



**CITY OF EAST PROVIDENCE  
EAST PROVIDENCE FIRE DEPARTMENT  
FLEET MAINTENANCE SERVICE PARTNER  
REQUEST FOR PROPOSALS  
RFP EP20/21-09  
SPECIFICATIONS  
BID OPENING ON THURSDAY, FEBRUARY 4, 2021 AT 11AM**

**Overview of Project**

The City of East Providence Fire Department is seeking proposals for a fleet maintenance service partner to perform preventative maintenance, annual performance testing, and light repairs for diesel-powered fire apparatus. The Department is looking for a contractor that will provide:

- Fleet management through an interactive on-line portal
- Reduction in “out-of-service” time for apparatus
- On-site inspections and preventative maintenance and performance testing
- On-site light diagnostic work and repairs (examples include, but are not limited to repair/replace apparatus lights, repair/replace grab handles and repair/replace pump discharge valves)
- Parts procurement for repair and maintenance work
- The contractor shall be responsible for any repairs to any City owned grounds and/or buildings resulting from damages incurred when performing the work on-site
- The contractor shall be responsible for securing all necessary permits, state, federal and local
- The contractor who is awarded the contract will provide proof of Liability Insurance

**Contract Period**

The City of East Providence will award a one-year contract that may be extended for two (2) additional years if the Department’s goals are met. Price quotes submitted with proposals must be broken down into first, second and third year of proposed period. The contract shall take effect March 1, 2021 and will expire February 29, 2024 for a period of three (3) years.

In the event that the contractor does not perform the work in accordance with the specifications and/or scope of services, the City reserves the right to terminate the contract with a two week written notice. The company awarded the contract shall guarantee its work for a minimum of 12 months. The warranty on material or equipment provided by the contractor shall be the standard warranty for such material and/or equipment.

### **Contractor Qualifications**

- The contractor must employ an Emergency Vehicle Technician (EVT) who meets the requirements of NFPA 1911, 2017 edition (hereafter referred to as NFPA 1911). Documentation of this certification must be submitted with bid documents.
- The contractor must demonstrate a history of performing similar services and testing for a minimum of three (3) other fire departments. To prove such, complete contact information for a representative of each of these three (3) fire departments must be included with bid documents.
- The contractor must make every effort to reduce the amount of time that each apparatus is out of service for inspection, maintenance and performance testing. Means to accomplish this may include, but is not limited to, 1) conducting chassis preventative maintenance routines at the location where said apparatus is housed, 2) including apparatus pick-up and drop-off service along with the work being performed, 3) providing written assurance that apparatus taken out of service for routine preventative maintenance and testing will be returned on the same day. All responsive bids will include all details about how efforts will be made to reduce out of service time of apparatus.

### **The contractor shall:**

- Perform chassis inspection and preventative maintenance routine per manufacturer's recommendations and per NFPA 1911, as needed, on each apparatus during the duration of this contract. The scope of work covers seven (7) pumpers, three (3) aerial trucks, six (6) rescues (ambulances), one (1) heavy rescue designated as Special Hazards 1 and one (1) hazardous materials response truck designated as HazMat 1.
- Perform an annual pump inspection and maintenance service on seven (7) pumpers in accordance with Chapter 10 of NFPA 1911.
- Perform an annual pump performance test on seven (7) pumpers in accordance with Chapter 21 of NFPA 1911.
- Perform an annual aerial maintenance service on three (3) aerial trucks in accordance with Chapter 11 of NFPA 1911.
- Provide dedicated service capabilities and availability (weekly, weekends, 24 hours if applicable).
- Provide written documentation, including all inspection reports and test reports, to the City of East Providence Fleet Manager and the Fire Department after performing any and all inspections, services or performance testing. This shall be done by the use of an

interactive on-line portal. All documentation must be signed by a certified Emergency Vehicle Technician.

- Provide their hourly labor rate for light diagnostic work and repairs.

### **Questions Regarding This RFP**

Any questions regarding the RFP may be directed to William McMahon, City of East Providence Fleet Manager [wcmahon@eastprovideceri.gov](mailto:wcmahon@eastprovideceri.gov) in writing by **THURSDAY, JANUARY 21, 2021 AT 3:30PM.**

Anyone who wishes to submit a proposal for this RFP must submit four (4) copies of their proposal in one (1) sealed envelope to East Providence City Hall, Controllers Office, Room 103, Attn: Dawn Kenney, Procurement Specialist, 145 Taunton Ave., East Providence, RI 02914 no later than **THURSDAY, FEBRUARY 4, 2021 AT 11AM.** The bids will be publicly recorded. Bids received with a time of 11:01 AM or later will be rejected. The outside envelope needs to be marked **BID EP20/21-09.**

### **Evaluation Criteria**

Each proposal shall be evaluated using the following criteria:

- Bidder's qualification for services offered with a proven track record;
- Bidder's ability to clearly illustrate efforts to minimize "out of service" time;
- Reference evaluation that demonstrates high satisfaction with bidder's process, quality of work, completeness and reliability of services provided

Successful bidder will be required to submit a certificate of insurance with the City listed as additionally insured in the amounts listed in the instructions prior to final award.

The City reserves the right to reject any and all proposals, to waive any informality and to select and negotiate services in the best interest of the City.