



March 13, 2023

County of Newberry

Purchasing Department  
Request for Proposals # 2023-5

**Air Supply Testing for Emergency Services Equipment**

**Proposals are due April 4, 2023, no later than 3:00 PM, Local Time**

**PLEASE NOTE THAT THE VENDOR IS ULTIMATELY RESPONSIBLE  
FOR VERIFYING RECEIPT OF ANY/ALL ADDENDA PRIOR TO THE  
PROPOSAL OPENING.**

## GENERAL REQUIREMENTS

- Specifications, requirements, and inquiry answers may be obtained from the following contact:

Crystal Waldrop, CPPB  
Newberry County Procurement Department  
1309 College Street  
Newberry, S.C. 29108  
E-mail: [cwaldrop@newberrycounty.net](mailto:cwaldrop@newberrycounty.net)  
Phone: (803) 321-1420

- Proposals will be received at:

Newberry County Courthouse Annex  
Procurement Department  
Post Office Box 156  
1309 College Street  
Newberry, S.C. 29108

- Proposals are due **April 4, 2023, no later than 3:00 PM**. Proposals received after this time will be marked “LATE” and will not be considered.
- Newberry County reserves the right to reject any or all proposals. Any objections to the specifications/requirements as set forth should be filed in writing by the deadline to submit questions or clarifications.
- No faxed or e-mailed proposals will be accepted.
- Newberry County will evaluate all qualifying proposals. All requirements in this RFP should be satisfied to ensure that the proposal will qualify for consideration. Newberry County desires to receive proposals only from vendors who can demonstrate the specified qualifications set forth in this RFP. The failure of any submitting firm to demonstrate that its qualifications are consistent with the County’s requirements and expectations will result in that firm’s proposal being disqualified.
- The County shall not be liable for any expense incurred in connection with preparation of a response to this solicitation. Vendors should prepare a straightforward and concise description of their ability to meet the requirements of this document.
- All requested information should be provided in order for a Proposal to be considered responsive. However, any firm submitting information that is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall, at the County’s sole discretion, be disqualified from consideration.

- This request is NOT a Bid; therefore, any alternate solutions that meet or EXCEED the outlined minimum requirements may be submitted for consideration. Newberry County is interested in any and all details of other innovative and original ideas above and beyond those discussed in this Request for Proposals.
- All ideas that meet or exceed the minimum requirements will be considered.
- Addenda to this RFP will be posted on the Newberry County Procurement Department's website ([www.newberrycounty.net/departments/purchasing](http://www.newberrycounty.net/departments/purchasing)). PLEASE NOTE THAT THE VENDOR IS ULTIMATELY RESPONSIBLE FOR VERIFYING ITS RECEIPT OF ANY AND ALL ADDENDA PRIOR TO THE PROPOSAL OPENING, AND FOR MONITORING THE AFOREMENTIONED LINK FOR SUCH ADDENDA.
- Feel free to contact Crystal Waldrop via email at [cwaldrop@newberrycounty.net](mailto:cwaldrop@newberrycounty.net) if any questions arise. No interpretations or clarifications of the meaning of the instructions or Scope of Services will be made orally (except for general information). Every request for such interpretation should be in writing, addressed to Crystal Waldrop, Procurement Director. In order to be given consideration, such requests must be received not later than March 28, 2023 by close of business at 5:00 p.m. Any and all such interpretations and any supplemental instructions will be provided in the form of written addenda and will become supplemental to this Request for Proposal.
- The chosen vendor shall be required to provide the County with a general liability (GL) policy, with Newberry County listed as an additional insured, along with proof of worker's compensation coverage, regardless of statutory requirements. The GL policy shall contain \$1,000,000.00 of coverage, per occurrence.

Crystal Waldrop, CPPB  
Purchasing Director

## 1. Introduction and Purpose:

Newberry County is requesting proposals for emergency services to include testing of air cylinders throughout the County for the Fire and Rescue Departments. There are eleven fire departments and seven rescue squads.

### Scope of Work:

The scope of work shall include the required Hydro testing for various types of cylinders, air packs and SCUBA equipment. The following are approximate numbers of each piece of equipment:

- approximately 300 cylinders (2.2 or 4500); various types include aluminum, steel and composite.
- Coft SCUBA; approximately 12 cylinders that require visual inspection, stamped and stickered for SCUBA use,
- 6000 psi air cascade cylinders (approximately 35)
- Scott 2.2 or 4.5 Air packs (approximately 150)

## 2. Proposal Submission Requirements

Sealed Proposals are due no later than 3:00 PM on Tuesday, April 4, 2023. Emailed and faxed proposals will NOT be accepted. Submit proposals in writing to Crystal Waldrop CPPB, Purchasing Director, at 1309 College Street, PO Box 156, Newberry, SC 29108. On envelope exterior, indicate RFP # 2023-5; Air Supply Testing for Emergency Services Equipment. Late proposals will not be accepted. Proposals must be signed by an employee or owner of the company who is empowered to act on the company's behalf.

Proposals shall include at least three references of current and past performance.

### **Proposers are to include a cost proposal for the following:**

1. The cost to perform the required tests for each item listed above, including flow tests and Hydro testing
2. Cost associated with the pickup and return of cylinders, if not included in item #1.
3. Cost to rebuild or replace valves, if needed. Include any warranty information associated with the replacement.
  - Does your company offer onsite hydro and valve repair, if so include pricing
  - Does your company provide pickup and return of cylinders and any associated costs for this service, not included in the above pricing

The contract will be awarded in July 2023 and will be for an initial three (3) years, with the option to renew for two additional consecutive years.

### **3. Proposal Evaluations**

All proposals deemed responsive to this solicitation, as determined in the sole discretion of Newberry County, will be evaluated based on the following categories, and in the proportions indicated:

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|---|------------|
| <b>1. Company's Understanding of Scope</b>  | <b>25%</b> |
| <b>2. Documented Experience</b>             | <b>25%</b> |
| <b>3. References</b>                        | <b>25%</b> |
| <b>4. Cost Proposal and Additional Fees</b> | <b>25%</b> |

**4. VENDOR INFORMATION FORM**

The undersigned, on behalf of the respondent, certifies that; (1) this information is made without previous understanding, agreement or connection with any person, firm, or corporation providing a response to the same document; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the response is entered; (4) they have read the complete Request for Proposal and understand all provisions; (5) if officially proposed in response to any Request for Proposal accepted by Newberry County, the capabilities identified are guaranteed as written and will be implemented as stated; and (6) mistakes in writing of the submitted response will be their responsibility.

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**Vendor Name as Registered with the SC Secretary of State**

**Type of Organization (check one):**

**Sole Proprietorship**  **Partnership**  **Corporation**  **Public Corp.**

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**Authorized Contact Name Printed** **Title**

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**Authorized Signature** **Date**

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**Mailing Address** **Physical Address**

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**City/State/Zip** **City/State/Zip**

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**Phone Number** **Fax Number**

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**Company Website Address** **E-Mail**

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**Tax I.D. Number**