



REQUEST FOR INFORMATION

Title: Firefighter Personal Protective Equipment (PPE)
Sourcing Initiative

Reference No.: 1220-050-2018-011

(General Services)

Issue Date: December 21, 2018

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REQUEST FOR INFORMATION

1. INTRODUCTION

1.1 Purpose

The City of Surrey (the “City”) is presently developing a City procurement strategy with regards to firefighter personal protective equipment (“PPE”), otherwise referred to as Turn Out Gear. This request for information (the “RFI”) is the first stage in this process. It is intended to gather information that could assist the City in developing a future competitive procurement process, or processes (Stage Two). For the purposes of this RFI, PPE refers to the items described in Schedule A – Preliminary List of Goods and Scope of Services. A person that submits a Submission (the “Respondent”) may as it may choose, in addition, also include goods, services or terms that exceed the requirements. Respondents are invited to submit innovative solutions and the City encourages suggestions to improve this project.

1.2 Objectives of the RFI

The objective of this initiative is to engage the PPE industry and:

- To inform the PPE sector of the preliminary list of PPE being considered by the City’s Fire Services as part of the potential RFP. Refer to Schedule A – Preliminary List of Goods and Scope of Services (the “Goods and Services”);
- Develop a standard of acceptable Goods and Services for Surrey Fire Services (the “SFS”);
- Seeking responses from PPE sector through this RFI that would help verify the capabilities and functionalities offered by any proposed solution. Additionally, the City is also seeking feedback, ideas and suggestions to strengthen the formation of a future procurement document;
- Develop a high and consistent standard quality of Goods and Services for all of its firefighting personnel at best value;
- Develop a program of re-equipping personnel over an anticipated ten (10) period with a product or brand of Goods that will become the City’s preferred standard;
- A reduction of inventory investment within the respective fire halls;
- A strong co-operative and proactive relationship with a preferred supplier.

Like the rest of the public sector procurement the City is redesigning its procurement practices to grasp opportunities to deliver a higher level of procurement services. We all need to make a contribution to delivering efficiencies – including leading innovation, trying new models of procurement delivery and driving transformation.

Respondents should not respond with any proprietary or confidential information as any information and/or recommendations in response to this RFI may be used by the City in determining the structure and content of any subsequent procurement opportunity, or opportunities. So please be careful not to send anything you might consider confidential.

Participation in this RFI is encouraged but is not mandatory. There will be no short-listing of potential suppliers for the purposes of undertaking any future work as a result of

the RFI. Similarly, participation in this RFI is not a condition or prerequisite for the participation in any potential subsequent competitive procurement opportunity.

The City would like to thank all Respondents for their interest and Responses to this RFI.

1.3 Context

To aid in the development of the Goods and Services for a future competitive procurement opportunity and the procurement decisions, the following priorities have been established for this RFI:

- (a) data gathering and analysis on:
 - (i) potential Goods, new technologies or approaches to address the City's requirements as indicated in Schedule A – Preliminary List of Goods and Scope of Services; and
 - (ii) obtain information and recommendations that would map out a future Goods - sourcing initiative;
- (b) an allowance for future program growth and consideration of innovative new PPE managed service delivery methods;
- (c) include ideas, information and recommendations that could result in a clarification of the requirements, cost savings opportunities, and identification of problem areas with this initiative;
- (d) provide information to the Surrey Fire Services (the “SFS”) on the trends in PPE and how to proceed with future requirements and procurement strategy;
- (e) define budgetary cost estimates, timelines, properties and other aspects of the requirements; and
- (f) become a more “informed buyer” with an enhanced understanding of industry goods.

1.4 Definitions

In this RFI the following definitions shall apply:

“**BC Bid Website**” means www.bcbid.gov.bc.ca;

“**City**” means the City of Surrey;

“**City Representative**” has the meaning set out in section 2.3;

“**City Website**” means www.surrey.ca;

“**Date**” has the meaning set out in section 2.2;

“**Goods**” has the meaning set out in Schedule A;

“**Respondent**” means an entity that submits a Response;

“**RFI**” means this Request For Information;

“**Services**” has the meaning set out in Schedule A; and

“**Response**” means a Response submitted in response to this RFI.

2. INSTRUCTIONS TO RESPONDENTS

2.1 Address for Response Delivery

A Response should be labelled with the Respondent’s name, RFI title and reference number

The Respondent may submit a Response either by email or in a hard copy, as follows:

(a) E-mail

If the Respondent chooses to submit by email, the Respondent should submit the Response electronically in a single pdf file which must be delivered to the City by email at: purchasing@surrey.ca

PDF emailed Responses are preferred and the City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Respondents should phone [604-590-7274] to confirm receipt. A Respondent bears all risk that the City’s equipment functions properly so that the City receives the Response.

(b) Hard Copy

If the Respondent chooses NOT to submit by email, the Respondent should submit one (1) original unbound Response and one (1) copy (two (2) in total) which must be delivered to the City at the office of:

Name: Richard D. Oppelt, Procurement Services Manager
at the following location:

Address: Surrey City Hall
Finance Department – Purchasing Section
Reception Counter, 5th Floor West
13450 – 104 Avenue, Surrey, B.C., V3T 1V8, Canada

2.2 Date

The City would prefer to receive Responses on or before **February 15, 2019**. The City's office hours are 8:30 am to 4:00 pm, except holidays.

2.3 Inquiries

All inquiries related to this RFI should be directed, by email, to the person named below (the "**City Representative**"). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Richard D. Oppelt, Procurement Services Manager

Email: purchasing@surrey.ca

Reference: #1220-050-2018-011

Inquiries should be made no later than seven (7) business days before the closing Date. The City reserves the right not to respond to inquiries made within seven (7) business days of the closing Date. Inquiries and responses will be recorded and may be distributed to all Respondents at the discretion of the City.

Respondents finding discrepancies or omissions in the RFI documentation or having doubts as to the meaning or intent of any provision should immediately notify the City Representative. If the City determines that an amendment is required to this RFI, the City Representative will issue an addendum in accordance with section 2.4. No oral conversation will affect or modify the terms of this RFI nor be relied upon by any Respondent.

2.4 Addenda

If the City determines that an amendment is required to this RFI, the City Representative will issue a written addendum by posting it on the BC Bid Website at www.bcbid.gov.bc.ca (the "BC Bid Website") and the City Website at www.surrey.ca (the "City Website") that will form part of this RFI. No amendment of any kind to the RFI is effective unless it is posted in a formal written addendum on the City Website. Upon submitting a Response, Respondents will be deemed to have received notice of all addenda that are posted on the City Website.

3. RESPONSE FORM AND CONTENTS

3.1 Package (Hard Copy)

If the Respondent chooses NOT to submit by email, the Respondent should submit a Response in a particular submittal format, to reduce paper, encourage our recycled product expectations, and reduce package bulk. Bulk from binders and large packages are unwanted. Vinyl plastic products are unwanted. The City also has an

environmentally-preferable purchasing commitment and seeks a package format to support the green expectations and initiatives of the City.

Please do not use any plastic or vinyl binders or folders. The City prefers simple, stapled paper copies. If a binder or folder is essential due to the size of your Response, they should be fully 100% recycled stock.

The City seeks and prefers submittals on 100% Post Consumer Fibre (PCF) paper, consistent with the City's policy and the City environmental practices.

Please double-side your Response.

Responses should be in a sealed envelope/package, marked on the outside with the Respondent's name, title of the Response and reference number.

3.2 Form of Response

This RFI is an industry consultation document intended to solicit feedback from industry with respect to the matters described in this RFI. This is not a bid solicitation.

There is no Response form to fill out. Respondents should provide a concise and focused written response to this RFI. The Respondent is invited to provide its comments and concerns on the technical aspect, feasibility and reasonability of the requirement.

Respondents are encouraged to respond in the following format:

Cover Page: If the response includes multiple volumes, respondents are requested to indicate on the front cover page of each volume the title of the response

Title Page: The first page of each volume of the response, after the cover page, should be the title page, which should contain: i. the title of the respondent's response and the volume number; ii. the name and address of the respondent; and iii. the name, address and telephone number of the respondent's contact.

Questions/Information Requested:

In order to facilitate the review of the Response, the City requests Respondents to address and present the following topics in the order of the review criteria under the same headings. To avoid duplication, Respondents may refer to different sections of this Response by identifying the specific paragraph and page number where the subject topic has already been addressed:

- (i) Commercial-off-the-shelf (COTS) product documents should include material data sheets; product data sheets, that at a minimum, should include weight, thickness, shape, etc. all COTS sizes available including the ability to make custom sizes, special features;

- (ii) Asset tracking option for use with the Turn Out Gear. Please provide a detailed explanation of the proposed system and any additional requirements to implement the proposed system;
- (iii) Respondent should provide information on their innovation in PPE design, fabrics and construction methods;
- (iv) Respondent should provide information regarding City internal maintenance efforts, telephone consultation, etc.;
- (v) In furtherance to NFPA Standard 1851, 2014 additional information regarding care and maintenance, and verification of the integrity throughout the life of the product. How often is maintenance required to be performed? Indicate high level any associated costs. It is also the intention of the SFS to extend the useful service life of said equipment through proper NFPA compliant maintenance;

Respondent should demonstrate some combination of advance cleaning, repair and/or decontamination and the ability of the Respondent to return the Goods within a mutually agreed upon time frame and in accordance with the procedures to be agreed upon;

- (vi) **LIFE CYCLE COSTING** - The City may elect to evaluate Goods proposed on the basis of total cost of ownership using life cycle costing, factors such as the following may be considered: estimated useful life, maintenance costs, budgetary purchase costs, labour intensity, environmental impact and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- (vii) Warranty coverage each Good with a detailed description and extended warranty (if available) with high level associated costs;
- (viii) Respondent's experience in working on similar initiatives;
- (ix) Respondents consent to the City incorporating any submitted ideas, concepts, approaches, or strategies into any planning, design, procurement, or contractual activities related to any aspect of the project without any obligation, liability, or consideration on the part of the City; and
- (x) Any additional information believed to be relevant to the response that has not already been covered in the sections above;

3.3 Signature

The Response should be signed by a person authorized to sign on behalf of the Respondent and include the following:

- (a) If the Respondent is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Response should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Response on behalf of the corporation is submitted;

- (b) If the Respondent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Respondent is an individual, including a sole proprietorship, the name of the individual should be included.

4. REVIEW OF RESPONSES

The review process includes a comprehensive review and analysis by a review team made up of members from the SFS Department, City of Surrey, firefighter union representatives, Purchasing Section and third party consultant(s), as the review team may in its discretion decide is required.

Reviews will be conducted using qualitative tools and assessments, as appropriate, to determine which Response offers the overall best potential for inclusion in the City's functional and technical requirements for any future competitive procurement opportunity.

The review process may consider such criteria as to functionality, wearer comfort, protection provided by the gear, gear design, fabrication, fit and mobility and any issues regarding putting on and taking off the gear.

This RFI will not be used to evaluate, rank or select suppliers, nor will it be used to pre-qualify or screen suppliers for a subsequent competitive procurement process, if any.

4.2 Litigation

In addition to any other provision of this RFI, the City may, in its absolute discretion, reject a Response if the Respondent, or any officer or director of the Respondent submitting the Response, is or has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Respondent.

In determining whether or not to reject a Response under this section, the City will consider whether the litigation is likely to affect the Respondent's ability to work with the City, its consultants and representatives and whether the City's experience with the Respondent indicates that there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

4.3 Additional Information

The City may, in its discretion, set up subsequent consultation workshops with industry, one-on-one meetings with the Respondents, and/or contact the Respondents to follow up with additional questions, or for clarification of any aspect of a Response.

4.4 Presentations/Demonstrations

As different manufacturers offer different features in terms of overall designs, ergonomic features, reinforcements, types of trim and patterns, pockets, and several other aspects which can make it extremely difficult for departments to make a choice. Making a definitive choice on PPE should not be done based on manufacturer literature alone. Instead, the City will consider field tests or a manual assessment of the overall Goods and Services as it is designed and constructed. There are many variances in these Goods and Services that cannot be understood on paper or by simply looking at one set of gear.

Therefore, samples or inspection of Goods may be requested to determine suitability. The City, acting reasonably, may require Respondents to submit and/or demonstrate at no cost or obligation to the City an assortment of Goods (up to 20 garment items) of the City's choice to conduct rigorous wearer trials of garments across the full range of firefighter activities. The Respondent acknowledges and agrees that City will use these samples for testing purposes and may consume such samples. Samples not consumed during a testing process will be returned to the Respondent. **DO NOT SUBMIT SAMPLES UNTIL NOTIFIED TO DO SO.**

If requested by the City, Respondents may be requested to present and demonstrate the Goods at Surrey Fire Hall No. 1, 8767 – 132nd Street, Surrey, British Columbia, on the date and time to be specified.

5. GENERAL CONDITIONS

5.1 No City Obligation

This RFI is an information gathering process and is not a tender or a request for proposals and does not commit the City in any way to select a preferred Respondent, or to proceed to negotiations for a contract, or to award any contract, and the City reserves the complete right to at any time reject all responses, and to terminate this RFI process.

5.2 Respondent's Expenses

Respondents are solely responsible for their own expenses in preparing, and submitting a Response, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from this RFI. The City and its representatives, agents, consultants and advisors will not be liable to any Respondent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Respondent in preparing and submitting a Response, or participating in subsequent proposal requests, negotiations for an agreement, or other activity related to or arising out of this RFI.

5.3 No Contract

By submitting a Response and participating in the process as outlined in this RFI, Respondents expressly agree that no contract of any kind is formed under, or arises from this RFI, prior to the signing of a formal written Contract.

5.4 Conflict of Interest

A Respondent shall disclose in its Response any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

5.5 Solicitation of Council Members and City Staff

Respondents and their agents will not contact any member of the City Council or City staff with respect to this RFI, other than the City Representative named in section 2.3, at any time prior to the award of an agreement or the cancellation of this RFI.

5.6 Confidentiality

All Responses become the property of the City and will not be returned to the Respondent. All Responses will be held in confidence by the City unless otherwise required by law. Respondents should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

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**SCHEDULE A
PRELIMINARY LIST OF GOODS AND SCOPE OF SERVICES**

1. OVERVIEW

Structural Firefighting Personal Protective Equipment are an integral part of the Personal Protection Equipment (PPE) used by City firefighters and are comprised of a structural firefighting jacket and pant ensemble that provides protection to firefighters during firefighting operations. PPE are exposed to extreme conditions including extreme heat, smoke, chemical and substance exposure and the many products of combustion. These exposures often result in excessive wear and damage to the PPE ensemble.

The Goods and Services is an essential part of operational equipment and is fundamental to the safety of the City's Surrey Fire Services (the "SFS") crews attending a wide range of operational incidents. These incidents can include but not limited to structural firefighting, outdoor firefighting (including fields, woods, forests etc.), road traffic collisions, non-fire related rescues and any other incidents which form part of SFS operational requirements.

This RFI includes market engagement, technical assessments, high level cost information and practical user trials (estimated at 4-6 months). Collaboration is absolutely key in promoting and improving firefighter safety. Implementation of this sourcing initiative is intended to address the following key objectives:

- Ensure continued maximum protection for SFS firefighters;
- To consolidate and standardize the provision of Goods and Services;
- To achieve economies of scale and best value by collaborating with the marketplace; and
- Enable a review of Goods requirements in the long term.

In striving to achieve these objectives, the strategy will also seek to consider impacts upon:

- The long term competition in the provision of Goods in the marketplace;
- The need for continuity of managed services; and
- The need for choice and flexibility to address certain, specific needs for the SFS.

With firefighter staff of approximately 364, the SFS Department is required to provide PPE Goods and Services that meets recognized standards to its firefighters. Through annual turnover in staff as well as Goods reaching its useful end of life, the City anticipates purchasing an approximated range of 20 to 50 sets of turn-out gear annually for the next five (5) years. No minimum volume of Goods and Services will be guaranteed throughout the contract term.

2. STANDARDS

The following standards in their active versions on the date of this RFI are to form a part of this specification to the extent specified herein:

<u>STANDARD</u>	<u>TITLE</u>
ASTM D 6193-97	Standard Practice for Stitches and Seams

NFPA 1500, 2018	Edition Standard on Fire Department Occupational Safety and Health Program
NFPA 1851, 2014	Edition Standard on Selection, Care, and Maintenance of Fire Fighting Protective Ensembles
NFPA 1971, 2018	Edition Standard on Protective Ensemble for Fire Fighting

In addition, all Goods offered are to meet all federal, provincial and municipal laws, regulations and standards that may exist but are not specifically stated within this RFI.

3. CERTIFICATION

The Respondent is to certify that the garments proposed in its Response meet or exceed all requirements of NFPA 1971. The Respondent is to ensure that the manufacturer has listed and labeled this product with Underwriters Laboratories Inc. (UL) or Safety Equipment Institute (SEI), as the third-party certification organization prescribed in NFPA 1971. All certification testing and test preconditioning to have been performed by an ISO 17025-certified laboratory. UL, SEI or a UL Authorized Client Test Data Program laboratory will fulfill this requirement.

The Respondent is to ensure that the manufacturer is registered to ISO 9001, *Quality Management Systems – Requirements, 2000*.

4. GOODS AND SERVICES

The following are areas that the City is interested in receiving performance information on. These include, but not limited to:

Outer Shell Material – Bunker Suit

- Outer shell construction of what materials and weights
- Liner materials
- Colour availability
- Abrasion resistance
- Colour fastness

Thermal Insulating Liner

- Thermal liner construction (e.g., number of layers and weight)
- Stitching explained
- Coatings
- Explanation of how the Respondents Goods offered meet standards.

Moisture Barrier

- Explain moisture barrier construction material(s), layers and weight
- Explain if your Moisture Barrier material complies with NFPA standards, which may include water penetration resistances, viral penetration resistance, and common chemical penetration resistance
- Explain how the Respondents offered product meet and/or exceed the standards for moisture barrier material characteristics

Method of Thermal Liner/Moisture Barrier Attachment

The thermal liner and moisture barrier should be completely removable from the jacket shell.

- Explain how the thermal liner/moisture barrier shall be secured

Liner Inspection System

- Explain System

Sealed Moisture Barrier Seams

- Should provide detailed explanation

Stitching

- Explain

Labels

The City anticipates that each set of Goods shall have garment label(s) permanently and conspicuously attached. (e.g., stating as a minimum, warning instructions provided by the manufacturer):

- Please explain what information is provided on labels;
- Please provide an explanation as to where these labels are affixed; and
- Labels (including bar codes, if any) should be able to withstand customary wash and wear cycles.

Repair Work and Testing

Should provide detailed explanation for any repair work and access to facilities required to test Goods.

General

Clothing Wear Assessment - Please describe your view of the overall performance of the gear during firefighting activities.

Wear/Abrasion - Describe your impressions.

Describe the gear's ability to keep you cool during fire ground activities associated with both fire suppression and overhaul operations.

What features of your Goods you feel are most important to safety?

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