



Hillsboro Fire Protection District
120 5th St.
Hillsboro, MO 63050
Phone: 636-797-3619
www.hillsborofire.org



Request for Proposals

RFP 2024 - 02

Return To:

Brian Gaudet, Fire Chief
Hillsboro Fire Protection District
120 5th Street
Hillsboro, MO 63050

Date Issued: 5/21/2024
Buyer's Email: bgaudet@hbfpd.org
Telephone Number: 636-797-3619
Due Date: 6/28/2024 by 4 P.M. CST.

BIDS MUST BE RECEIVED IN THE FIRE CHIEF'S OFFICE PRIOR TO 4:00 P.M. ON 6/28/2024.

- ⇒ Bids received after the opening date and time will be rejected.
- ⇒ The attached Terms and Conditions shall become part of any purchase order resulting from this bid.
- ⇒ **EMAILED BIDS WILL BE ACCEPTED.**

You are invited to submit your bid to furnish the materials and/or services described herein. Please submit your prices/fees net of all discounts.

RFP Specifications may be obtained in the following manor:

1. Emailed to prospective bidder
2. Visiting the following web address: <http://www.hillsborofire.org/rfpsbid-notices.html>
3. In person a Hillsboro Fire Protection District Station 1

GENERAL PROJECT DESCRIPTION

REPAIR AND WATERPROOFING OF FOUNDATION AT HILLSBORO FIRE DISTRICT STATION 1

See attached General Conditions, Specifications, and Bid Form for detailed information.

It is the intent of the fire district that this invitation for Bid promotes competitive bidding.

Brian Gaudet
Fire Chief
bgaudet@hbfpd.org

Board of Directors
President Gary W. Boyer
Treasurer Matthew E. Woods
Secretary Robert D. Brown

Jason Darian
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HILLSBORO FIRE PROTECTION DISTRICT INSTRUCTION TO BIDDERS

1. Opening Location

The Bids will be opened at the time of receipt at Hillsboro Fire Protection District, 120 5th Street, Hillsboro, MO 63050. An award of the project is anticipated at the District's regular Board of Directors Meeting on July 10th, 2024 at 7 P.M. Central Standard Time.

2. RFP Delivery Requirements

Any Bids received after the above stated time and date will not be considered. It shall be the sole responsibility of the bidder to have their Bid delivered to the Fire Chief for receipt on or before the due date and time indicated. If Bid is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to the Fire Chief's office. Bids delayed by mail shall not be considered, shall not be opened, and shall be rejected. Arrangements may be made for their return at the bidder's request and expense. Bids may be mailed to the Hillsboro Fire Protection District and accepted if the signed Bid Form and required information was mailed and received prior to the due date and time. Bids sent by email will be accepted.

3. Emailed Bids

If the bidder chooses to send his/her bid in by email it must be received by Fire Chief Brian Gaudet at bgaudet@hbfpd.org no later than 6/28/2024 BY 4 P.M.

4. Clarification and Addenda

Each bidder shall examine all Invitation for Bid documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries or suggestions, concerning interpretation, clarification, or additional information pertaining to the Invitation for Bid shall be made through the Fire Chief's office in writing or through email. The Fire Chief's office shall not be responsible for oral interpretations given by any district employee, representative, or others. The issuance of written addenda is the official method whereby interpretation, clarification, or additional information can be given.

5. IFB Expenses

All expenses for making Bids to the District are to be borne by the bidder.

6. Irrevocable Offer

Any Bid may be withdrawn up until the due date and time set for opening of the RFP. Any Bid not so withdrawn shall, upon opening, constitute an irrevocable offer for a minimum period of 90 days to sell to the District the goods or services set forth in the RFP, until one or more of the Bids have been duly accepted by the district.

7. Responsive and Responsible Bidder

To be responsive, a bidder shall submit a Bid which conforms in all material respects to the requirements set forth in the Request for Proposal. To be a responsible bidder, the bidder shall have the capability in all respects

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to perform fully the contract requirement, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment and credit which will ensure good faith performance. The lowest responsible bidder shall mean the bidder who makes the lowest Bid to sell goods or services of a quality which conforms closest to the quality of goods or services set forth in the specifications or otherwise required by the District and who is known to be fit and capable to perform the Bid as made.

8. Reserved Rights

The District reserves the right to make such investigations as it deems necessary to make the determination of the bidder's responsiveness and responsibility. Such information may include but shall not be limited to: current financial statements, verification of availability of equipment and personnel, and past performance records.

9. Applicable Law

All applicable laws and regulations of the State of Missouri and the District including the District Procurement Policy and Procedures will apply to any resulting agreement, contract, or purchase order. Any involvement with the District shall be in accordance with the Procurement Policy and Procedures.

10. Ethical Standards

With respect to the RFP, if any bidder violates or is party to a violation of the State of Missouri Statutes, such bidder may be disqualified from furnishing the goods or services to the District.

11. Collusion

- A. By offering a submission to this Request for Proposal, the bidder certifies the bidder has not divulged, discussed, or compared the Bid with other bidders and has not colluded with any other bidder or parties to the RFP whatsoever. Also, the bidder certifies, and in the case of a joint Bid, each party thereto certifies as to their own organization, that in connection with the RFP:
- B. Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other bidder or with any competitor.
- C. Any prices and/or cost data for the Bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the scheduled opening directly or indirectly to any other bidder or to any competitor.
- D. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.
- E. The only person or persons interested in the Bid, principle or principals are named therein and that no person other than therein mentioned has any interest in the Bid or in the contract to be entered into.



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- F. No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee exempting bona fide employees or established commercial agencies maintained by the purchaser for the purpose of doing business.

12. Contract Forms

Any agreement, contract, or purchase order resulting from the acceptance of a Bid shall be on forms either supplied by or approved by the District.

13. Quality Terms

The District reserves the right to reject any or all materials if, in its judgement, the item reflects unsatisfactory workmanship, manufacturing, or shipping damages.

14. Tax-Exempt

The District is exempt from sales taxes and Federal Excise Taxes.

15. Awards

- A. As the best interest of the District may require, the right is reserved to make awards by item, group of items, all or none, or a combination thereof; to reject any and all Bids or waive any irregularity or technicality in Bids received. The District will award the Bid to the bidder whose item is best suited for the District.
- B. Awards will be made to the Bidder whose Bid (1) meets the specifications and all other requirements of the Invitation for Bid and (2) is the lowest best Bid, considering price, delivery, responsibility of the bidder, and all other relevant factors.

16. Authorized Product Representation

The successful bidder by virtue of submitting the name and specifications of a manufacturer's product will be required to furnish the named manufacturer's product. By virtue of submission of the stated documents, it will be presumed by the District that the bidder is legally authorized to submit and the successful bidder will be legally bound to perform according to the documents.

17. Regulations

It shall be the responsibility of each bidder to assure compliance with OSHA, EPA, Federal, State of Missouri and District rules, regulations, or other requirements, as each may apply.

18. Termination of Award

Any failure of the bidder to satisfy the requirements of the District shall be reason for termination of the award. Any Bid may be rejected in whole or in part for good cause when in the best interest of the District.

19. Equal Employment Opportunity Clause

The Hillsboro Fire Protection District, in accordance with the provision of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all bidders that affirmatively ensure that in any contract entered into pursuant to this advertisement that minority businesses will be afforded full opportunity to submit Bids in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for award.

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20. Additional Purchases by Other Public Agencies

The bidder by submitting a Bid authorizes other public agencies to “Piggy-Back” or purchase equipment and services being proposed in this Invitation for Bid unless otherwise noted.

21. Prevailing Wage

If this project is Public Works project which includes construction or building, Missouri Revised Statute 290.230.1 all contractors and sub-contractors must be paid prevailing wage when doing Public Work Projects employed by any public body.

22. Performance Bond

The successful bidder to whom the Contract is awarded shall furnish within ten (10) days after the award, a Performance Bond in a sum equal to the amount of his Contract as guarantee to meet the requirements as set forth with the terms of the Contract. The Contractor shall guarantee to the Owner, all materials, equipment, and labor supplied or performed under this Contract shall promptly be paid to all persons furnishing supplies materials and labor in the prosecution of the work provided for in said contract, and any, and all duly authorized modifications of said Contract that may hereafter be made.

23. Insurance

The contractor and or subcontractor shall furnish a copy of all insurance policies ensuring to the owner they carry comprehensive, liability, workers compensation, auto, professional liability. Copies of insurance policies are due to the Hillsboro Fire Protection District within 10 days of signing of the contract.



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General Description of Project

Scope of Work

Primary Project

For many years, the east wall of the Hillsboro Fire Protection District Station 1 has been leaking. During heavy rains, district administrative offices become moist and wet. Noticeable puddles may form in certain areas.

The Hillsboro Fire Protection District is soliciting bids for the Repair and Waterproofing of the Foundation at Hillsboro Fire Protection District Station One located at:

Hillsboro Fire Protection District Station 1

120 5th Street
Hillsboro, MO 63050

General Project Description

1. Vendor shall develop and present a plan that stops the east foundation wall from leaking and repairs any current interior damage caused by years of water leaks.
2. The repair will be at Hillsboro Fire Protection District station1, 120 5th St, Hillsboro, Mo 63050.
3. The vendor shall work with the neighboring business, Brown's Funeral Home, to coordinate work. The work will have to include removal and repair of the Funeral Home's parking lot.
4. The vendor will remove existing asphalt in the rear of the building as needed for foundation repair.
5. The vendor will dig down to existing footings if deemed necessary.
6. The vendor will waterproof and repair the existing foundation wall.
7. The vendor will fill the repair area with clean rock.
8. The vendor will install a new concrete swale to drain to the side of the building.
9. The vendor will patch the asphalt parking lot as needed.
10. The vendor will restripe the parking spots where the repair takes place.
11. The vendor will demo existing drywall on rear of building from the water damage to ensure no mold growth or other damage.
12. The vendor will rework any damaged framing if necessary.

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13. The vendor will replace drywall as necessary.

14. The vendor will include pricing to replace flooring in 3 offices and one file storage room.

This is a request for proposals. The above steps listed may or may not be needed or necessary based on repair methods used. Vendors are encouraged to propose their specific methods used.

Permits

The contractor is responsible for obtaining any permits required by the City of Hillsboro, Missouri.

Contractors may view the project site at any time. Please refer questions to Fire Chief Brian Gaudet at 636-797-3619 or bgaudet@hbfpd.org.

Warranties

The vendor shall include their warranty in their proposal.

Project Site Visit

Vendors may contact the Hillsboro Fire Protection District Station 1 at 636-797-3619 to schedule a walk through of the project at any time.



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Invitation to Bid
Foundation Repair and Water Proofing of Station 1
Anticipated Bid Award Wednesday July 10, 2024, at 7 P.M. CST.

Bidder Response Form

Bid Amount Primary Project: \$ _____

Name of Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Telephone: _____

Email: _____

Authorized Signature: _____

Please list any Subcontractors Used for this Project below:

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