

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda
BIDS AND PROPOSALS

To: President and Village Board of Trustees
 FROM: Scott Niehaus, Village Manager
 DATE: February 6, 2018 Agenda Date: February 15, 2018
 TITLE: **Waiver of Bids – Municipal Emergency Services purchasing through NPPGov Government Purchasing Cooperative. Forty-four (44) complete Self-Contained Breathing Apparatus (SCBA) including bottles and face masks.**

SUBMITTED BY: Jerry Howell, Fire Marshal/Bureau Chief

RESULTS:

Date Bids Were Published: N/A..... Date Bidding Closed: N/A
 Total Number of Bids Received: N/A
 Total Number of Bidders Meeting Specifications N/A
 Bid Security Required Yes No
 Performance Bond Required Yes No
 Were Any Bids Withdrawn..... Yes No
 Explanation.....
 Waiver of Bids Requested? Yes No
 If yes, explain: **This purchase is being made through an approved Government purchasing cooperative which assures compliance with Village, State and federal purchasing rules and regulations.**
 Award Recommended to Lowest Responsible Bidder Yes No
 If no, explain: N/A

FISCAL IMPACT:

Engineer's estimate/budget estimate: (FEMA Grant \$318,069 / Village Match \$31,806)
 Amount of Award: \$328,428.75
 Village Portion from 101.230.215.73110 / FEMASCBA 235.230.118.73110

BACKGROUND/RECOMMENDATION:

Waive bids and award contract to Municipal Emergency Services purchasing through NPPGov government purchasing cooperative for an amount not to exceed **\$328,428.75** and trade in 48 SCBA units with ancillary equipment. The remainder of the awarded FEMA grant money will be earmarked for additional future SCBA equipment.

Has Recommended Bidder Worked for Village Previously Yes No
 If yes, was quality of work acceptable Yes No
 Was item bid in accordance with Public Act 85-1295? Yes No
 Waiver of bids - Public Act 85-1295 does not apply Yes

REVIEW (as needed):

Finance Director XX _____ Date _____
 Village Manager XX SC _____ Date _____
 Village Attorney XX SRN _____ Date: 2/9/18

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 Noon, Wednesday, prior to the Board Agenda distribution.



MEMORANDUM

Date: February 6, 2018
To: Scott Niehaus, Village Manager
From: Rick Sander, Fire Chief
Subject: **Waiver of Bids –Municipal Emergency Services purchasing through NPPGov Government Purchasing Cooperative. Forty-four (44) complete Self-Contained Breathing Apparatus (SCBA) including bottles and face masks.**

Executive Summary/ Background

The Fire Department applied for and was awarded an Assistance to Firefighters Grant (AFG) from The Federal Emergency Management Agency (FEMA) in the amount of \$318,069. The Village is responsible for a matching amount of \$31,806. These combined funds (\$349,875) by the grant provision are specifically earmarked for Self-Contained Breathing Apparatus (SCBA). The Grant award and the Village share will cover the cost to completely replace our existing 13 year old SCBA units including bottles.

Municipal Emergency Services (MES) has been the provider of the Department's Self-Contained Breathing Apparatus for many years and has proven to provide outstanding products and service. Municipal Emergency Services (MES) is a participant in a federally approved purchasing cooperative named NPPGov that vets and qualifies proposals to ensure the lowest prices. Information about NPPGov is attached.

Introduction

Our department is using SCBA units that are over 13 years old. Due to the high call volume and frequency of use in our department these units have sustained substantial wear and tear damage. Beyond typical flow testing, maintenance and general repairs are expected for units this age. The majority of our units have straps and belts that are frayed or damaged in a manner that requires replacement of these parts to get them back into safe working order. The cost to replace just the straps and belts alone is over \$26,000. Maintenance and repair costs for our SCBAs have been increasing annually. In addition, our SCBA cylinders will all be expiring in the very near future. Our department has been looking for ways to address these increasing costs and needs but the

high cost prevents us from accomplishing anything other than spot repairs of the most damaged equipment individually.

The cost to complete these repairs and cylinder replacement is nearly 50% of the cost to completely replace all of our SCBAs. This is not an efficient use of our limited resources as this high cost would simply require us to extend the use of SCBAs that are already obsolete and do not meet any current NFPA safety standards.

Current Status

SCBAs are necessary to provide firefighter respiratory protection and to meet current safety standards. These SCBAs will provide an improvement in firefighter health and safety which begins immediately at every incident and continues to reduce the risk of long term exposure illnesses including cancer, respiratory ailments and cardiac disease. Ensuring that every SCBA is up to the current safety standards and on our apparatus instead of out of service for repairs will provide for improved firefighting capability. The improved capability and increased compliance with national safety standards will lead to improved firefighting efforts. These improvements will lead to improved life safety protection for our firefighters and our residents. Our ability to reduce damage caused by fires will be improved by aggressively attacking fires using all of our available resources through the commitment of our personnel knowing that their safety is being properly provided for. The savings provided by reducing our SCBA maintenance and repair costs will be reallocated to meet other safety needs and will further advance our improvement in operational capacity.

Waiver of Bids

The Fire Department requests authorization to waive the formal bidding process in order to replace Self-Contained Breathing Apparatus (SCBA) that is compliant with current health and safety standards. This purchase will use grant funding for the equipment within time frames and procedures set forth by the Federal Emergency Management.

The following ONE (1) firm submitted the following proposal through Municipal Emergency Services /NPPGov.

SUPPLIER	PROJECT	TOTAL
Municipal Emergency Services	Forty-four (44) Complete Self-Contained Breathing Apparatus (SCBA) including bottles and face masks.	\$328,428.75*

Note: This cost reflects the trade in of our 48 used SCBA units and bottles.

Recommendations:

Please request the Board of Trustees to waive the formal bidding process and accept the lowest responsible proposal for forty-four (44) Complete Self-Contained Breathing Apparatus (SCBA) including face masks and spare bottles submitted by **Municipal Emergency Services/NPPGov** and authorize an agreement not to exceed \$328,428.75 at the February 15, 2018 BOT meeting.

This recommendation is compliant with the Village's joint purchasing policy as well as federal regulations including 2 C.F.R. § 318(e), which states: "To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services."

Sufficient funds exist in the current budget to support this expenditure.



FREQUENTLY ASKED QUESTIONS



Q What is NPPGov?

A NPPGov is a national cooperative procurement organization based in Seattle, WA offering publicly solicited contracts to government entities nationwide. Our contracts are created through a public solicitation and award process by a Lead Public Agency. Membership is free and there are no minimum purchasing obligations. NPPGov provides live contract support five days a week with a team dedicated to assisting members through all stages of the procurement process.

Q How does the program work?

A NPPGov uses a Lead Public Agency to publicly solicit and award contracts through a Request for Proposal (RFP) process. Our members are eligible to access these contracts by signing an intergovernmental agreement (IGA) with the Lead Public Agency, thereby eliminating the need to complete their own RFP process. NPPGov staff and legal counsel facilitate this process and provide necessary documentation and support.

Q Do I have to be a member?

A Yes, membership is required. As a cooperative procurement organization we rely on the strength of our membership to develop competitive contracts. Membership is free and joining is easy.

Eligible organizations include:

- **Government:** State and local, tax districts, K-12 public schools, higher education, etc
- **FireRescue GPO:** Fire agencies, districts, and departments, volunteer, EMS/Ambulance, etc
- **Law Enforcement GPO:** Police/sheriff departments, correctional facilities, emergency management.
- **Non-Profit:** All 501(c) 1-28 organizations that do not receive Medicaid funding.

To become an NPPGov Member:

1. Visit our website: nppgov.com
2. Click "Join Now"
3. Complete the registration form and submit.
4. You will receive a welcome call and e-mail confirming your membership within 24-48 hours (usually the same day). The welcome email will include your username, password, and NPPGov member number. Vendor discount information can be accessed using your login credentials to log into nppgov.com.

Q Can my entity purchase through NPPGov?

A Your state and local procurement laws and policies dictate the ability to use contracts available through NPPGov. In the vast majority of jurisdictions the answer is "yes!" NPPGov staff are available to answer questions about how our contracts are established to help determine eligibility. Virtually all 50 states have statutes in place that specifically allow the use of publicly solicited contracts even if the contract was created in another state. More information about state statutes can be found on our website (www.nppgov.com/procurement-solutions/state-legal-statutes). The only other requirement is you must be a member of NPPGov.

Q What contracts are available through NPPGov?

A We have an extensive portfolio including contracts for office supplies and equipment, firefighting and rescue equipment, wireless and data communications, playground equipment, furniture, fire apparatus, tires, agricultural and construction equipment, law enforcement equipment, electric and lighting equipment, medical supplies, unmanned vehicles, safety equipment, MRO products, and more. A complete list of contracts and pricing is available on nppgov.com. After registering and logging into the website, click on the "Our Vendors" tab.

Q I have to conduct an RFP process or at least have three quotes. How does NPPGov satisfy this requirement?

A NPPGov contracts were created through an RFP process meeting the requirements of all lower and upper purchasing threshold requirements. The process includes local and national print advertising as well as online internet services to post RFP solicitations. By piggybacking off the contract you are eliminating the need to conduct your own solicitation or collect three quotes. It is still your responsibility to verify our contracts meet your state and local requirements but our legal counsel is available for consultation during your analysis.

Q Where do I find information on the products and price quotes offered through NPPGov contracts?

A Our website has a full list of all vendors/contracts as well as products and pricing. Vendors will provide quotes for the items of interest. Some information is only available to members who have logged in to the website: www.nppgov.com

[more FAQs](#)

Q What is the difference between NPPGov and other cooperatives?

A We can't speak to how other cooperatives conduct business but we know our members appreciate:

- Responsive customer service, including communications with our legal counsel.
- Our use of separate Lead Public Agencies to conduct RFPs on behalf of our members, which keeps the process fair and unbiased.
- Readily available access to all necessary RFP and contract documentation.
- Our revenue supports our non-profit hospital owners, funding critical healthcare initiatives such as autoimmune disease research.
- Fire/Rescue specific revenue supports the fire service through a revenue sharing program with fire chiefs associations nationwide.

Q What process validated the product and services offered?

A NPPGov serves as a nationwide channel providing publicly awarded agreements to government entities. Our publicly solicited agreements have been awarded through an RFP issued by a Lead Public Agency. The agency is an independent government entity that carries out the advertising and solicitation procedures required by public contracting law.

NPPGov's contracts are established through the following process:

1. The Lead Public Agency prepares an RFP, incorporating the required cooperative purchasing (piggybacking) language that allows public entities across the nation to utilize the contract.
2. Suppliers respond to the RFP and the Lead Public Agency evaluates and awards the Master Price Agreement(s).
3. Contract documents are posted on our website under the "Our Vendors" tab. NPPGov members can review all documents online and access contract pricing by signing the Intergovernmental Cooperative Purchasing Agreement (IGA).
4. Our public solicitation process is consistent with FEMA/AFG guidelines.

Please consult your legal counsel for confirmation in your jurisdiction, or contact our legal counsel for further information at 877.329.8847

Q Where can I obtain copies of the legal documentation associated with each publicly solicited contract?

A Contracting documents including the RFP, Master Price Agreement, Intergovernmental Agreement (IGA), and Synopsis are available on our website under the vendor page and may be accessed by logging onto the website, nppgov.com

Q What are the terms of the contracts?

A Contract length varies by the public entity that conducted the solicitation but the initial term is typically between two to four years with the option of multi-year extensions.

Q Do the contracts offer products to meet my organization's specific needs?

A Most contracts offer a full product line and many provide for various options and customized products. Review the specific contract you are interested in for further details. Both the vendor and our staff are available for consultation.

Q What does it cost to join NPPGov?

A There are no membership fees, no purchasing obligations and no minimum purchasing requirements.

Q How is NPPGov funded and where does the revenue go?

A We negotiate a small administrative fee with our vendors, which allows us to provide our service free of charge to our members. Revenue from our program goes to our non-profit hospital owners to fund critical healthcare initiatives such as autoimmune disease research.

Q Where do I send the payments?

A Invoices and payments go directly through the vendor you are working with for the products of interest. NPPGov does not collect any payments from our members for products or services.

Q How do I learn more about NPPGov?

A For more information about our program please visit our website: nppgov.com. If you need more information or would rather speak to someone please call or email: 877.329.8847/customerservice@nppgov.com

NPPGov Programs:



FireRescue GPO is a national cooperative purchasing program offering publicly solicited contracts to fire departments nationwide. Our contracts were created through a public RFP process by a Lead Public Agency.

Membership is free with no purchasing obligations. Negotiated contracts are available for below threshold purchases and individual firefighter discounts. In addition to saving you money, the program generates revenue for the fire chiefs association where the purchase was made including the IAFC, IAFC Division Association and State Chief Associations.

Those eligible for this program include: fire/rescue and EMS departments along with their members (including city, county, districts, state and federal).



Law Enforcement GPO was created as a program of NPPGov to meet the procurement needs of the law enforcement community. Members have access to a broad range of publicly solicited contracts

with discounted pricing and a customer service department that is dedicated to assist through all stages of the purchasing process.

Those eligible for this program include: law enforcement agencies, sheriff departments, correctional facilities, emergency communications, and emergency management agencies and their employees.

ORDINANCE _____

**ORDINANCE AUTHORIZING THE SALE AND/OR DISPOSAL
OF MUNICIPAL OWNED PERSONAL PROPERTY**

WHEREAS, in the opinion of the Corporate Authorities of the Village of Lombard, it is no longer necessary or useful to or in the best interest for the Village of Lombard to retain the following described personal property:

Forty-eight (48) non-compliant Self Contained Breathing Apparatus including bottles and associated ancillary components

now owned by the Village of Lombard; and

WHEREAS, The Village routinely declares such type of personal property surplus and the best interest of the Village of Lombard will be served by its sale and/or disposal.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS, as follows:

Section 1: Pursuant to 65 ILCS 5/11-76-4, the President and Board of Trustees find the following described property:

Forty-eight (48) non-compliant Self Contained Breathing Apparatus including bottles and associated ancillary components

now owned by the Village of Lombard is no longer necessary or useful to the Village of Lombard and the best interest of Lombard will be served by its sale and/or disposal.

Section 2: Pursuant to said 65 ILCS 5/11-76-4, the Village President and Clerk are hereby authorized and directed to sell and/or dispose of the aforementioned personal property now owned by the Village of Lombard.

Section 3: This ordinance shall be in full force and effect from and after its adoption and approval as provided by law.

Passed on first reading this _____ day of _____, 2018

First reading waived by action of the Board of Trustees this ____ day of _____, 2018

Passed on second reading this _____ day of _____, 2018

Ayes: _____

Nays: _____

Ordinance No. _____

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Absent: _____

Approved this _____ day of _____, 2018

Scott R. Niehaus
Village Manager

ATTEST:

Sharon Kuderna
Village Clerk