).

## III. SUBMISSIONS

The City will not be liable for costs incurred in preparing the response to this RFP or in connection with any review of the submissions.

Respondents shall submit their proposal in the following format:

1. One (1) original and One (1) printed copies of the proposal shall be submitted for review. An electronic copy shall be submitted via a thumb drive.
2. Cover Letter indicated in Section I above
3. Completed City of Spartanburg Exhibits B, C D, E, G, and H below
4. A work plan or approach to the scope of services is included herein.
5. Statement of ability to perform all professional requirements as stated in Qualifications and Scope of Work above
6. Listing of proposed staff, including resumes, credentials, and applicable licenses.
7. Related Experience of the firm as it relates to this RFP
8. Names, addresses, and telephone numbers of references (minimum of three).
9. Additional information that is not included above, which you feel may be helpful to and applicable to this project.



**Exhibit B**



**Price page**  
**Request for Proposals to**

**City of Spartanburg**  
**P.O. Box 5107**  
187 W. Broad Street  
Spartanburg, SC. 29306  
Email:  
cwright@cityofspartanburg.org

Proposer has examined this Request for Proposal, the Advertisement for this Request for Proposal, and the following Addenda (receipt of which is hereby acknowledged):

Company Name: \_\_\_\_\_

By: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Printed)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

**Proposal Price Table**

Item	Cost		
Total for Proposal:			

**Please complete the above proposal sheet, which outlines the cost.**

By: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**Exhibit C**

**Authority to execute a contract**

**A RESOLUTION**

FOR THE PURPOSE OF AUTHORIZING \_\_\_\_\_ TO EXECUTE AN CONTRACT WITH SPARTANBURG CITY

**WHEREAS,** \_\_\_\_\_ will or has submitted a bid/proposal to Spartanburg City of Spartanburg for the purpose of providing goods or services; and

**WHEREAS,** \_\_\_\_\_ may be or has been awarded a contract to provide good or services to Spartanburg City of Spartanburg; and

**WHEREAS,** \_\_\_\_\_ Type of Organization is :

Check the applicable box):

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Corporate entity (not tax-exempt)
- ☐ Corporate entity (tax-exempt)
- ☐ Government entity (Federal, State or Local)
- ☐ Other \_\_\_\_\_

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors (or other appropriate

governing body) of \_\_\_\_\_ does hereby approve and authorize  
(Company's Name)

\_\_\_\_\_ to execute a contract with Spartanburg City of Spartanburg  
(Name of Individual)

in an amount not to exceed \$\_\_\_\_\_.\_\_.

**ADOPTED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_ (signature) \_\_\_\_\_ (printed)

Title: \_\_\_\_\_

## Exhibit D

### CITY OF SPARTANBURG, SC Bidder Conflict of Interest Disclosure Form

The information called for in this questionnaire is for use by the City of Spartanburg in connection with its risk assessment procedures and related activities

Does your organization have any officers, managers, employees, or officials that are related to any employees, officials, board members, committee members or City Council Members of the City of Spartanburg, SC?

\_\_\_\_\_ **No** (Please sign the certification below and promptly return this page with the W-9)

\_\_\_\_\_ **Yes** (Please sign and provide the name(s) of the individual(s))

#### CERTIFICATION

*I certify that the information herein supplied in response to this questionnaire is complete and correct to the best of my knowledge and belief and understand that the information submitted is subject to audit and verification by the City of Spartanburg.*

\_\_\_\_\_  
*Name of Authorized Official*

\_\_\_\_\_  
*Title of Authorized Official*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Email Address**

## Exhibit E

### DRUG FREE WORKPLACE ACT STATEMENT

The undersigned hereby certifies on behalf of the company listed below that it is in full compliance with the requirements set forth in Title 44, Code of Laws of South Carolina, 1976, Chapter 107, Paragraph 47 and the Drug-Free Workplace Act of 1988 (Public Law 100-690, title V, Sec. 5153, as amended by Public Law 105-85, Div. A, Title VIII, Sec. 809, as codified at 41 U.S.C. § 702) and Department of Commerce implementing regulations published at 15 CFR Part 29, "Government-wide Requirements for Drug-Free Workplace (Financial Assistance)" (published in the Federal Register on November 23, 2003, 68 FR 66534).

Name of Corporation or Entity \_\_\_\_\_

By: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Print)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit G

### EXPERIENCE/ REFERENCES

List five jobs, similar in size, completed by Proposer. List dollar amount, brief description reference name and phone number for each job.

- a. Name of Project: \_\_\_\_\_  
Owner/Engineer: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Value of Contract: \_\_\_\_\_  
Project Description: \_\_\_\_\_
- b. Name of Project: \_\_\_\_\_  
Owner/Engineer: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Value of Contract: \_\_\_\_\_  
Project Description: \_\_\_\_\_
- c. Name of Project: \_\_\_\_\_  
Owner/Engineer: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Value of Contract: \_\_\_\_\_  
Project Description: \_\_\_\_\_

## Exhibit H

### AFFIDAVIT OF NON-COLLUSION

I state that I am \_\_\_\_\_ (title) of \_\_\_\_\_  
(name of firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners,  
directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this  
Offer.

I state that:

- (1) The price(s) and amount of this Offer have been arrived at **independently and** without consultation, communication or Agreement with any other Proposer or potential Proposer.
- (2) That neither the price(s) nor the amount of this Offer, and neither the approximate price(s) nor approximate amount of this Offer, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before Solicitation opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit an Offer higher than this Offer, or to submit any intentionally high or noncompetitive Offer or other form of complementary Offer.
- (4) The Offer of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Offer.
- (5) \_\_\_\_\_ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described in the attached appendix.

I state that \_\_\_\_\_ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on **by the City of Spartanburg** in awarding the contract(s) for which this Offer is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the **City of Spartanburg** of the true facts relating to the submission of Offers for this contract.

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Name of Company/Position)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary

My Commission Expires: \_\_\_\_\_