



City of Kirkland

Request for Proposal

Self-Contained Breathing Apparatus for Fire Department Job #14-22-FD

Issue Date: May 11th, 2022

Due Date: June 2nd, 2022—4:00 p.m. (Pacific Time)

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Kirkland, Washington, for:

Self-Contained Breathing Apparatus for Fire Department Job Number 14-22-FD

File with Purchasing Agent, Finance Department, 123 - 5th Ave, Kirkland WA, 98033

Proposals received later than **4:00 p.m. June 2, 2022 will not** be considered.

A copy of this Request for Proposal (RFP) may be obtained from City's web site at <http://www.kirklandwa.gov/>. Click on the Business tab at the top of the page and then click on the Request for Proposals link found under "Doing Business with the City".

The City of Kirkland reserves the right to reject any and all proposals, and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

A Service Provider response that indicates that any of the requested information in this RFP will only be provided if and when the Service Provider is selected as the apparently successful Service Provider is not acceptable, and, at the City's sole discretion, may disqualify the proposal from consideration.

The City requires that no person shall, on the grounds of race, religion, color, national origin, sex, age, marital status, political affiliation, sexual orientation, or the presence of any sensory, mental, or physical disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, the Service Provider(s) ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

Dated this 11th day of May, 2022

Jay Gewin
Purchasing Agent
425-587-3123
City of Kirkland

Published in the Daily Journal of Commerce – May 11th and 18th, 2022

Background Information

The City of Kirkland is located on the eastern shore of Lake Washington. It is a suburban city, surrounded by other suburban cities and pockets of unincorporated King County. The City is near several major transportation routes including Interstate 405, State Route 520, and Interstate 5. These routes connect the City economically and socially to the greater Seattle area.

At the time of incorporation in 1905, the City of Kirkland's population was approximately 530. The current estimated population is 92,900. Kirkland is the twelfth largest city in the State of Washington and the sixth largest in King County.

Since its incorporation, Kirkland has grown in geographic size to eighteen square miles - approximately twenty times its original size. This growth occurred primarily through the consolidation of the cities of Houghton and Kirkland in 1968, the annexations of Rose Hill and Juanita in 1988 and the annexation of North Juanita, Finn Hill, and Kingsgate areas in 2011.

Kirkland operates under a Council-Manager form of government. The City Council is the policy-making branch of Kirkland's government and consists of seven members elected at large to staggered, four-year terms. The Mayor is elected from within the Council. The City Council is supported by several advisory boards and commissions and the City Manager. The City Manager is appointed by the City Council and serves as the professional administrator of the organization, coordinating its day-to-day activities.

Purpose and Background

- The City of Kirkland is in Northeast King County, in Washington State. Currently, we are a Fire Department with 108 Firefighters with plans to expand to over 120 Firefighters within the next couple of years. We currently have 5 front line engines, 1 Ladder Truck, 1 Air Unit, 6 Aid Cars, and 1 Battalion Chief. In addition, we have a reserve fleet that consists of 2 Engines, 2 Aid Cars, and a BC vehicle. We also have the goal of increasing our reserve fleet.

We will need to outfit our entire fleet with SCBA and spare bottles. In addition to our fleet, we supply our new hire Firefighters with 1 SCBA and 2 spare bottles for academies when they get hired, and recently that has been as many as 10 recruits and 2 instructors. Many of our administrative vehicles also have SCBA, as does our Fire Prevention Bureau. Each Firefighter is assigned their own mask. The number of SCBA, bottles and masks is a reflection of what is needed for our fleet, training academies, as well as a reasonable number of spares. The quantities listed below represent the minimum order the City would purchase under agreement with the chosen respondent. The City's Current Scott SCBA's are going to be 10 years old and due for replacement and eventual surplus, therefore we are replacing SCBA, bottles, masks, and PAPR.

- Purchase will include at minimum:
 - 84 SCBA
 - 178 45-minute bottles
 - 20 60-minute bottles
 - 190 masks

- 14 RIT kits (will use 14 of the 20 60-minute bottles)
- 8 PAPRS with 16 batteries (8 for use, 8 spare)
- 24 Filters for the PAPRS (GVP-440 or equivalent)
- 16 PAPRS helmet/face shield
- 50 P100 filters
- 25 adapters for P100s to SCBA facepiece
- 2 Mask fit test machines
- 1 Bench flow test machine
- 4 escape packs for supplied air breathing apparatus (SABA)
- The City shall be able to purchase additional gear/equipment at the unit costs listed by the vendor in their proposal at the discretion of the City for a period of up to two years. Price adjustments for an additional two-year renewal period can be agreed upon and made prior to executing a renewal agreement.
- The proposer may provide pricing for multiple makes/models of the equipment stated above if available.
- The chosen vendor will either provide or arrange for periodic training for the maintenance and repair of equipment to a small group of Fire Department staff.

Equipment Requirements

- Must comply with 2018 or most recent version of NFPA 1981
- Must comply with 2018 or most recent version of NFPA 1982 (PASS)
- Must be positive pressure
- Must be NIOSH certified
- Must be compatible with surrounding jurisdictions.
- Identify integrated TIC systems
- Identify integrated communication systems
- Spectacle kits available
- Trans fill lines (compatible with surrounding jurisdictions)
- Buddy breather lines (compatible with surrounding jurisdictions)

Performance Schedule

- Provide any foreseen amendments to purchasing agreement
- Provide the time in which the City could expect delivery
- Need 2 SCBA, Bottles, and Masks by June 1, 2022 for a 30 day no-charge evaluation (Demo packs). Vendor will also offer a demonstration of the equipment to Fire Dept. staff.
- During the evaluation period, the equipment will be used in live fire training, but will not be used at an actual emergency.
- Vendor may provide additional equipment besides the SCBA, Bottles, and Masks for a no-charge 30-day evaluation if they desire to do so.
- Evaluation gear will be returned to proposers after the 30-day evaluation
- Vendor selected by August 1, 2022
- Delivery and payment from City by January 2, 2023

Contract Requirements and Fees

If your proposal is accepted, the following fees and requirements will be due upon award, prior to issuance of a contract:

- **Compliance with Law/City of Kirkland Business License**
 - Contractor must obtain and provide a copy of a City of Kirkland Business License and otherwise comply with Kirkland Municipal Code Chapter 7.02.
 - The Contractor shall comply with all applicable State, Federal and City laws, ordinances, regulations, and codes.

Submission Criteria

Proposals should be prepared simply, providing straight forward, concise descriptions of the applicant's capabilities to satisfy the requirements of the request.

Proposals must include the following:

1. A description of equipment, including:
 - All product specifications
 - Product manuals including guidelines for usage
 - Company information including time the company has been in business
 - Description of warranty for all equipment included in proposal
 - Description of how projects can be maintained and serviced if needed.
 - Describe avenue and any costs for three Fire Department personnel to be periodically trained in the maintenance and repair of all equipment purchased.
2. A staff person from your organization that is able to provide a demonstration
 - Explain how gear is best used
 - Explain how gear is maintained and repaired.
 - Either at or after demonstration, provide 2 SCBA, Bottles, and Masks for a 30-day no-charge evaluation for Fire Dept. staff. Staff will use this gear in live fire training, but not in an actual emergency event without permission from vendor. Fire Dept. will coordinate with vendor for delivery of supplies for the 30-day evaluation. Equipment will be returned after evaluation. Vendor may provide additional equipment besides the SCBA, Bottles, and Masks for a no-charge 30-day evaluation if they desire to do so.
3. Detailed information on the Contractor's proposed fee schedule for items. Washington State sales tax does not need to be included in proposal. It will be added to the proposal that is eventually selected by the City of Kirkland. Vendor may provide pricing for additional items for consideration beyond what is listed in Bid Proposal Form.
4. References:
 - Please provide five Client references, preferably as close as possible geographically to Kirkland.
5. If you are interested in purchasing the City's existing 10-year old SCBA equipment, please indicate your interest on the Bid Proposal Form.

Proposal Submittal Instructions

Please note: The following general requirements are mandatory for all proposals. Proposals submitted after the deadline date and time or lacking one or more of the following requirements will not be accepted.

- 1. Proposals must be received by no later than 4:00 PM on June 2, 2022. (Pacific Time)**
2. E-mailed proposals should include ", "SCBA for Fire Dept.– Job # 14-22-FD" in the subject line and be addressed to purchasing@kirklandwa.gov
3. All proposals sent electronically must be in the form of a PDF or MS Word document and cannot exceed 20MB. **This is the preferred submission format.**
4. If paper proposals are being submitted, they must consist of one original and one copy. The City must receive any paper submittal before 4:00 PM on June 2, 2022, and any delivery received after the deadline will be rejected. These can be mailed or delivered to:

City of Kirkland
ATTN: Purchasing staff – 14-22-FD
123 5th Avenue
Kirkland, WA 98033
5. All proposals must include the legal name of the organization, firm, individual or partnership submitting the RFP. Include the address of the principal place of business, mailing address, phone numbers, email addresses, fax number (if one exists) and primary contact person.
6. Complete, sign and submit all RFP forms provided by the Department. This includes the Bid Proposal Form and the Noncollusion Affidavit. The Letter of Agreement will be signed with the firm the City eventually selects after all proposals have been reviewed.
7. To be evaluated, a proposal must address all requirements and instructions contained within.
8. Provide all references and materials required by the RFP instructions within.

Questions: Questions regarding the scope of work or evaluation process must be submitted in writing and should be addressed to Greg Picinich, Battalion Chief at gpicinich@kirklandwa.gov . Questions regarding the RFP process should be addressed to Purchasing staff, at purchasing@kirklandwa.gov. Questions must be submitted by 5:00 PM on May 18, 2022. (Pacific Time)

Submittal Deadlines

The Department's schedule for review of the RFP submittals and final selection of the Contractor is as follows:

May 11, 2022	RFP posted
May 18, 2022	Deadline for questions: 5:00 p.m.
May 25, 2022	Responses to questions posted
June 2, 2022	Request for Proposal Submittals Deadline: 4:00 p.m.
June 3, through July 15, 2022	Evaluation Period – will include presentations
August 1, 2022	Contract Awarded

Selection Criteria

The City will make a selection based on the evaluation of the written proposals. The City may also conduct an interview process with scoring used to determine the selected proposer. The City may elect to interview some or all proposers. The City reserves the right to make a selection based only on the evaluation of the written proposals. Written proposals and interviews will be evaluated based on the following criteria:

• Summary of equipment as provided in proposal	10%
• References	20%
• Demonstration (comfort, ease of use, compatibility with surrounding jurisdictions)	40%
• Cost schedule	30%
Total	100%

Selection Process

A selection committee will review all proposals, select finalists and will request a demonstration prior to making the final selection of the consultant.

Prior to the commencement of work, the City and the selected consultant will meet to settle contract details. A notice to the consultant of the City's award will constitute notice to proceed. The City is not responsible for any costs incurred by the consultant in the preparation of the proposal. Once submitted to the City, all proposals will become public information.

Purchasing Contract

The Consultant and the City will execute a Contract for the purchase of SCBA for Fire Department (Attachment A).

Terms and Conditions

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. Proposers responding to this RFP must follow the procedures and requirements stated in the RFP document. Adherence to the procedures and requirements of this RFP will ensure a fair and objective analysis of your proposal. Failure to comply with or complete any part of this RFP may result in rejection of your proposal.
- C. The City reserves the right to request clarification of information submitted, and to request additional information on any proposal.

- D. The City reserves the right to award any contract to the next most qualified agency, if the successful agency does not execute a contract within 30 days of being notified of selection.
- E. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days to sell to the City the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- F. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFP. A copy of the City's standard Professional Services Agreement is available for review (see attachment A). The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City Attorney's office.
- G. The City shall not be responsible for any costs incurred by the agency in preparing, submitting or presenting its response to the RFP.
- H. Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.
- I. The City reserves the right not to award any portion or all of the project if it finds that none of the proposals submitted meets the specific needs of the project. The City reserves the right to modify the scope of work and award portions of this RFP to the selected vendor. The City reserves the right to award this work to multiple vendors if the scope of work would be best completed by multiple vendors and their associated experience.

Cooperative Purchasing

Chapter 39.34 RCW allows cooperative purchasing between public agencies in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City may purchase from City contracts, provided that the consultant agrees to participate. The City does not accept any responsibility for contracts issued by other public agencies, however.

Public Disclosure

Once submitted to the City, proposals shall become the property of the City, and all proposals shall be deemed a public record as defined in "The Public Records Act," chapter 42 section 56 of the RCW. Any proposal containing language which copyrights the proposal, declares the entire proposal to be confidential, declares that the document is the exclusive property of the proposer, or is any way contrary to state public disclosure laws or this RFP, could be removed

from consideration. The City will not accept the liability of determining what the proposer considers proprietary or not. Therefore, any information in the proposal that the proposer claims as proprietary and exempt from disclosure under the provisions of RCW 42.56.270 must be clearly designated as described in the "Proprietary Material Submitted" section above. It must also include the exemption(s) from disclosure upon which the proposer is making the claim, and the page it is found on must be identified. With the exception of lists of prospective proposers, the City will not disclose RFP proposals until a bid selection is made. At that time, all information about the competitive procurement will be available with the exception of: proprietary/confidential portion(s) of the proposal(s), until the proposer has an adequate opportunity to seek a court order preventing disclosure. The City will consider a proposer's request for exemption from disclosure; however, the City will make a decision predicated upon RCW 42.56.

DBE Participation

The City encourages DBE firms to submit qualifications and encourages all firms to team with DBE firms in their pursuit of this project.

Federal Debarment

The Bidder shall not currently be debarred or suspended by the Federal government. The Bidder shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database (www.sam.gov).

*** BID PROPOSAL FORM ***
RFB NUMBER 14-22-FD
SELF-CONTAINED BREATHING APPARATUS FOR FIRE DEPARTMENT

The City of Kirkland Fire Department is soliciting quotes for self-contained breathing apparatus equipment that meet the specifications described earlier in this RFP.

Please provide pricing for the items listed below. Please provide both the individual unit cost along with the total cost for the quantities listed. On an additional sheet, you may provide prices for any additional equipment that you would want available for the City's consideration for purchase. (The cost of any additional equipment should not be included in the total) The City may increase these quantities based on department need, but these quantities represent the minimum purchase the City will make. You do not need to add sales tax.

The City shall be able to purchase additional gear/equipment beyond the quantities listed at the unit costs listed by the vendor in their proposal at the discretion of the City for a period of up to two years. Price adjustments for an additional two-year renewal period can be agreed upon and made prior to executing a renewal agreement.

The proposer may provide pricing for multiple makes/models of the equipment stated below if available. Use multiple bid proposal forms if necessary.

Items	Unit Price/ea.	Quantity	Total
SCBA	\$	84	\$
45-Minute Bottles	\$	178	\$
60-Minute Bottles	\$	20	\$
Masks	\$	190	\$
R.I.T. Kits (will use 14 of the 20 60 minute bottles)	\$	14	\$
PAPRS with 8 Batteries	\$	8	\$
Spare Batteries for PAPRS	\$	8	\$
Filters for the PAPRS (GVP-440 or equivalent)	\$	24	\$
PAPRS Helmet/Face Shield	\$	16	\$
P100 filters	\$	50	\$
Adapters for P100s for SCBA face piece	\$	25	
Mask Fit Test Machines	\$	2	\$
Bench Flow Test Machines	\$	1	\$
Escape packs for SABA	\$	4	\$
Shipping/Freight	\$		\$
TOTAL	\$		\$

**CITY OF KIRKLAND
NONCOLLUSION AFFIDAVIT
SELF-CONTAINED BREATHING APPARATUS FOR FIRE DEPARTMENT
RFP NO. 14-22-FD**

STATE OF WASHINGTON)
COUNTY OF KING) SS

The undersigned, being duly sworn, on oath deposes and says that the person(s), firm, association, partnership or corporation herein named has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.

Firm Name

Authorized Signature

Type Name

Title

Sworn to before me, this _____ day of _____, 20__.

Notary Public in and for the State of Washington

Residing at _____

My Commission Expires _____



Purchasing Contract

SELF-CONTAINED BREATHING APPARATUS FOR FIRE DEPARTMENT

This Letter of Agreement ("Agreement") is entered into by and between the City of Kirkland, a municipal corporation, herein called the "City," and **Vendor**, hereinafter the "Supplier".

WHEREAS, the City solicited bids for SELF-CONTAINED BREATHING APPARATUS FOR FIRE DEPARTMENT on _____; and

WHEREAS, the Supplier submitted the low responsive bid on _____; and

WHEREAS, the Supplier is qualified, willing, and able to provide all items required by the City's Invitation for Bids; and

WHEREAS, the City Council awarded the contract to the Supplier at their meeting of _____, 2022;

NOW, THEREFORE, in accordance with the City's Invitation for Bids and the Suppliers Bid Proposal the following terms and conditions are agreed to:

CONTRACT: The contract consists of the following documents: This Agreement, the Request for Proposals (RFP), the accepted proposal, any purchase orders issued by the City and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

CONTRACT TERM AND PRICE CONDITIONS: The initial contract shall be for a term of two years, commencing on the date this Agreement is fully executed. The City will initially purchase the quantities stated in the RFP document, and shall be able to purchase additional gear/equipment at the unit costs listed by the vendor in their proposal at the discretion of the City for the initial two-year term. Pricing provided in the bid proposal shall be firm and fixed for the term of the initial two-year contract. Price adjustments for one additional two-year renewal period can be agreed upon and made prior to executing a renewal agreement.

WARRANTY: The warranty for all equipment purchased by the City shall match the warranty terms described in the vendor's proposal.

TRAINING: Vendor shall provide or arrange for periodic training as needed for three fire department staff for the maintenance and repair of equipment purchased.

COOPERATIVE PURCHASING: RCW 39.34 allows cooperative purchasing between public agencies in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland may purchase from City of Kirkland contracts. The City of Kirkland does not accept any responsibility for purchase orders issued by other public agencies.

COMPLIANCE WITH LAWS: The Supplier shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and hold the Purchaser harmless against any claims arising from the violation thereof.

NONCOLLUSION: The Supplier has certified that their firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered in this Invitation for Bids.

PAYMENT TERMS: Net 45 days after delivery, acceptance and receipt of invoice. Acceptance includes inspection and approval by City Parks and Community Services staff.

FREIGHT TERMS: Quoted price is to include delivery to designated locations. Shipping will be FOB destination and include delivery and installation.

FEDERAL DEBARMENT:

The Bidder shall not currently be debarred or suspended by the Federal government. The Bidder shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database (www.sam.gov).

NON-DISCRIMINATION: The City of Kirkland requires that no person shall, on the grounds of race, religion, color, national origin, sex, age, marital status, political affiliation, sexual orientation, or the presence of any sensory, mental or physical disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Kirkland further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, the firm ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Agreement on the dates written below:

SUPPLIER:

CITY OF KIRKLAND:

By: _____

By: _____

Name: _____

Beth Goldberg, Deputy City Manager

Title: _____

Date: _____

Date: _____