



City of Round Rock, Texas
Purchasing Division
221 East Main Street
Round Rock, Texas 78664-5299
www.roundrocktexas.gov

INVITATION FOR BID

FOR

**Firefighting Turnout Gear
Inspection, Cleaning and Repair Services**

SOLICITATION - IFB No. 16-017

APRIL 2016

CITY OF ROUND ROCK
INVITATION FOR BID
Firefighting Turnout Gear
Inspection, Cleaning, and Repair Services

PART I
GENERAL

PURPOSE: The City of Round Rock, herein after “the City” seeks bids for a multi-year contract from firms experienced to perform advanced inspections, advanced cleaning and repair services of firefighter turnout gear for structural firefighting in accordance with all requirements set forth by National Fire Protection Association (NFPA) 1851-2014 Edition and the Texas Commission on Fire Protection.

1. **BACKGROUND:** The City of Round Fire Department currently has a total of seven (7) fire stations located throughout the City of Round Rock with approximately three hundred (300) sets of existing firefighter turnout gear provided for the City’s firefighters. As stated above, the City is seeking to enter into a contract for inspection, cleaning and repair services for all firefighter turnout gear. The City of Round Rock Fire Department will be adding three (3) additional operational fire stations within the next three to five (3-5) years, which will add approximately seventy-two (72) sets of turnout gear to the City of Round Rock Fire Department’s existing firefighting turnout gear equipment.
2. **ATTACHMENTS:** Attachment A through C, are herein made part of this invitation for bid:
 - 2.1 **Attachment A:** Bid Sheet
 - 2.2 **Attachment B:** Reference Sheet
 - 2.3 **Attachment C:** Addendum Acknowledgment Form
3. **CLARIFICATION:** For questions or clarification of specifications, you may contact:

Mike Schurwon, CPPB, CTPM
Purchaser
Purchasing Division
City of Round Rock
E-mail: mschurwon@roundrocktexas.gov

The individual listed above may be contacted by e-mail for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Round Rock through the Purchasing Department.

5. **RESPONDENT QUALIFICATIONS:** The City has established the following minimum qualifications. Respondents who do not meet the minimum qualifications will not be considered for award. The Respondent shall:
 - 5.1. Be firms, corporations, individuals or partnerships normally engaged in providing advanced inspections, cleaning, and repair services of firefighting turnout gear as specified herein and have adequate organization, facilities, equipment, financial capability, and personnel to ensure prompt and efficient service to the City;
 - 5.2. Provide all labor, supplies and materials required to satisfactorily perform the required inspection, cleaning, and repair services as specified herein and own or acquire at no cost to the City all equipment Respondent deems necessary for the required firefighting turnout gear inspection, cleaning, and repairs of all turnout gear. The City shall not be responsible for any

Respondent's equipment or materials lost or damaged during the performance of the services specified herein;

- 5.3.** Be domiciled in or have a home office inside the United States. Respondents domiciled outside the United States, or not having a home office inside the United States will not be included for consideration in this procurement process.
- 6. SUBCONTRACTORS:** Respondent shall not subcontract or otherwise engage subcontractors to perform required services. The City seeks to do business directly with a company experienced providing advanced inspections, cleaning, and repair services of firefighting turnout gear.
- 7. DAMAGE:** The Respondent shall be responsible for damage to the City's equipment and/or property, the workplace and its contents by its work, negligence in work, its personnel and equipment usage.
- 8. SAFETY:** The City reserves the right to remove any employee from City property for violation of federal, state, and local health, safety and environmental laws, ordinances, rules and regulations. The Respondent shall:
- 8.1.** Ensure that all employees comply with all Occupational Safety and Health Administration (OSHA), State and City safety and occupational health standards and other applicable federal, state, and local health, safety, and environmental laws ordinances, rules and regulations in the performance of these services;
- 8.2.** Be held responsible for the safety of their employees and unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site. In case of conflict, the most stringent safety requirement shall govern;
- 8.3.** Indemnify and hold the City harmless from and against all claims, demands, suits, actions, judgments, fines penalties and liability of every kind arising from the breach of the Successful Respondents' obligations under this paragraph.
- 9. PRICING:** The Respondent shall determine and submit a fixed cost for the work and shall include all incidental costs, labor, overhead charges, travel, payroll expenses, freight, equipment acquisition and maintenance, demurrage, fuel surcharges and delivery charges for the required fire turnout gear inspection, cleaning, and repair services itemized on pages 15 through 16 of the IFB document. No separate line item charges shall be permitted for either response or invoice purposes.

NOTE: Awarded Contractor shall provide shipping boxes/containers for shipment of all turnout gear for inspection, cleaning and repairs. Contractor is responsible for payment and arrangement of all shipping.

- 10. PRICE INCREASE:** Contract prices for in providing advanced inspections, cleaning, and repair services of firefighting turnout gear shall remain firm throughout the initial twelve (12) month term of the contract. A price increase to the agreement may be considered at renewal time each year and shall be equal to the consumer price index for that year, but at no time can the increase be greater than 25% of the contract price.
- 10.1. Consumer Price Index (CPI):** Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for all Urban Consumers. The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six month average (January through June OR July through December); and each (January through June OR July through December six month average) thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be

allowed. The Consumer Price Index (CPI) is found at the Bureau of Labor Statistics, Consumer Price Index website: <http://www.bls.gov/cpi/>

10.2. Procedure to Request Increase:

10.2.1. Mail the written price increase request with the rate detail comparison and comprehensive calculation to the designated City Contract Specialist a minimum of 45 days prior to each renewal period. The detailed written calculation will be verified and confirmed. All written requests for increases must include the City of Round Rock contract number, solicitation reference information and contact information for the authorized representative requesting the increase. Price increase requests shall be sent by mail to:

**City of Round Rock
Purchasing Department
Attn: Contract Specialist
221 East Main Street
Round Rock, TX 79664-5299**

10.2.2. Upon receipt of the request, the City reserves the right to either, accept the escalation and make change to the purchase order within 30 days of the request, negotiate with the Vendor or cancel the agreement or purchase order if an agreement cannot be reached on the value of the increase.

11. AGREEMENT TERM: The terms of the awarded agreement shall include but not be limited to the following:

11.1 The term of the agreement shall begin from date of award and shall remain in full force for forty-eight (48) months.

11.2 The City reserves the right to review the awarded respondents' performance anytime during the contract term.

11.3 If the awarded respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice to the respondent of the deficiencies and the respondent shall have thirty (30) days to correct such deficiencies. If the respondent fails to correct the deficiencies with the thirty (30) days, the City may terminate the agreement by giving the respondent written notice of termination and the reason for the termination.

12. ACCEPTANCE/INSPECTION: Acceptance inspection should not take more than five (5) working days. The awarded respondent will be notified within the time frame if the services delivered are not in full compliance with the specifications. In the event the required turnout gear inspection, cleaning, and repair services are not performed to the satisfaction of the City, the City shall notify the Contractor if Contractor is required to provide any additional inspection, cleaning, and repair services by the City at no additional cost to the City. The City designated representative shall determine if any firefighting turnout gear inspected, cleaned or repaired by the Contractor does not meet the City of Round Rock Fire Department specifications, or portions thereof. If any agreement or purchase order is cancelled for non-acceptance, the needed services may be purchased elsewhere and the vendor may be charged liquidated damages.

PART II
SPECIFICATIONS

In this section you can include, modify or delete any of the following:

1. **SCOPE:** The City of Round Rock requests bids for inspections, advanced cleaning and repair of turnout gear for structural firefighting in accordance with all requirements set forth by National Fire Protection Association (NFPA) 1851, Edition 2014, for the Selection, Care and Maintenance of Protective Ensembles Elements for Structural Fire Fighting, was prepared by the Technical Committee on Structural and Fire Fighting Protective Clothing and Equipment and released by the Technical Correlating Committee on Fire and Emergency Services Protective Clothing and Equipment. It was issued by the Standards Council on July 26, 2013, with an effective date of August 15, 2013, and supersedes all previous editions. The Texas Commission on Fire Protection, requires fire departments to be in compliance with the NFPA 1851, Edition 2014. In 2006, this department started purchasing a second set of turnout gear to ensure we have the means to send the firefighters' primary set of gear out for advance cleaning and inspection thus not overtaxing our budget. The second set of protective gear must meet the same standard as the firefighters' primary set of gear. We strive to ensure firefighter safety, and compliance with NFPA 1851. Contractor to provide an itemized work summary of all firefighting turnout gear inspection, cleaning, and repairs to the City's designated representative upon completion of services.

NOTE: Awarded Contractor must be Globe factory certified and trained to provide firefighting turnout gear cleaning, inspection, and repair services including warranty repairs.

2. **SERVICE REQUIREMENTS:** Contractor shall be responsible for picking up and delivering all turnout gear for inspection, cleaning, and repair services to multiple City of Round Rock Fire Stations.
3. **POINT OF CONTACT / DESIGNATED REPRESENTATIVE:**

- 3.1. **Respondent's point of contact:** In order to maintain consistent standards of quality work performed across the City, the City shall be provided with a designated and identified point of contact upon award of the contract to include contact information. The City's designated representative shall be notified by the Respondent immediately should the point of contact change.

- 3.2. **The City's designated representative:** Upon contract award, the City's designated representative shall be:

**Angelo Luna
Administrative Manager
Central Fire Station
203 Commerce Boulevard
Round Rock, Texas 78664**

4. **WORKFORCE:** Successful Respondent shall:
 - 4.1. Ensure Respondent's employees perform the services in a timely, professional and efficient manner;
 - 4.2. Ensure Respondent's employees, while working on City property, wear a company uniform that clearly identifies them as the Respondent's employee;
 - 4.3. Employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor. The City reserves the right to verify citizenship or right to work in the United States.

5. **ORDER QUANTITY:** The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The City will only order the required firefighting turnout gear inspection, cleaning, and repair services needed to satisfy requirements within budgetary constraints, which may be more or less than indicated.
6. **PERMITS:** The Successful Respondent shall obtain all necessary permits, licenses, and/or certificates required by federal, state and local laws, ordinances, rules or regulations for the completion of the required firefighting turnout gear inspection, cleaning, and repair services as specified herein.

PART III

SCHEDULE AND RESPONSE INSTRUCTIONS

1. **SCHEDULE OF EVENTS:** It is the City's intention to comply with the following solicitation timeline:

EVENT	DATE
Solicitation released	April 13, 2016
Deadline for submission of questions	April 22, 2016 @ 5:00 PM, CST
City responses to questions or addendums	April 26, 2016 @ 5:00 PM, CST
Deadline for submission of responses	May 2, 2016 @ 3:00 PM, CST

All questions regarding the solicitation shall be submitted in writing by 5:00 PM, CST on Friday, April 22, 2016, as noted above. A copy of all the questions submitted and the City's response to the questions shall be posted on the City's webpage in the form of an addendum at <http://www.roundrocktexas.gov/bids>

Questions shall be submitted to the City contact named herein. The City reserves the right to modify these dates. Notice of date change will be posted to the City's website.

2. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website at <http://www.roundrocktexas.gov/bids> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.
3. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before 3:00 PM, on May 2, 2016, as referenced above and noted in Part III, Section 1. Mail or hand deliver sealed responses to:

City of Round Rock - 1st Floor Receptionist Desk
Attn: Mike Schurwon, CPPB, CTPM
Purchaser
221 E. Main Street
Round Rock, Texas 78664-5299

- 3.1 Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and "DO NOT OPEN".
- 3.2 Facsimile or electronically transmitted responses are not acceptable.
- 3.3 Responses cannot be altered or amended after opening.
- 3.4 No response can be withdrawn after opening without written approval from the City for an acceptable reason.

- 3.5 The City will not be bound by any oral statement or offer made contrary to the written specifications.
- 3.6 Samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.
5. **BEST VALUE EVALUATION AND CRITERIA:** The City reserves the right to reject any or all responses, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City. All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:
- 5.1 Purchase price;
- 5.2 Reputation of Respondent and of Respondent's goods and services;
- 5.3 Quality of the Respondent's goods and services;
- 5.4 The extent to which the goods and services meet the City's needs;
- 5.5 Respondent's past performance with the City;
- 5.6 The total long-term cost to the City to acquire the Respondent's goods or services;
- 5.7 Any relevant criteria specifically listed in the solicitation.
- Respondents may be contacted for clarification of bid and/or to discuss details of the services they are proposing. This may include a presentation and/or the request for additional material/information to clarify.
6. **AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split award, primary and secondary award, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at <http://www.roundrocktexas.gov/bids>
7. **POST AWARD MEETING:** The City and Successful Respondent(s) may have a post award meeting to discuss, but not be limited to the following:
- 7.1 The method to provide a smooth and orderly transition of services performed from the current contractor;
- 7.2 Provide City contact(s) information for implementation of agreement.
- 7.3 Identify specific milestones, goals and strategies to meet objectives.
8. **NON-APPROPRIATION:** The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.
9. **INTERLOCAL COOPERATIVE CONTRACTING (PIGGYBACK):** Other governmental entities may be extended the opportunity to purchase off of the City's agreements, with the consent and agreement of the awarded Vendor(s) and the City. Such consent and agreement shall be conclusively inferred from lack of exception to this clause in a Respondent's submittal. However, all parties indicate their understanding and hereby expressly agree that the City is not an agent of, partner to, or representative

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of those outside agencies or entities and that the City is not obligated or liable for any action or debts that may arise out of such independently-negotiated "piggyback" procurements.

PART IV

RESPONSE REQUIREMENTS

The City of Round Rock makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Respondents are encouraged to carefully read the entire solicitation.

Respondents shall submit one (1) evident signed "Original" and one (1) copy of the response requirements including any required attachments. The samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

This invitation for bid (IFB) does not commit the City to contract for any supply or service. Respondents are advised that the City will not pay for any administrative costs incurred in response preparation to this IFB; all costs associated with responding to this IFB will be solely at the interested parties' expense. Not responding to this IFB does not preclude participation in any future RFP/RFQ/IFB.

For your bid to be responsive, all required items identified below shall be submitted with your proposal.

Attachment A: Responses shall be submitted on itemized, signed Bid Sheet provided herein. Failure to itemize or sign solicitation may result in disqualification. Submission of responses on forms other than the City's Solicitation Document may result in disqualification of the response.

Attachment B: Provide the name, address, telephone number and **E-MAIL** of at least three (3) Municipal, Government agencies or firms of comparable size that have utilized similar service within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

Attachment C: Provide signed copy of the Addendum Acknowledgement Form or a signed copy of each issued addendum with bid upon submission.

Additional Information Requested:

Contract Information: Respondent shall provide information of any current established contract with a local City, County, Municipality, Cooperative Agreement, Comptroller of Public Accounts (CPA) Texas Smart Buy Contract, Texas Multiple Award Schedule (TXMAS), General Services Administration (GSA), Inter-local Agreement, or any other contractual resource.

The following items shall be made available upon request by the City prior to award and the approval of any contract:

Proof of insurance for General Liability, Worker's Compensation and standard automobile liability coverage as set forth by the Insurance Requirements as identified on the City's website at: <http://www.roundrocktexas.gov/bids>

PART V

CONFIDENTIALITY OF CONTENT

1. **CONFIDENTIALITY OF CONTENT**: All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.
 - 1.1 Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
 - 1.2 If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

PART VI

GENERAL TERMS AND CONDITIONS / INSURANCE REQUIREMENTS

(ITEMS BELOW APPLY TO AND BECOME A PART OF THE CONTRACT)

1. **INSURANCE**: The Respondent shall meet or exceed all insurance requirements set forth by the Insurance Requirements as identified on the City's website at: <http://www.roundrocktexas.gov/bids>
2. **DEFINITIONS, TERMS AND CONDITIONS**: By submitting a response to this solicitation, the Respondent agrees that the City's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of respondents to stay apprised of changes. The City's Definitions, Terms and Conditions can be obtained from the City's website <http://www.roundrocktexas.gov/bids>
3. **PROMPT PAYMENT POLICY**: Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Vendor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:
 - 3.1 There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
 - 3.2 The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or

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- 3.3** The is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
- 3.4** The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.

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ATTACHMENT A: BID FORM

SOLICITATION INFORMATION	Solicitation Number: #16-017 Solicitation Name: Firefighting Turnout Gear Inspection, Cleaning, and Repair Services Opening Date: May 2, 2016 Opening Time: On or Before 3:00 p.m. CST Opening Location: City of Round Rock City Hall 221 E. Main Street Round Rock, TX 78664	RESPONDENT INFORMATION	Tax ID Number: _____ Business Name: _____ Address: _____ Address: _____ Contact: _____ Telephone: _____ E-mail: _____ Website: _____
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HOW DID YOU HEAR ABOUT THIS SOLICITATION?	<input type="checkbox"/> Newspaper <input type="checkbox"/> City's Website <input type="checkbox"/> E-mail Announcement <input type="checkbox"/> ESBD <input type="checkbox"/> Other
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1st TIME RESPONDING TO THE CITY?	<input type="checkbox"/> Yes <input type="checkbox"/> No	ARE YOU REGISTERED WITH VENDOR CENTRAL?	<input type="checkbox"/> Yes <input type="checkbox"/> No Register at: www.roundrocktexas.gov/departments/purchasing/vendor-central/
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Bidder(s) to quote pricing to provide Fire Turnout Gear Inspection, Cleaning, and Repairs Services as follows:					
Item #	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1	Advanced Cleaning Coat	244	EA		
2	Advanced Cleaning Pants	244	EA		
3	Advanced Cleaning Helmet	136	EA		
4	Advanced Cleaning Boots (rubber or leather)	166	EA		
5	Advanced Cleaning Gloves	166	EA		
6	Advanced Cleaning Hood	166	EA		
7	Decontamination - Coat	10	EA		
8	Decontamination - Pants	10	EA		
9	Decontamination - Helmet	10	EA		
10	Decontamination - Gloves	10	EA		

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Bidder(s) to quote pricing to provide Fire Turnout Gear Inspection, Cleaning, and Repairs Services as follows:					
Item #	Description	Quantity	Unit of Measure	Unit Price	Extended Price
11	Decontamination - Boots	10	EA		
12	Decontamination - Hood	10	EA		
13	Biological Disinfection - Coat	10	EA		
14	Biological Disinfection - Pants	10	EA		
15	Advanced Inspection Outer Shell Coat	244	EA		
16	Advanced Inspection Outer Shell Pants	244	EA		
17	Advanced Inspection Moisture and Thermal Liner Coat	244	EA		
18	Advanced Inspection Moisture and Thermal Liner Pants	244	EA		
19	Coat Repairs Rivets (each)	25	EA		
20	Coat Repairs Zipper	25	EA		

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Bidder(s) to quote pricing to provide Fire Turnout Gear Inspection, Cleaning, and Repairs Services as follows:					
Item #	Description	Quantity	Unit of Measure	Unit Price	Extended Price
21	Moisture Seam Tape (per inch)	500	EA		
22	Thermal Patch (per sq. inch)	1000	EA		
23	Coat Repairs Pocket replacement	50	EA		
24	Coat Repairs Collar Material	50	EA		
25	Coat Repairs Wristlets (Each)	50	EA		
26	Coat Repairs Hole Repairs	50	EA		
27	Coat Repairs Hanging Hook	10	EA		
28	Coat Letters Replace (per letter)	10	EA		
29	Velcro Repairs (per inch)	1000	EA		
30	Pants Repairs Rivets (each)	25	EA		

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Bidder(s) to quote pricing to provide Fire Turnout Gear Inspection, Cleaning, and Repairs Services as follows:					
Item #	Description	Quantity	Unit of Measure	Unit Price	Extended Price
31	Pants Repairs Zipper (Crotch)	25	EA		
32	Pants Repairs Zipper (Legs)	50	EA		
33	Pants Repairs Leather (Knees)	12	EA		
34	Pants Repairs Pockets	24	EA		
35	Pants Repairs Snaps/Buttons	20	EA		
36	Reflective Trim Coat or Pants (per inch)	500	EA		
37	Pants Repairs Hole Repairs	50	EA		
38	Advanced Inspection Helmet	166	EA		
39	Advanced Inspection Boots (rubber or leather)	166	EA		
40	Advanced Inspection Gloves	166	EA		

**ATTACHMENT B:
RESPONDENT'S REFERENCE SHEET**

PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE

SOLICITATION NUMBER: _____

RESPONDENT'S NAME: _____ **DATE:** _____

Provide the name, address, telephone number and e-mail of at least three (3) Municipal and/or Government agencies or firms of comparable size that have utilized similar service within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

1. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () Fax Number: ()

2. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () Fax Number: ()

3. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () Fax Number: ()

FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR AWARD.

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**ATTACHMENT C:
ADDENDUM ACKNOWLEDGMENT FORM**

NOTE: If multiple addendums have been issued, respondents may complete and return this attachment with their proposal in place of the individual addendums to be submitted. Failure to provide either this form or the individual addendums with signatures may result in disqualification of the proposal.

Addenda Acknowledgment: The undersigned acknowledges the receipt of the following Addenda:

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Respondent (Company): _____

Signature (in ink): _____

Name (Typed/printed): _____

Title: _____ **Date:** _____