



**Request For Proposal for Fire Equipment
Purchase**

RFP- Auburn Fire Department

EMW-2017-FO-01365

Public Notice

Request For Proposal for NFPA 1582 Compliant Firefighter Physical and Supplemental Cancer Screening

RFP- Auburn Fire Department EMW-2017-FO-01365

The City of Auburn is soliciting Request For Proposals for NFPA 1582 Compliant Firefighter Physical and Supplemental Cancer Screenings.

Request For Proposal specifications and instructions may be obtained at the following locations:
Fire Department Office- 1225 Lincoln Way Room #8, Auburn, CA 95603, or the City Clerk Office- 1225 Lincoln Way Room #9, Auburn CA 95603.

The Request For Proposal may also be obtained online at www.auburn.ca.gov.

All Request For Proposals are due at the Fire Department Office- 1225 Lincoln Way Room #8, Auburn, CA 95603 by December 14, 2018 by 4:00pm.

Amy Lind
City Clerk
(530) 823-4211 Ext 112

**Auburn Fire Department
2017 DHS/FEMA Assistance For Firefighter's Grant
Operations and Safety – Wellness and Fitness Program
EMW-2017-FO-01365**

Periodic Physical Exam/Health Screening Purchase

Request For Proposal (RFP)

Overview

The Auburn Fire Department is the recipient of Department of the Homeland Security (DHS) Federal Emergency Management Agency (FEMA) Assistance for Firefighter's Grant. 95% is federal funding while the matching share for the City of Auburn is 5%. This award is towards the purchase of NFPA 1582 Compliant Firefighter Physical Exams and Supplemental Cancer Screening.

This purchase will implement NFPA 1582 Compliant Firefighter Physical Exam, Health, and Supplemental Cancer Screening. The intent of this purchase is to detect disease, undiagnosed health problems, or injuries in the early stages and provide for an increased level of employee wellness and fitness.

Award amounts specific to each purchase include:

Periodic Physical Exam and Health Screening

NFPA 1582 compliant annual physical exams and health screening for all members of the Auburn Fire Department. 22 NFPA 1582 compliant physicals not to exceed the cost of \$13,200.00; to include all associated costs.

Fitness Assessments and Counseling

Supplemental cancer screening for all members of the Auburn Fire Department. 22 Supplemental cancer screenings not to exceed the cost of \$2,200.00; to include all associated costs.

Vendor Obligation

Vendors are encouraged to submit proposals for one or all of the above-mentioned wellness and fitness items. It is not a requirement the awarded proposal be to a vendor that submits a proposal on all items. Separate vendors may be awarded each item; vendors are not obligated to submit on all items.

Process

The Auburn Fire Department will use the process, Request For Purchase (RFP), to procure these services. Any vendor interested in submitting a proposal must include information as requested in this RFP.

Criteria Used for Purchase

To ensure as nearly as possible that purchases are made to obtain the maximum value to the Auburn Fire Department and recognizing the City's intent to consider the quality of services, as well as cost in making a final decision on which service to purchase, the following is used for such purchase(s):

1. The purchase of these services will be approved by the City Manager
2. All purchases exceeding \$5,000.00, but not more than \$39,999.99 shall have at least three separate quotes from different vendors.
3. All purchases exceeding \$39,999.99 shall have a prepared set of specifications and shall be submitted to at least three separate vendors.

In considering proposals from vendors, the Auburn Fire Department and its designated employees shall take into consideration the following:

1. Cost
2. Availability of services
3. Quality
4. Standardization as applicable to the fire service
5. Meeting the specifications as set forth in the RFP process
6. Meeting all aspects of the RFP process

After consideration of the above, a decision will be made, and an award is given to the applicable vendor.

Method of Payment by the City of Auburn to Awarded Vendor(s)

It is anticipated that after a period of ninety (90) days upon acceptance and completion of services and invoicing, full payment will be made to the vendor(s).

Required Information to be included in Proposal

1. All correspondence and documentation submitted in this RFP must contain the following identification: **“Auburn Fire Department EMW-2017-FO-01365”**
2. All proposed service(s) are to be identified in the proposal
3. Costs identified:

- a. Total cost of the proposal to be identified
- b. Each service is to be identified
- c. All costs shall be identified and broken down
5. Documentation as to services meeting applicable fire service standards as listed in the specifications
6. Proposed service completion date upon acceptance of proposal

Proposed Time Frame of this RFP Process:

November 5, 2018	RFP process begins (opens), vendors contacted, process posted/noticed
November 5- December 7, 2018	Vendors may inquire, demonstrate, and meet with Staff Representatives on specifics regarding services
December 14, 2018	Proposals due at Auburn Fire Department; 4:00pm
December 17, 2018- January 1, 2019	Review of proposals by Fire Department and Administrative Services Staff
January 2, 2019	Notification to a vendor(s) of acceptance of the proposal Begin purchasing process
April 1, 2019	Anticipated that services will be purchased and all payments made to a vendor(s)

Vendor Opportunity

All vendors are strongly encouraged to make prior arraignments to meet with the Fire Department technical representative for specification clarification, service education, or to answer any questions regarding any aspect of the services. Dates and times may be established to accommodate any and all vendors only during the “open” period of the RFP process.

Specific questions, clarification, or information, regarding the RFP process, are to be addressed to the Fire Department Contact.

Contacts

Fire Department Technical Representative
Battalion Chief Robert Zaucha
1225 Lincoln Way, Room 8
Auburn, CA 95603
(530) 823-4211 Ext 325
rzaucha@auburn.ca.gov

Contact for RFP Process
Fire Chief Dave Spencer
1225 Lincoln Way, Room 8
Auburn, CA 95603
(530) 823-4211 Ext 176
dspencer@auburn.ca.gov

All Proposals Are to be Sent to:

**Fire Chief Dave Spencer
Auburn City Fire Department
1225 Lincoln Way, Room 8
Auburn, CA 95603**

Deadline

**December 14, 2018 by 4:00pm
Mail/postal/parcel and “hand” delivery acceptable
FAX and email proposals will NOT be accepted**

Specifications:

Physical Exam and Health Screening

1. NFPA 1582 compliant physical exam and health screening
2. On-site service at a City of Auburn facility
3. All physicals and health screenings to be completed in the shortest timeframe as practical
4. Physicians must be licensed to practice in the State of California

Specifications:

Fitness Assessment and Counseling

1. Supplemental cancer screening
2. On-site service at a City of Auburn facility
3. All supplemental cancer screenings to be completed in the shortest timeframe as practical
4. Physicians must be licensed to practice in the State of California