

**TOWN OF VICTOR, ONTARIO COUNTY, NEW YORK
REQUEST FOR PROPOSALS
FOR FIRE PROTECTION SERVICES**

The Town Board of the Town of Victor, Ontario County, of New York is soliciting proposals from qualified fire departments having experience in providing services as outlined in the SCOPE OF SERVICES section of this request.

1. Objective and Background.

The Town of Victor, a municipality in the State of New York, is seeking proposals from qualified organizations for providing fire protection services to the area currently known as the Victor Fire Protection District. The Town is interested in exploring alternatives and capabilities that will meet or exceed the current NPFA-1720 Standard to provide 10 firefighters arriving to a scene within 10 minutes 80% of the time.

The Town of Victor currently contracts with the Village of Victor for fire services within the Victor Fire Protection District. Fishers Fire District provides fire services for the remainder of the Town. The Victor-Farmington Volunteer Ambulance Corps provides emergency ambulance and medical response to the Town.

The Victor Fire Protection District encompasses approximately 14 square miles, with 2,830 total land parcels on which there are 2,371 homes. The Village of Victor is **NOT** included in the Victor Fire Protection District. Please refer to the yellow highlighted area on the map located in Appendix "A".

The population of the Town of Victor have grown by approximately 43% over the past 10 years, exceeding 14,000 in the 2010 census, with continued evolving growth averaging 1.75% per year in new occupancy rates. The commercial business community has also grown to over 700 businesses located in this area, which includes world-wide headquarters for several corporations.

****Please note that the Town of Victor and the Village of Victor are presently considering the formation of a joint fire district, which formation would include the dissolution of the Victor Fire Protection District. It is the Town's intention in this RFP to obtain proposals in the event such formation does not occur. In the event that such formation does occur, this RFP shall be rescinded in full.**

2. Requirements

- Response to the RFP must provide a narrative on the contractor's assessment for the needs of the Town, estimated level of service needed, approach to emergency services, equipment listing, ability to support the functions and perform the scope and duties outlined, ensure the service delivery, and the means to comply with the requirements.

- The successful contractor must provide an appropriate level of staffing, including command personnel, and respond 24 hours/day, 7 days/week in accordance with the NPFA-1720 Standard. The contractor must also provide for the appropriate training and certification of their staff, their own administrative staff or equivalent, and provide the equipment and vehicles necessary to respond to calls for service. Proposals must also state the number of interior-certified firefighters that will be able to respond to fire calls within the Victor Fire Protection District.
- Provide a narrative detail of other services to be provided, information, or documentation the organization deems relevant to reviewing the proposal.
- The standard operation procedures must meet requirements including the National Fire Incident Report System (NFIRS). All firefighters must be trained and compliant to the NFPA 1001 standard and Incident Commanders must comply with the Fire Fighter Safety Standards.
- The laws of the State of New York shall govern and control the fire service agreement once the contractor has been selected. The parties agree to submit themselves in any legal action exclusive to the Supreme Court of the State of New York, Ontario County.

3. Scope of Services

The fire services provider will provide the following services 24 hours per day/7 days per week:

- Fire protection and rescue services in cases of accidents, calamities, or other emergencies in which the services of firefighters would be required in the Victor Fire Protection District, as designated in Appendix A;
- Shall promptly dispatch, upon call from the Ontario County 911 Center or upon notification of fire or emergency by any other means, fire-fighting and emergency equipment and personnel to operate the same, and then make diligent efforts to control and extinguish all fires and control or mitigate emergencies;
- All fire department equipment and personnel necessary and proper for the performance of the fire services agreement shall be at the sole expense and cost, and all personnel engaged in fire department matters shall be subject to the exclusive control, direction, and supervision of the fire services contractor;
- Compliance with all rules, laws, and regulations.
- Monthly written fire service reports provided to the Victor Town Board, which is to include the date, time, and nature of each fire call in the Victor Fire Protection District, mutual aid calls to other fire protection areas within the Town, firefighting equipment response times (separate from arrival of Chief's vehicle), and the manpower and equipment responding to each call.
- Annual summary report detailing the actual cost of fire service provided to the Victor Fire Protection District in the preceding year.

4. Calls for Service

The Victor Fire Protection District experienced calls for fire service as follows:

Year	# of Fire/Rescue Responses
2017 through 6/30/2017	81
2016	206
2015	175
2014	168

5. Compensation

The Town desires to enter into a professional services agreement. The selected fire services contractor will be reimbursed by the Town on a monthly basis. All requests for payment are to be submitted on the appropriate voucher to be provided by the Town.

6. Terms of Agreement

It is intended that this agreement will be for a duration of one year, with a starting date of January 1, 2018, with potentially up to three (3) one-year extensions. The agreement for fire protection services may be terminated by either party by thirty (30) days written notice. The agreement will provide for annual review of compensation and evaluation of performance. The agreement is non-exclusive and allows the Town to obtain services from other providers if, for any given project, it determines such services to be necessary.

7. Professional Liability Insurance

The contractor shall, at its sole expense, acquire, continuously maintain during the period in which the contractor is performing services, and provide the Town with acceptable proof of professional liability insurance coverage with an annual aggregate of not less than Two Million dollars (\$2,000,000.00) per occurrence, covering acts, errors, or omissions of a professional nature committed or alleged to be committed by the contractor or any of its personnel as a part of its performance of fire protection services. The contractor shall agree to maintain in full force and effect during the term of the contract Workers Compensation and Disability Insurances.

In addition, the Consultant agrees to indemnify and hold harmless the Town, its officers, officials, employees, and volunteers against all liabilities, claims and demands for personal injury or property damages or other expenses suffered or arising out of or caused by any negligent acts or omissions of the contractor, its subcontractors, agents, or personnel incurred in the performance of its services.

8. Experience and Qualifications

Expertise of the contractor shall be demonstrated by proof of past contract successes providing similar services as described in Section 2. The proposals will be evaluated on knowledge, experience, and successes of these similar services.

The following information shall be provided on your firm:

- Brief history of your firm including the length of time your firm has been providing professional fire services;
- Statement of experience and qualifications;
- The form of legal entity of your organization, and the names and contact information for your governing body;
- The names and contact information for your command staff;
- A map indicating your current geographic boundary coverage;
- A schedule of all real property, equipment, and vehicles owned by the responding organization associated with providing the fire protection services;
- A list of and copy of all fire services related agreements with other agencies;
- An organizational chart and a description of staffing and shift configuration;
- Historical data regarding response times of past three years of fire-fighting equipment arriving at the scene.
- Annual fee proposal to provide fire protection services to the Victor Fire Protection District

9. Conflicts of Interest

As part of your submission, please list any potential conflicts your organization might have due to work being done for outside parties. This should include, but not limited to, other work being done by your firm with others doing business in the Town of Victor.

10. Proposal Submission Information

Submission Date and Time: Friday, August 25, 2017 @ 9:00 AM

One (1) original & nine (9) copies

Submit to:

Tina Kolaczyk, Director of Human Resources
Town of Victor
Victor Town Hall
85 East Main St.
Victor, NY 14564

Clearly mark the submittal with the title of this RFP and the name of the responding organization. Only those RFP responses received prior to or on the submission date and time will be considered.

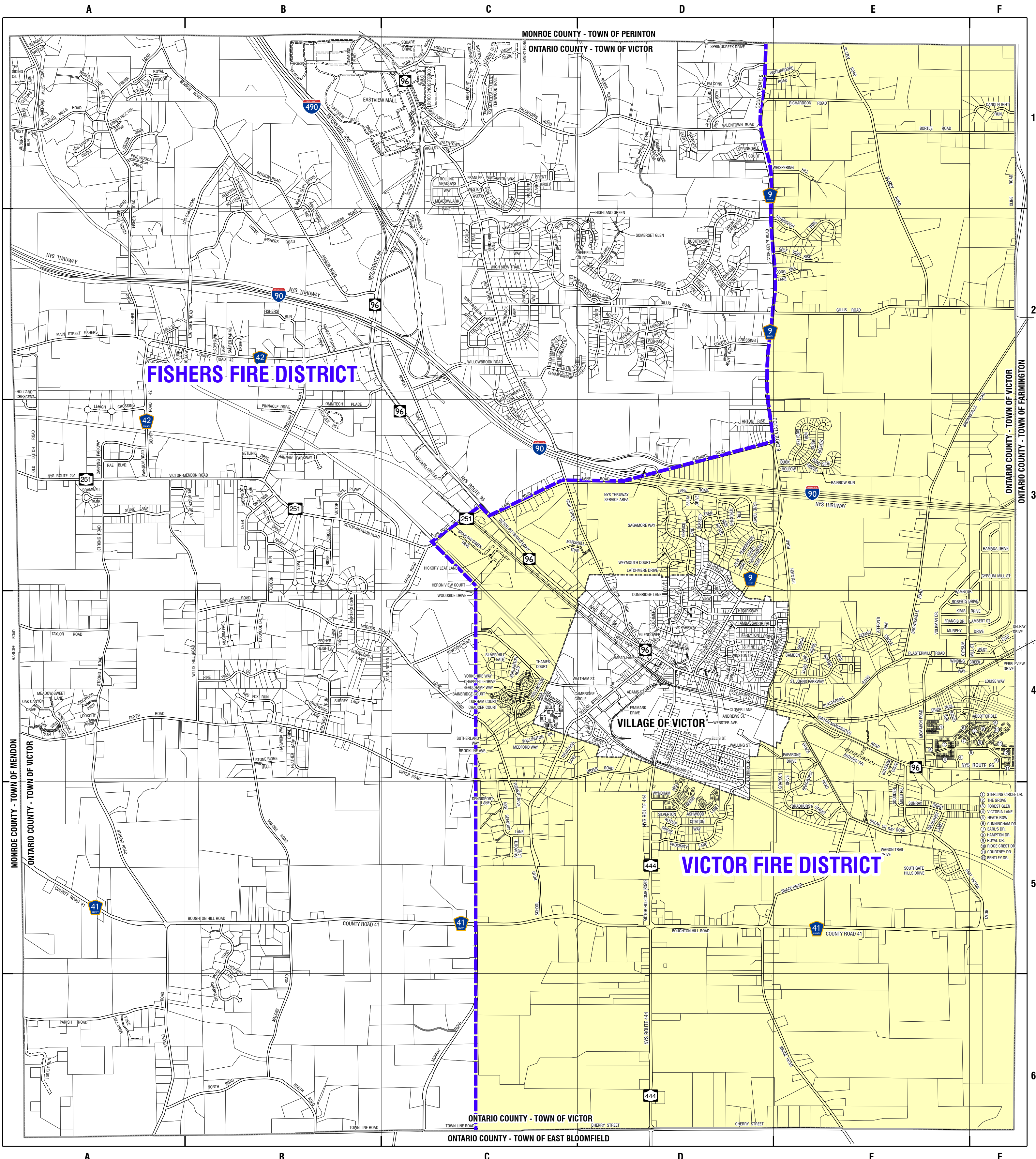
Emailed proposals will also be accepted.

11. Selection Process

All submitted proposals will be reviewed by the Town Board, and will be evaluated with regards to qualifications, municipal experience, and pricing of services. The Town Board may elect to interview select candidates in order to determine the contractor which will provide the best services for the Town of Victor. The Town reserves the right to negotiate agreement terms with the selected respondent prior to entering into a formal agreement. All contractors who respond to the RFP will be notified of the results.

12. Rejection of Proposals

The Town reserves the right to reject any or all proposals, or to reject any proposal if the evidence submitted by, or investigation of such respondent fails to satisfy the Town that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The Town reserves the right to waive any minor informality in the RFP.



FIRE DISTRICT MAP

MAP: FD-01 RELEASED: MARCH 10, 2017
 REV 2 - RELEASED: JULY 10, 2017

STREET INDEX

- ABBOTT CIRCLE (E-4)
- ADAMS STREET (D-4)
- ADDY WAY (D-2)
- AFFRONTI WAY (E-4)
- ALDRIDGE ROAD (D-3)
- ALLY RISE (D-3)
- ALPINE WAY (D-4)
- ALYOKR CIRCLE (D-5)
- AMBASSADOR DRIVE (D-4)
- ANDREWS STREET (D-4)
- ANTHONY DRIVE (E-4)
- ANTON RISE (D-3)
- ARBOR GLEN DRIVE (B-1)
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- AUBURN RUN (A-1)
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- BAKER ROAD (D-1)
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- BANJO RUN (E-4)
- BARONIAN DUNE RISE (C-2,D-2)
- BARONY WOODS (A-1)
- BEACH FLINT WAY (D-2)
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- BRADHURST ST. (E-5)
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- BRIDLEWOOD LANE (B-1,B-2)
- BROOKLINE AVENUE (C-4)
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- YALE COURT (D-2)
- YORKSHIRE WAY (C-4)
- ZEPHYR HEIGHTS (B-4)

NOTES:
 1. MAP BASED ON 2016 PARCEL DATA
 2. PRIVATE ROADS ARE SHOWN WITH DASHED LINES.

town of
VICTOR
 NEW YORK

LABELLA
 Associates, P.C.