REQUEST FOR PROPOSAL
FOR EMERGENCY RESPONSE VEHICLE

Date of Issuance: January 26, 2017

Issued by: City of Burlington Police Department

**Scope of Work:**

The City of Burlington, Vermont is now accepting proposals for the construction of a modern emergency response vehicle. Please see Attachment A for the specifications requested for this vehicle.

**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, March 1, 2017 at 2:00 PM EST at the Burlington Police Station, 1 North Avenue, Burlington, Vermont 05401.**

Proposals may be sent via US Mail, email, or delivered in person to the Burlington Police Department located at 1 North Avenue, Burlington, Vermont 05401. Proposals should be sent to the attention of Deputy Chief Burke.
Due Date for Questions: February 17, 2017 (please submit via email to sburke@bpdvt.org) (Responses will be posted on February 22, 2017 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 emergency response vehicles. 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.

ANSWERS TO QUESTIONS AND REVISIONS TO REQUEST FOR PROPOSAL

Any revisions, addendums and answers to questions received by the due date for questions will be sent to contractors who directly received this proposal via email. In addition, revisions will be posted on the City’s RFP web page http://burlingtonvt.gov/RFP/. It is advised that contractors sign up for the GovDelivery notification so that they will be notified of any changes to the RFP page. The due date for questions is set for ____________, and responses provided no later than ____________.

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.

**OWNERSHIP OF DOCUMENTS**

Proposals, plans, specifications, basis of designs, electronic data, designs and reports prepared under any agreement between the selected contractor or consultant and the city shall become the property of the City. Records shall be furnished to the City by the Contractor upon request at any time, however the Contractor or Consultant may retain copies of the original documents.

**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.