

Maury County Fire Department



REQUEST FOR PROPOSALS

South Maury Station Construction

Issue Date: 12/24/2009

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I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

Construction of a three bay fire station to be located in the Cherry Glenn Industrial Park of US Hwy 43 in Maury County Tennessee

B. VISION

Our vision is to construct a building which will serve the needs of the South Maury Fire District for an estimated 20 years.

C. SUMMARY SCOPE OF WORK

*The successful bidder shall provide all work necessary to complete the construction of our facility. All major divisions of labor **SHALL** be addressed independently of each other. The eventual successful bidder will also be responsible for all applicable surveys, site preparation, permits, and inspections throughout the building process and ensure proper documentation during the process and secure a "Certificate of Occupancy".*

D. SCOPE OF PROCUREMENT

Our intentions are to build one facility under this "RFP" with the term of this contract to be determined by the time necessary to complete construction of this facility.

E. PROCUREMENT MANAGER

The agency has designated a Procurement Manager who is responsible for the conduct of this procurement whose name, address, and telephone number are listed below:

*Chief Mark Gandee
Maury County Fire Department
1116 W7th. St. Suite A
Columbia, TN 38401
931-446-3575 Cell
931-388-9441 Fax*

All deliveries via express carrier should be addressed to the above.

Any inquiries or request regarding this procurement should be submitted to the Procurement Manager in writing. Potential bidders may contact **ONLY** the Procurement Manager regarding the procurement. Other department representatives do not have the authority to respond on behalf of the Agency.

F. DEFINITION OF TERMINOLOGY

This section contains definitions that are used throughout this procurement document, including appropriate abbreviations.

“Agency” Maury County Fire Department

“Bidder” is any person, corporation, or partnership who chooses to submit a proposal.

“Close of Business” means 5:00 PM local prevailing time.

“Contract” means any agreement for the procurement of items of tangible personal property, services or construction derived from this RFP.

“Contract Manager” means the individual selected by the Agency to monitor and manage all aspects of the contract resulting from this RFP.

“Contractor” means an employer contracting with the Agency, during the term of the contract(s) with the Agency.

“Deliverable” means any measurable, tangible, verifiable outcome, result, or item that must be produced to complete a project or part of a project.

“Desirable”—The terms “may,” “can,” “should,” “preferably,” or “prefers” identify a desirable or discretionary item or factor (as opposed to “mandatory”).

“Determination” means the written documentation of a decision of a manager including findings of fact supporting a decision. A determination becomes part of the procurement file to which it pertains.

“Employer” means any for-profit or not-for-profit business, regardless of location, that employs one or more persons.

“Evaluation Committee” means a body appointed by the Agency management to perform the evaluation of submitted proposals.

“Evaluation Committee Report” means a report prepared by the Procurement Manager and the Evaluation Committee for submission to Agency Board of Directors for contract award that contains all written determinations resulting from the conduct of a procurement requiring the evaluation of competitive sealed proposals.

“Finalist” is defined as a prospective bidder who meets all the mandatory specifications of the Request for Proposal and whose RFP (on evaluation) factors sufficiently high to qualify that bidder

for further consideration by the Evaluation Committee.

“Mandatory” The terms “must,” “shall,” “will,” “is required,” identify a mandatory item or factor (as opposed to “desirable”). Failure to meet a mandatory item or factor will result in the rejection of the submitted proposal.

“MCFD” Maury County Fire Department

“Milestone” means a significant event in a project, usually the completion of a major deliverable.

“Procurement Manager” means the person or designee authorized by the Agency to manage or administer a procurement requiring the evaluation of competitive sealed proposals.

“Request for Proposals” or “RFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals.

“Requirements” are obligatory and mean the system functions that are related to the organization’s goals and business opportunities. Requirements are defined by the Agency Chief and are usually prioritized.

“Responsive Offer or Responsive Proposal” means an offer or proposal that conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements.

“Responsible Bidder” means a bidder who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources production, or service facilities, personnel, service reputation, and experience are adequate to make satisfactory delivery of the services or items described in the proposal.

“Solicited and Awarded” means a RFP was made available to the general public, through any means, after November 15, 2009 AND the contract(s) sought as a result of that solicitation was/were awarded after January 1, 2010.

“Solicitations” this term is understood to mean any or all RFPs.

G. BACKGROUND INFORMATION

Maury County Fire Department provides Fire & Rescue services throughout the unincorporated areas of the 614 square miles that make up Maury County. Our services are provided via 10 fire districts that comprise Maury County Fire Department. South Maury Fire serves the south western portions of our county and has never had a facility to call home. Since its formation in 1980, South Maury Fire (formerly known as Mt. Pleasant Civil Defense) has housed its equipment inside Mt. Pleasant City Hall through a cooperative agreement and mutual aid agreements. Mt. Pleasant has been very gracious to provide us with space for several years but increased service demands in the district now dictate we seek a facility specifically for use by South Maury Fire.

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule for the procurement and describes the major procurement events as well as the conditions governing the procurement.

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

	<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1.	Issue of RFP	Agency	12/24/2009
2.	Deadline To Submit Additional Questions	Potential Bidders	12/31/2009
3.	Response to Written Questions/RFP Amendments	Agency	01/07/2010
4.	Submission of Proposal	Potential Bidders	01/15/2010
4a.	Updated Submission of Proposal	Potential Bidders	01/22/2010
5.	Proposal Evaluation	Evaluation Committee	01/15/2010
5a.	Updated Proposal Evaluation	Evaluation Committee	01/22/2010
6.	Selection of Finalists	Evaluation Committee	01/22/2010
6a.	Updated Selection of Finalists	Evaluation Committee	01/29/2010
7.	Oral Presentation and/or Product Demonstrations by Finalists	Potential Bidders (at the request of Maury County Fire Department)	01/26/2010
7a.	Updated Oral Presentation and/or Product Demonstrations by Finalists	Potential Bidders (at the request of Maury County Fire Department)	02/02/2010
8.	Finalize Contract	Agency & eventual successful bidder	<i>To Be Determined</i>

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section II, Paragraph A.

1. Issue of RFP

This RFP is being issued by the Maury County Fire Department. Additional copies of the RFP can be obtained from Maury County Fire Department Station 1 by appointment.

2. Deadline to Submit Additional Questions

Potential bidders may submit additional written questions as to the intent or clarity of this RFP until close of business of 12/31/2009. All written questions must be addressed to Mark Gandee Chief MCFD.

3. Response to Written Questions/RFP Amendments

Written responses to written questions and any RFP amendments will be distributed on *01/07/2010*, to all potential bidders whose organization name appears on the procurement distribution list. An Acknowledgement of Receipt Form will accompany the distribution package. The form should be signed by the bidder's representative, dated, and hand-delivered or returned by facsimile or by registered or certified mail by the date indicated thereon. Failure to return this form shall constitute a presumption of receipt and withdrawal from the procurement process. Therefore, the bidder's company name shall be deleted from the procurement distribution list.

Additional written requests for clarification of distributed answers and/or amendments must be received by the Procurement Manager no later than three (3) days after the answers and/or amendments were issued.

4. Submission of Proposals

ALL SUBMITTED PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE CHIEF OF MCFD OR DESIGNEE NO LATER THAN 15:00 CENTRAL STANDARD TIME ON *01/15/2010*. Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal. Proposals must be addressed and delivered to the Maury County Fire Department at the address listed in Section I, Paragraph E. Proposals must be sealed and labeled on the outside of the package to clearly indicate a response to the "South Maury Fire Department Building" Request for Proposals. Proposals submitted by facsimile will not be accepted.

A public log will be kept of the contact information for all potential bidders that submitted proposals. The contents of any proposal shall not be disclosed to competing bidders prior to contract award.

5. Proposal Evaluation

The evaluation of proposals will be performed by an evaluation committee appointed by MCFD Chief. The evaluation process will take place from *01/15/2010*. During this time, the MCFD Chief may, at his option, initiate discussion with potential bidders who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by potential bidders.

6. Selection of Finalists

The Evaluation Committee and MCFD Chief will select and the MCFD Chief will notify the finalist bidders on *01/22/2010*.

7. Oral Presentation/Demonstration by Finalists

Finalist bidders will be required to present their proposals and respond to Evaluation Committee questions on 01/26/2009. The Agency reserves the right to extend the time at its sole discretion. All oral presentations will be held in Maury County Tennessee. Each finalist will be limited to duration of presentation of not more than two (2) hours.

8. Finalize Contract

The contract will be finalized with the eventual successful bidder by *a date to be determined but no more than 60 days*. In the event that mutually agreeable terms cannot be reached within the time specified, the Agency reserves the right to finalize a contract with the next submission determined to be most advantageous to the Maury County Fire Department without undertaking a new procurement process or to cancel the award.

9. Contract Award

After review of the Evaluation Committee Report, the recommendation of the MCFD management, and the signed contract, the MCFD Chief will award the contract. This date is subject to change at the discretion of the MCFD.

This contract shall be awarded to the bidder whose proposal is determined to be most advantageous, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal may or may not be the lowest bid.

MCFD reserves the right to reject any and all proposals in the best interest of MCFD.

10. Protest Deadline

Any protest by a potential bidder must be timely and in writing. The seven (7) day protest period for responsive bidders shall begin on the day following the contract award and will end as of 5:00 PM Central Daylight Time seven (7) days after the Contract Award. Protests must be written and must include the name and address of the protestor and the request for proposals number. It must also contain a statement of grounds for protest including appropriate supporting exhibits. The protest must be delivered to the Maury County Fire Department Agent.

*Chief Mark Gandee
Maury County Fire Department
1116 W7th. St. Suite A
Columbia, TN 38401
931-446-3575 Cell
931-388-9441 Fax*

All deliveries via express carrier should be addressed to the above Protests received after the deadline will not be accepted.

C. GENERAL REQUIREMENTS

1. Acceptance of Conditions Governing the Procurement

Potential bidders must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

2. Incurring Cost

Any cost incurred by a potential bidder in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by that bidder.

Any cost incurred by a potential bidder for set up and demonstration of the proposed equipment and/or system shall be borne solely by that bidder.

3. Prime Contractor Responsibility

Any contract that may result from the RFP shall specify that the prime contractor is solely responsible for fulfillment of the contract with the Agency. The Agency will make contract payments only to the prime contractor.

4. Subcontractors

Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. The prime contractor shall be wholly responsible for the entire performance whether or not subcontractors are used.

5. Amended Proposals

A bidder may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The Agency personnel will not merge, collage, or assemble proposal materials for potential bidders.

6. Bidder's Rights to Withdraw Proposal

Bidders will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. A bidder must submit a written withdrawal request signed by the bidder's duly authorized representative addressed to the Procurement Manager.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

7. Proposal Offer Firm

Responses to this RFP, including proposal prices, will be considered firm for (90) days after receipt of offer.

8. Disclosure of Proposal Contents

The proposals will be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public.

9. No Obligation

The RFP in no manner obligates MCFD to purchase, services offered until a valid written contract is awarded and approved by appropriate authorities.

10. Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when MCFD determines such action to be in the best interest of MCFD.

11. Sufficient Appropriation

Any contract awarded as a result of the RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the contractor. The MCFD's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

12. Legal Review

The MCFD requires that all potential bidders agree to be bound by the General Requirements contained in this RFP. Any concerns on the part of a potential bidder must be promptly brought to the attention of the MCFD Chief.

13. Governing Law

This procurement and any agreement with potential bidders that may result from this process shall be governed by the laws of the State of Tennessee.

14. Basis for Proposal

Only information supplied by the MCFD in writing through the Chief or in this RFP should be used as the basis for the preparation of potential proposals.

15. Contract Terms and Conditions

The contract between the MCFD and an eventual successful bidder will follow the format specified by MCFD and contain the terms and conditions set forth in Appendix B, "Agreement Terms and Conditions." However, the MCFD reserves the right to negotiate with a potential successful bidder provisions in addition to those contained in this RFP. The contents of this RFP, as revised and/or supplemented, and the eventual successful bidder's proposal will be incorporated into and become part of the contract.

In the event a potential bidder objects to any of MCFD's terms and conditions, as contained in this Section or in Appendix B, that bidder may propose specific alternative language. The MCFD may or may not accept the alternative language. General references to potential bidder's terms and conditions or any attempts at complete substitutions which are not acceptable to the MCFD will result in disqualification of that bidder's proposal.

Bidders must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

16. Bidder's Terms and Conditions

Bidders must submit with the proposal a complete set of any additional terms and conditions that they expect to have included in a contract negotiated with the agency.

17. Contract Deviations

Any additional terms and conditions that may be the subject of negotiation will be discussed only between the MCFD and the eventual successful bidder selected and shall not be deemed an opportunity to amend that bidder's proposal.

18. Bidder Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of a potential bidder to adhere to the requirements specified within this RFP. The Evaluation Committee reserves the right to reject any proposal submitted by a bidder who is deemed not to be a responsible bidder or who fails to submit a responsible offer.

19. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals fail to meet the same mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

20. Change in Contractor Representatives

The agency reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the MCFD, meeting its needs adequately.

22. Agency Rights

The Agency reserves the right to accept all or a portion of a bidder's proposal including the right to purchase software or services from SPA approved price agreements.

23. Right to Publish

Throughout the duration of this procurement process and contract term, potential bidders (including representatives, contractors, sub-contractors, etc) must secure from the MCFD written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of a proposal or termination of the contract.

24. Ownership of Proposals

All documents submitted in response to the RFP shall be available to be picked up by the submitting bidders after the expiration of the protest period with the following exception. Two complete copies of all proposals including the Best and Final Offer, if one was submitted, shall be placed into the procurement file. Those documents will become the property of the MCFD.

25. Confidentiality

Any confidential information provided to, or developed by, the eventual successful bidder in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by that bidder without the prior written approval of the MCFD.

Potential bidders agree to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the MCFD's written permission.

26. Electronic Mail Address Required

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Bidders must have a valid e-mail address to receive this correspondence.

27. Use of Electronic Versions of this RFP

This RFP is being made available by electronic means. If accepted by such means, potential bidders acknowledge and accept full responsibility to insure that no changes are made to the RFP. In the event of conflict between a version of the RFP in a potential bidder's possession and the version maintained by the MCFD, the version maintained by the MCFD shall govern.

III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Potential bidders may submit multiple proposals but each will require a separate RFP package.

B. NUMBER OF COPIES

Potential bidders shall provide 1 original, and 2 identical copies of their proposal (in 1 Binder), to the location specified in Section I, Paragraph E on or before the closing date and time for receipt of proposals.

C. PROPOSAL FORMAT

All proposals must be typewritten on standard 8 ½ x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within binders with tabs delineating each section.

1. Proposal Organization

The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

Binder #1

- a) Letter of transmittal
- b) Table of contents
- c) Summary of proposed services
- d) Response to mandatory specifications
- e) Response to GCD Terms and Conditions
- f) Any Additional Terms and Conditions required by the submitting bidder
- g) Budget Proposal Form
- h) Other Supporting Material

Within each section of their proposal, potential bidders should address the items in the order in which they appear in this RFP. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

Any proposal that does not adhere to these requirements may be deemed non-responsive and may be rejected on that basis.

A proposal summary may be included in the submittal in order to provide the Evaluation Committee with an overview of the technical and business features of the proposal. However, this material will not be used in the evaluation process unless specifically referenced from other portions of the bidder's proposal.

2. **Letter of Transmittal** - Each proposal must be accompanied by a letter of transmittal. The letter of transmittal MUST:
- a. Identify the submitting organization;
 - b. Identify the name, title, telephone and fax numbers, and e-mail address of the person authorized by the organization to contractually obligate the organization;
 - c. Identify the name, title, telephone and fax numbers, and e-mail address of the person authorized to negotiate the contract on behalf of the organization;
 - d. Identify the names, titles, telephone and fax numbers, and e-mail addresses of persons to be contacted for clarification;
 - e. Explicitly indicate acceptance of the Conditions Governing the Procurement stated in Section II, Paragraph C.1;
 - f. Be signed by the person authorized to contractually obligate the organization;
 - g. Acknowledge receipt of any and all amendments to this RFP.

IV. SPECIFICATIONS

A. INFORMATION

1. Agency Resources

MCFD support does not relieve the EVENTUAL SUCCESSFUL BIDDER of the responsibility for quality assurance and inspections of aspects of construction where MCFD resources were used.

B. MANDATORY SPECIFICATIONS

- 50'x100' built on our lot
- 6 ea 12'x14' garage doors 3front 3 rear with option to delete the rear entry
- 2 ea exterior man doors size and type listed in proposal
- 8 windows with size and type listed in proposal
- 20'x50' inside area to be finished out with sheetrock, doors trimmed out, and painted with 2 restrooms w/showers & floor drains (ADA accessible toilet and sink.)
- R13 minimum insulation will be provided through out walls and ceiling
- Metal panels installed in garage area on walls to protect walls and ceiling
- Floor drains in center of each truck bay
- 4'x80' aprons front and back (back optional)
- Concrete floors sufficient for weight of fire apparatus (truck weight 50,000#) with the finished area floor having concrete depth of 4" as acceptable. Any reinforcement as recommended by engineers shall be provided. Truck area floors shall slope sufficiently enough as not to allow puddling of water in any area.
- All design, pad lay out, utility work, erosion prevention, site prep shall be included and allow for construction of the building to fall within the 400'x400' dimensions of our lot
- Contractor will be responsible for temporary utility service
- Contractor shall furnish certificates of both liability and workman's comp insurance prior to the start of any on site activities
- Contractor is responsible for "Construction Insurance" on the structure until such time as MCFD takes possession of the facility

- *A complete set of plans will be issued to MCFD and become property of MCFD prior to start of construction.*

1. Corporate Experience

Potential bidders must submit a statement of relevant corporate experience within the last five (5) years, including the experience of major subcontractors. The narrative in response to this factor must thoroughly describe the bidder's experience with the providing construction services.

In this Section, bidders shall provide the following information (referencing the subsections in sequence) to evidence the bidder's experience in delivering services such as those sought under this RFP:

- a. A brief statement of how long the bidder has been performing the services sought under this RFP.
- b. A description of the experience level, technical and application knowledge.
- c. The dates of the period of service.
- d. A description of the service provided.

2. Corporate References

Potential bidders must submit three (3) references from clients who have received similar services to those proposed by the bidder for this contract, especially those projects in the public sector that have occurred within the past five (5) years. Each reference must include the name of the company, company current address, name of the contact person, telephone number, and the date and description of the services provided.

Note: The Potential Bidder is responsible for verifying reference contact information. The Evaluation Committee is not obligated to try to locate persons not found at the numbers or places given in the proposals. Obsolete or incorrect Contact information could result in a zero score in this category.

3. Bidder Staff Experience

Each Bidder must provide all Contractor and Subcontractor, including clerical staff, personnel required to complete the Contractor responsibilities described in this RFP in the Contract Terms and Conditions, Appendix B. Potential bidders are not to assume or propose the use of MCFD staff to conduct any substantive work pursuant to this RFP, except as is specifically stated herein.

4. Cost Proposal

Cost should be listed to include all aspects of this construction project and broken down into all applicable divisions of labor. MCFD does reserve the right to negotiate some of the divisions of labor out of the "RFP" where MCFD has or has access to the necessary resources to perform parts of the construction process as to significantly save on the very limited resources of our

Agency.

5. Oral Presentation

If selected as a finalist, any bidder so selected shall provide the Evaluation Committee the opportunity to interview all proposed core staff during an oral presentation at a date, time, and place set by the Procurement Manager.

V. EVALUATION

A. EVALUATION POINT TABLE/SUMMARY

The following is a summary of Section IV specifications identifying points assigned to each item. These weighed factors will be used in the evaluation of submitted proposals. Only finalist proposals will receive points for an oral presentation and demonstration.

Factor	Points Available
<i>References</i>	300
<i>Ability to meet dead lines</i>	300
<i>Attention to detail</i>	100
<i>Cost</i>	300
Total	1,000

B. EVALUATION FACTORS

Proposals will be judge on price, quality, references, and best fit for MCFD

B. EVALUATION PROCESS

The evaluation process will follow the steps listed below:

1. All submitted proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact a bidder for clarification of the response as specified in Section B-8.
3. The Evaluation Committee may use other sources of information to perform the evaluation.
4. Responsive proposals will be evaluated on the factors in Section V that have been assigned a point value. The responsible proposal(s) with the highest scores will be selected as a finalist based upon the information submitted. ***Finalists who are asked or choose to submit revised proposals for the purpose of obtaining best and final offers will have their points recalculated accordingly.*** Points awarded from the oral presentations will be added to the previously assigned points to attain final scores. The proposal judged to be the most advantageous to the Agency, taking into consideration the evaluation factors in Section V, may be recommended for contract award. Please note, however, that a serious deficiency in the response to any one factor may be

grounds for rejection regardless of overall score

APPENDIX A

**REQUEST FOR PROPOSALS
ACKNOWLEDGEMENT OF RECEIPT FORM**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix A.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than close of business on 01/11/10. Only potential bidders who elect to return this form completed, with the intention of submitting a proposal will receive copies of all bidder written questions and MCFD's written responses to those questions as well as RFP amendments if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ **PHONE NO.:** _____

E-MAIL: _____ **FAX NO.:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

SIGNATURE: _____ **DATE:** _____

This name and address will be used for all correspondence related to the Request for Proposal.

Firm does/does not (circle one) intend to respond to this Request for Proposals.

*Chief Mark Gandee
Maury County Fire Department
1116 W7th. Street, Suite A
Columbia, TN 38401
mgandee@columbiatn.com
931-446-3575
www.maurycountyfire.org*