



COUNTY OF DINWIDDIE, VIRGINIA
14010 BOYDTON PLANK RD
PO DRAWER 70
DINWIDDIE, VA 23841
<http://www.dinwiddieva.us>

REQUEST FOR QUOTATION
On-Site Hydro Testing and Flow Testing for SCBA

RFQ Number: 19-120619 Issued by: Hollie R. Casey
Issue Date: December 6, 2019 Telephone: 804-469-4500 Opt 1 Ext 2150
Due Date/Time: December 17, 2019 at 2 pm Email: hcasey@dinwiddieva.us

A. Scope of Services:

Dinwiddie County Fire & EMS seeks quotes for on-site flow test and hydrostatic testing on SCBA and air bottles at various locations. All current units are new, placed into service in 2019. Hydro testing will not be needed in 2020.

Hydrostatic test shall include replacement of valve neck o-ring and torque of valve to manufacturer's specifications. Bottles that have reached their life span shall be taken out of service and placed in a designated area at Dinwiddie Volunteer Fire Station (Company 1). The bottles should be marked with a tag "Out of Service", but shall not be written on. All out of service bottles shall remain on premises.

A detailed list of all locations where service is to be provided is included in Attachment A. Off-site hydrostatic testing will be allowed; however, if a bottle is taken from a station, the serial number and station location shall be documented so that the bottle is returned to the proper location and to ensure that we receive all bottles back. This list shall be given to Nick Sheffield, Fire & EMS Coordinator, once bottles are taken to the testing facility.

The Contractor shall complete all annual tests by January 31. Work shall be completed Monday-Friday between 8:30 am and 5:00 pm. All work shall be performed in accordance with applicable NFPA standards. Contractors shall provide a written report to the County following each test.

B. Contractor Requirements:

- Contractor must be qualified to perform services on various brands of equipment, including MSA.
- Contractor shall comply with all regulations as set forth by the National Fire Protection Association.

C. Price:

Prices shall be in the form of unit prices. Vendors shall include in their prices all cost including materials, labor, equipment, travel and mileage, shipping/delivery, insurance, permits and overhead. **NO ADDITIONAL COSTS WILL BE ALLOWED.** Quantities listed on the quote form are estimates only.

D. Award:

Award will be made to the lowest responsible and responsive quote. The quality of the commodities to be supplied, their conformity with the specifications, their suitability to the requirements of the County, and the delivery terms will be taken into consideration in making the award. The County reserves the right to award by item, groups of items or total; to reject any and all quotations in whole or in part, and to waive any informality or technical defects if, in its judgment, the best interests of the County will be served.

E. Term of Contract:

The resulting contract will be for a term of one (1) year, with the option to renew under the terms, conditions and unit pricing of the original contract for up to two (2) additional years, unless either party gives written notification to the other party sixty (60) days prior to expiration of the then-current term that they do not wish to renew. The contract and any renewals are subject to the availability of funds and annual appropriations by the Board of Supervisors. Price increases, if any, shall be in accordance with initial contract or negotiated at time of renewal.

GENERAL INFORMATION

1. **Receipt of Quotes:** It is the responsibility of the vendor to assure that his/her quote is received at the proper location and by the deadline listed on the front page of the solicitation. Times are in Eastern Standard Time. Any quotes received after the deadline, whether by mail, email or otherwise, will be rejected.
 - a. Unless otherwise stated in the solicitation, quotes may be accepted by hard copy (hand delivered, postal mail, or courier) or electronically (sent via email). The County is not responsible for any delay in delivery by USPS, UPS, FedEx, email server, or other delivery services.
 - b. In the event that Dinwiddie County offices are closed due to inclement weather and/or emergency situations on the date and time set for the deadline for quotes/proposals, the deadline will default to the next open business day at the same time.
2. **Price:** Pricing shall be provided in unit price, total price, and grand total, where requested. In case of error in the extension of prices, the unit price shall govern. All erasures, insertions, additions, and other changes made by the vendor shall be signed or initialed. Quotes containing any conditions, omissions, alterations, or items not called for in the solicitation, may be rejected by the County as being incomplete or non-responsive.
3. **Equipment/Products:** Any equipment/products delivered must be standard new equipment/products of the latest model, except as otherwise specifically stated in quotation. Where any part or nominal appurtenances of equipment/product is not described, it shall be understood that all equipment/products and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.
4. **Signatures:** All quotes shall be signed by an authorized representative of the company. The name and title of the person signing shall also be printed or typed below the signature. When requested by the County, satisfactory evidence of the authority of the officer signing on behalf of the company shall be furnished. Quotes shall provide the full legal name of the business.
5. **Use of Terms:** The terms "must", "shall", "should" and "may" identify the criticality of the requirements. "Must" and "shall" identify requirements whose absence will have major negative impact on the suitability of the proposed solution. Items labels as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. The inability of a vendor to satisfy a "must" or "shall" requirement automatically removes them from consideration.
6. **Clarification of Terms:** If any vendor has questions about the specifications or other solicitation documents, they should contact the procurement agent whose name appears on the face of the solicitation by email no later than three working days before the due date. Any revisions to the solicitation will be made only by written addendum. All addenda are posted on the County's website (www.dinwiddieva.us) and on eVA (www.eva.virginia.gov). It is the Contractor's responsibility to check for addenda.
7. **Ethic in Public Contracting:** Vendor certifies that their quote is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other vendors, supplier, manufacturer or subcontractor in connection with their quote, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
 - a. The vendor shall identify any actual or potential conflicts of interest that exist, or which may arise if the vendor is recommended for award, and propose how such conflicts might be resolved.
 - b. Each vendor attests that his/her agents and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the vendor, or themselves, to obtain information that would give the vendor an unfair advantage over others, nor has he/she colluded with anyone for and on behalf of the vendor, or itself, to gain any favoritism in the award of this solicitation.

8. **Testing and Inspection:** All products and services provided shall be in compliance/accordance with all applicable federal, state and local laws and regulations. The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the County by any other clause of this solicitation. The County reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications and/or meet the needs of the County. The County's decision of approval or disapproval of a proposed product shall be final.

QUOTE FORM

Item No.	Description	Unit Price	Approx Qty	Total Price
1	Flow Test on SCBA		95	\$
2	Hydrostatic Testing on Air Bottles		95	\$
5	Hydrostatic Test on Cascade Bottles		8	\$
GRAND TOTAL				\$

Submission Date: _____

Federal Tax ID#: _____

Name of firm: _____ Phone #: _____

By (signature): _____ Fax #: _____

Type/Print Name: _____ Address: _____

Email Address: _____

Please list all subcontractors, if any:

Company Name

DPOR License #

Virginia State Corporation Commission (SCC) registration information. The vendor:

is a corporation or other business entity with the following SCC identification number: _____ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the vendor in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from vendor's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this quote an opinion of legal counsel which accurately and completely discloses the undersigned vendor's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

REFERENCES

Offerors shall supply three (3) references that list a brief description of the same type of work and requirements for area(s) of similar size or larger, satisfactorily completed with dates of service or contract period, location, names, addresses, and phone numbers of Owners. Offerors shall only indicate references they have worked with a minimum of two (2) year. A separate page of references is acceptable if needed for additional space.

Reference #1

Name of County, City, Agency or Firm: _____

Address: _____

Contact with Title: _____ Telephone: _____

Types of services provided: _____

Contract Dates: From _____ To _____

Reference #2

Name of County, City, Agency or Firm: _____

Address: _____

Contact with Title: _____ Telephone: _____

Types of services provided: _____

Contract Dates: From _____ To _____

Reference #3

Name of County, City, Agency or Firm: _____

Address: _____

Contact with Title: _____ Telephone: _____

Types of services provided: _____

Contract Dates: From _____ To _____

Attachment A - Locations

Dinwiddie Volunteer Fire Station (Company #1)
13516 Boydton Plank Road
Dinwiddie, VA 23841

Ford Volunteer Fire Station (Company #2)
13402 Cox Road
Church Road, VA 23833

McKenney Volunteer Fire Station (Company #3)
10507 Doyle Boulevard
McKenney, VA 23872

Namozine Volunteer Fire Station (Company #4)
3913 Pelham Avenue
Petersburg, VA 23803

Old Hickory Volunteer Fire Station (Company #5)
25813 Courthouse Road
Stony Creek, VA 23882