Request for Qualifications and Price Proposal

for

HAZMAT 160 TRAINING

at

Central Florida Regional Planning Council
555 East Church Street
Bartow, FL 33830
Tel: (863) 534-7130
Fax: (863) 534-7138

The Central Florida Regional Planning Council (“Council”) hereby invites qualified companies to provide qualifications and price proposals for HAZMAT 160 Training. The Council will receive qualifications and price proposal packages until 4:00 p.m. on March 27, 2015, at Central Florida Regional Planning Council; ATTN: Chuck Carter, Program Manager; 555 East Church Street; Bartow, FL 33830.


**SCOPE OF WORK**
The requested services consist of providing HAZMAT 160 training. The concept of the training is as follows:

- Schedule the course so that it is conducted in 20 hour sections to be conducted Friday evening, all day Saturday and all day Sunday (4, 8 & 8 hour presentations).
- The training could be conducted over 8 consecutive weekends, every other weekend, or two on and one off so as to make the attendance as comfortable as possible for all involved.
- The target audience is to train 2 firefighters per A, B & C shift from DeSoto, Hardee, Highlands and Okeechobee counties. This would allow for a total of 24 firefighters. These counties do not have fully recognized HAZMAT teams, therefore this class would allow them to have personnel on duty every day that have received the training to make informed decisions as they arrive on the scene requiring HAZMAT response, to prepare to request assistance from a full HAZMAT team.
- The desired location is the DeSoto City Fire Department facility in Sebring, Florida.
- Training must be conducted in accordance with International Association of Fire Fighters HAZMAT 160 requirements to include instructor certifications.

**QUALIFICATIONS**
The selected company will be required to execute a contract with the Council in accordance with the Scope of Work as stated herein. The selected company must have satisfactorily performed the services described in the Scope of Work for a period of at least three (3) years, is a licensed provider, and has a track record of performing such services. Qualification and price proposal packages will be considered only from companies who are regularly established and who, in the sole judgment of the Council, are financially responsible and able to show evidence of their reliability, ability, experience, and persons directly employed or supervised by them to render professional, and satisfactory performance.

**INSURANCE**
Before commencing any work on the project, the selected company shall be required to provide the Central Florida Regional Planning Council with the following:

- Certificates of Insurance
  1. Comprehensive General Liability - $1,000,000 limit.
**ADDITIONAL INFORMATION**

Before submitting a qualifications and price proposal package, each proposer may request additional information. Please contact Chuck Carter, Program Manager, in writing at ccarter@cfrpc.org no later than 5 p.m. on March 20, 2015. Each proposer shall fully inform himself/herself prior to submitting the qualifications and price proposal package as to all existing conditions and limitations under which the work is to be performed, and he/she shall include in his/her qualifications and price proposal package a sum to cover all items necessary to perform the work. No allowance will be made to any proposer because of lack of such knowledge. The submission of a qualifications and price proposal package will be construed as conclusive evidence that the proposer has made such written inquiries, if necessary.

**QUALIFICATIONS AND PRICE PROPOSAL PACKAGES**

Submit three (3) copies (one original and two copies) of the qualifications and price proposal package to Central Florida Regional Planning Council; ATTN: Chuck Carter, Program Manager; 555 East Church Street; Bartow, FL 33830 either by mail, express delivery or in person by 4:00 p.m. on March 27, 2015. Faxed proposal packages will not be accepted.

We reserve the right to accept or reject any proposal packages based on insufficient information or failure to meet qualifications.

The submission shall include the following:

- Completed Information Form
- Signature with name typed below signature.
- Where the proposer is a corporation, the Information Form must be completed with the legal name of the corporation, followed by the State in which incorporated and legal signature of an officer authorized to bind the corporation to a contract.
- The proposer shall provide the Council with a breakdown of costs of their proposal, if requested, before execution of the contract.

**CONTRACT PERIOD**

Training must be completed by September 30, 2015.
INFORMATION FORM

February 19, 2015

Central Florida Regional Planning Council
HAZMAT 160 Training
555 East Church Street
Bartow, FL 33830

For: Central Florida Regional Planning Council
HAZMAT 160 Training
555 East Church Street
Bartow, FL 33830

To: Central Florida Regional Planning Council
ATTN: Chuck Carter, Program Manager
555 East Church Street
Bartow, FL 33830

The undersigned, having become thoroughly familiar with the terms and conditions of the Scope of Work and with local conditions affecting performance and costs at the Central Florida Regional Planning Council, hereby proposes and agrees to fully perform and complete the Scope of Work in strict accordance with the Qualifications and Price Proposal Package for the following sum(s) of money, including all labor and materials needed to perform the Scope of Work:

Proposal for performing all work under the contract as designated as follows:

Price for Scope of Work $___________________

Provide a written description of any special conditions:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
In submitting this proposal, the undersigned further agrees:

1. The Council reserves the right to reject this proposal.
2. To enter into and execute a Contract Agreement on the prescribed form, if awarded on the basis of this proposal, and/or any mutually acceptable modifications thereto.
3. To furnish Certificates of Insurance.
4. To commence and complete all work within the prescribed schedule as attached.
5. To provide adequate staffing and resources to accomplish the scope of work.
6. To maintain communications with the Council staff to satisfactorily provide services and respond to changing circumstances.

Legal Name of Organization:
_____________________________________________________________

Type of Organization (circle one):
Corporation
Partnership
Sole Proprietor
Other ___________________________________

Legal Address: ___________________________________________________________
________________________________________________________________________

Telephone: ___________________________     Fax: ____________________________

Signature: ________________________________________     Date: _______________
Name: ___________________________________________
Title: ____________________________________________

- Attach list of at least three references, including contact name, company or organization, telephone number, and time period of contracted services.
- Work history indicating a minimum of five (5) years of satisfactorily performing services described in the scope of work outlined in this Request for Qualifications and Price Proposal.
- A list of all instructor certifications held by the proposing company.