

**REQUESTS FOR PROPOSALS FOR  
VEHICLE EXHAUST REMOVAL SYSTEM**

The Town of Sabattus, Maine is accepting sealed proposals for an exhaust removal system for both the Main Street and Crowley Road Fire Stations. Sealed proposals will be received no later than 12:00 p.m., Friday, November 17, 2017. Contact Town Manager Anthony Ward or Chief Marc Veilleux for additional information on the project. Proposals shall be submitted to the attention of the Town Manger Anthony Ward, 190 Middle Road, Sabattus, ME 04280.

The Town of Sabattus reserves the right to reject any or all bids.

## **REQUEST FOR PROPOSALS FOR VEHICLE EXHAUST REMOVAL SYSTEM**

### **I. Statement of Purpose**

The Town of Sabattus, Maine (hereinafter, the "Town") is hereby soliciting sealed Proposals for a new vehicle exhaust removal systems for the Fire Department stations.

### **II. Objectives**

The Town of Sabattus' fire stations currently have no vehicle exhaust ventilation and recent air quality tests demonstrated the air quality did not meet OSHA or NIOSH standard in 3 of 5 areas tested. These air quality tests are available upon request. The exhaust removal system shall be a source capture, fully automatic, filtration or removal that addresses the problem of diesel/gas fumes in the fire station and does not interfere with normal day-to-day operation or vehicles and ensure the air quality meets both OSHA and NIOSH standards. The system must be designed to evacuate diesel/gas fumes through a filtration system or re-circulation of filtered air into the bay area without exhausting contaminants within the building environment. The system shall not affect the personnel boarding the apparatus. The exhaust system shall not impede doorways, exits, and vehicles. The system(s) shall be supplied for the Main Street Station (hereinafter, the "central") and Crowley Road Stations. The Central station system shall serve 4 pieces of apparatus with 4 overhead doors, and the Crowley Road station shall serve 3 pieces of apparatus with 3 overhead doors.

### **III. Scope of Work**

The company awarded this contract will be responsible for conducting a comprehensive review of current building designs, performing a needs assessment and system design, implementing and managing a transition plan and installation of the new system, and delivering a "turnkey" product to the town. Furthermore, the company will maintain the system under contract for a minimum of five years after the town has accepted delivery of the new system. A more detailed project scope, timeline, and other variables will be negotiated after the contract award.

### **IV. Warranty**

Contractor must provide information on equipment and installation warranties for all provided elements of the bid. Warranty is to include all costs for these parts and labor, excluding consumable filters. Defects shall be made good at the bidder's expense with no cost or obligation to the owner. Bidder shall not be responsible for system misuse; abuse and natural disasters, components not operated under normal industry use, has been repaired, altered or modified. If any failure should occur, bidder shall repair or replace faulty equipment with new replacement at the

bidder's expense. All repairs shall be completed at the original installation site(s) of the product however bidder reserves the right, at his cost, to remove and return the product to the plant where the product can be inspected, repaired or replaced and then returned and reinstalled. Bidder shall be responsible for all labor costs and transportation costs, including, freight and insurance, relating to completing a warranty work call. The warranty shall commence on the date of final acceptance. At a minimum, this should include a 5-year warranty with options for upgrading to 6 or 8 year warranty.

**V. Specifications**

- A. Technical: The air filtration unit(s) and activation systems shall work together to control, and/or reduce the vehicle exhaust produced by apparatus, in addition to contaminants generated from other sources. There are multiple sources of apparatus bay contamination consisting of airborne engine vapors, apparatus leaking seals, diesel and gas exhaust, soot, gases, carbon monoxide, nitrous dioxide, etc... The system must be capable of removing intermittent exhaust migration due to apparatus or other internal combustion equipment being run within the facility. Specific toxins that must be removed with the exhaust ventilation system include but not limited to Diesel Particulate Matter (Elemental Carbon), Nitric Oxide, Nitrogen Oxide, Total Hydrocarbon and Carbon Monoxide
- B. System:
1. The vehicle exhaust removal system must be a "hands-free" system automatic activated system to allow emergency personnel to respond to the emergency at hand. The system automatically activates: when apparatus starts for egress as well as ingress to the station, and through additional options as stated within these specifications. The vehicle system must incorporate a timer which shall be easily adjustable.
  2. The timer control and the filtration or exhaust units with all components in place as a system must be ETL (Electrical Testing Laboratories) approved to UL 507 Standards, with documentation provided with bid package.
  3. The timer control must be 100% low voltage (24V max.) to eliminate shock hazards to personnel, with no high voltage incorporated in the controls. Electrical test data detailing the timer control low voltage status must be provided with the bid.
- C. Equipment: The system shall be delivered and installed as a turnkey project with no requirement for station personnel involvement. The system(s) shall consist of unit(s) incorporating a manufacture rated blower and motor. Blower/motor speed shall be the same as that used by the manufacturer. The system shall be capable of capturing vehicle exhaust by means of filters or by expelling vehicle exhaust meeting NIOSH and OSHA standards. A sufficient quantity of units must be included to provide complete removal based on the maximum number

of vehicles present as well as the volume of the facilities in question. The heat loss from the building shall be minimalized to ensure maximum efficiency of the building.

D. Safety

1. Components of the system must be ETL approved
2. Filtration units (if any) or fan unit must have an integral overload breaker switch to work in tandem with electrical panel breakers
3. Control unit shall be self-contained and able to be run manually as needed
4. LED (or equivalent) visible indicators shall be present to indicate unit power is activated
5. Fan/Blower unit shall be equipped with a fan motor overload switch to prevent overheating
6. Surge protection against electrical spikes damaging controls shall be provided
7. If particulate filters are to be used, the MERV rating based on ASHRAE standards must be listed and filtration manufacturer information included, to ensure safe levels of diesel particulate capture control

E. Activation

1. All supplied units must work in tandem with and include an automatic, hands free, low voltage (24V) or air actuated system with little maintenance will be required over the entire life of the activation system
2. If multiple units within a building are needed, the system power sequence start/stop shall have a 25 second sequence delay between pairs of units to prevent heavy power draw
3. A photoelectric-eye, flow switch, or CO/NO<sub>2</sub> sensor shall activate the system
4. Each Bay shall have provisions for exhaust removal coverage

F. Installation: Installation will be performed by qualified installers with experience installations of same type equipment. Inspect each unit installation to verify installation for warranty reasons is required. Sabattus Fire Department will be responsible for the electrical energy source which is capable of providing the proper voltage and current requirements of the electrical components within the system(s). The vendor shall provide installation, operation and service instruction manuals for each installation.

G. Filters: If filters are utilized in the proposed vehicle exhaust ventilation system, the bidder shall provide the Town with one additional set of filters for each filter within the system.

H. Testing: Prior to final payment or acceptance, the installed vehicle exhaust system must pass independent air quality testing by Environmental Safety & Hygiene Associates (paid for by the Town). The test results must demonstrate the installed system meets or exceeds OSHA and NIOSH standards. Test

parameters shall include Diesel Particulate Matter (Elemental Carbon), Nitric Oxide, Nitrogen Oxide, Total Hydrocarbon and Carbon Monoxide.

**VI. Qualifications of Bidder**

To be considered for award of this contract, the bidder must meet the following minimum qualifications:

- A. The bidder must be organized for the purpose of providing system design, installation, and maintenance of a vehicle exhaust removal system with proven effectiveness in building a similar scale project. Previous experience providing these services in a Maine Fire Department setting is highly desirable.
- B. The bidder must have a proven ability to commence work within one month of contract award.
- C. The bidder must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements. Personnel must include experienced certified "industry standard" staff available for system design and system implementation. Experience with government and municipalities are preferred.
- D. The bidder must have the central office capability to supervise and monitor the program ensuring satisfactory provision of services.
- E. The bidder shall provide evidence of insurance, including Workers' Compensation, Liability, and Property Damage Insurance.
- F. The bidder shall submit a list of five (5) references, including name of institution, address, and contact person with email and phone number.

**VII. Process Schedule**

The following is a schedule of events concerning the bid process:

Advertise RFP:	October 20 thru November 17, 2017
Pre-Bid Meeting/Site Visit:	November 7, 2017 at 1:00 p.m.
Due Date/Bid Opening:	November 17, 2017 at 12:00 p.m.
Notification of Award:	December 5, 2017
Installation Start Date:	January 8, 2018
Completion Date:	January 31, 2018

**Pre-Bid Meeting and Site Visit:** The Town of Sabattus will host a pre-bid meeting at 1:00 p.m. on Thursday, November 7, 2017. This meeting is being conducted at the Sabattus Fire Department Central Fire Station located at 72 Main Street, Sabattus, Maine. This meeting will provide an opportunity for potential bidders to ask questions and tour the worksites. Due to scheduling constraints, **attendance at the meeting is required** for all bidders unless pre-approved at the discretion of the Town Manager.

Proposers must submit two (2) copies of their Proposals to:

Town Manger  
Attn: Vehicle Exhaust Removal System  
190 Middle Road  
Sabattus, Maine 04280

The Town of Sabattus will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver any proposal by the deadline stated above.

All firms are hereby placed on formal notice that neither the Town of Sabattus, nor any employees, staff members, elected or appointed officials of the Town of Sabattus are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit proposals for this project are hereby placed on formal notice that they are not to contact the aforementioned for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the Town of Sabattus. Any such lobbying activities shall cause immediate disqualification from this project.

The Proposal must include all materials, equipment and labor necessary to perform the Services and must state the name of the person(s) or entity(entities) owning the materials and equipment and/or providing the personnel that forms the basis for its proposal.

All Services to be furnished to the town shall be performed with equipment, methods and use of personnel in accordance with the pertinent Occupational and Safety and Health Act requirements of the State of Maine and the United States.

**VIII. Contractual Terms and Conditions**

During the life of the construction contract, meetings between Town of Sabattus staff and the contractor's management staff shall occur at least weekly to monitor the progress of the operation and address any issues of concern.

**IX. Requirements for Proposal Package**

All proposals are to be submitted in sealed envelopes addressed to the Town Manager, Attn: Vehicle Exhaust Removal System, 190 Middle Road, Sabattus, Maine 04280 by 12:00 p.m. Friday, November 17, 2017. Any Proposal received after the scheduled opening time shall not be considered. The Proposal must be signed by the Proposer with its full name and address and enclosed in a sealed envelope.

Contractors must submit a response in the form of a proposal that includes the following sections:

A. Cover Letter

1. This letter is to be brief, addressed to the Town of Sabattus, and provides the following information:

a) Name and address of the contractor;

- b) Name, title and telephone number of the contact person for the contractor;
- c) A statement that the proposal is in response to this RFP; and
- d) The signature, typed name and title of the individual, who is authorized to commit the contractor to the proposal;
- e) A statement that the Proposal is made without any connection with any other Proposers making any proposal for the same Services; and
- f) A statement that no person acting for or employed by the Town is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits here from.
- g) A statement of costs associated with complete installation of the proposed system for **both** the Central and Crowley Road Fire Stations.

B. Technical Proposal - This portion of the proposal must address each item listed below:

1. Introduction

- a) Company Profile.
  - (1) Date organized to provide the requested service in government, corporate and private facilities;
  - (2) Corporate background and depth of support, including description of parent company, if any;
  - (3) Number of employees; and
  - (4) Number of years doing business.
- b) Describe current or former contracts or business with other government facilities.
  - (1) Client;
  - (2) Date of original contract; and
  - (3) Type/size.
- c) Company achievements in providing vehicle exhaust removal systems and maintenance.
- d) Corporate and regional office organizational structure.
- e) References, with addresses and phone contacts.

2. Personnel

- a) Provide name and full contact information for Project Management and Primary System Engineer and list the names of personnel who will be entering town buildings.

The successful Proposer shall be required to sign an agreement substantially similar to the Services Agreement which is attached hereto as Exhibit A.

Each Proposer must visit the sites of Services and inform itself of the conditions relating to the area in which the Services shall be performed. Failure to do so will not relieve a successful Proposer of its obligations to furnish all equipment, material

and labor necessary to carry out the provisions of the Agreement and to complete the contemplated work for the consideration set forth in this Request for Proposals.

Proposers may request to schedule a follow-up visit to a town building/department, if necessary, after the pre-bid meeting and site visit.

The town disclaims any and all responsibility for injury to Proposers, their agents or others while examining the work site or at any other time. Proposers are responsible for all of their costs in preparing and submitting proposals hereunder.

No Proposals may be withdrawn within a period of thirty (30) days after the opening of bids.

**X. Evaluation Criteria**

The contractor will be selected based on the bidder's written proposal and any requested presentations to the selection committee. The Town Manager will review all proposals and make a recommendation to the Sabattus Board of Selectmen.

The primary criteria used in making a selection will be as follows:

- A. The contractor's demonstrated experience and expertise in designing, installing, and maintaining vehicle exhaust removal systems. Experience shall include current service in facilities of similar size and volume, as well as experience of staff and local and regional support network.
- B. Past history and references. Bidders shall include a listing of references with their proposals, indicating facility locations, name, and telephone number of facility contact person. This list should contain at least five (5) current references, preferably of a size and service complexity comparable to the Town of Sabattus project.
- C. The contractor's financial stability and condition.
- D. Contractor's development of an operating and support plan for a vehicle exhaust removal systems that best meets the stated objectives and needs of the Town of Sabattus.
- E. Cost

**XI. Award Process**

The Town Manager will review submitted proposals. Proposers/Contractors who are deemed qualified and best suited, based on the selection criteria, may be requested to participate in discussions regarding their proposals. Discussion will cover cost, methods of operation, and all other relevant factors. The town is not responsible for any costs incurred by the Proposers/Contractors.

At the conclusion of discussions, the proposers/contractors will be ranked based on selection criteria, and final negotiations will be conducted with the proposer/contractor ranked first. If a satisfactory agreement can be reached, the Town Manager shall recommend to the Board of Selectmen that the contract be

awarded to the contractor; otherwise, negotiations will be conducted with each subsequent proposer/contractor until a satisfactory contract can be established or until the Town Manager determines that rejection of all proposals is in the best interest of the town.

Upon the recommendation of the Town Manager, the Board will award the contract to the contractor whose proposal is determined to be professionally and technically complete. The selection process may, however, include a request for additional information or an oral presentation to support the written proposal; the price proposal will be considered firm and cannot be altered after receipt per the terms of this proposal, unless the Town of Sabattus requests an additional financial proposal via a best and final offer. This does not imply a best and final offer opportunity will be available to the bidders.

The Town of Sabattus reserves the right to award this contract not necessarily to the contractor with the lowest price, but to the bidder that demonstrates the best ability to fulfill the requirements of the RFP and who provides the best value to the town. The successful contractor will be chosen based on the qualifications and selection criteria discussed in Section VIII of this proposal.

The successful contractor shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from the Town Manager. The successful bidder will perform all services indicated in the proposal in compliance with the negotiated contract.

The Town of Sabattus reserves the right to reject any or all proposals for any reason, in whole or in part, received in response to this RFP. The Town of Sabattus will not pay for any information herein requested, nor is it liable for any costs incurred by the proposer.

Contractors whose proposals do not meet the mandatory requirements will be considered non-compliant. After the evaluation of the proposals and selection of the successful contractor, all contractors will be notified in writing of the selected firm.

## **XII. Cost Proposal Criteria**

All Contractors/Bidders are requested to submit proposed cost of a complete "Turn Key Package." This itemized breakdown will include but is not limited to, cost of infrastructure survey, cost of materials, and cost of labor. Also included in the price of implementation, including hardware and software, will be a maintenance agreement for the system (all inclusive) for a period of at least (5) years; however the contractor may also present options for 6-year and 8-year maintenance agreements. The Town of Sabattus and the awarded bidder will determine the exact cost for the purchasing of equipment and maintenance agreements.

The Town of Sabattus welcomes Contractors/Bidders to propose multiple financing methods, including lump sum, lease-purchase, etc. or any combination of financing methods.

**XIII. Responsibility of the Town of Sabattus**

A. The Town of Sabattus shall be responsible for and provide:

- 1) Accurate information to the contractor concerning the needs of town facilities.
- 2) Adequate ingress and egress to all work areas.
- 3) Adequate preparation, storage, and holding areas and maintenance for same.

B. Lack of Funds: Notwithstanding any other provisions of the contract, if the funds anticipated for the continued fulfillment of this contract are at any time not forthcoming, through the failure of the Town of Sabattus legislative body to appropriate funds, or the discontinuance or material alteration of the program under which funds were provided, the town shall have the right to terminate the contract without penalty by giving not less than ninety (90) days written notice documenting the lack of funding.

**XIV. Project Deliberation**

The Town of Sabattus reserves the right to waive any formality in proposals, to accept any proposal and to reject any or all proposals, should it be deemed in the best interest of the town to do so.

Proposals may be held by the town for a period not to exceed thirty (30) days from the date of the opening of proposals for the purpose of reviewing proposals and investigating the qualifications of the Proposers prior to the award of a contract.

**XV. Contacts**

Questions regarding this Request for Proposals should be directed toward:

Anthony Ward, Town Manager  
Town of Sabattus  
190 Middle Road  
Sabattus, Maine 04280  
Phone: (207) 375-4331, email: award@sabattus.org