

**NOTICE OF REQUEST FOR PROPOSALS**

The Prospect Heights Fire Protection District will accept sealed proposals for Self-Contained Breathing Apparatus - SCBA. Specifications and all Contract Documents are available on-line on the Prospect Heights Fire Protection District's web page at [www.phfire.com](http://www.phfire.com) or obtained from the Prospect Heights Fire Protection District's Administrative Offices, 10 E Camp McDonald Rd, Prospect Heights, IL 60070, during the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Prices quoted must be valid for a minimum of 90 days from the date of submittal.

**ELECTRONIC DOCUMENTS**

Bidders that download PDF documents from the Prospect Heights Fire Protection District's internet web page must immediately notify Drew Smith via e-mail to [dsmith@phfire.com](mailto:dsmith@phfire.com) if they intend to submit a response to the RFP documents. This step is necessary to establish a communication link between the Prospect Heights Fire Protection District (Fire District) and the Bidder so that any addenda or other relevant information may be transmitted properly. The Bidder, not the Fire District, is responsible for obtaining any addenda to the original specification when the Bidder chooses the option of downloading the proposal files. Addenda and other relevant information will be emailed to all registered Bidders.

**CONTACT PERSON AT FIRE DISTRICT**

Bidders who have questions and wish to request clarification or otherwise need to contact the Fire District regarding this specification may contact:

Deputy Chief Drew Smith  
Prospect Heights Fire Protection District  
10 East Camp McDonald Road  
Prospect Heights, IL 60070  
Phone 847-253-8060 extension 223  
FAX 847-253-4759  
e-mail: [dsmith@phfire.com](mailto:dsmith@phfire.com)

All detailed questions concerning the actual RFP specification are to be forwarded in writing via e-mail no less than eight (8) business days prior to submittal deadline date.

**DUE DATE FOR RECEIPT OF PROPOSALS**

All proposals must be received by the Fire District before 3:00 P.M. CDST on May 27, 2016 at its main office located at 10 East Camp McDonald Road, Prospect Heights, IL 60070 addressed as follows:

New SCBA Proposal  
Attn: Deputy Chief Smith  
Prospect Heights Fire Protection District  
10 East Camp McDonald Road  
Prospect Heights, IL 60070

**Prospect Heights Fire Protection District  
REQUEST FOR PROPOSAL FOR NEW SELF-CONTAINED BREATHING APPARATUS  
2016 SPECIFICATION**

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Proposals may be hand delivered or sent via U.S. Mail or private carrier. Oral, FAX, or other forms of bid will not be accepted. All proposals become the property of the Fire District and will not be returned. Mailed bids which are delivered after the specified hour will not be accepted regardless of postmarked time on the envelope. Bidders should carefully consider all bid delivery options (US Postal Service, UPS, Federal Express, private delivery service, etc.) and select a method that will successfully deliver their bid by the required time and date. Bids shall be submitted in **sealed envelopes or boxes**. In addition to the Bidder's completed and signed *Bid Sheet* the Bidder shall assure all items below have been included with their bid submittal. Failure to provide these requirements with submittal may be cause for rejection of the bid.

**NOTICE OF WITHDRAWAL**

Any bid may be withdrawn provided notice is delivered to the Fire District at the same location as the bid was delivered and is on company letterhead of the bidder by an authorized representative prior to the due date and time stated above.

**SAMPLE SCBA**

With each submitted bid shall be one (1) SCBA with cylinder and both a medium and large facepiece of the model bid which may be used by the Fire District for non-live fire training in order to evaluate performance. The Fire District will not be responsible for normal wear and tear that may occur during its evaluation. Failure to submit the sample SCBA may be cause for rejection of the bid. It will remain the bidder's responsibility to contact the Fire District following the award of contract to arrange pick-up of their sample SCBA.

**DOCUMENTS REQUIRED TO BE SUPPLIED WITH BID**

Vendor proposals shall include:

**Section A**

- 1) Bid sheet, completed and signed as required.
- 2) Copy of SEI certification to NFPA 1981-2013.
- 3) Detailed specifications for the SCBA being bid.
- 4) A list of any exceptions to the PROSPECT HEIGHTS FIRE PROTECTION DISTRICT's specifications using form provided in these specifications. For each exception the bidder must explain the details of the exception and offer, if available, an alternative feature.
- 5) Copy of all warranties provided by SCBA manufacturer.
- 6) Certificate of Insurance or affidavit indicating a minimum of \$3,000,000.00 product liability insurance.
- 7) Description of service and repair program, facility, and services including the scheduling of repairs and the annual maintenance program available.
- 8) List of users in Chicagoland area.
- 9) Reference list providing a minimum of five (5) fire departments that have purchased the bid SCBA within the last 12 month. All five of these fire departments must service populations exceeding 15,000 persons. The listing shall include addresses and phone numbers of the Chief of Department's office. All referenced cited may be contacted during the evaluation process to assess the bid SCBA's design and performance.

**Section B – To be contained in a separate, sealed envelope within the proposal submitted. On letterhead or other form on the vendor submitting the bid:**

- 1) A detailed and itemized list of the items being offered for sale including the quantities and unit cost.
- 2) A total costs for all items being offered for sale.
- 3) The name, address, phone number, and email address of the vendor's authorized representative.
- 4) The name, physical address, phone number, and email address of the manufacturer's authorized vendor.
- 5) The signature of the manufacturer's authorized vendor submitting the bid.

**Section C – To be contained in a separate, sealed envelope within the bid submitted.**

Description of any options available, the price of the option if purchased at same time as SCBA purchase, and availability of the option post-delivery of SCBA. Desired options for separate consideration include, but are not limited to:

- Spectacle kit (without lenses)
- CBRN APR filter adapter
- Portable 2-way radio interface with SCBA
- Integrated thermal imaging system
- User tracking software and hardware

### **OPENING OF PROPOSALS**

All received proposals will be opened and contents read at 9:00 a.m. on Tuesday, May 31.

### **REVIEW OF PROPOSALS**

Sometime after the opening of the proposals the Fire District will review each bid. This will be done as time permits Fire District staff. The Fire District reserves the right to reject any or all bids and/or to waive any irregularities or disregard any informality in the bids and bidding when, in its opinion, the best interest of the Fire District will be served by such action. Furthermore, the Fire District reserves the right to award each item to a different Bidder, or all items to a single Bidder unless otherwise noted on the *Bid Sheet*. The Fire District may determine as follows: 1) an equal or alternative is a satisfactory substitute; 2) an early delivery date is entitled to more consideration than price; 3) an early delivery date is to be disregarded because of the reputation of the Bidder for not meeting delivery dates; 4) a Bidder is not a responsible Bidder; and 5) what exceptions or deviations from written specifications will be accepted. As part of the bid review these specifications will be used to develop a ranking of features in part and/or in whole and that ranking may be a factor in the selection and award of the bid.

### **LEGAL RIGHT TO SPECIFY**

The Prospect Heights Fire Protection District (for the remainder of this section referred to as the "specifier") chooses to exercise its Legal Right to Specify as determined by the U.S. Supreme Court's affirmation of the decision handed down in the case of Whitten Corp. vs. Paddock, by the U.S. District Court of Massachusetts, the First Federal District Court, which in effect states:

1. That as trained professionals, specifiers make informed judgments on products that they feel best serve their needs. Also, that proprietary specifications (if chosen) DO NOT violate any antitrust laws. Technically, very few brands of material or equipment are exactly alike, and if the specifier wants to limit the specification to one source, he has the right to do so and enforce it.
2. Only the specifier has the responsibility and judgment for determining whether a proposed substitution is an "or equal".
3. That from start to finish in the purchasing process, only the specifier can ultimately decide if another desirable product is available in lieu of the specification.
4. Finally, that the courts concluded "the burden is on the supplier or manufacturer, who has NOT been specified, to convince the specifier that their product is equal for the purpose of a particular project".

The specifier has determined that this product specification shall represent the product to which all offerings shall be compared. Due to the fact that firefighting is an ULTRAHAZARDOUS, UNAVOIDABLY DANGEROUS activity, only trained Fire Department personnel with specific knowledge in the area of Personal Protective Equipment shall be allowed to make the final determining decision on the selection of the appropriate product to serve the Fire Department's needs.

### **NEGOTIATION**

The Fire District reserves the right to negotiate terms and conditions of proposals received prior to acceptance or rejection of any particular proposal.

### **SELECTION OF BID**

No bid will be accepted from or contract awarded to any person, firm, or corporation that is in arrears or is in default to the Fire District upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Fire District, or had failed to perform faithfully any previous contract with the Fire District.

After the due date for proposals, and after the Fire District staff has had sufficient time to adequately review each bid, conduct comparisons and, if necessary, negotiations with any bidders, the Fire District staff will forward its recommendation to the Board of Trustees of the Fire District who will then decide whether to accept or reject any bid.

The Board of Trustees of the Prospect Heights Fire Protection District reserves the right to reject any and all bids or to waive any technicalities, discrepancies, or information in the bids. The Prospect Heights Fire Protection District does not discriminate in admission, access to, treatment, or employment in its programs and activities.

### **DELIVERY**

The order is to be shipped to the Prospect Heights Fire Protection District, 10 E Camp McDonald Rd., Prospect Heights, IL, 60070 with the bidder paying all shipping costs. The Fire District will not accept partial shipments. The complete order must be delivered as one package, all on the same date. The complete order shall be received within 60 days from date of order unless the vendor serves prior notice to the Fire District and the Fire District accepts the later delivery date. If the delivery is made by truck, arrangements must be made in advance by the Bidder, with concurrence by the Fire District, for receipt of the materials. Truck deliveries will only be accepted between 8:00 a.m. and 3:00 p.m. weekdays at the Prospect Heights Fire Protection District, 10 E Camp McDonald Rd., Prospect Heights, IL, 60070.

### **DOCUMENTATION TO BE SUPPLIED AT TIME OF DELIVERY**

- 1) User manual for each component
- 2) Care and maintenance instructions for each component
- 3) Warranty for each component
- 4) Quality assurance test for each individual SCBA delivered

### **INSPECTION UPON DELIVER**

The Fire District shall have the right to inspect any materials, components, equipment, supplies, services, or completed work specified herein. Any of said items not complying with these specifications are subject to rejection at the option of the Fire District. Any items rejected shall be removed from the premises of the Fire District and/or replaced at the entire expense of the successful Bidder.

### **TRAINING**

The bidder shall provide training for all members of the Fire District. The training shall instruct the Fire District personnel in the operation and maintenance of the SCBA. This training shall occur on each of the three shifts on days mutually agreeable to both the bidder and Fire District.

### **CONTRACT DOCUMENTS**

Any drawings, plans, standard conditions, special conditions, supplemental additional conditions, specifications, RFP notice, bid sheet, and addendum, if any, as specified herein shall form the "Contract Documents." For the purpose of this RFP, the word "Fire District" shall refer to the Prospect Heights Fire Protection District, and the word "bidder" shall refer to any person, company, or entity submitting a proposal. Any work shown or described in one of the documents shall be construed as if described in all the documents.

### **TERMINATION OF CONTRACT**

The Fire District reserves the right to terminate in whole or any part of this contract, upon written notice to the Bidder, in the event of default by the Bidder. Default is defined as failure of the Bidder to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the Fire District may procure, upon such terms and in such a manner as the Fire District may deem appropriate, supplies, or services similar to those terminated.

### **PAYMENT**

The vendor will invoice the Fire District for the complete order on a single, itemized invoice. Upon receipt and acceptance of all items payment will be made within thirty (30) days by the Fire District's Board of Trustees.

### **BIDDER'S QUALIFICATIONS**

No award will be made to any Bidder who cannot satisfy to the Fire District that they have sufficient ability and experience in this class of work, as well as sufficient capital and equipment to do the job and complete the work successfully within the time named (i.e. responsible). The Fire District's decision or judgment on these matters shall be final, conclusive, and binding. The Fire District may make such investigations as it deems necessary. The Bidder shall furnish to the Fire District, under oath if so required, all information and data the Fire District may request for the purpose of investigation.

### **PREPARATION OF PROPOSAL**

The Bidder's submittal shall include the completed *Bid Sheet* found in the Contract Documents. The Fire District will strictly hold the Bidder to the terms of the bid. The bid must be executed by a person having the legal right and authority to bind the Bidder.

### **COMPLIANCE WITH LAWS**

The Bidder shall at all times observe and conform to all laws, ordinances, and regulations of the Federal, State, and local governments, which may in any manner affect the preparation of bids or the performance of the contract.

### **ANTI-COLLUSION STIPULATION**

By submitting a bid the bidder agrees that its proposal is made without any understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose and that its proposal is in all respects fair and without collusion or fraud.

### **FREEDOM OF INFORMATION ACT (FOIA)**

The Fire District is required by Public Act 96-542 to comply with freedom of information requests (FOIA) within five (5) business days of a record request. All contractors used by the Fire District may be in possession of records covered by this act and therefore will be required to provide the Fire District with those records upon request and within the time frame of the Act.

### **ALTERNATE TO BIDS**

Any reference in these specifications to manufacturer's name, trade name, or catalog number (unless otherwise specified) is intended as a standard only. The Fire District's decision of approval or disapproval of a proposed substitution shall be final.

### **FORM OF CONTRACT**

The form of contract between the Fire District and the successful Bidder will be a purchase order referencing the proposal specification and the bid submitted by the successful Bidder.

### **CONTRACT TERM**

The initial term of this contract shall begin on the date of award subject, however, to the right of the Fire District to cancel and terminate the same at any time by giving a thirty (30) day notice in writing to the vendor. In the event of such cancellation, the vendor shall be entitled to receive payment for services and work performed and materials and equipment furnished under the terms of the contract prior to the effective date of such cancellation, but will not be entitled to receive any damages on account of such or any further payment whatsoever.

### **LIABILITY**

The bidder, if its bid is accepted, shall defend any and all suits and assume all liability for the use of any patented process, device or article forming a part of the SCBA or any appliance furnished under the contract.

### **INTENT**

Specification is for new, unused NFPA 1981 compliant SCBA and accessories. It is the intent of these specifications to cover the furnishing and delivery to the Fire District said SCBA and accessories as hereinafter specified. It should be noted that this specification is written around the specific needs of the Fire District. With a view to obtaining the best results and the most acceptable SCBA for service in the Fire District, these specifications cover only the general requirements with which the successful bidder must conform.

Proposals shall only be considered from companies that have an established reputation in the field of SCBA manufacturing. Each bidder shall furnish satisfactory evidence of its ability to construct the vehicle specified and shall state the location of the factory where the vehicle is to be built. Each bidder shall also show that it is in position to render prompt service and to furnish replacement parts for said vehicle.

**COMPLIANCES**

All SCBA and accessories shall be approved by the National Institute for Occupational Safety and Health (NIOSH), under 42 CFR, Part 84 for chemical, biological, radiological, and nuclear protection (CBRN) with a 30-minute rated service life and compliant with all requirements of the National Fire Protection Association (NFPA) 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services, 2013 edition* and NFPA 1982, *Standard on Personal Alert Safety Systems (PASS), 2013 edition*. Only proposals for SCBA currently listed on the SEI website as approved to NFPA 1981-2013 will be accepted.

**DETAILED SPECIFICATIONS**

The following specification represents the District's minimum requirements for the purchase of Self-Contained Breathing Apparatus - SCBA. Alternate products offered must meet or exceed these requirements. Vendors who are interested in proposing "equal or better than" alternate products shall include detailed information on the proposed product with their bid submittal. The overall safety of the Fire District's firefighters and the perceived efficiency of its operations will weigh heavily in the final determination of the acceptability of alternate products during the review process and the Fire District's decision shall be final.

This purchase is funded with a 2014 DHS Assistance to Firefighters Grant for \$221,000. Prior to July, 2016 the Fire District will purchase the following quantities of SCBA, spare cylinders, facepieces, and accessories:

- 34 Self-Contained Breathing Apparatus with 30-minute, 4500-PSI cylinders and facepiece.
- 34 additional 30-minute, 4500-PSI cylinders.
- 34 additional facepieces
- Modification of four existing MSA Rescueaire II to include second stage/breathing valve.
- TSI Porta Count fit test adapter for facepiece

The final quantity purchased may, however, be more or less than this figure based on the awarded contract price for each item.

<b>Component</b>	<b>Required features</b>
NFPA standard	All requirements of NFPA 1981 <i>Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services</i> 2013 edition are incorporated into this document by reference.
Safety Equipment Institute (SEI)	SEI certification is mandatory and must currently be listed in SEI website.
SCBA model	Must propose the latest model SCBA offered by manufacturer.



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Facepiece	Multiple sizes to fit all wearers must be available. No electronics, modules, or batteries to be located in facepiece.
Head strap configuration	A minimum of four adjustment points. Made of fire resistant synthetic web design. User replaceable without special tools.
Heads-Up display features	To be located in/on 2 <sup>nd</sup> stage. To be programmable by purchaser. Must feature visual indicators viewable by wearer and to others who are observing the wearer's facepiece.
Nose cup sizes	Multiple sizes must be available.
Voice amplifier	Included with every SCBA as a standard feature. To be integrated into SCBA. No electronics, modules, or batteries to be located in facepiece. Breathing noise reduction/removal to be provided by technology provided.
Cylinder	30-minute, 4500-PSI cylinder. Composite construction. Threaded connection using CGA 347 thread.
Frame/Backpack	
Cylinder retention strap configuration	Metal band with locking mechanism.
Indicator lights	Provided. Indicates status of heads up display and PASS alarm. To be visible from top/front, bottom/rear, and both sides.
Power supply	Integral to frame. Uses single location.
Harness	
Material	Composite or aluminum acceptable.
Waist belt connection type	Seat belt type. Push to connect. Single hand to disconnect. Waist band swivels at connection to frame. Height is adjustable.
Shoulder straps	Chest strap provided. Shoulder straps connect to frame, not waist strap. Hoses are contained in shoulder straps. Shoulder strap adjustment hardware features metal "D" or "V" location for connection of accessories.
First stage/High pressure connection	Threaded connection using CGA 347 thread.

<p>Second stage/breathing valve</p>	<p><b><i>The PROSPECT HEIGHTS FIRE PROTECTION DISTRICT issues each member a facepiece sized and fit tested to that member. As PROSPECT HEIGHTS FIRE PROTECTION DISTRICT members may respond on various apparatus during any given shift, the ability to move an assigned facepiece from apparatus to apparatus and then connect it to any given SCBA at time of dispatch is mandatory. This event cannot take minutes or even several seconds; it must be momentary requiring no more than a few seconds.</i></b></p> <p>Connection to facepiece must be push in or quarter-turn and require only a single hand to be performed.                  Disconnection from facepiece must be push in or quarter-turn and require only a single hand to be performed.                  Heads up display electronics, indicator lights, and the like are integrated into the second stage or breathing valve.</p>
<p>Gauge/PASS</p>	<p>Analog gauge.                  Color graphical display.                  To be programmable by purchaser.</p>
<p>Buddy breathing feature</p>	<p>Not desired.</p>
<p>Electrical power</p>	<p>All electrical power must be provided by a single power source.                  No accessory or feature may use a power source separate from the central power supply.                  This power source may use disposable batteries or a rechargeable battery.                  All batteries must be of the same type such as all "AA" cells or all "C" cells.</p>
<p>Warranty</p>	<p>15 years on all components except consumables and rechargeable batteries.</p>
<p>Local vendor</p>	<p>Located in greater Chicagoland area.</p>
<p>Service and repair program</p>	<p>Mobile service to be available and provided.                  Service and repair facility to be located in greater Chicagoland area.</p>

END

## BID SUBMISSION CHECKLIST

*Not required – Supplied as aid for bidder*

### Section A

- Bid sheet, completed and signed as required.
- Copy of SEI certification to NFPA 1981-2013.
- Detailed specifications for the SCBA being bid.
- A list of any exceptions to the PROSPECT HEIGHTS FIRE PROTECTION DISTRICT's specifications using form provided in these specifications. For each exception the bidder must explain the details of the exception and offer, if available, an alternative feature.
- Copy of all warranties provided by SCBA manufacturer.
- Certificate of Insurance or affidavit indicating a minimum of \$3,000,000.00 product liability insurance.
- Description of service and repair program, facility, and services including the scheduling of repairs and the annual maintenance program available.
- List of users in Chicagoland area.
- Reference list providing a minimum of five (5) fire departments that have purchased the bid SCBA within the last 12 month. All five of these fire departments must service populations exceeding 15,000 persons. The listing shall include addresses and phone numbers of the Chief of Department's office. All referenced cited may be contacted during the evaluation process to assess the bid SCBA's design and performance.

Section B – To be contained in a separate, sealed envelope within the proposal submitted.

On letterhead or other form on the vendor submitting the bid:

- A detailed and itemized list of the items being offered for sale including the quantities and unit cost.
- A total costs for all items being offered for sale.
- The name, address, phone number, and email address of the vendor's authorized representative.
- The name, physical address, phone number, and email address of the manufacturer's authorized vendor.
- The signature of the manufacturer's authorized vendor submitting the bid.

Section C – To be contained in a separate, sealed envelope within the bid submitted.

- Description of any options available, the price of the option if purchased at same time as SCBA purchase, and availability of the option post-delivery of SCBA. Desired options for separate consideration include, but are not limited to:
  - Spectacle kit (without lenses)
  - CBRN APR filter adapter
  - Portable 2-way radio interface with SCBA
  - Integrated thermal imaging system
  - User tracking software and hardware
- Sample SCBA: One (1) SCBA with cylinder and both a medium and large facepiece of the model bid:

## BID SHEET

### Self-Contained Breathing Apparatus - SCBA

**Note: the Bidder must complete all portions of the Bid Sheet.**

The undersigned, having examined the specifications and all conditions affecting the specified project, offer to furnish all services, labor, and incidentals specified for the price below.

The undersigned Bidder certifies that they are not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating, (720ILCS 5/33E-1, et seq.) and is not delinquent in any taxes to the Illinois Department of Revenue. (65ILCS 5111-42.1-1)

It is understood that the Fire District reserves the right to reject any and all bids and to waive any irregularities and that the prices contained herein will remain valid for a period of not less than sixty (60) days.

I (We) propose to complete the following project as more fully described in the specifications for the following:

<b>Bidding Company Name:</b>
------------------------------

Cost of each set of Self-Contained Breathing Apparatus - SCBA; each set consisting of one (1) SCBA as proposed two (2) cylinders, one for SCBA and one spare cylinder one (1) facepiece	\$
Cost of one (1) additional facepiece	\$
Total cost for 34 SCBA sets AND 34 additional facepieces	\$

**Have you included the following items with your bid submittal?**

1. References	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Warranty Information	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Detailed Exceptions, if applicable	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. UL Certifications	<input type="checkbox"/> YES	<input type="checkbox"/> NO

<b>NO BID - Keep our company on your Bidders List</b>	: Signature : Date
NO BID - Remove our company from your Bidders List	: Signature : Date

*Please feel free to attach further explanation if desired as to your reasons for not submitting a bid.*

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2016 SPECIFICATION**

**INDEMNIFICATION:** The Bidder hereby agrees to protect, defend, indemnify, and save harmless the District against loss, damage, or expense from any suit, claim, demand, judgment, cause of action, or shortage initiated by any person whatsoever, arising or alleged to have arisen out of work described herein, except that in no instance shall the Bidder be held responsible for any liability, claim, demand, or cause of action attributable solely to the negligence of the Fire District.

I hereby certify that the item(s) proposed is/are in accordance with the specifications as noted and that the prices quoted are not subject to change; and that

\_\_\_\_\_ (Company Name) is not barred by law from submitting a bid to the Fire District for the project contemplated herein because of a conviction for prior violations of either Illinois Compiled Statutes, 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33-4 (Bid Rotating); and that

\_\_\_\_\_ (Company Name) is not delinquent in payment of any taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1; and that

\_\_\_\_\_ (Company Name) provides a drug free workplace pursuant 30 ILCS 58011, et seq.; and that

\_\_\_\_\_ (Company Name) is in compliance with the Illinois Human Rights Act 775 ILCS 5/1.1 01, et seq. including establishment and maintenance of sexual harassment policies and program.

\_\_\_\_\_  
Bidder's Firm Name

\_\_\_\_\_  
Signed Name and Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
City                      State                      Zip Code

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date



## PROPOSAL EVALUATION FORM

<b>SCBA Make and Model</b>			
<b>Feature</b>	<b>Rank</b>		
Bid form and submission complete?	<input type="checkbox"/> Yes	<i>All three must be YES for further consideration</i>	
SEI certification current?	<input type="checkbox"/> Yes		
Sample SCBA provided?	<input type="checkbox"/> Yes		
<b>Ideal feature</b>	<b>Rank</b>		
Facepiece free of add-ons	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
Facepiece does not need electrical power	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
Facepiece HUD visible to wearer and partner	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
Facepiece nose cup available in various sizes	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
Voice amplification provided as standard	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
Cylinder used CGA threaded connection	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
Harness cylinder restraint is metal band	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
Harness displays audio-visual warning in multiple locations	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
Harness incorporates power supply	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
Harness waist strap swivels	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
Harness shoulder straps attach to frame	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
Harness chest strap provided	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
High pressure cylinder connection uses threaded hand wheel	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
Second stage/breathing valve connects to facepiece with one hand operation using push-on or quarter-turn motion	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
Analog gauge	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
LCD display provides multiple functions	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
Electrical power for SCBA and all accessories provided by single source	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
15-Year Warranty	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
Chicagoland service facility and local mobile service provided	<input type="checkbox"/> Meets	<input type="checkbox"/> Minimum	<input type="checkbox"/> Not acceptable
<b>OVERALL RATING</b>	<input type="checkbox"/> <b>Meets</b>	<input type="checkbox"/> <b>Minimum</b>	<input type="checkbox"/> <b>Not acceptable</b>

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**PROSPECT HEIGHTS FIRE DISTRICT  
POLICY PROCEDURE GUIDELINE #3-36  
PURCHASING**

**EFFECTIVE: 01 JAN 16  
SUPERSEDES: 01 FEB 15, 01 JUN 02**

6. PROCEDURE:
  - 6.1. Bid Dispute
    - 6.1.1. Disputes will only be accepted for ten calendar days following the awarding of the bid or acceptance of the proposal.
    - 6.1.2. Any dispute is to be addressed to the person listed in the bid or Request for Proposal specification as the point of contact.
    - 6.1.3. Disputes may be submitted in person, by U.S. Mail, or by email.
    - 6.1.4. A dispute must be made in writing and contain the following elements:
      - Legal name of the person submitting the dispute;
      - Name of the vendor or manufacturer the person submitting the dispute represents;
      - Address and phone number of the person submitting the dispute.
      - Title of the bid or RFP as listed on the specification.
    - 6.1.5. The written dispute must clearly assert one or more issues with the process or award such as
      - Identification of the specific provision of the procurement document and/or procedure that was allegedly breached and the manner in which it was breached.
      - A precise statement of other relevant facts.
      - The complainant's arguments and supporting documentation.
      - The complainant's requested remedy.
    - 6.1.6. Once received, the fire chief will appoint an investigator to perform fact finding. The investigator may be one or more persons or a committee. The investigator need not be a member of the fire district. The investigator may contact the person submitting the dispute should there be a need but is not obligated to do so. The investigator will submit the finding in a written report to the fire chief prior to the next regularly scheduled meeting of the Board of Trustees but no sooner than 14 days prior to the commencement of the investigation.
    - 6.1.7. At the next regularly scheduled meeting of the Board of Trustees the finding will be presented by the fire chief or his designee. The Board may render a decision on the dispute at the same meeting or defer the matter to the next meeting. All decisions of the Board are final