

Request for Proposal (RFP)

UTV (Utility Task Vehicle)

Bid #0096

**Proposal end date is
Thursday, February 8th, 2024 at 3:30 p.m. (CST)**

Any questions, contact FF/P Mike Vitale in writing via email:

mvitale@lrfpd.org

Or Chief Tom Krueger

tkrueger@lrfpd.org



Lincolnshire-Riverwoods Fire Protection District

1.0 INTRODUCTION

1.1 Introduction

The intention of this contract is to provide a **UTV** to be used by the Lincolnshire Riverwoods Fire Protection District.

It shall meet or exceed the specifications outlined herein. These specifications are not intended to be restrictive but to meet the requirements of the operational needs of the **Purchase Group**.

1.2 Purchase Group Background

For more information about the **Purchase Group** in general, please visit the websites at: www.lrfpd.org

2.0 General Submittal Requirements

2.1 Questions Regarding RFP

Any questions regarding the RFP should be addressed in writing by Wednesday February 7, 2024 to:

FF/P Mike Vitale E-mail: mvitale@lrfpd.org

Chief Krueger E-mail: tkrueger@lrfpd.org

2.2 Submission Information

Proposers are to complete all sections and return three (3) bound copies to:

Tom Krueger, Fire Chief
Lincolnshire Riverwoods FPD
115 Schelter Road
Lincolnshire, IL 60069

**RFP's must be received by Thursday February 8th, 2024
at 3:30 p.m. (Central Standard Time).**

Proposals received after the date and time **will not** be considered. The outside of all RFP's must be clearly marked as follows:

Request for Proposal #0096– Lincolnshire Riverwoods FPD UTV (Utility Task Vehicle)

BID OPENING TO FOLLOW AT 0800 hrs. Friday February 9th AT LINCOLNSHIRE RIVERWOODS FPD STATION 53 LOCATED AT 671 Woodlands Parkway, Vernon Hills, IL 60061



Lincolnshire-Riverwoods Fire Protection District

2.3 Proposer Expenses

The Lincolnshire Riverwoods FPD will not be responsible for any expenses incurred by any Proposer in the development of a response to this Request for Proposal or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to the District and/or its representatives. Further, the Lincolnshire Riverwoods FPD shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Proposer, given the District's Board of Trustees has formally accepted a recommendation.

2.4 Award

The Lincolnshire Riverwoods FPD reserves the right to award a contract, based on initial offers received from Proposers, without discussion and without conducting further negotiations. Under such circumstance, the acceptance of a proposal by the District shall be deemed to be an acceptance of an offer that such acceptance will be binding upon both parties. A proposing offer should therefore be based on the most favorable terms available from a price, business requirements and technical considerations. The District may also, at its sole discretion, have discussions with those Proposers that it deems in its sole discretion to fall within a competitive range. The District may enter into negotiations separately with such Proposers. Negotiations with a Proposer may continue with a Proposer that the district has tentatively selected to award a contract to. The District shall not be deemed to have finally selected a Proposer, until a contract has been successfully negotiated, and signed by both parties. The District reserves the right to accept or reject all or any part of any RFP submitted. The District reserves the right to reject any RFP's it deems to be non-responsive.

2.5 Non-disclosure of Information

All data and information gathered by the Proposer and its agents, including this RFP and all reports, recommendations, specifications, and data shall be treated by the Proposer and its agents as confidential. The Proposer and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from the Lincolnshire Riverwoods FPD.

2.6 Retention of Proposer Material

The District reserves the right to retain all proposals regardless of which response is selected. No proposals will be returned to Proposer.

2.7 Independent Contractor

It is understood that in the performance of any services herein provided, the Proposer shall be, and is, an independent contractor, and is not an agent or employee of the Lincolnshire Riverwoods FPD and shall furnish such services in its own manner and method, except as required by this contract. Further, the Proposer has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by the Proposer in the performance of the services hereunder. The Proposer shall be solely responsible for, and shall indemnify, defend, and save the District harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.



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2.8 Acceptance

The contract shall be awarded within the time specified in the bidding documents or, if no time is specified, within a reasonable time, by written notice to the lowest responsible bidder whose bid is judged to be the best bid and most favorable to the interests of the **Purchasing Group**. The District shall have the authority to reject the low bid; to accept any item of bid; to reject any and all bids; to accept and incorporate corrections or clarifications following bid opening and to waive irregularities and informalities in any bid submitted or in the bidding process, when to do so would not, in the District's opinion, prejudice the bidding process or create any improper advantage to any bidder. The District shall always have the right to negotiate with the lowest responsible bidder to reduce the bid price so long as no other provision of the bid is modified. Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal.

Furthermore, the Lincolnshire Riverwoods FPD is not bound to accept a proposal on the basis of lowest price, and further, the District has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the District's best interests to do so. The District reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Proposers if it is deemed in the district's best interest. Moreover, the District reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interest of the **Purchasing Group**.

2.9 Modifications to Proposal

Bids may be modified or withdrawn by written notice received in the office designated in the public notice prior to the time and date set for bid opening. All modifications and withdrawals of bids shall be submitted in sealed envelopes, clearly marked on the outside with the words "modification of bid" or "withdrawal of bid" and the name of the applicable procurement, except that a modification or withdrawal received by telephone prior to the time set for bid opening will be effective if the company confirms the telephone message by sending a written copy or email confirmation of the modification or withdrawal request prior to the time set for bid opening. Upon receipt, modification of bids shall not be opened, shall be marked with the date and time received, and shall be stored in a secure place until the time set for bid opening. Withdrawals of bids shall be opened upon receipt. If a bid is withdrawn in accordance with this section, the bid and the bid surety, if any, shall be returned to the bidder. All documents relating to the modification or withdrawal of bids shall be made a part of the appropriate procurement file.

Late Bids, Late Withdrawals, And Late Modifications: Any bid, or withdrawal or modification of a bid, received after the time set for opening of bids is late. No late bid, late modification, or late withdrawal shall be opened or considered unless the time for bid opening is extended and the Fire Chief or his designee issues a written statement that additional bids or modifications or withdrawals will be open and considered. In addition, in the event that the bid opening is delayed, any bid may be withdrawn prior to the actual opening of the bids without such a written statement from the Fire Chief or his designee. All late bids, late withdrawals or late modifications shall be returned unopened to the bidder submitting them. The District shall keep a record of receipt of all late bids, late modifications, or late withdrawals that are returned to bidders.



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Mistake In Bids: When, following the opening of any bid, the Fire Chief or his designee knows or has reason to conclude that a mistake has been made, the Fire Chief or his designee should request the bidder to confirm the bid. Situations in which confirmation should be requested include obvious, apparent errors on the face of the bid or a bid unreasonably lower than the other bids submitted. However, any mistake that is not discovered and corrected prior to the opening of bids shall not be a basis for modification or withdrawal of the bid by the bidder, and the bidder shall be bound by the bid as submitted and opened.

3.0 Specifications and Requirements

See attached document

4.0 Warranty

The vendor shall describe the warranty period for the new hardware and installation.

5.0 Detailed Submittal Requirements

5.1 Proposal Format

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. All bids shall be submitted in sealed envelopes, clearly marked on the outside with the word "proposal" and the name of the applicable procurement, at the place designated in the public notice, and prior to the time for opening of bids. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. The proposal should be organized into the following major sections:

1. Proposed Equipment, Material and Labor Cost
(see table section in Section 7.0)
2. Client References (see table section in Section 7.0)
3. Exceptions to the RFP, if any
4. Warranty

Instructions relative to each part of the response to this RFP are defined in the remainder of this section. Response information should be limited to pertinent information only.

6.0 Evaluation Criteria

6.1 Selection Participants

Evaluation Team: The Lincolnshire Riverwoods Foreign Fire Insurance Board and Command Staff will evaluate the proposals.



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6.2 Evaluation of Proposals

In determining the lowest responsible bidder whose bid is judged to be the best bid and most favorable to the interests of the district, the district shall consider the following factors in addition to price, as applicable to the procurement involved:

- The ability, capacity, and skill of the bidder to perform the contract.
- Whether the bidder has the requisite facilities and staffing to enable the bidder to perform the contract successfully and promptly, within the time specified, without delay or interference.
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
- The quality of the bidder's performance of previous contracts.
- The availability and schedule of the contract and materials.
- The previous and existing compliance by the bidder with the laws and ordinances relating to the contract.
- The sufficiency of the financial resources and ability of the bidder to perform the contract.
- The relation to the procurement in question to other work, supplies, materials, equipment or services being provided to the Village by the bidder.
- The established relationship, or lack thereof, between the village and the bidder.
- The quality, availability, adaptability and capabilities of the work, supplies, materials, equipment or services to the particular use required.
- The ability of the bidder to provide future maintenance and service for the subject of the contract, if applicable; and
- Any other factor that the District may legally consider in determining the proposal that is in the best interest of the District.

These criteria are provided for informational purposes and are not intended to represent an order of preference.

Proposals In Default to the District: The District shall not make a procurement from or award a contract to a person who is in default on a contract or procurement with the District or in the payment of monies due the District.



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7.0 Client/Reference List

A list of clients/references using Proposer’s solution should be submitted. The list should include current contact information for each client.

Provide at least three references, preferably Fire District references if available:

1.

2.

3.

Lincolnshire Riverwoods Fire Protection District Proposal Sheet for UTV

All equipment, Training, and warranty for proposed UTV (Utility Task Vehicle).	<u>Extended Cost</u>
Including all new equipment:	

**** Bids must be returned to the Lincolnshire Riverwoods FPD on February 8, 2024 by 3:30 PM CST.**



Lincolnshire-Riverwoods Fire Protection District

Specify anticipated completion date of project:

Specify the length of time it will take to complete the work:

Product				
Item	Regulatory Approvals	Meets	Does Not Meet	Exception
1	4 Door HD UTV			
2	Door Mounted Sideview Mirrors			
3	Full-Size Wide Angle Rearview Mirror			
4	Ability to hold QTAC EMS F Skid unit			
5	4-Stroke Twin Cylinder DOHC			
6	Electronic Fuel Injection			
7	High Performance On-Demand True AWD			
8	4-Wheel Hydraulic Disc with Dual-Bore Front Calipers			
9	Automatic Transmission			
10	Seating Capacity 6			
11	Payload Capacity 1,150 lb. (521.6 kg)			
12	Dual LED Headlamps, 1250lm Low Beam, 2300lm High Beam, Dual LED Taillamps			
13	Heat, AC, Defrost			
14	Doors with Power Windows, Tip-Out Glass Windshield with Wiper, Rear Glass Panel			
15	Polaris Pulse Electrical System with 6-Position Under hood Busbar and 6-Position Roof Busbar			
16	Front & Rear Cameras			
17	Speedometer, Tachometer, Odometer, Tripmeter, Clock, Hour Meter, Gear Indicator, Fuel Gauge, Coolant Temperature, Voltmeter, Service Indicator and Codes, Seat Belt Reminder, 2 DC Outlets, 1 USB Charge Port			
18	4,500 Lb. Synthetic Rope Winch with Auto-stop and Wireless Remote			

