

**RESOLUTION NO. 21-08-70**

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA,  
VILLAGE OF ISLANDS, FLORIDA APPROVING THE FINAL  
RANKINGS AND RECOMMENDATIONS OF THE RFP 21-07  
EVALUATION COMMITTEE FOR FIRE APPARATUS MAINTENANCE  
AND REPAIR SERVICES; AUTHORIZING THE VILLAGE MANAGER  
AND VILLAGE ATTORNEY TO ENTER INTO AN AGREEMENT FOR  
THE REQUESTED SERVICES; AUTHORIZING THE VILLAGE  
MANAGER TO EXPEND BUDGETED FUNDS AND PROVIDING FOR  
AN EFFECTIVE DATE**

**WHEREAS**, Islamorada, Village of Islands (the "Village") prepared and advertised a Request for Proposals for Fire Apparatus Maintenance and Repair Services (RFP 21-07) (the "RFP"), a copy of which is attached hereto as Exhibit "A"; and

**WHEREAS**, the Village Manager established an RFP Evaluation Committee (the "Committee") to review the proposals and make recommendations to the Village Council for the selection of responsive proposals; and

**WHEREAS**, the Committee reviewed the sole proposal received utilizing the evaluation and scoring criteria set forth in the RFP and recommended Ten-8 for selection; and

**WHEREAS**, Ten-8 desires to provide the fire apparatus maintenance and repair services; and

**WHEREAS**, the Village Council finds that approval of the selection of Ten-8 is in the best interest of the Village and its residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA,  
VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:**

**Section 1.    Recitals.**    The above recitals are true and correct and incorporated into this Resolution by this reference.

**Section 2. Approval of Selection.** The Village Council of Islamorada Village of Islands, hereby approves the recommendation of Ten-8 to perform the services outlined in RFP-21-07, as set forth in Exhibit "A" attached hereto.

**Section 3. Authorization of Village Officials.** The Village Manager and/or his designee and the Village Attorney are authorized to negotiate a contract for the requested services with Ten-8 and enter into an agreement.

**Section 4. Authorization of Fund Expenditure.** Notwithstanding the limitations imposed upon the Village Manager pursuant to the Village's Purchasing Procedures Ordinance, the Village Manager is authorized to expend budgeted funds to implement the terms and conditions of the Agreement.

**Section 5. Effective Date.** This Resolution shall take effect immediately upon adoption.

Motion to adopt by Councilman Mark Gregg, seconded by Councilman David Webb.

**FINAL VOTE AT ADOPTION**

**VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA:**

Mayor Joseph B. Pinder III	ABSENT
Vice Mayor Pete Bacheler	YES
Councilman Mark Gregg	YES
Councilman Henry Rosenthal	YES
Councilman David Webb	YES

**PASSED AND ADOPTED ON THIS 19<sup>TH</sup> DAY OF AUGUST, 2021.**



PETER BACHELER, VICE MAYOR

ATTEST:

Kelly S. Toth  
KELLY TOTH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY  
FOR THE USE AND BENEFIT OF  
ISLAMORADA, VILLAGE OF ISLANDS ONLY

  
ROGET V. BRYAN, VILLAGE ATTORNEY



Islamorada, Village of Islands, Florida

REQUEST FOR QUOTES  
FIRE APPARATUS MAINTENANCE AND REPAIR SERVICES

(RFQ 21-07)

**Issue Date: May 14, 2021**

Islamorada, Village of Islands (the "Village"), will receive formal proposals from qualified parties to provide Fire Apparatus Maintenance and Repair Services for the Islamorada Fire Rescue Department ("IFR"). Formal proposals will be accepted until **3:00 p.m. Eastern Standard Time on June 17, 2021.**

Interested firms must submit sealed proposal packages by certified mail or in person to:

Islamorada, Village of Islands  
Attn: Village Clerk  
86800 Overseas Highway  
Islamorada, Florida 33036

The Proposal Document shall be enclosed in a sealed envelope and be plainly marked on the upper left-hand corner with the name and address of the Proposer and bear the following title: Islamorada, Village of Islands **"Request for Quotes for Fire Apparatus Maintenance and Repair Services (RFQ 21-07)."**

It is the sole responsibility of proposing firms to ensure that their submittal is received in a timely manner. Any proposal package submitted past the deadline and/or submitted to other location or offices shall be deemed non-responsive and will be rejected.

## **I. PURPOSE**

The purpose of this Request for Quotes (RFQ) is to solicit sealed proposals from qualified parties to provide Fire Apparatus Maintenance and Repair Services to Islamorada Fire Rescue Department.

## **II. OBJECTIVES**

The objective of this RFQ is to enter into an agreement with an experience contractor who shall furnish all necessary expertise, personnel, tools, materials, equipment, transportation, supervision, timely and responsive inspections of the Fire Rescue fleet of fire apparatus. The specific services to be provided and performed for IFR are described in Section IV, Scope of Services. The anticipated contract period during which the services are to be performed is upon execution of a contract by the selected proposer and the Village for at least three (3) years with options for two (2) consecutive one (1) year renewal periods.

The Contractor shall perform the services under this agreement as an independent contractor and nothing contained herein shall be construed to be inconsistent with this relationship or status. Nothing in the agreement shall be interpreted or construed to constitute the Contractor or any of its agents or employees to be the agent, employee or representative of the Village.

## **III. BACKGROUND AND HISTORY**

Islamorada, Village of Islands (the "Village") is a municipality located within the Florida Keys and is comprised of four (4) islands spanning 18 miles. The population is approximately 6,400 and the Village has about 115 full-time employees. As a Florida municipality, the Village must operate within the guidelines of Florida Statutes relating to public records, public meetings, and Sunshine laws. The Village undergoes an annual financial audit pursuant to Florida Statutes. Additionally, the Village must follow the guidelines of its purchasing ordinance when purchasing capital, supplies and services.

Islamorada Fire Rescue Department operates out of three (3) fire stations located within Islamorada. It is statutorily charged with fire prevention and emergency management duties.

Currently, Islamorada Fire Rescue Department owns four (4) ambulances, three (3) pumper trucks, one (1) aerial fire engine truck and one (1) compressor that runs off a diesel motor. The compressor is used to run the cascade systems for air bottles. The

complete list of the fire apparatus to be maintained and repaired is attached to this RFQ as Exhibit "B".

#### **IV. SCOPE OF SERVICES**

##### **1.0 GENERAL SCOPE**

###### **1.1 General**

The contractor shall furnish all necessary supervision, labor, tools, parts and equipment required to perform inspections, maintenance, repairs and testing of the Islamorada Fire Rescue fleet of fire apparatus. All services performed by the Contractor shall meet the National Fire Protection Association Standard (NFPA) 1911, Standard for the Inspection, Maintenance, Testing and Retirement of In-Service Automotive Fire Apparatus, current edition. In addition, all services provided by the Contractors shall be consistent with industry best practices, meet all applicable federal, state and local standards and follow all manufacturer's recommendations. It is the expectation of the Village, as described herein, that the Contractor shall provide superior customer service and timely maintenance and repair services to correct deficiencies and return the vehicle to an in-service-status.

###### **1.2 Facilities and Work Sites**

The Contractor shall perform services, including inspection, maintenance, testing and repair at the Village worksite to which the apparatus is assigned/located or at the Contractor's service facility. The Contractor shall work with the Village Fire Chief or designee to determine the most suitable location where services will be performed. If the apparatus/vehicle is to be serviced at the Contractor's service facility, the Village shall arrange for pick-up and return. No apparatus/vehicle shall be taken from a Village worksite without prior approval from the Village Fire Chief or designee.

###### **1.3 Contractor's Service Truck**

The Contractor shall have a service truck operation sufficient to support the on-site inspection and maintenance, and emergency road call requirements of the Contract. The technicians operating the trucks should be certified as required by the Contract, and capable of making repair.

## **2.0 MAINTENANCE SCHEDULING AND COMPLETION**

### **2.1 Scheduling**

The Village Fire Chief or designee shall contact the Contractor to schedule apparatus/vehicles due for service. The location at which services will be performed shall be determined between the Village Fire Chief or designee and the Contractor at the time when service is scheduled and confirmed. If services are to be performed at a Village worksite, the Contractor shall provide the Village Fire Chief or designee with the time at which the Contractor's service personnel will arrive to begin the service and an approximate time in which the service will be completed. If services will be performed at the Contractor's facility, the Village shall arrange for pick-up and return of the apparatus. For scheduled routine service, the Village Fire Chief or designee shall provide the Contractor with a list of non-priority repairs that need attention in addition to the scheduled service. Apparatus/vehicles scheduled for service shall be placed into an "out of service" status by the Village Fire Chief or designee on the day that service is scheduled.

### **2.2 Notifications and Communication**

It shall be the responsibility of the Village Fire Chief or designee to notify affected Village worksites and station personnel of scheduled service of apparatus/vehicles. Upon arrival at a Village worksite, the Contractor shall check in with the on-duty Station Officer, provide proper identification and state the purpose of the visit. Upon completion of on-site services Contractor shall check out with the on-duty Station Officer and provide a report of services completed, deficiencies found, deficiencies repaired, deficiencies that require further attention and the status of the apparatus (in service or out of service).

### **2.3 Inspection and Maintenance Completion**

The Contractor is responsible for the timely inspection and maintenance of the Village's fire apparatus and the return of each unit to an in-service status. With the exception of Priority and Non-Priority Repairs, Village expects the Contractor to have readily available any routine parts, fluids, testing equipment, etc. that may be required to complete Quarterly, Semi-Annual and Annual Preventative Maintenance services at the time service is scheduled. The Village's performance standards for completing various work activities shall comply with the

recommendations of the apparatus manufacture, NFPA 1911 and industry standards.

### **3.0 LEVEL OF SERVICES TO BE PROVIDED**

3.1 The Village Fire Rescue has established an in-house inspection regime for frontline and reserve fire apparatus. These are daily, weekly and monthly operational inspections performed by fire and rescue personnel and are not work tasks included in this Scope of Work.

3.2 The following establishes the level of services to be provided by the Contractor. The Contractor shall work with the Village to determine the level of inspection and preventative maintenance and the required service interval for each fire apparatus that the Village operates. The criteria for each level of inspection and preventative maintenance shall be based on compliance with NFPA 1911, apparatus and component manufacturer's most severe service recommendation, generally accepted best industry practices and any applicable federal, state and local standards.

- a. Priority Repairs. Priority repair status indicates that the apparatus has been placed into an out of service status due to mechanical breakdown or component failure. Calls for priority repairs may occur during and/or after normal business hours.
- b. Non-Priority Repairs. Non-Priority Repairs indicates a deficiency that needs to be corrected, however does not meet the criteria set forth in NFPA 1911 to warrant the apparatus be placed into an out of service status. Non-Priority Repairs will be handled by the Contractor during normal business hours. Non-Priority Repairs may be deferred to the next inspection and preventative maintenance service to be corrected at the discretion of the Village Fire Chief or designee.

3.3 Anytime services are completed on Village apparatus, the results, finding and actions taken shall be documented by the Contractor in a professional format.

The Contractor shall submit, as part of their proposal, copies of the service documentation they will use to inspect, maintain, repair and test Village apparatus. This documentation shall demonstrate that the Contractor's procedures meet or exceed the Contract-required levels of service. The original

copies of all service documentation shall be submitted along with the invoice for payment. In addition to recording the results, finding and actions taken, the service documentation shall contain the following information, if applicable:

- A. Dates services performed
- B. Village Purchase Order (as applicable)
- C. Unit Designation/Village Vehicle Number
- D. Manufacturer Job Number or Serial Number
- E. Odometer Reading After Completion of Service
- F. Engine Hours
- G. Apparatus Status i.e. repaired, waiting on parts or additional repairs needed.

## **4.0 VEHICLE MAINTENANCE AND REPAIR**

### **4.1 General**

The Contractor shall perform scheduled preventive, recurring maintenance, repair and replacements for the fire apparatus and included in this Contract as directed by the Village Fire Chief or designee. All maintenance activities for this equipment will comply with the manufacturer's recommendations including warranties.

Maintenance intervals shall comply with the manufacturer's recommended severe service schedule based on mileage, hours of operation, or time in service since the previous maintenance as approved by the Village Fire Chief or designee.

### **4.2 Inspection and Preventive Maintenance Service**

The objective of inspection and preventative maintenance service are to ensure that: (a) fire apparatus safely operate to the next scheduled service with a reduced chance of failure; and (b) component service life is maximized. Inspection and analyses including oil and transmission fluid and, coolant. The samples shall be tested at a laboratory acceptable to the Village, at the Village's expense.

### **4.3 Recurring Maintenance**

Recurring maintenance is the act of servicing a fire apparatus, or a component in order to keep the vehicle and its components in proper operating condition, and to prevent failure or breakdown. Task examples include, but are not limited to, lamp and gauge replacement, scheduled oil changes, coolant and water/pneumatic/hydraulic hose replacement, belt replacement and adjustment,

windshield wiper replacement, brake adjustments, system and component adjustments and calibration, and fastener replacement.

#### **4.4      Repair and Replacement**

Repair is the work necessary to restore a fire apparatus or a component to sound condition after failure or damage. Replacement is the work necessary to remove an unserviceable item and install a serviceable counterpart in its place.

#### **4.5      Re-Assembly**

The Contractor shall ensure that all re-assembly tasks performed after any required vehicle repair maintain the vehicle's OEM configurations as originally received from the manufacturer. System examples include, but are not limited to, the wiring and clamping, pump system pressures and flows, hydraulic system pressures, hose and orifice sizing, ladder table and ladder mounts.

#### **4.6      Repair Approvals**

The Contractor shall have specific pre-approval from the Village Fire Chief or designee prior to completing repairs. In obtaining approval, the Contractor shall advise the Village Fire Chief or designee of the estimated cost of the repair work and the estimated time it will take to return the unit to an in-service status.

#### **4.7      Modifications**

No modifications may be made by the Contractor to any component, system or piece of equipment maintained under any resulting Contract unless, and until, specific written authorization is provided by the Village Fire Chief or designee. A pre-approved cost estimate and individual work order issued for the modification tasks are also required before Village approval.

#### **4.8      Apparatus or Equipment Damage**

The Contractor is responsible for all costs of repair for any accident damage incurred while the Contractor has custody of the vehicle.

#### **4.9      Repair Facilities**

If the Contractor receives authorization to repair the accident damage incurred while the Contractor has custody of the vehicle, the Contractor shall ensure that all required repairs shall be performed by repair facilities capable of restoring the damaged vehicle, its systems and components to its original configuration,

appearance and structural integrity; and meeting all OEM specifications for the equipment. The Village is responsible for transporting the vehicle to the repair facility location, including the original equipment manufacturer's facility, when required, and for the vehicle's return transport to its operational location. The proposed repair facility shall be acceptable to the Village. A pre-approved cost estimate, schedule and individual work order for the damage repair tasks are also required before Village approval.

#### **4.10 Village Inspections**

The Contractor shall promptly advise the Village Fire Chief or designee of the completion of repairs or replacements on any fire apparatus. A representative of the Village will perform an acceptance inspection of all equipment repairs or replacements. No equipment shall be returned to an in-service status until the Village has accepted the work as complete.

### **5.0 EMERGENCY CALL RESPONSE FOR PRIORITY REPAIRS**

#### General

A call for Priority Service indicates that the apparatus has been placed in an out of service status due to mechanical breakdown and/or component failure which has rendered the apparatus unsafe to operate. Call for Priority Repair Service require immediate assistance from the Contractor to evaluate the situation, decide on the best course of action, and/or take the necessary actions to place the apparatus back into an in-service status. Call for Priority Repair Service may occur at any time.

#### **5.1 Emergency Contact**

In an emergency situation, if the Contractor does not respond to the requesting officer within sixty (60) minutes, the Village Fire Chief or designee shall exercises the option to contact another vendor that is available and can provide the services needed.

### **6.0 PARTS**

#### Contractor-Furnished Parts

The Contractor shall include all parts used during the maintenance or service of a unit on the work order and specifically invoice the parts to the unit receiving the part. Parts should be listed by:

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Part Number;  
Part Description; and  
Unit Price of the Part.

#### 6.1 Core Accounting

The Contractor is responsible for managing core parts returns and adjustments. No core charge may be applied to a work order and invoiced to the Village, unless the core deemed un-returnable by the parts supplier. If the Contractor's parts supplier denies a core charge, the Contractor may provide documentation verifying that denial, and a copy of the work order and an invoice requesting reimbursement for that denied cost. The information should be forwarded to the Village Fire Chief or designee.

### 7.0 **WARRANTIES**

#### 7.1 Warranty Repairs

The Contractor must ensure that all vehicle manufacturer warranty work is accomplished to guarantee compliance with necessary warranty requirements. The Village shall communicate the warranty status of all apparatus. The Contractor shall notify the Village when a warranty repair is required and work with the Village to determine the best course of action. The Village Fire Chief or designee will determine if the Contractor is able to handle the warranty repair or if it is more appropriate for the repair to be handled by the warranting vendor. If the Contractor fails to acknowledge a warranty repair and/or notify the Village prior to proceeding with the repair, the Contractor shall be responsible for the labor and parts associated with the repair. The Contractor shall track all warranty work on work orders including parts and labor expended for warranty work performed on equipment and components.

#### 7.2 Contractor Repair Warranty

The Contractor shall warranty its work for a period of not less than ninety (90) days.

#### 7.3 Original Equipment Manufacturer (OEM) Warranty

If the Contractor is a dealer or distributor of the part or component being repaired or replaced, the Contractor will, at no cost to the Village, recapture the warranty from the OEM. If that repair or part had been charged to the Village, the

Contractor will credit the cost to the Village account. The Village will reduce any outstanding Contractor invoices by the amount of the credit.

#### 7.4 Warranty Claims

The Contractor shall be responsible for submitting claims for reimbursement to the manufacturer or supplier.

### **8.0 WORK DOCUMENTATION**

#### 8.1 Vehicle Record Files

The Contractor shall document and maintain records for each piece of fire apparatus being serviced in this Contract. All information pertaining to that unit will be included in the folder, including, but not limited to:

- Maintenance Requests;
- Work Orders and other Maintenance Actions; and
- Completed Inspection Checklists.

Submission of a Proposal indicates acceptance by the proposer of the conditions contained in this RFQ, unless clearly and specifically noted in the Proposal submitted and confirmed in the contract between the Village and the individual selected.

### **V. ELIGIBILITY CRITERIA**

To be eligible for selection consideration, interested consultants/firms must submit one (1) original printed package, three (3) printed copies, and one (1) electronic copy provided on a CD or flash drive. The electronic copy should be identical to the original printed package, in natively converted PDF format and should be labeled "Request for Quotes Fire Apparatus Maintenance and Repair (RFQ 21-06)."

Proposal packages must contain the following information:

1. *Cover Letter:* Provide a cover letter introducing your firm and proposal, summarizing in a brief and concise manner the Proposer's understanding of the work to be performed, the commitment to perform the work within the anticipated time period, a statement why the firm believes itself to be qualified to perform the engagement, and a statement that the proposal remains in effect for ninety (90) days. An authorized agent of the Proposer must sign the Letter of Transmittal indicating the agent's title or authority.

2. *Company Overview:* Provide an overview of the company detailing the total number and expertise of professional staff, describing staff credentials, and identifying office locations and staff assigned to those offices throughout the Florida Keys or the nearest locations to the Florida Keys. Please note that the Village prefers to contract directly with prime entities and the use of sub-consultants in your submission may affect proposal scoring.
3. *Project Management Experience/Project Examples:*
  - a) Detail the qualifications and experience of the firm and services offered, including specific experience in maintenance and repairs of fire apparatus.
  - b) Describe the firm's familiarity with the Islamorada area and any experience with other Florida Keys jurisdictions.
  - c) Provide examples of completed similar projects and services rendered.
  - d) Provide an organizational chart, identifying key personnel and the reporting relationship of key personnel within the organization.
4. *Project Staffing:* Detail the number of available staff, experience and qualifications.
5. *Firm References:* Provide at least three (3) clients, preferably municipalities for whom the Firm has completed similar projects within the last two (2) years. The references should include the name, address, telephone number and email address of a contact person for each reference cited. References will be verified.
6. *Cost Proposal:* Complete the Proposed Fee Schedule attached to this RFQ.
7. *Insurance:* The Respondent shall be responsible for all necessary insurance coverage as indicated below. Certificates of Insurance must be provided to Village within fifteen (15) days after award of contract, with Village Council listed as additional insured as indicated. If the proper insurance forms are not received within the fifteen (15) day period, the contract may be awarded to the next selected Respondent/Proposer. Policies shall be written by companies licensed to do business in the State of Florida and having an agent for service of process in the State of Florida. Companies shall have an A.M. Best rating of VI or better.

Worker's Compensation	Statutory Limits
Employers' Liability Insurance	\$1,000,000 Accident

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\$1,000,000 Disease, policy limits	
\$1,000,000 Disease each employee	
General Liability, including	\$1,000,000 Combined Single Limit
Premises Operation	
Products and Completed Operations	
Blanket Contractual Liability	
Personal Injury Liability	
Expanded Definition of Property Damage	
Vehicle Liability	\$1,000,000 per Occurrence
(Owned, non-owned and hired vehicles)	\$1,000,000 Combined Single Limit
Pollution Liability	\$1,000,000 per Occurrence
\$2,000,000 Aggregate	
Watercraft Liability	\$1,000,000

The insurance provided by Respondent shall apply on a primary basis. Any insurance, or self-insurance, maintained by the Village shall be excess of, and shall not contribute with, the insurance provided by Respondent.

The insurance maintained by Respondent shall apply on a first dollar basis without application of a deductible or self-insured retention. Respondent shall pay on behalf of the Village or the Village's council members, officials, officers, agents and employees any deductible or self-insured retention applicable to a claim against the Village or the Village's council, officials, officers, agents and employees.

Compliance with these insurance requirements shall not limit the liability of Respondent. Any remedy provided to the Village by the insurance provided by Respondent shall be in addition to and not in lieu of any other remedy (including, but not limited to, as an indemnitee of Respondent) available to the Village under the Agreement or otherwise.

Neither approval nor failure to disapprove insurance furnished by Respondent shall relieve Respondent from responsibility to provide insurance as required by this Agreement.

**Certificates of Insurance must be completed as follows:**

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Fire Apparatus Maintenance and Repair Services

- 1. Certificate Holder**  
**Islamorada, Village of Islands**  
**86800 Overseas Highway, 3<sup>rd</sup> Floor**  
**Islamorada, Florida 33036**
- 2. Additional Insured for Commercial General Liability**  
**Islamorada, Village of Islands and its Council members, officials, officers and employees.**
8. *State Authorization to Transact Business:* Submit proof of authorization from the Secretary of the State of Florida to transact and conduct business in the State of Florida. Firms must be fully licensed and certified in the State of Florida at the time of submittal for the type of services to be rendered.

All inquiries and requests for clarification or interpretation regarding this Request for Proposals shall be made in writing to the attention of the Procurement and Grants Administrator by mail to  
86800 Overseas Highway, Islamorada, Florida 33036; by email to [ana.hernandez@islamorada.fl.us](mailto:ana.hernandez@islamorada.fl.us); or by fax to (305) 664-6464 no later than June 7, 2021.

The Village shall issue appropriate addenda as necessary via DemandStar at <https://www.demandstar.com> and on the Village's website at <http://www.islamorada.fl.us>. No oral change or interpretation of the provisions contained in this Request for Proposals is valid. Written addenda shall be issued when changes, clarifications or amendments to the Request for Proposals document are deemed necessary. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

## **VI. EVALUATION SCORING AND TIMELINE**

A publicly noticed bid opening will be held at the Village Administrative Center. An Evaluation Committee made up of three or more Village staff members will convene in a publicly noticed meeting to evaluate proposals after they are opened. Proposals will be evaluated for responsiveness to the RFP and to prepare a ranking of recommendations based on a point system to the Village Council for entering into contract negotiations. Negotiations will commence with the first-ranked firm. If the Village and the first-ranked

firm are unable to finalize a contract, then the negotiation process will move to the second-ranked firm and so forth.

The point system for the evaluation and scoring of responsive proposals will be as follows:

Company Overview	0 – 25 points
Approach	0 – 20 points
Cost	0 - 20 points
Similar Projects	0- 20 points
References	0 –15 points
<b>TOTAL POINT RANGE</b>	<b>0 – 100 POINTS</b>

**The Village reserves the right to accept or reject any or all proposals, to waive irregularities, technical errors and formalities, and to select a qualified firm or firms to provide the Services as it deems will best serve the interests of the Village.**

## **VII. CONFIDENTIALITY AND PUBLIC RECORDS**

The Proposal Documents and related materials received from the Firms in response to this RFP will become the property of the Village and will not be returned. The Village is a public agency subject to the Florida Public Records Law.

Florida Statute 119.071(1)(b)(2) provides and exemption for "sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation" until such time as the agency provides notice of an intended decision or until 30 days after opening, whichever is earlier.

Upon the Village's notice of a decision or intended decisions on selection of a Proposer or within thirty (30) days after the opening of the Proposal Documents, whichever is earlier, any material submitted in response to this RFP will become a "public record" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Florida Public Records Law). All documents submitted to the Village pursuant to this RFP are public records or documents subject to disclosure, except as specifically exempted by Florida law or Applicable Law. The Village reserves the right to make all final determination(s) of the applicability of the Florida Public Records Law.

By submitting their Proposals, each Firm expressly acknowledges and agrees that the Village will not be responsible or liable in any way for any losses that the Firm may suffer

from disclosure of information or materials to third parties and the Firm agrees to defend, indemnify, and hold harmless the Village from all costs (including reasonable attorneys' fees) arising from or related to any action under Florida Public Record's Law.

(end)

**FIRE RESCUE MAINTENANCE AND REPAIR SERVICES**  
**PROPOSED FEE SCHEDULE**

**Regularly scheduled semi-annual inspection and maintenance as specified on all**

<b>Vehicle</b>	<b>Cost per vehicle</b>	<b>Total Cost per Year per Vehicle</b>
<b>Rescue Type vehicle without pump</b>		
<b>Pumpers</b>		
<b>Aerials</b>		
<b>Tankers</b>		
<b>Annual Pump Test</b>		
<b>Unscheduled maintenance</b>	<b>Monday-Friday 8:00 A.M-5:00 P.M</b>	<b>Weekends, Holidays and Afterhours</b>
<b>Hourly rate</b>		
<b>Parts</b>		
<b>Travel Time Rate</b>		
<b>Availability</b>		

### **List of Fire Apparatus to be Maintained and Repaired**

Station 19 MM74  
74070 Overseas Highway  
Islamorada, Florida 33036

<u>APPARATUS</u>	<u>VIN #</u>	<u>TAG #</u>	<u>MILEAGE</u>
2020 Freightliner Ambulance Rescue 19	3ALACWFC9LDKW4320	CITY XF1369	<u>2145.0</u>
2013 Sutphen Pumper 1500 GPM/1000 Gal Tank Engine 19	1S9A1BND4D1003175	CITY 126411	<u>59,640.0</u>

Station 20  
81850 Overseas Hwy.  
Islamorada, Florida 33036

<u>APPARATUS</u>	<u>VIN #</u>	<u>TAG #</u>	<u>MILEAGE</u>
2009 AEV International Ambulance Rescue 120	IHTMNAA99HO53999	CITY XA4292	<u>107,255.0</u>
2018 Freightliner M2 Ambulance Rescue 20	1FVACWFC4JHJL0905	CITY XF1370	
2006 Sutphen 75' Aerial 1500 GPM Pump/500 Gal. Engine 20	1S9A7LLE062003042	CITY XA1692	<u>36,041.0</u>
2020 Sutphen Pumper 1500 GPM Pump/1500 Gal. Engine 20	1S9A1BNE4L3003219	CITY XG5632	<u>2852.0</u>
Compressor (Diesel Power)			<u>n/n</u>

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Station 21- MM86.8  
86800 Overseas Hwy.  
Islamorada, Florida 33036

<u>APPARATUS</u>	<u>VIN#</u>	<u>TAG #</u>	<u>MILEAGE</u>
2008 Freightliner/AEV Ambulance Rescue 21	1FVACWDJ98HZ71209	CITY 203475	105,847.0
2018 Sutphen Pumper 1500 GPM Pump/1000 Gal. Engine 21	1S9A1BND^J1003111	CITY XF1367	24,906.0

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Fire Apparatus Maintenance and Repair Services



## ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

### ADDENDUM NO. 1

### REQUEST FOR QUOTES-FIRE APPARATUS MAINTENANCE AND REPAIR SERVICES (RFP 21-07)

*ISSUE DATE: June 10, 2021*

**This Addendum forms a part of the Request for Quotes (RFQ) and clarifies the original RFQ.**

**Question:** Is Section 4.2 of the RFQ referring to the regularly scheduled semi-annual inspection and maintenance listed on the Fire Rescue Proposed Fee Schedule?

**Answer:** Yes. Section 4.2 of the RFQ refers to the regularly scheduled semi-annual inspection and maintenance listed on the Fire Rescue Proposed Fee Schedule.

**Question:** There is no mention on the RFQ for the annual Aerial maintenance. Should the quote for the annual Aerial maintenance be included in the semi-annual inspection fee schedule?

**Answer:** Yes. The quote for the aerial maintenance should be annual and not semi-annual. The cost should be reflected in the fee scheduled.

**Question:** Are the Pumpers and Aerial with the fire truck Hale Q-Max 150 series pumps or are they Waterous CS series?

**Answer:** All four (4) trucks run the Hale Q-Max 150-23L pump.



IN SERVICE TO SERVE YOU

June 11<sup>th</sup> 2021

Village of Islands

86800 Overseas Highway

Islamorada

Florida.

**Subject: Response to RFQ 21-07 Fire Apparatus Maintenance and Repair Services.**

Dear Sir/ Madam,

We have reviewed the subject RFP and are pleased to provide a solution to your Fleet Maintenance requirements which we believe will completely fulfill the needs of Islamorada, Village of Islands (the "Village").

Ten-8 Fire & Safety LLC operates 8 locations throughout Florida and Georgia, providing Apparatus, Ambulances, Equipment, and service to emergency responders. We are the dealer for Pierce, DBC, Osage and 100's of equipment providers. We have been in business for over 35 years and are headquartered in Bradenton Florida. We have a staff of over 160 employees, with over 90 of those staff dedicated to our parts and service team that will be executing and supporting your department.

Our Service locations can be found at the following locations.

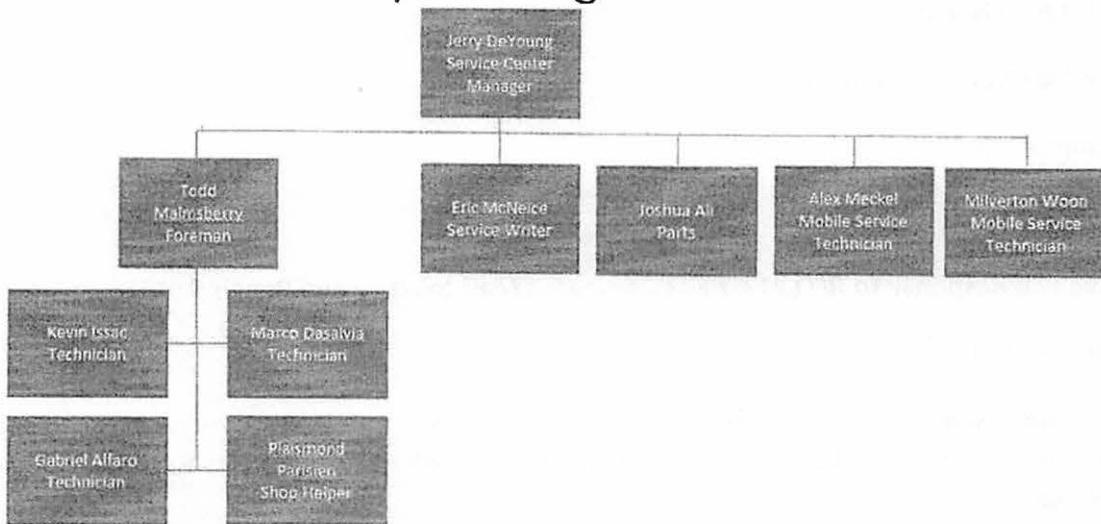
1. Bradenton FL.
2. Sanford FL.
3. Fort Myers FL.
4. Pompano Beach FL.
5. De Funiak Springs FL.
6. Forsyth GA.
7. Marietta GA.
8. Gainesville GA.

All our locations are full-service maintenance and repair facilities, in addition our facilities in Bradenton, Sanford and Forsyth offer full-service body repairs. The location closest to the Florida Keys is our Pompano Beach location. This service center is located at 2651 Wiles Road, Pompano Beach Florida 33073.

Jerry DeYoung manages our Pompano Location and reports directly to me. Jerry has been in the Fire truck repair business for over 20 years and comes from a family of firefighters and is very familiar with the industry and the demands and priorities required to provide service. Jerry is assisted by a foreman, a

service writer, and a parts associate at the location under his direct control. In addition, we have 3 shop technicians and two dedicated road technicians that provide the required maintenance and repairs to our customers. All our technicians have EVT / ASE and OEM qualifications.

## Pompano Organization



Our Pompano location already provides extensive support throughout the Florida Keys including the following departments- Monroe County, Key West, Marathon, Key Largo, Florida Keys Ambulance service.

In support of our service locations, we have the executive management team. Led by Keith Chapman our company President and retired Fire Chief, the entire management team including myself are responsible to ensure that we provide whatever support is required to keep trucks and firefighters in service protecting the citizens that they support.

Ten 8 understands the necessity and importance of completing scheduled maintenance and inspection of apparatus on time and is also aware of the service demands put on that same equipment. We have a wealth of experience in providing the maintenance and repairs as detailed in the RFP. We are the sole maintenance provider to over 115 pieces of equipment for Hall County GA, Cedar Hammock FL and assisting Cobb County GA in their schedule. I have included all these departments as references for your review.

Hall County Fire Rescue – Chief Donald Petering (404)-597-0055

Cedar Hammock Fire Rescue – Chief Ryan French- (941)-737-1281

Cobb County Fire Rescue- Captain Adam Storey- (770)-528-3802

If you would prefer a more local reference that has dealt with our Pompano location:

Seminole Tribe - Mary Maringer - (754)-244-7214

Completion of regular scheduled maintenance is essential to ensure the availability and efficiency of the equipment when required. We believe that the plan outlined below will achieve that objective but we will work with the department to refine the plan to ensure that fleet maintenance is optimized for the lifecycle of the apparatus.

#### **Maintenance Plan**

To maintain the availability and longevity of your fleet, and in compliance with NFPA standards we would propose to complete a regular Planned Maintenance program on all your vehicles. The maintenance program would consist of two service types.

Minor service or Planned Maintenance 1 (PM1) will comprise a full lubrication service which includes an engine oil change as well as replacement of oil, fuel and coolant filters along with a 150-point inspection.

Major service or Planned Maintenance 2 (PM2) will repeat the lubrication and inspection, but in addition we will complete a service of the AC system, Steering system, Differential, Air Dryer/ Brake Fluid service as well as a pump service and pump test if required. Coolant and transmission services are heavily dependent on the coolant utilized and service conditions of the apparatus, as such we have excluded these and if required these services will be billed at the contract rates for labor and parts.

Aerial devices require additional maintenance on an annual basis and an ISO test which we have also included for in our PM Pricing.

All service pricing excludes travel, as the exact schedule is not defined, and travel depends on availability it will be charged at the agreed contract rate.

We have attached sample checklist that would be used to complete the inspections in Appendix A. The check sheets are tailored to the equipment type, and reflect DOT, OEM and NFPA requirements as well as our experience servicing vehicles of this type over the last 35 years. These check sheets, along with a quality control form, Work orders and requests will be stored as part of the vehicle history file. Our work orders are fully compliant with RFP Section 3.3, 6.0 and 6.1

We would propose the following annual regime for each vehicle type:

**Pumpers and Aerials: (1) PM 1 and (1) PM 2**

**Ambulances: (1) PM 1 and (1) PM 2**

**Diesel Driven Compressor: (1) PM 1 on motor plus manufacturers service on compressor. Compressor service will be subcontracted to OEM and billed at cost. Prime mover is included in this contract.**

Using the vehicle list provided we summarize the total fleet as:

1 - Aerial

3 - Pumpers

4 - Ambulances

1 - Diesel driven compressor

All work will be completed by our certified ASE/ EVT technicians under the supervision of a Ten-8 Manager, Ten-8 will supply all labor, parts, tooling and support staff required to complete the activities described. The Service Manager will be the direct point of contact for the Fire Chief, and schedule all planned maintenance activities. Our mobile technicians will report to the duty station officer on arrival, as well as at the completion of any activities. A paper or electronic copy of the work performed will be provided to the duty station officer at that time, with the invoicing sent promptly thereafter within 7 days.

Our technicians are factory trained by the OEM's that we represent, which include Pierce, Osage, Braun, Waterous, Whelen, Hale and Federal Signal. As dealers for these brands we have unprecedented access to all their available training and ongoing educational and technical support that they provide only to authorized dealers. As the authorized dealer for the above listed OEM's we are also authorized for their warranty and will be able to facilitate all OEM warranty repairs at your location. Unfortunately, we are not an authorized warranty provider for Sutphen, AEV, Freightliner, Cummins, or Allison, however our technicians are familiar and trained in the sub systems. While we are unable to execute warranties on OEM's that we do not represent we will provide support to the department in reporting issues to the Fire Chief so that the OEMs may respond, and repair as required in support of their products.

Any maintenance operation is only as good as the tools and inventory that is on hand. We will always maintain adequate inventory on our fleet of mobile service vehicles to ensure that we provide the turnaround times required. Inventory levels will be established using our experience gained at other locations and be monitored and updated as required monthly to ensure that we are stocking the correct components on our trucks. In addition to the mobile inventory, we have the benefit of access to over \$2M of our own inventory at our other locations, as well as in excess of \$15M dealer inventory at the OEM's headquarters most of which are available to us overnight. Ten-8 has a team of 5 dedicated parts supply professionals in our Bradenton location that will source any part that we may require.

We propose that PM 1 servicing is completed on site at the station 19,20 and 21 at a time mutually agreed between 7:30am to 4pm Monday to Friday. As PM 2 Servicing is a little more complex in nature and requires the vehicles to be lifted for thorough inspection, we would recommend that the vehicles PM2 inspections are completed at our Pompano location where we can lift the vehicles and provide any other heavy work that may be arising. As detailed in the RFP we have assumed the vehicles will be delivered to our Pompano location by the department. However, we do have a staff of drivers that we can provide to move the vehicles to our location and return them to the village on completion. There will be an additional charge for this service which is \$200 each way.

We appreciate that not all maintenance interventions are planned, and we will supply our service managers number to schedule unplanned maintenance when it occurs. We do not provide 24/7 repair

services but will answer any calls within 60 minutes as required and provide scheduling for the repairs ASAP. We fully understand the two levels of repairs as detailed in the RFP and priority and non-priority repairs will be completed or deferred to the next maintenance intervention as agreed with the Fire Chief or his designee.

In the event that unscheduled repairs take longer than 8 hours, overnight accommodation charges for our technician will be billed at cost to the department.

All our work will be covered by the longer of either a 90 day or OEM parts and labor warranty as required in Section 7.

We are fully insured and will be able to issue the requested insurance coverage as specified.

Thank you for the opportunity to serve the Village we appreciate your business. The proposal contained herein is valid for 90 days from June 17<sup>th</sup> 2021. We look forward to working with you If you have any questions, or require any further assistance, please do not hesitate to contact me.

Yours Sincerely

A handwritten signature in black ink, appearing to read "Rich Downer". The signature is fluid and cursive, with a distinct upward flourish at the end.

Rich Downer

Chief Operating Officer

Ten-8 Fire & Safety LLC.

## **Appendix A- Maintenance documents**

### **Details of Service Provided.**

- **PM 1 Service.**

*Replace oil filter, fuel filter, coolant filter, 15w40 oil, and courtesy inspection.*

- **PM 2 Service Additional items as applicable.**

- **Air Dryer Service / Brake Fluid**

*Replace air dryer element and drain wet tanks/ replace brake fluid.*

- **Fire Pump Service**

*Drain and refill pump transfer case, check operation of primer, adjust packing if needed, lube valve controls, and inspect discharge gauges.*

- **Power Steering Service**

*Drain power steering reservoir, replace filter and O-ring, and refill reservoir.*

- **A/C Service**

*Evacuate refrigerant, replace drier, recharge, clean air intake filter as needed, check system performance and running pressures.*

- **Differential Service**

*Drain inspect for metallic contamination, check for leaks, and refill differential with fluid.*

- **Pump Test**

*Complete pump test and provide certification.*

- **Additional services per severe duty requirements as needed. (Additional charge applies)**

- **Coolant Service**

*Drain radiator, tighten hose clamps, and refill radiator.*

- **Transmission Service**

*Drain fluid in pan if required, replace filter, and refill/ top off transmission. Reset the service warning on shifter pad if needed.*

- **Aerial Service**

*Clean aerial device, operate and check times against manufacture specs, torque all fasteners for torque box, rotation gears, and swivels, oil analysis, adjust and lube cables, check backlash, slide pads, sheaves, lube complete aerial device and replace hydraulic filters. Check all safety devices on aerial, electronics, intercom system, leveling system, and corrosion. Third party completion of annual ISO test.*



Cab and Body Electrical	OK	Repair Required	Repaired	Repair Declined
Headlights and high beams				
Parking and clearance lights				
Tail and stop lights				
Backup lights and alarm				
Turn signal and hazard operation				
Cab spot lights operation				
Auxiliary light operation				
Front warning lights				
Rear warning lights				
Front beacon lights				
Intersection warning lights				
Body deck lights				
Compartment lights				
Siren Operation and Mounting				
<b>Voltage Drop of all Solenoids</b>				
Solenoid _____ Siren _____	Voltage Drop _____			
Solenoid _____	Voltage Drop _____			
Solenoid _____	Voltage Drop _____			
Solenoid _____	Voltage Drop _____			
Solenoid _____	Voltage Drop _____			
<i>Comments on Cab and Body Electrical:</i>				
Cab and Body	OK	Repair Required	Repaired	Repair Declined
<b>Cab</b>				
Cab mounting and tilt mechanism				
Cab frame and sheet metal				
Door mounting and latches				
Cab glass condition				
Cab seat condition and mounting				
Seat belt condition and mounting				
Steering wheel mounting and alignment				
Horn operation				
Heater and defroster operation				
Air Conditioner operation				
Throttle controls and linkage				
Window operation				
Auto transmission shift controls				
Manual transmission shift controls				
Clutch pedal linkage				
Clutch pedal free play				
Windshield wipers and washers				
Mirror condition and mounting				

Cab and Body cont'd.	OK	Repair Required	Repaired	Repair Declined
<b>Body</b>				
Compartment door latches				
Compartment door and hinge condition				
Body compartment condition				
Step and auxiliary equipment condition				
<i>Comments on Cab and Body:</i>				
Chassis and Components	OK	Repair Required	Repaired	Repair Declined
<b>Fluid levels</b>				
Lubricate Chassis				
All fluid levels				
<b>Steering</b>				
Steering linkage and tie rods				
Steering box mounting				
Steering system plumbing for leaks				
Manual steering box fluid level				
<b>Transmission</b>				
Auto trans fluid levels				
Auto trans mounting and condition				
Auto trans and plumbing for leaks				
Auto trans lockup system				
Manual trans oil level				
Manual trans mounting				
Manual trans for leaks				
<b>Fuel</b>				
Fuel tank and plumbing for leaks				
Fuel tank mounting				
<b>Tires and Wheels</b>				
Tire and wheel conditions				
Lug Nuts for Torque				
Tire Tread Depth				
Tire Air Pressure				
<b>Driveline</b>				
Driveline U-joints and yokes				
Driveline carrier bearings				
Differential Oil Level and Leaks				





Pump and Water Tank	OK	Repair Required	Repaired	Repair Declined
Pump Manufacturer: _____	Model: _____	S/N: _____		
Location: _____	Hours: _____	Capacity: _____		
Pump shift and indicator lights				
Automatic transmission lockup system				
Clutch disengagement & manual transmission				
Pump transmission shift cylinders or motor				
Pump transmission oil level and condition				
Pump panel tachometer and engine gauges				
Pump plumbing				
High pressure pump system				
Pressure control device operation and response time				
Transfer valve operation				
Intake relief operation				
Primer operation				
Pump packing --adjust if necessary				
Mechanical seals for leaks				
Discharge and intake valves				
Valves, linkage, remote rods, and pivot points				
Drain valves				
Dry Vacuum Test				
Initial reading _____ in. vacuum				
Leakage in 5 minutes _____ in. vacuum				
Tank-to-pump and tank fill valves				
Pump panel electrical switches and panel light				
Master gauges for accuracy and operation				
Discharge gauges for accuracy and operation				
Water tank indicator system				
Pump				
Auxiliary cooler				
Suction strainer				
Preconnect valves and plumbing				
Deck gun valve and plumbing				
Front or rear suction valves and plumbing and valves				
Auto-lube level and fluid condition				
Water tank mounting and integrity				
Booster reel mounting and operation				
Anodes in tank and pump				
Pump mounting integrity				
Pump driveline U-joints, yokes and flanges				
Reel Motor Solenoid Voltage Drop _____ Volts				
<i>Comments on Pump and Water Tank:</i>				
<hr/>				

Foam Proportioning System	OK	Repair Required	Repaired	Repair Declined
Instrumentation, gauges, and controls				
Strainer or filter				
Foam concentrate pump				
Lubricant level and condition				
Hydraulic pump				
Hydraulic system				
Hydraulic fluid tank mounting and integrity				
Foam concentrate tank mounting and integrity				
Foam eductor system, metering, and check valve				

Service Items		
Service Requirement	Required	Completed
Oil and Filter		
Coolant Filter		
Fuel Filter		
Transmission Oil and Filter		
AC		
Power Steering Filter		
Differential Oil Replacement		
Air Dryer		

Inspected by (print name) \_\_\_\_\_ Initial \_\_\_\_\_

**FIRE RESCUE MAINTENANCE AND REPAIR SERVICES**  
**PROPOSED FEE SCHEDULE**

Regularly scheduled semi-annual inspection and maintenance as specified on all

Vehicle	Cost per vehicle	Total Cost per Year per Vehicle
Rescue Type vehicle without pump	PM 1 \$737-07 PM 2 \$2051-38	\$2788-45.
Pumpers	PM 1 \$1078-71 PM 2 \$2905-82	\$3984-53.
Aerials	PM 1 \$1078-71 PM 2 \$6806-82	\$7885-53.
<del>Tankers</del> DIESEL Air Compressor.	\$220 + PARTS.	
Annual Pump Test	INCLUDED IN PM2.	
Unscheduled maintenance	Monday-Friday 8:00 A.M-5:00 P.M	Weekends, Holidays and Afterhours
Hourly rate	\$135-00 /HR.	\$212.40 /HR.
Parts	10% off LIST.	N/A.
Travel Time Rate	\$80-00 /HR.	\$80-00 /HR.
Availability	AS NEEDED	AS NEEDED.

Request for Quotes  
 Fire Apparatus Maintenance and Repair Services



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## Detail by Entity Name

Florida Limited Liability Company

TEN-8 FIRE & SAFETY, LLC

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### Principal Address

2904 59TH AVE DR E  
BRADENTON, FL 34203

### Mailing Address

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### Registered Agent Name & Address

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2904 59TH AVE DR E  
BRADENTON, FL 34203

### Authorized Person(s) Detail

#### **Name & Address**

Title MGRP

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Title MGR

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**Annual Reports**

**No Annual Reports Filed**

**Document Images**

02/18/2021 – LC Amendment

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