



Cherokee County Board of Commissioners
Purchasing Department
1130 Bluffs Parkway, Canton, GA 30114
Phone: (678) 493-6000
Fax: (678) 493-6035

REQUEST FOR INFORMATION

RFI/Q 2019-056 Structural Firefighting Gloves

THE PROJECT: The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed ☐ Bids, ☐ Proposals or ☒ Information in support of Structural Firefighting Gloves for the Cherokee County Fire and Emergency Services Department, meeting the specifications and as described herein.

There ☐ will be ☒ will not be a mandatory meeting to review the requirements. The meeting will be held at the proposed work site and will include walking the area.

The term of Agreement(s) resulting from this solicitation can be found in the Statement of Work.

All times in the solicitation are local times to Cherokee County Board of Commissioners, 1130 Bluffs Parkway, Canton, Georgia 30114.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County. The County further reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract. Incorporated herein by this reference are Cherokee County's Standard Solicitation Terms and Condition.

SCHEDULE:

Issued	May 23, 2019
Questions Due	June 5, 2019 by 4:00 PM
Answers Due	June 11, 2019
Information Due	June 24, 2019 at 10:00 AM
Anticipated Short-List RFP Date:	August 29, 2019

THE EXPECTED PERIOD OF PERFORMANCE IS:

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be and X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. ☐ NO PHYSICAL ITEMS ☒ PHYSICAL DELIVERY REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

☒ Warranty Term Requested: _____

2. ☐ NO SERVICES REQUIRED ☐ PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of an Authorization to Proceed (ATP), in which case the ATP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- ☐ One Year
☐ Two Years
☐ Three Years
☐ Other: _____

3. ☐ OPTION GRANT:

This solicitation contains requested options; please see pricing sheet for details.

SUBMITTAL INSTRUCTIONS: Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (if indicated by an X in the box:

- ☒ Information and Addenda Acknowledgement Form (Appendix A),
- ☒ Non-Influence and Non-Collusion Affidavit (Appendix B),
- ☒ E-Verify Affidavit (Appendix C),
- ☒ References* (Appendix D),
- ☐ Acceptance of County' Standard Agreement**, as below: (Appendix E),
 - ☐ Professional Services Agreement
 - ☐ Construction Services Agreement
 - ☒ Other: Purchase Order
- ☒ Suspension, Debarment and Litigation Affidavit (Appendix F),
- ☐ Contractor's License Certification (Appendix G)
- ☐ Bonds Requirements if the price bid > \$100K
 - ☐ Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
 - ☐ Bid Bond (See Appendix I)
- ☐ Evidence of/ability to provide Insurance at the limits identified herein,***
- ☐ Certifications, Licenses or Registrations as required by law and/or as requested.
- ☒ Pricing to be submitted on Proper's form
- ☐ Contractor's Qualifications Statement (Appendix J)
- ☐ Added Terms to Construction Service Agreement (Attachment)
- ☐ Substitutions Proposed: See Instructions Standard Solicitation Terms****, Item 9
- ☐ Specifications

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

****Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

EVALUATION CRITERIA:

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

☐ Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.

OR

☐ Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

OR

☒ Information supporting the qualifications for providing the items addressed herein.

Phase I: Information and Qualifications:

10%	Price
60%	Technical
20%	Service
10%	Delivery
100%	TOTAL

Phase II: Proposal Criteria will be defined in the County's RFP.

HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the "X" below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

A. Electronic Submissions Only:

☒ Bids and Proposals are to be submitted electronically ONLY to the County's designated Web site or location. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]_[Vendor Name]_[Document Type]
Example: "2017-111_ABC Company_Proposal"

AND/OR

B. Physical Submissions Only:

☐ Bids and/or Proposals are to be submitted on-time and ONLY in physical (paper) form and delivered to Cherokee County Procurement Department, Solicitation #_____ 1130 Bluffs Parkway, Canton GA 30114. On-line submissions are not to be tendered without the advanced approval of the Purchasing Director.

Number of Submittals: 1 Original and 1 Copy

QUESTIONS/ADDENDA: Only written inquiries will be permitted during the solicitation period. Questions are to be submitted via Vendor Registry for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on the County's designated website. All interested parties are instructed to monitor the County's website on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

STATEMENT OF WORK AND / OR SPECIFICATION LOCATED ON THE NEXT PAGE

STATEMENT OF WORK AND / OR SPECIFICATION:

Cherokee County is soliciting information from potentially qualified bidders for Structural Fire Fighting Gloves to be used by Cherokee County Fire & Emergency Services (CCFES). This RFI does not constitute a Request for Bids/Proposals and is not to be construed as a commitment by the County to purchase any proposed or quoted items. The County will review the responses received and develop a statement of work to be part of a formal Request for Proposals process at a later date (estimate within 2 months). The County intends to utilize the information provided to develop an understanding of the products available with the objective of developing a specification or statement of work around the industry capabilities.

CCFES is requesting information for firefighting gloves that fully meet the NFPA 1971-2018 edition. In order to evaluate the manufacturing process and materials that result in the performance of the finished product, information should be provided by the prospective supplier that describes the process, equipment, materials, engineering calculations and related studies that help to define and support the following areas of performance evaluation by CCFES:

Longevity/Durability**Warranty/Replacement****Construction Features****Construction Materials**

The selection process shall be conducted in two phases; Phase I will consist of the evaluation of information provided by those responding to this request for information and qualifications by evaluating the qualifications of the manufacturer in the design, testing, maturity of their quality management system, their service model as well as financial condition. Also, as a part of this pre-qualification process, CCFES will be evaluating the direct seller (which could be the same as the manufacturer) in the areas of proposed service model, previous experience and financial condition. Results will then be tabulated to determine a “short-list” of highest scoring and potentially qualified providers. In Phase II, the County will issue an RFP to those short-listed asking to provide formal pricing proposals and to build/provide up to 20 sets of gloves in accordance with the specification. CCFES shall provide specific sizes required from which a series of practical test will be conducted. All gloves will be returned when evaluation is completed. However, the County requests a price to purchase the gloves after the evaluation has been completed.

CCFES will conduct evaluations and source selection for the gloves expected to result in standardization of one or more make/models of gloves based on evaluation and actual performance and an agreement of five years with the provider. CCFES has approximately 400 firefighters with an expectation of growing to nearly 500 during this ten-year period. During this agreement, Cherokee County Fire and Emergency Services will accept price changes after the third year of the agreement to be commensurate with the increase or decrease of a mutually agreeable third party index such as the producer price index.

While it's the County intention to consider the best material that meets standards and requirements, the RFP may place a small weight associated with products that are American made.

Quality Management Program

Information regarding quality management processes such as ISO 9001:2015 is requested. Please include the quality measures that would apply and the location of facility that would produce the gloves proposed. Describe the design and testing of new products to ensure industry standards are met.

Service Management

Vendor must provide method to ensure availability of selected firefighting gloves that are of reasonable sizes or have the ability to ship them to CCFES within 48 hours of receiving Purchase Order.

Financials

The CCFES Agency desires qualifying organizations with financial stability that would indicate the ability of the selected organization to perform for the length of the potential agreement. Organization shall provide financial information to substantiate financial health over the previous three years.

END OF STATEMENT OF WORK/SPECIFICATION