



# Westover Municipal Fire Department

3345 Westover Road, Westover, Alabama 35147  
Phone: (205)678-3375 ext. 5 Fax: (205)678-3376  
www.westoveralabama.org



Micah A. Woodley, Fire Chief

David M. Seales, Captain

Subject: Request for Proposal  
Date of Request: June 27, 2022  
RFP#: FY22-0627, Fire Station Generator Project, 8 pages  
Due: July 29, 2022, by 12:00 PM CST

## **Section 1: Introduction**

The Town of Westover, Alabama is requesting proposals from qualified offerors to install a whole structure commercial natural gas generator for the fire station located at 3345 Westover Road, Westover, AL 35147.

Selection for contract under this advertisement is to be funded in part with federal funds through the American Rescue Plan, Coronavirus State and Local Fiscal Recovery Funds. A successful contract is contingent upon compliance with all terms and conditions of selection for award. All prospective offerors shall comply with all applicable federal laws, regulations, executive orders, and the terms and conditions of the funding award. In addition, offerors providing submittals shall be responsible for complying with state law and local ordinances. Due the total cost involving this procurement, proposal submittals must be sealed.

All responses shall use a Single Point of Contact for delivery of all communications during the procurement process, information related to this solicitation, and any addenda, is:

Micah Woodley, Fire Chief, 205-678-3375 ext. 4, chief@westoveralabama.org, PO Box 356 Westover, AL 35185

To be considered, all proposal responses must be submitted in writing no later than **12:00 PM (CST) on July 29, 2022**. Offerors mailing proposal packages should allow delivery time to ensure timely receipt of their proposal. The responsibility for getting the proposal response to the Town of Westover on or before the specified time and date is solely and strictly the responsibility of the submitting offeror. The Town of Westover will in no way be responsible for delays caused by any occurrence. Sealed proposal packages may be hand delivered or mailed to:

### **US Mail:**

Town of Westover, ATTN: RFP# FY22-0627 P.O. Box 356 Westover, AL 35185

### **Parcel Service or Hand Delivery:**

Town of Westover ATTN: RFP# FY22-0627 3312 Westover Road Westover, AL 35147

City Hall hours of operation: 8:00 a.m. - 2:00 p.m. (CST) Monday through Friday Phone: (205)678-3375



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## **Section 2: Inquiries**

Only written questions will be considered formal. Any information given by telephone will be considered informal. Any questions that the Town of Westover feels are pertinent to all proposers will be issued in the form of an Addendum. Formal questions can be directed to: [chief@westoveralabama.org](mailto:chief@westoveralabama.org).

## **Section 3: Submission of Proposals**

### **3.1: Deadline**

Mail or hand deliver proposal packets that includes: one (1) signed original and clearly identified hardcopy and two (2) copies of the original, and a current year signed W-9 form. Proposal submittals shall be sealed and marked "FY22-0627: Fire Station Generator Project". Proposals must be received as described in the introduction section. Sealed proposal submittals must be received by **12:00 PM CST, July 29, 2022**, at the Town of Westover City Hall located at 3312 Westover Road, Westover, AL 35147 and/or the listed PO Box for US Mail.

### **3.2: Addenda**

Each offeror is responsible for determining that all addenda issued by the Town of Westover have been received before submitting a bid.

### **3.3: Identification**

The outside of the sealed envelope must be marked "FY22-0627: Fire Station Generator Project".

### **3.4: Late Submittals**

Any proposals received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. It is the sole responsibility of the offeror to ensure that their sealed proposal is received by Town of Westover personnel before the deadline indicated above. The Town of Westover will in no way be responsible for delays caused by any occurrence.

### **3.5: Preparation of Response**

The offeror's proposal should be prepared simply and economically and should provide all the information which it considers pertinent to its proposal and qualifications for the services to be provided. Proposals shall be submitted on the forms included with the solicitation documents. Any interlineations, alterations or erasures must be initialized by the signer of the proposal.

### **3.6: Propriety Information**



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Trade secrets or proprietary information submitted by an offeror, in connection with a procurement transaction shall not be subject to the public disclosure under the Freedom of Information Act. However, the offeror must

invoke the protection of this section prior to or upon submission of the data or other materials and must identify the data on other materials to be protected and state the reasons why protection is necessary.

*Each individual page shall be identified in boldface at the top as "CONFIDENTIAL" in a font size of 14 or larger. Any section of the proposal that is to remain confidential shall also be so marked in boldface on the title page of that section along with each individual page within that section. Cost information and any other public information may not be deemed confidential; therefore, it is requested that only the necessary confidential pages be marked.*

### **3.7: Binding**

Proposal submittals must include the offeror's unit price certification form (contained within) signed by an authorized representative of the company to legally bind the proposal. All proposals submitted without such signature may be deemed non-responsive. Proposals shall be binding for 120 calendar days following the date of the proposal opening. Inflation costs of up to 10% may be allowed from the proposal award date with prior approval of the Town of Westover. Unforeseen expenses require approval from the Town of Westover.

### **3.8: Miscellaneous**

Nothing herein is intended to exclude any responsibilities or in any way restrain or restrict competition. All qualified offerors are encouraged to submit proposals. The Town of Westover reserves the right to waive any informality and to reject any and/or all proposals. In addition, the Town of Westover reserves the right to cancel a solicitation at any time prior to the award of the proposal.

### **3.9: Proposal Opening**

Proposals will be opened and reviewed by the Fire Chief and Mayor on August 1, 2022 at 10:00 AM CST at the Town of Westover City Hall, 3312 Westover Road, Westover, AL 35147.

## **Section 4: Award**

### **4.1 Award Offering**

Award shall be made to the offeror, or offerors, whose product(s) and proposals are determined to be the most advantageous to the Town of Westover, taking into consideration the offeror's overall price and ability to complete the project within the expected timeframe. This award is a firm fixed-price contract that requires any unforeseen expenses to be approved by the Town of Westover prior to incurring these costs. Consideration shall also be given to the Bidder's integrity and compliance with public policy. The contract shall be awarded to the lowest responsive proposal, or proposals, taking into consideration quality, interoperability, performance, and time specified in the proposals for the performance of the contract or receipt of goods or services. The Town of



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Westover reserves the right to reject any and/or all proposals. A business license to operate within the Town of Westover will be required by the offeror and any sub-contractors to conduct work after an award is offered.

## **4.2: Award Activation**

The Town of Westover shall issue an official written "Notification of Award" to the successful offeror and/or offerors within 30 days of the listed opening and review of the offerors proposal.

## **4.3: Historically Underutilized Businesses**

The Town of Westover encourages contracting with small businesses, minority businesses, women's business enterprises, and labor surplus area companies, to respond to all requests for proposals. In addition, if subcontracts are let, the awarded offeror must ensure that the necessary affirmative steps are taken to place qualified small, minority, and woman-owned businesses on solicitations lists as well as:

1. Assure that such businesses are solicited when they are potential sources.
2. Divide total requirement, when economically feasible, into smaller tasks or quantities to permit maximum participation by such businesses.
3. Establish delivery schedules, where requirements permit, which encourage such businesses to respond.
4. Use service and assistance from such organizations focused on these types of businesses.

Offerors shall include these special provisions in all subcontracts for this proposal. Failure on the part of the offeror to carry out the requirements set forth in the special provision may constitute a breach of this solicitation and after proper notification may result in termination of the award or other appropriate remedy. Offerors who do not meet these are not excluded from the bid.

## **4.4: Service Delivery**

The net project proposal price shall include delivery charges, free on board (F.O.B.) to: Westover Municipal Fire Department 3345 Westover Road Sterrett, AL 35147 if shipping is required. All services are expected to be completed within (6) months from the award date. Currently, the Town of Westover does not utilize a penalty clause for services/good delivery due to the increased production strains caused by the COVID-19 pandemic.

## **Section 7: Compensation**

### **7.1: Invoice Requirements**

All invoices shall match the price and structure submitted with the proposal. Failure to have the invoice match the bid proposal may result in delay of payment and/or rejection of invoice. Additional charges not included or identified in the proposal will not be accepted or paid unless charges are preapproved in writing by an authorized member of the Town of Westover. A down payment of 20% can be requested, 50% payment at the halfway completion mark, and 30% payment (plus any preapproved additional expenses) at the completion of the project.



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All invoices from the successful offeror shall be directed to chief@westoveralabama.org or mailed to:  
Town of Westover  
PO Box 356  
Westover, AL 35186

## **Section 8: Certification of Proposer Regarding Debarment**

By submitting a proposal under this solicitation, the Offeror certifies that neither it, nor its principals, are presently debarred or suspended by any Federal, State, and/or Local department and/or agency from participation in this transaction.

## **Section 9: Proposal Requirements**

In order to evaluate responses efficiently and equitably, responses must be submitted as identified below. Failure to submit this information may render your proposal non-responsive.

1. **TITLE PAGE** - Include the name of offeror's firm, address, telephone number, email, name of contact person, date, and the subject: "RFP#: FY22-0627, Fire Station Generator Project".
2. **TABLE OF CONTENTS** - Clear identification of the material by section and by page number.
3. **SECTION 1: OFFERORS INFORMATION** – Include the Company name, business address, telephone number, email address, website address, type of company (individual, partnership, corporation, etc.), a copy of their Alabama contractor's license, certificate of insurance, completion of page 7 with required documentation, and company's authorized agent information (name, title, address, and telephone number). The authorized agent must be empowered to make proposal commitments for the company.
4. **SECTION 2: REFERENCES** - Offeror shall provide at least two (2) entity references for which the firm has performed similar work of the same or similar magnitude to those requested in this solicitation, including the contact's name, entity, address, telephone number, e-mail address, and date of the project or term of contract.
5. **SECTION 3: PRICE SCHEDULE & DOCUMENTS** – Offeror shall include page 6 "Price Schedule" as well as documentation of details regarding materials, plans/design, construction timeline, and labor (itemized quote).



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## **Section 10: Scope of Work**

### **10.1: General Specifications**

The Town of Westover, Alabama is requesting proposals from qualified offerors install a whole structure commercial natural gas generator for the fire station located at 3345 Westover Road, Westover, AL 35147. It is up to the offeror to complete inspection, as well as perform any needed measurements required on site. Inspections can be conducted Monday – Friday, 08:00AM – 05:00PM by appointment only. All proposals must conform to the 2009 International Code Council codes. Please refer to the following list for construction expectations:

- Natural gas fuel standby generator to power the whole fire station
- Automatic transfer switch
- Required materials for installation and use
- Required labor for excavation to run conduit from generator to transfer switch
- Installation of appropriately sized gas line to generator
- Installation of appropriately sized conduit and wiring required from generator to the transfer switch/breaker box
- Concrete pad installation for generator
- Installation of generator and transfer switch
- Projection completion that requires no additional work for generator to be operational

## **Section 11: Price Schedule**

Complete Project Cost: \$ \_\_\_\_\_

*Refer to page 5, number 5 for additional information required to be submitted.*



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## **AFFIDAVIT FOR BUSINESS ENTITY/EMPLOYER/CONTRACTOR**

*To be completed as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees as required by Sections 9 (a) and (b) of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Code of Alabama, 1975, §31-13-9 (a) and (b).)*

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me, a notary public, personally appeared \_\_\_\_\_  
(print name)

who, being duly sworn, says as follows:

As a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees, I hereby attest that in my capacity as

\_\_\_\_\_ (Affiant's position) for

\_\_\_\_\_ (name of business entity,  
employer, or contractor)

that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

I further attest that said business entity/employer/contractor is enrolled in the E-Verify program.

I further attest that all sub-contractors in my employment are duly enrolled in the E-Verify program and upon request can produce the appropriate forms verifying such action.

\_\_\_\_\_ Signature of Affiant

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

\_\_\_\_\_ Signature and Seal of Notary Public

***MUST ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM***



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## **Section 14: Assurance and Signature**

These prices are submitted with a declaration that no employee of the Town of Westover has a financial and/or beneficial interest in this transaction and no conflict of interest exists between the vendor and the Town of Westover and/or employees. Offerors must comply with all state and federal laws and/or mandates regarding discrimination, harassment, equality, and fairness to be considered as a prospective vendor for award. We propose to furnish the item(s) listed on attached form(s) at prices quoted and guarantee safe delivery FOB Delivery as specified.

NAME OF VENDOR

REPRESENTATIVE

ADDRESS

EMAIL

PHONE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

*The City of Westover will not discriminate against any individual and/or vendor of any reason and will provide services to all citizens in a nondiscriminatory fashion. It is the intent of the city to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The City is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of city services regardless of an individual's race, color, religion, national origin, age, disability, gender, or political affiliation. The Town of Westover is an equal opportunity employer.*

***End of Proposal Packet***