South Carolina State Firefighters’ Association
Request For Bid

Mobile Digital Message Board

December 17, 2017

1. NAME OF SOLICITING BODY

South Carolina State Firefighters’ Association
P.O. Box 211725

Columbia, South Carolina 29211

1. PURPOSE

As a component of a 2013 Department of Homeland Security Staffing for Adequate Fire and Emergency Responder grant, this Request For Bid by the South Carolina State Firefighters’ Association (hereafter SCSFA), Columbia, South Carolina, seeks written quotes from qualified vendors to provide a trailer mounted mobile digital message board.

III. INSTRUCTIONS TO BIDDERS

1. This procurement shall be conducted in accordance with the competitive negotiation procedures of the SCSFA Procurement Policy.
2. Three (3) copies of quotes shall be submitted to:

 Bryan G. Riebe, Recruitment/Retention Coordinator

 South Carolina State Firefighters’ Association

 PO Box 211725

 Columbia, SC 29221

1. All quotes must be in a sealed envelope and clearly marked in the lower left corner: "Sealed Quote, Mobile Digital Sign”. Quotes not so marked or sealed shall be returned to the bidder and will not be considered. Quotes shall clearly indicate the legal name, address and telephone number of the bidder (company, firm, partnership, individual). Quotes shall be signed above the typed or printed name and include the title of the individual signing on behalf of the bidder.

 All expenses for making Quotes to SCSFA shall be borne by the bidder. **All Quotes shall be received by 5PM January 15, 2017.** Any Quote received after this time and date will not be considered. The bidder has the sole responsibility to have the proposal received by the SCSFA at the above address and by the above stated time and date.

4. As a guideline, the SCSFA anticipates the following timetable.

 Date Activity/Event

 December 17, 2017 Request For Quote Issued

 January 22, 2018 Quotes Due Prior by noon

 January 29, 2018 SCSFA Evaluation of quotes

 February 5, 2018 SCSFA Approval of contract

 February 12, 2018 Notify successful bidder and order placed

 April 2, 2018 Trailer mounted mobile message board delivered on or before this date with and training conducted on site at SCSFA facility.

IV. BID CRITERIA AND DELIVERABLES

1. The SCSFA will purchase a trailer mounted portable message board that can be set up in major traffic areas of the community to display and repeat volunteer recruitment, community safety, fire safety, and risk management messages.
2. This message board will have digital LED lighting for long lasting use.
3. The message board will have rechargeable batteries for portable use. Batteries will be mounted in secure battery box locking containers.
4. The message board and trailer will be painted white in color with appropriate DOT reflective striping as required
5. As space allows, appropriately scaled SCSFA logo decals will be applied to the message board. Details as to placement will be determined during design phase. The SCFA will supply an electronic file format of SCSFA decal.
6. The trailer device wheels will be provided with locking wheel lug nuts.
7. The message board will have remote programming capabilities through 4G cellular with GPS tracking.
8. The message board will have a 2” trailer hitch with security locking device.
9. Bid pricing shall include delivery, taxes, and training on site at the SCFA facility.

VI. GENERAL CONDITIONS FOR BID

 The SCSFA reserves the right to reject any or all bid; to void this bid and the review process and/or terminate negotiations at any time; to revise any conditions and stipulations contained herein, as convenient or necessary; to further negotiate fees, rates and financial arrangements, etc; to establish further criteria for selection; to ask respondents to submit additional information or evidence of their qualifications and experience; to waive informalities in the proposals and in the proposal process; and to negotiate with successful respondents; to reject any and/or all proposals for any reason, in the SCSFA sole discretion.