



Matlacha/Pine Island Fire Control District

5700 Pine Island Road, Bokeelia, FL 33922

Phone: 239-283-0030 Fax: 239-283-3313

Matlacha/Pine Island Fire Control District

Request for Proposals # 25-1

New Diesel Generator Replacement

REQUEST FOR PROPOSAL (RFP) FROM COMPANIES FOR A NEW
COMMERCIAL DIESEL GENERATOR FOR STATION 3

1.0 PROJECT INTRODUCTION

1.1 Matlacha/Pine Island Fire Control District (“District”) is seeking responses from qualified equipment providers (“Responder”) who are interested in removing the old generator and installing a new diesel generator. The generator is to be installed at Station 3, located at 14861 Stringfellow Road, Bokeelia, FL 33922.

This project requires the successful Responder to have all state and local licenses necessary to perform the services described herein. Moreover, the successful contractor will be responsible for acquiring all permits necessary to perform the work associated with the removal (including disposal or trade-in credit), and installation of the new generator.

1.2 Background. Established in 1963, the Matlacha/Pine Island Fire Control District has a paid staff of approximately 40 personnel. It protects 45 square miles with four (4) fire stations. The District’s personnel answered 2,415 emergency calls in 2022, approximately 1,600 in 2023, and 1,994 in 2024. The Matlacha/Pine Island Fire Control District provides basic life support, advanced life support, rescue service, fire suppression, fire inspections, public fire education, CPR/First aid training and water rescue operations to a coastal island of approximately 10,000 residents.

1.3 Mission Statement. The District is dedicated to providing to providing a strong community-oriented fire control and rescue service. The District will strive to provide the citizens of the community with quality, responsive, cost effective, life



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safety, and property conservation. This is accomplished through response, prevention, and education using well-trained personnel and well-maintained equipment and facilities while providing for the highest level of safety for ourselves and the community.

2.0 MINIMUM QUALIFICATIONS

Significant experience with commercial diesel generators is desired. Experience with similar fire department equipment and services located in fire districts and facilities in island communities, in flood-prone areas, and in environmentally sensitive areas are highly desirable, if applicable. Experience with fire department standards and regulations is highly desirable as well.

3.0 SCOPE OF SERVICES

If selected, the Responder would be expected to perform the following services (as may be dictated by the Response to the RFP):

3.1 Meet with District Staff to determine the specific needs of the District/Station to be able to prepare for services and equipment necessary for the removal (includes disposal or trade-in credit), and installation of a new diesel generator sufficient to address the needs of the District.

3.2 Provide responses to questions and clarifications not previously provided after consulting with the District during the RFP preparations.

3.3 Act as the District's agent to manage the purchase of the generator and any additional related equipment, if applicable. The generators must have at a minimum, the following characteristics:

- 100KW diesel
- 500-gallon dual wall diesel tank supply installed under generator
- New automatic transfer switch 400 amps

3.4 Prepare reliable Budget Costs for all things related to the equipment and other items related thereto after a preliminary assessment is completed.



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3.5 Create timeline for the removal (includes disposal or trade-in credit) of the existing generator and the installation of the new generator.

3.6 Assess location of the new generator and new/additional parts affecting the placement of the new generators, if applicable;

3.7 Ensure the new generator is in good operational condition upon completion of installation.

4.0 SUBMISSIONS REQUIREMENTS

Interested companies should submit the following information in a succinct and cohesive manner.

4.1 A cover letter signed by the authorized company principal, including the contact information for the responding company, representative client list, and qualifications for this RFP. Provide a list of those employees, along with their experience, who will be assigned to this project.

4.2 Company information to include a summary of the company's history, years in business.

4.3 Provide estimated pricing based on the scope of work, including the total cost as well as the estimated hours to complete the project.

4.4 Provide a sample contract.

4.5 Provide warranty information and service options for the installed generator.

Sealed Proposals will be received by the Chief or designee at 5700 Pine Island Road, Bokeelia, FL 33922, until May 30, 2025, no later than 2:00 pm at which time and place, Proposals received will be publicly opened at the administrative office of the District, located at 5700 Pine Island Road, Bokeelia, FL 33922. and read aloud for the following: NEW DIESEL GENERATOR REPLACEMENT for Station 3 at a



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public meeting on June 4, 2025 at 5:30 pm at. The Matlacha/Pine Island Fire Island District will not accept Proposals which arrive after 2:00 pm on May 30, 2025.

PROPOSAL DOCUMENTS may be requested by visiting the Matlacha/Pine Island Fire District website at <https://www.pineislandfire.org>. Proposal documents are required for proposal submittal. Proposal documents may also be requested from Sarah Miles at Miles@pineislandfire.org.

All Proposals provided to the District are subject to the terms and conditions specified herein. Proposals which do not comply with these conditions are subject to rejection and are subject to the order of precedents in Section 5 of this document.

5.0 ORDER OF PRECEDENTS

If a conflict arises between the terms and conditions, the following Order of Precedents will apply:

5.1 Chapter 287, Fla. Stat.

5.2 The guidelines of The Fire Board of the Matlacha/Pine Island Fire Control District

5.3 Special Conditions, Supplemental Instructions, and Addenda

5.4 Written and fully executed Formal Contract between the District and the Respondent/Contractor

5.5 Detailed Scope of Work

5.6 These Terms and Conditions

6.0 EVALUATION CRITERIA

Evaluation criteria for the responses to this RFP include but are not limited to the following:

6.1 Experience and professional certification in related area held by key personnel.



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- 6.2 Project approach (includes evaluation of timeline) and cost.
- 6.3 Evaluation of similar project experience and client references.
- 6.4 Extent of statewide participation and special district experience.
- 6.5 Overall quality of the submission, including technical knowledge and expertise.
- 6.6 Warranty options for installed generator including length and scope of warranty.
- 6.7 Criteria listed in Florida Statutes and other relevant state and/or federal laws.

Basis of Award: Proposals will be evaluated according to the above criteria as follows:

1.	Experience and professional certification – 20 points.
2.	Extent of statewide participation and special district experience – 10 points.
3.	Project approach – 15 points.
4.	Overall Quality of submission - 20 points.
5.	Project approach and cost – 20 points.
6.	Warranty options – 15 points

7.0 SELECTION PROCESS

7.1 The receipt, solicitation, and review of the Proposals will be conducted in accordance with the Florida Statutes, Section 287.055, and other relevant regulations.



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7.2 There will be a Pre-Proposal Meeting held by the Chief or designee on May 16, 2025 and time at 10:00 am at Matlacha/Pine Island Fire Control District Fire Station 3, 14861 Stringfellow Road, Bokeelia, Florida 33922. Such pre-proposal meeting will include a “viewing” of the existing equipment in its current location.

7.3 Selection of the finalist will be based upon professional qualifications, past work experience and availability to meet critical path.

8.0 ADDITIONAL INFORMATION

8.1 Negotiation of contracts for services shall follow the selection process. Should a satisfactory contract not be achievable with the number one ranked proposing company then that proposal shall be rejected, and negotiations shall begin with the number two ranked company and so on.

8.2 Following the contract negotiations, a recommended contract will be submitted to the District for approval. If an agreement on the contract cannot be reached, the Chief will so notify the District Board, and if the Board concurs, it will direct that negotiations cease and direct the Chief to commence negotiations with the next-ranked Responder. This process will continue until a contract is successfully negotiated or until the list of top-ranked companies has been exhausted.

8.3 The successful Proposer shall be required to execute the Contract included with this RFP and be able to provide the required insurance. Proposers not able to do, this should not respond. Any request for a revision to the standard contract shall be submitted prior to the RFP due date in order to be considered. The Proposer understands that this RFP does not constitute an agreement or contract with the Proposer. District contracts are awarded only when a fully executed written agreement has been returned to the Proposer by the District.

8.4 The District reserves the right to reject any and all submittals with or without cause, to waive technicalities, or to accept those submittals which best serve the interests of the District.



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8.5 No oral interpretation of this RFP shall be considered binding. The District shall be bound only when such statements are written and executed under the authority of the District. Any and all interpretations, responses to questions or supplemental instructions will be in the form of written addenda. Failure of any Proposer to receive such addenda shall not relieve said Proposer from any obligation under the RFP submitted. All addenda issued shall become part of the Contract Documents.

8.6 Proposals are a public record and shall be subject to disclosure consistent with Chapter 119, Public Records, Florida Statutes. Marking the proposal “confidential” or “proprietary” does not exclude all or any part of the proposal from disclosure under public records requirements. To claim the proposal or a portion thereof as exempt or confidential and exempt from disclosure, you must state the basis of the exemption, including the statutory citation to an exemption created or afforded by Florida Statutes, state in writing and with particularity the reason for the conclusion that the proposal is exempt or confidential and exempt, provide a redacted version of the proposal showing those portions claimed to be exempt or confidential and exempt. Proposals submitted with claimed exemptions shall be reviewed and release of these records shall be at the District’s discretion. Failure to notify the District of claimed exemptions constitutes a waiver and the submittal will be released as requested.

8.7 Submittals may be withdrawn prior to due date by written request dispatched by the Proposer and received before the time for receiving Submittals has expired.

8.8 In accordance with Chapter 287, Fla. Stat., Procurement of Personal Property and Services, Section 287.133, Public entity crime, denial or revocation of the right to transact business with public entities. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or contract to provide any goods or services to a public entity.

9.0 DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY



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9.1 In accordance with Florida Civil Rights Act of 1992, (*See also* Section 287.134, Fla. Stat.) an entity or affiliate which has been placed on the State of Florida's Discriminatory Vendor List (This list may be viewed by going to the Department of Management Services website at <http://www.dms.myflorida.com>) may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid or a contract with a public entity for the construction or repair of a public work, may not award or perform work as a consultant or subconsultant under with any public entity, and may not transact business with any public entity.

9.2 The general purposes of the Florida Civil Rights Act of 1992 are to secure for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age handicap, or marital status and thereby to protect their interest in personal dignity, to make available to the state their full productive capacities, to secure the state against domestic strife and unrest, to preserve the public safety, health, and general welfare, and to promote the interest, rights, and privileges of individuals within the state.

9.3 It is the policy of the District to assure that applicants are employed, and that employees are treated during employment, without regard to their age, race, religion, color, national origin, sex, or disability. Such action must include employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.

10.0 SUBCONTRACTING

10.1 Contractor shall obtain prior written approval of subcontractors and the work they will perform as stated in the scope of work. A subcontractor is defined as an entity performing work within the scope of the project who is not an employee of the Contractor.

10.2 Contractor shall supervise, inspect and direct the work competently and efficiently, devoting such attention thereto and applying such skills and expertise as



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may be necessary to perform the work in accordance with the Bid Documents. Contractor shall be solely responsible for the means, methods, techniques, sequences and procedures. Contractor shall be fully responsible to the District for all acts and omissions of the contractors, and other individuals or entities performing or furnishing any of the work just as contractor is responsible for contractor's own acts and omissions.

11.0 INSURANCE REQUIREMENTS

11.1 A Commercial Liability Insurance Policy shall be provided which shall contain minimum limits of One Million Dollars (\$1,000,000) per occurrence combined single limit for bodily injury and property damage liability and shall contain minimum limits of Two Million Dollars (\$2,000,000) per aggregate Coverage must be afforded on a form no more restrictive than the latest edition of the Commercial Liability Policy, without restrictive endorsement, and must include:

- Premises and/or operations
- Subcontracted contractors, if any
- Broad Form Contractual Coverage applicable to this specific Contract, including any hold harmless and/or indemnification Contract
- Personal Injury Coverage with Employee and Contractual Exclusions removed, with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.

11.2 Business Automobile Liability shall be provided with minimum limits of Five Hundred Thousand Dollars (\$500,000) per occurrence, combined with single limits for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsement, and must include

- Owned vehicles, if applicable
- Hired and non-owned vehicles, if applicable
- Employers' non-ownership, if applicable.



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11.3 Workers' Compensation Insurance to apply for all employees in compliance with Chapter 440, Fla. Stat., as may be amended from time to time, the Workers' Compensation Law of the State of Florida and all applicable federal laws. In addition, the policy(ies) must include Employers' Liability with a limit of five Hundred Thousand Dollars (\$500,000.00) each accident.

11.4 The Contractor shall be responsible for keeping the District currently advised as to the status of any claims made for damages against the Contractor resulting from services performed under this Contract. The Contractor shall send notice of claims related to work under this Contract to the District. Copies of the notices shall be sent by fax, hand delivery, or regular mail to the addresses stated at the top of this Contract.

12.0 CONFLICT OF INTEREST

The Award hereunder is subject to the provisions of Chapter 112, Public Officers and Employees: General Provisions, Florida Statutes, and Florida Bar Rules of Professional Practice. All Proposers must disclose with their proposal the name of any officer, director, or agent who is also an employee of the District or any of its departments. Further, all Proposers must disclose the name of any District employee who owns directly or indirectly, an interest of five percent (5%) or more in the Proposer's company or any of its branches or subsidiaries.