

REQUEST FOR PROPOSAL (RFP)



**HANAHAN FIRE
DEPARTMENT
5826 CAMPBELL ST
HANAHAN SC 29410**

DATE

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1 Introduction

City of Hanahan Fire Department

This Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to provide

for the City of Hanahan Fire Department. The RFP provides vendors with the relevant operational, performance, application, and architectural requirements that the system must fulfill.

This document describes the Request for Proposal (RFP) from the City of Hanahan Fire Department. This document is a company confidential document. Vendors requested for proposal are engaged to respect the confidentiality of information contained in this document.

Rules for tendering this RFP are explained in Section 2.

1.1 Purpose of the RFP

The City of Hanahan Fire Department is selecting a solution/service provider for.

Our objective is to select the vendor who most fully meets the requirements identified in this Request for Proposal (RFP). The City of Hanahan Fire Department may elect to award a contract pursuant to the RFP. Your company is invited to take part in this process and provide a proposal that satisfies the City of Hanahan Fire Department requirements.

Within the RFP you will find all the information necessary to do a proper assessment of the City of Hanahan Fire Department requirements. Service providers are invited to respond to this RFP by describing how they can meet the requirements set out in this RFP and by providing other information requested. Responses to this RFP will be used to qualify service providers for the final evaluation and price negotiation phases of the selection process.

1.2 Scope of Work

- *project goals*
- *objectives*
- *deliverables*
- *scope*
- *stakeholders / number of employees*
- *Other basic information about the project*

1.3 Confidentiality

This Request for Proposal, including any other material and information provided by the City of Hanahan Fire Department contains the City of Hanahan Fire Department proprietary and confidential information that is provided to you for your exclusive use in evaluating and preparing your response. If at any time your company decides not to respond to the RFP, please destroy any copies of the document and confirm your non-participation either in writing or by email.

This document should not be duplicated except as necessary to prepare your response. This document should not be disclosed or distributed to any third party. All copies of this document except one file copy should be destroyed following submission of your response. The file copy should be held confidential and not used for any purpose other than bid evaluation, response preparation, and subsequent discussions with the City of Hanahan Fire Department if any result. You should safeguard the confidentiality of this document and any copies with the same degree of care with which you safeguard your own confidential information. Vendors may not use the name, logo, or trademarks of the City of Hanahan in connection with any advertising or publicity materials or activities without the prior written consent of the City of Hanahan. The obligation not to disclose any confidential information shall not be affected by bankruptcy, receivership, assignment, attachment or seizure procedures, whether initiated by or against the vendor, nor by the rejection of any agreement between the City of Hanahan Fire Department and the vendor, by a trustee of the vendor in bankruptcy, or by the vendor as a debtor in-possession or the equivalent of any of the foregoing under local law.

2 Vendor Instructions

2.1 Background

This RFP has been issued to organizations that will respond satisfactorily to the Request for Proposals (RFP) dated . The RFP identifies the City of Hanahan's requirements in sufficient detail in order to identify a preferred vendor.

2.2 General Instructions

Vendors are requested to consider the following instructions when preparing their responses:

- Only respondents who have been directly invited to respond to this RFP shall be considered.
- Vendor responses must be valid for 6 months from the date of submission.
- Vendors must be commercially bound to their response.
- Vendors must address all matters raised in this RFP.
- Any statements made about the performance and specifications of the proposed solution will be considered to be true and will be incorporated into the final purchase contract.
- Any functionality or features not included in the cost estimate must be clearly identified in the response to the RFP.
- Vendors must address all items specified in this RFP. Failure to adhere to the specified format may disqualify a vendor from further consideration.

Submission of proposals shall constitute evidence that the vendor has made all the above-mentioned examinations, and is free of any uncertainty with respect to conditions that would affect the execution, and completion of this project.

2.3 RFP Changes, Binding Bid Process

The City of Hanahan reserves the right to negotiate any or all RFP terms and conditions, and to cancel, amend or resubmit this RFP in part or entirety at any time. This RFP has been issued exclusively for providing adequate information about:

For the City of Hanahan in order to receive a proposal of this project from vendors. While one or more vendors may be selected as candidates, and the City of Hanahan Fire Department may negotiate a vendor contract with one or more respondents, the City of Hanahan Fire Department reserves the right to reject any or all of the responses received for any reason or no reason, and to decline negotiating and signing a vendor contract with any vendors responding to the RFP regardless of whether any vendor's response is partially or fully accepted or rejected, or contains the highest or lowest mark-up or price, or the most timely services delivery commitment, or whether a vendor responds with a no-response notice or has an existing contract with the City of Hanahan, and regardless of any other matter. The City of Hanahan further reserves the right to negotiate with any vendor who does not receive this RFP. Accordingly, responses should be submitted in the terms most favorable to the City of Hanahan. The City of Hanahan will consider vendor responses as binding offers by vendors.

2.4 Disqualification

Statements known to be, or subsequently found to be, inaccurate or misleading may disqualify the vendor from further participation in the evaluation process.

2.5 Structure of the Response

All responses to this proposal must follow the structure given below:

1. Executive Summary
2. Company Profile
(Describe your organization's core businesses, products, services, markets, awards, etc.)
3. Similar Experience & Customer References
4. Requirements Understanding / Scope of Work
(Please illustrate that you have understood our requirements.)
5. Implementation Approach
6. Project Plan / Timelines
7. Project Management Approach
8. Pricing Details (as per format in section 4 of the RFP)

2.6 Schedule of Events

Event	Date
RFP Distribution to Vendors	
Written Confirmation of Vendors with Bid Intention	
Questions from Vendors about scope or approach due	
Responses to Vendors about scope or approach due	
Proposal Due Date	
Target Date for Review of Proposals	

Onsite Oral Presentation / Demo of the proposed solution	
Final Vendor Selection Discussion(s)-----Week of	
Anticipated decision and selection of Vendor(s)	
Anticipated commencement date of work	
Anticipated completion of work	

2.7 Contacts

Any questions concerning technical specifications or Statement of Work (SOW) or contractual terms & conditions must be directed to:

Name	
Address	
Phone	
FAX	
Email	

Responses to the RFP are due by

.Please submit your response to:

Name	
Address	
Phone	
FAX	
Email	

2.8 Evaluation Criteria

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

Proposals must address all the items identified in the Request. All proposals will be evaluated based on the following criteria:

- Completeness of proposal
- Experience and past performance with similar customers
- Ability to meet requirements as specified
- Initial cost, including goods and services, and any recurring costs
- Financial stability of your company

The City of Hanahan does not represent that these are the sole criteria and reserves the right to adjust selection criteria at any time.

2.9 Awarding of Contract

The City of Hanahan is not bound to accept the lowest proposal and is not obliged to give a reason for rejecting a proposal. Prospective suppliers are advised that nothing in this documentation, or in any communication between the City of Hanahan and any other party, shall be taken as constituting a contract, agreement or representation between the City of Hanahan Fire Department and/or any other party, except for a formal award of contract made in writing by the City of Hanahan. Neither shall it, or they, be taken as constituting a contract, agreement or representation that a contract shall be offered.

The City of Hanahan reserves the right at all points in the procurement process either not to select a candidate to go forward to the next stage, or following completion of the procurement process, not to make any award of contract.

The City of Hanahan has prepared this RFP in good faith. To the extent that the City of Hanahan is permitted by law, the City of Hanahan excludes any liability (whether in contract, negligence or otherwise) for any incorrect or misleading information contained in this RFP.

3 Vendor Eligibility Criteria

- Vendor is defined as an independent company registered in the state of South Carolina or a consortium of partnerships between a local registered company and local or global services partner. Please provide the following details:
 - Legal Name:
 - Parent Company:
 - Corporate Headquarter Address:
 - Internet Address:
 - In what business area has your company engaged?
 - How many years has your company been in business under its present name?
 - If you are a corporation or limited liability corporation, show state and date of incorporation.
 - Is there, or has there been in the last three years, any litigation or governmental or regulatory action pending or threatened against your organization that might affect your ability to provide stated products and services? State the status of any current or pending lawsuits.
- The business enterprise must currently be incorporated, or registered as a company (corporation, limited, partnership) and be able to demonstrate that it has been and is offering goods/services under the business name for a period not less than **1 year**. Sole Proprietors/Independent Contractors must be able to demonstrate that they have been engaged in their business activity for not less than **1 year**.

4 Pricing Details

All prices quoted by the vendor must be fully itemized, in USDA, and inclusive of all taxes and all expenses. The City of Hanahan expects to contract with the vendor on a Fixed Price basis for all components of the supply. We expect the vendor to quote a fixed price for:

Please clearly identify all assumptions made when producing these prices.