



Burlington Fire Department



136 South Winooski Avenue
Burlington, Vermont 05401-8378

(802) 864-4554 • (802) 658-2700 (TTY)

Business Fax (802) 864-5945 • Central Station Fax (802) 865-5387

REQUEST FOR PROPOSAL FOR FIRE APPARATUS

Date of Issuance: September 27, 2016

Issued by: City of Burlington Fire Department

Scope of Work

The City of Burlington, Vermont is now accepting proposals for the construction of two modern fire apparatus, contingent upon the successful outcome of a pending general obligation bond vote.

Proposal Evaluation & Rejection and Acceptance of Proposals

The City reserves the right to consider proposals for 150 days after receipt thereof, and further reserves the right to reject any or all proposals, waive any defects, informalities, and minor irregularities to accept exemptions to these specifications and make such awards or act otherwise as it alone may deem in its best interest. Additional information may be requested prior to final selection.

Due Date

Written proposals are due and will be opened **Wednesday, October 26, 2016 at 2:00 PM EST at the Central Fire Station, 136 South Winooski Avenue, Burlington, Vermont 05401.**

Proposals may be sent via US Mail, or delivered in person to the Burlington Fire Department Main Offices located at 136 South Winooski Avenue, Burlington, Vermont 05401. Proposals should be sent to the attention of Deputy Chief Collette.

Due Date for Questions: October 7th 2016 (please submit via email to ACollette@burlingtonvt.gov)

(Responses will be posted on October 14th, 2016 by 5 p.m.)

PROPOSAL FORMAT

Proposals are encouraged to be concise and must include, but are not limited to the following:

1. Letter of Transmittal and two copies of the proposal if sent through the mail. If sent electronically, all documents shall be in .pdf format.
2. Proposed scope of work.
3. Price and signature by authorized representative for the firm.
4. A brief description of your firm's history and experience with building fire apparatus. If your firm intends to partner with another company, also provide pertinent information on the subcontractor.
5. A work history of up to three (3) related projects within the last 2 years showing for each:
 - a. Name, address and phone number for each client.
 - b. Brief project description.
 - c. Statement as to whether project was completed on time and within budget.

LIMITATIONS OF LIABILITY

The City of Burlington, Vermont assumes no responsibility and liability for costs incurred by parties responding to this Invitation to Bid or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract.

PUBLIC RECORDS

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records considered to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, shall be identified, as shall all other records considered to be exempt under the Act. It is not sufficient to merely state generally that the proposal is proprietary or a trade secret or is otherwise exempt. Particular records, pages or section which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

Non-Discrimination:

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender

identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at (802) 865-7145.