



# Request for Quotation

3380 South 900 West, Salt Lake City, UT 84119

<b>Due Date: 1:00 PM, Friday, October 14, 2022</b> ✓ Review attached instructions & RFQ form ✓ Quote <b>Must</b> be signed to be accepted ✓ This request for Quotation implies no obligation on the part of Unified Fire Service Area ✓ <b>If performing a service on site</b> at UFSA the following five documents need to be provided and must be current, active, and in good standing <ul style="list-style-type: none"> <li>• Applicable Municipal Business License(s)</li> <li>• DOPL License (if applicable)</li> <li>• CGL Certificate of Insurance</li> <li>• Evidence of Workers Compensation Coverage</li> <li>• W-9</li> <li>• Certification of Compliance with E-Verify Program or Equivalent</li> </ul>		Questions concerning this quote should be directed to: Erica Langenfass Email: elangenfass@unifiedfire.org  <b>RFQ 2022-04 Station 251 Locate Sewer          – Sand/Oil Separator Installation</b>	
Legal Company Name (include DBA if applicable)		Federal Tax Identification Number (Please include current W-9)	
Ordering Address		City	State Zip Code
Remittance Address (if different from ordering address)		City	State Zip Code
Company Contact Person		Company's Web Address:	
Telephone	Fax Number	Email Address	
Discount Terms (for quotation purposes, quotation discounts less than 30 days will not be considered)		Days Required for Delivery After Receipt of Order (see attached for any required minimums)	
Minimum Order Required: Yes <input type="checkbox"/> No <input type="checkbox"/> Amount \$ _____	Payment Types Accepted: <input type="checkbox"/> Credit Card* <input type="checkbox"/> Check <input type="checkbox"/> ACH *if processing fee please note % or amount _____	Price Guarantee Period: 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 year <input type="checkbox"/>	
Type or Print Name		Position or Title	
Offeror's Authorized Representative's Signature		Date	

## REQUEST FOR QUOTATION - INSTRUCTIONS AND GENERAL PROVISIONS

- 1. ADMINISTRATIVE AUTHORITY:** The administration of this purchasing process is conducted by Unified Fire Service Area. No Unified Fire Service Area or employee should be contacted in regards to this solicitation other than those listed herein. Such contact may result in the disqualification of your quotation.
- 2. SUBMITTING THE QUOTATION:** (a) The Unified Fire Service Area (hereafter referred to as UFSA) allows for quotations be submitted electronically. Electronic quotations may be submitted through a secure mailbox at SciQuest, <http://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfUtah> until the date and time as indicated in this document. It is the sole responsibility of the supplier to ensure their quotation reaches SciQuest before the closing date and time. There is no cost to the supplier to submit Unified Fire Service Area electronic quotations via SciQuest. Here is a link to the Division of Purchasing's website where it provides training materials for vendors on the SciQuest platform - <http://purchasing.utah.gov/for-vendors/> (b) Electronic quotations may require the uploading of electronic attachments. The submission of attachments containing embedded documents is prohibited. All documents should be attached as separate files.
- 3. QUOTATION PREPARATION:** (a) Delivery time is critical and must be adhered to as specified. (b) Wherever in this document an item is defined by using a trade name of a manufacturer and/or model number, it is intended that the words, "or equivalent" apply. "Or equivalent" means any other brand that is equal in use, quality, economy and performance to the brand listed as determined by UFSA. If the supplier lists a trade name and/or catalog number in the bid, UFSA will assume the item meets the specifications unless the quote clearly states it is an alternate, and describes specifically how it differs from the item specified. All quotes must include complete manufacturer's descriptive literature if quoting an equivalent product. All products are to be of new, unused condition, unless otherwise requested in this solicitation. (c) By submitting the quotation the supplier certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices quoted are correct. (d) This quote may not be withdrawn for a period of 60 days from quote due date. (e) Incomplete quotes may be rejected. (f) Unless specifically provided for elsewhere in this quotation, multiple or alternate quotations will not be accepted. (g) Provide information on local availability of parts and service for all items quotation and service literature to allow for in-house maintenance and repairs. (h) Quotations will not be accepted from vendors who require assignment of payment to another agent. Note: Unified Fire Service Area will only pay the vendor named on the Purchase Order. Unified Fire Service Area will not deal with a factory or make payment to such.
- 4. FREIGHT COST:** (a) Where "Freight Cost" is listed as a separate line item, suppliers are to provide product line item pricing FOB Origin Less Freight. On the line item for "Freight Cost" suppliers are to indicate the total freight cost FOB Destination Freight Prepaid, and complete the "Freight Information" document. UFSA will analyze freight charges separately from the item cost and determine how the shipment will be routed (either by the supplier, or by UFSA's carrier). (b) Where there is not a line item for "Freight Cost", suppliers are to provide line item pricing FOB Destination Freight Prepaid. Unless otherwise indicated on the contract/purchase order, shipping terms will be FOB Destination Freight Prepaid.
- 5. SOLICITATION AMENDMENTS:** Any changes to this solicitation will be made through written addendum only. Answers to questions submitted through SciQuest shall be considered addenda to the solicitation documents. Suppliers/Contractors are cautioned not to consider verbal modifications.
- 6. PROTECTED INFORMATION:** All responses, inquiries, and correspondence relating to this RFQ and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Offeror that is submitted to UFSA, as part of the proposal or otherwise, shall become the property of UFSA when received by UFSA and may be considered public information under applicable law. UFSA is subject to the disclosure requirements of the Government Records Access and Management Act, ("GRAMA") Title 63G, Chapter 2, Utah Code Annotated. UFSA generally considers proposals and all accompanying material to be public and subject to disclosure. Any material considered by the Offeror to be proprietary must be accompanied by a written claim of confidentiality and a concise written statement of reasons supporting the claim as required by GRAMA §63G-2-309. Blanket claims that the entire RFP is confidential will be denied. UFSA cannot guarantee that any information will be held confidential. If the Offeror makes a claim of confidentiality, UFSA, upon receipt of a request for disclosure, will determine



whether the material should be classified as public or protected, and will notify the Offeror of such determination. The Offeror is entitled under the GRAMA to appeal an adverse determination. UFSA is not obligated to notify the Offeror of a request, and will not consider a claim of confidentiality, unless the Offeror's claim of confidentiality is made in a timely basis and in accordance with the GRAMA.

**7. SAMPLES:** Samples of item(s) specified in this quotation, when required by UFSA, must to be furnished free of charge to UFSA. Any item not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the bidder's expense.

**8. AWARD OF CONTRACT:** (a) This is an informal quotation which will not be read at a public opening; However, the information may be publicly reviewed after award. To obtain a copy of the tabulation and award information please go to [www.unifiedfireservicearea.org](http://www.unifiedfireservicearea.org) and complete an official records request. (b) The contract will be awarded with reasonable promptness, by written notice to the lowest responsible supplier that meets the specifications. Consideration will to be given to the quality of the product(s) to be supplied, conformity to the specifications, the purpose for which required, delivery time required, discount terms and other criteria set forth in this request for quotation. (c) The UFSA may accept any item or group of items, or overall low quotation. UFSA has the right to cancel this invitation to quotation at any time prior to the award of contract. (d) UFSA can reject any or all quotations, and it can waive any informality, or technicality in any quotation received, if UFSA believes it would serve the best interest of the Unified Fire Service Area. (e) Before, or after, the award of a contract UFSA has the right to inspect the bidder's premises and all business records to determine the holder's ability to meet contract requirements. (f) UFSA does not guarantee to make any purchase under awarded contract(s). Estimated quantities are for bidding purposes only, and not to be interpreted as a guarantee to purchase any amount. (g) Utah has a reciprocal preference law which will to be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see Section 63G-6a-1002 and 63G-6a-1003, Utah Code Annotated. (h) Multiple contracts may be awarded if UFSA determines it would be in its best interest. (i) The Board reserves the right to purchase such brands as it desires, irrespective of price if, after analysis, it determines that the selected product best suits the needs of the UFSA.

**9. UFSA APPROVAL:** Purchase orders placed, or contracts written, with Unified Fire Service Area, as a result of this quotation, will not be legally binding without the written approval of the District Administrator.

**10. UFSA:** The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by UFSA.

**11. ENERGY CONSERVATION AND RECYCLED PRODUCTS:** The contractor is encouraged to offer Energy Star certified products or products that meet FEMP (Federal Energy Management Program) standards for energy consumption. Unified Fire Authority also encourages contractors to offer products that are produced with recycled materials, where appropriate, unless otherwise requested in this solicitation.

**12. SHERMAN ANTITRUST ACT (Restraint of free trade):** Supplier or contractor certifies compliance with all provisions of the federal Sherman Act including "independent price determination".

**13. FEDERAL W-9 FORM:** A current W-9 form is to be submitted by all bidders. The form is to be filled out completely, signed, scanned, and attached with your bidding documents titled "Federal W-9 Form".

<b>UNIFIED FIRE SERVICE AREA Goods and/or Services Form</b>	*if any discount could apply to items, please include that in your quote.
<b>RFQ # – 2022-04 - Station 251 – Locate Sewer – Sand/Oil Separator Installation</b>	<b>VENDOR:</b> _____

## DESCRIPTION OF SERVICE

Unified Fire Service Area (UFSA) is soliciting a bid to install a sand/ oil separator, sampling manhole and connections to existing sanitary sewer lines at Fire Station 251 in Eagle Mountain, UT. Station 251 is located at 1680 South Heritage Drive, Eagle Mountain, UT, 84005.

Project description:

- Perform utilities locations prior to excavation.
- Excavate and locate existing apparatus bay sewer line.
- Install an 800-gallon oil/water/sand separator.
- Install a sampling manhole of sufficient size for the separator.
- Connect existing apparatus bay drain lines into new separator and the separator to the sampling manhole.
- Connect new separator into existing sewer lateral.
- New plumbing and connections are to meet best practices for grading to allow for sufficient flow.
- Backfill excavation with appropriate material meeting best practices or Eagle Mountain City standards, which is ever is greater.
- Replace any sidewalk, driveway, and landscaping to match original surfaces that is disturbed during the project.

A drawing of the site is included along with the area we suspect the sewer line to be and likely area to install the separator and manhole.

Based upon this information provide a quote and anticipated timeline to accomplish this work, including hourly rates and material costs.

UFSA is aware that this project has some unknowns involved and will plan for likely contingencies.

All proposals in response to this Solicitation will be evaluated in a manner consistent with the Utah Procurement Code and the District’s Purchasing Policy. The District reserves the right to reject any or all submittals, or to waive any formality or technicality in any submittal, in the best interests of the District. This Solicitation falls within the District’s small purchase policy. As such, the District will make its selection based on the proposal criteria listed herein, including cost, but the District is not obliged to select the service provider presenting the lowest cost quotation.

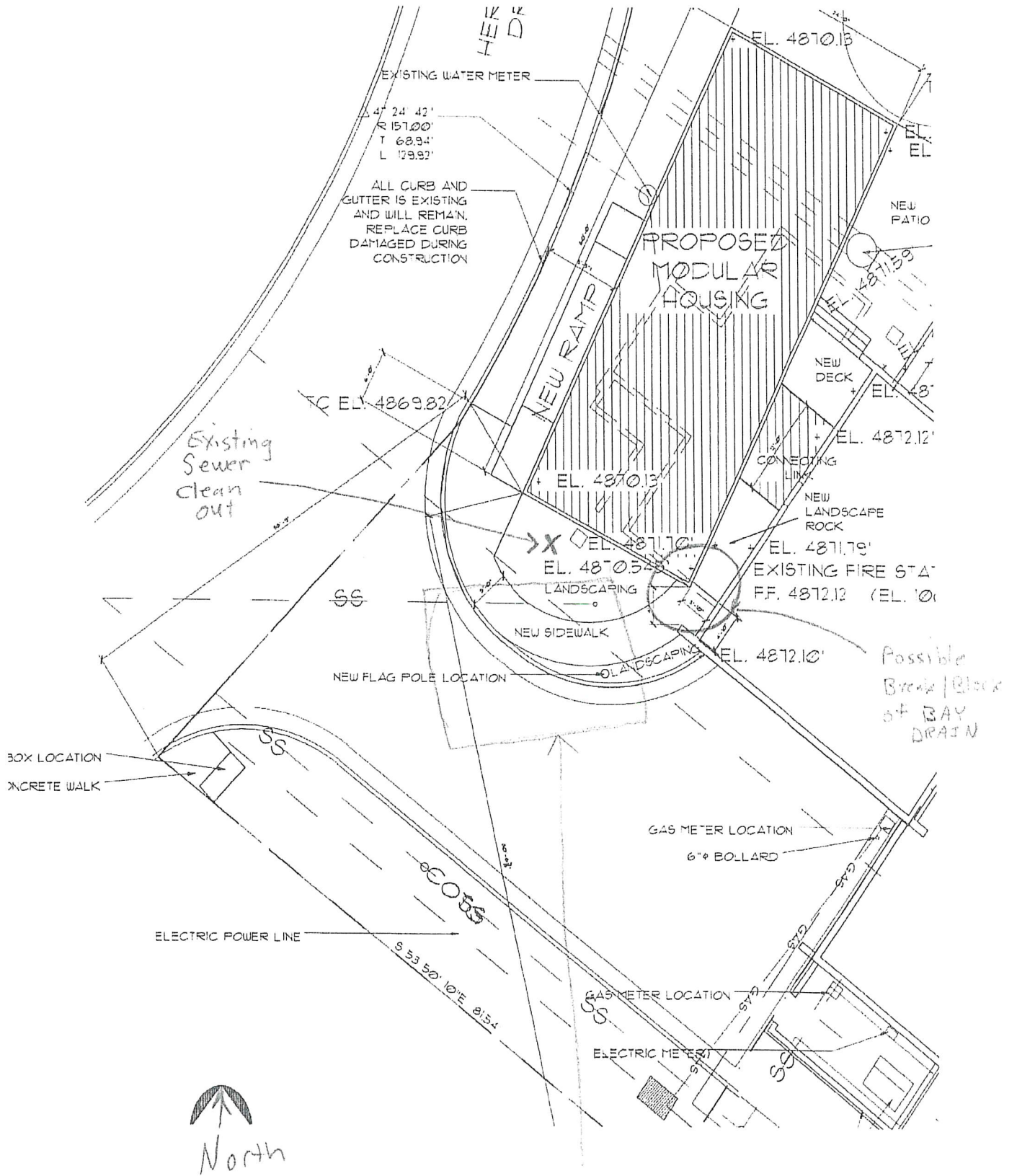
Additional Information:

No Inspection by Eagle Mountain City will be required

Inspections will be in house by a UFSA representative

Any questions or concerns please contact, Adam Park 385-261-3768 or [alpark@unifiedfire.org](mailto:alpark@unifiedfire.org)





Proposed  
 Location  
 of  
 SAND/OIL SEPARATOR  
 SAMPLING MANHOLE