

**JEFFERSON COUNTY COMMISSION
WEST VIRGINIA**



IFB #2025-715-03

BREATHING APPARATUS

Issue Date: January 29, 2026

Due Date: February 26, 2026

Time: 2:00 P.M.

IFB Number: 2025-715-03

Issuing Department: Emergency Services
419 Sixteenth Avenue
Ranson, WV 25438

Procurement Contact: Bessie F. Nelson
Finance & Administration Manager
304.728.5627
E-mail: bnelson@jcesa.org

Technical Contact: Jesse Ruppenthal
FF/EMT III
E-mail: jruppenthal@jcesa.org

Delivery of Bids: Jefferson County Commission
c/o Emergency Services
Attn: Bessie F. Nelson
IFB #2025-715-02
419 Sixteenth Avenue
Ranson, WV 25438

INVITATION FOR BID BREATHING APPARATUS

The County Commission of Jefferson County, West Virginia (herein referred to as the “County Commission” or “Commission”) is requesting from interested parties to provide Self-Contained Breathing Apparatus (SCBA).

The Jefferson County Emergency Services Department is a combination career department under the authority of the Commission. It provides career personnel to support local Volunteer Fire Departments in responding to fire and rescue emergencies and operates Jefferson County’s 911 Emergency Medical Services (EMS) transport system.

The Commission (or its designated representatives) will evaluate all submissions to this IFB and will select the Offeror judged to be both **responsive and responsible**, including having submitted the most beneficial and appropriate price bid. The Commission reserves the right to interview some or all prospective Offerors to further assess qualifications and price proposals.

To obtain a copy of the Invitation For Bid, please visit our website at:
<https://www.jeffersoncountywv.org/county-government/bids-rfps>.

Email inquiries: to Bessie Nelson, Finance and Administration Manager at bnelson@jcesa.org.

Offeror shall submit one (1) original and *four (4) copies* in a **sealed envelope** clearly marked:

“IFB 2025-715-003 Breathing Apparatus”

Bids must be **received and time-stamped** no later than:

2:00 p.m. on Thursday, February 26, 2026
Jefferson County Emergency Services
419 Sixteen Avenue
Ranson, WV 25438

Failure to provide the required information as specified in this IFB may result in disqualification.

Bids will be publicly opened and recorded at:

2:15 p.m. on Thursday, Februray 26, 2026
Jefferson County Emergency Services
419 Sixteen Avenue
Ranson, WV 25438

The Commission shall make positive efforts to utilize **Disadvantaged Business Enterprises (DBEs)** and will afford these sources the maximum feasible opportunity to compete for contracts. **Jefferson County does not discriminate** on the basis of race, color, national origin, sex, religion, age, or disability in the provision of services.

The Commission reserves the right to **accept or reject any or all bids**, to **waive technicalities**, and to take any action deemed to be in the best interest of the County. Only written responses to this IFB will be considered. All materials submitted shall become part of the official bid record.

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I. PURPOSE

The purpose of this IFB is to establish a contract for the provision of Self-Contained Breathing Apparatus (SCBA) to Jefferson County Emergency Services. Jefferson County Emergency Services was approved federal funds through the Assistance to Firefighters Grant (AFG) with an approved budget of \$273,860.00.

II. SCOPE OF SERVICES

- A. Must meet Design and Materials as covered by NFPA 1981.
- B. All exceptions for alternative bids shall be attached to the bid.

III. BID

This section must contain confirmation of all terms and conditions of the IFB, and all other required documents noted in the appendices. At a minimum, the proposal shall include the following:

- A. Response to Specifications listed on Appendix A
- B. Fully executed Non-Collusion Certificate – Appendix B
- C. Insurance Checklist – Appendix C
- D. Bid Pricing – Appendix D

IV. BID SUBMITTAL REQUIREMENTS

- A. Offerors shall submit one (1) original and *four (4) copies* by **2:00 p.m. on Thursday, February 26, 2026**. Bids shall be clearly labeled. Facsimile or emailed submission of bids are not acceptable, and any such bids shall not be considered.

Delivery to:

**Jefferson County Commission
c/o Emergency Services
IFB 2025-715-03 Breathing Apparatus
419 Sixteen Avenue
Ranson, WV 25438**

- B. Offerors choosing to submit bids via US Mail of UPS/FedEx should allow at least an additional twenty-four (24) hours in the delivery process to ensure bids are received on time.
- C. **LATE RESPONSES WILL NOT BE ACCEPTED UNDER ANY CONDITIONS.**

V. SELECTION PROCESS

This solicitation is issued pursuant to the implementation of Jefferson County's Purchasing Policy. The Commission shall not be liable for any costs not included in the bid, not subsequently contracted for, or incurred in connection with the preparation of your bid.

The County will evaluate responses to this IFB and select the Offeror judged to be most qualified.

Bids will be evaluated based on the following criteria:

1. Price (Cost) – The total bid price, including any options or contingencies.
2. Compliance with Specifications – How well the proposed Self-Contained Breathing Apparatus (SCBA) meets the required technical and safety specifications.
3. Vendor Qualifications and Experience – The vendor's experience supplying similar SCBA, references, and reputation.
4. Delivery Timeframe – Ability to meet required delivery schedules.
5. Warranty and Service Support – Coverage, terms, and responsiveness of warranty and post-sale support.

VI. BIDS AND AWARD SCHEDULE

Bids received prior to the deadline will be treated as confidential, until receipt of all bids and opening of the same. Bids received after the deadline will not be considered in the evaluation process and will be returned unopened.

It is expected that the contract award will be made within thirty (30) business days after the opening of the bids. The contract will be awarded to the Offeror whose bid, conforming to this request will be the most advantageous to Jefferson County.

Bids must give the full name and address of the Offeror and the person signing the proposal shall indicate his or her title and/or authority to bind the firm in a contract. Bids may not be altered or amended after they are opened.

The approval or disapproval of the Offeror's bid will be based on the Offeror's response to this request and its record of past performance. Offerors should not assume that Jefferson County possesses prior knowledge of their qualifications or capabilities. The County reserves the right to request clarification of submitted information and to request additional information from one or more Offerors as deemed necessary.

VII. TERMS AND CONDITIONS

The Commission reserves the right to reject any or all bids or to award the contract to the next recommended Offeror if the successful Offeror fails to execute an agreement within ten (10) calendar days after being notified of the award of this bid. The Commission reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

Any bid may be withdrawn up until the date and time set within this IFB for the opening of the bids. Any bid not so withdrawn will constitute an irrevocable offer, for a period of ninety (90) calendar days, to provide the Commission with the services set forth above in the manner and at the costs set forth.

The selected Offeror shall be required to enter into a contract agreement with the Commission. Any agreement or contract resulting from the acceptance of the proposal shall be made on forms approved by the Commission in-house legal counsel and shall contain, at a minimum, applicable provisions of this IFB. The Commission reserves the right to reject any agreement that does not conform to this IFB and any requirements for agreements or contracts. The selected Offeror shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the Commission.

No reports, information or data given to or prepared by the Offeror under this agreement shall be made available to any individual or organization by the Offeror without the prior written approval of the Jefferson County Commission. Offerors shall give specific attention to the identification of those portions of their bids that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the Commission under the West Virginia Freedom of Information Act.

Jefferson County shall not be liable for any costs incurred by the Offeror in regard to preparation of its proposal.

Jefferson County reserves the right to request interviews. The Commission reserves the right to reject any and/or all bids, to waive technicalities and to take whatever action is in the best interest of the County. Jefferson County reserves the right to forgo any post-award discussions at its sole discretion.

By submitting a proposal, the Offeror agrees:

- That it has conducted its own investigation and is satisfied with the conditions outlined in IFB;
- That it fully understands and accepts the obligations set forth in the IFB;

- That it will comply with the true intent of the IFB and the associated Scope of Work;
- That it will not take advantage of any unintentional error, ambiguity, or omission in the solicitation;
- That it will fully complete all required components in accordance with the true intent and purpose of the scope of services described herein.

The Offeror hereby represents and warrants:

- That it is duly licensed and qualified to conduct business in the State of West Virginia and will take any necessary actions to maintain such qualifications throughout the term of the contract;
- That it is not in arrears with respect to any payments owed to the State of West Virginia or any of its departments or agencies, including but not limited to taxes and employee benefits, and will remain current on such obligations during the term of the contract; and that it will comply with all applicable federal, state, and local laws, ordinances, and legally enforceable rules and regulations relevant to its activities and obligations under the contract;
- That it will obtain, at its own expense, all required licenses, permits, insurance, and governmental approvals necessary for the performance of its obligations under the contract;
- That all representations, statements, and information provided in this contract and any attachments or submissions incorporated herein are true and correct.

In addition to any other remedy available to Jefferson County, breach of any of the services contracted herein shall, at the election of The Commission, be grounds for termination of the contract. Failure of The Commission to terminate the contract shall not be considered or construed as either a waiver of such breach or as a waiver of any rights or remedies granted or available to Jefferson County.

Hold Harmless / Indemnification: If a contract is awarded, the successful Offeror will be required to indemnify and hold Jefferson County, its agents and/or employees harmless from and against all liability and expenses, including attorney's fees, howsoever arising or incurred, alleging damage to property or injury to, or death of, any person arising out of or attributable to the Offeror's performance of the contract awarded. Any property or work to be provided by the Offeror under the contemplated contract will remain at the Offeror's risk until written acceptance by The Commission; and the Offeror will replace, at Offeror's expense, all such property or work damaged or destroyed by any cause whatsoever, prior to its acceptance by the County.

Termination for Convenience: Jefferson County may terminate this or any contract, in

whole or in part, whenever The Commission determines that such termination is in the best interest of the County, without showing cause, upon giving 30 days' written notice to the Offeror. Jefferson County shall pay all reasonable costs incurred by the Offeror up to the date of termination. However, in no event shall the Offeror be paid any amount that exceeds the price proposed for the work performed. The Offeror will not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

Termination for Default: When the Offeror has not performed or has unsatisfactorily performed the contract, Jefferson County may terminate the contract for default. Upon termination for default, payment may be withheld at the discretion of The Commission. Failure on the part of an Offeror to fulfill the contractual obligations shall be considered just cause for termination of the contract. The Offeror will be paid for services satisfactorily rendered prior to termination less any excess costs incurred by Jefferson County in re-procuring and completing the work.

The contractual obligation of the Commission under the contemplated contract is contingent upon the availability of appropriated funds from which payment for this contract can be made. No legal liability on the part of the Commission shall arise until funds are made available for the contract and until the Offeror receives a fully executed contract.

Interpretation: The contract resulting from this proposal shall be construed under the laws of the State of West Virginia.

VIII. INTERPRETATIONS, DISCREPANCIES, OMISSIONS

Should any discover discrepancies, omissions, or uncertainties in the solicitation documents, they must promptly request, in writing, an interpretation or clarification from the Commission.. All necessary interpretations will be issued to all Offerors in the form of addenda to the specifications, and such addenda shall become part of the contract documents. Failure of any Offeror to receive any such addendum or interpretation shall not relieve such Offeror from any obligation under their bid as submitted. Th Commission will assume no responsibility for oral instructions or suggestions. ORAL ANSWERS SHALL NOT BE BINDING ON JEFFERSON COUNTY. Every interpretation made by Jefferson County will be made in the form of an addendum that, if issued, will be sent by Jefferson County to all interested parties.

IX. GENERAL REQUIREMENTS

Payment shall be made in accordance with these specifications and the bid submitted by the Offeror. Payment will be made within 30 days upon acceptance of the equipment specified in this document.

All bid prices shall quote F.O.B. destination basis, at the purchaser's specified location. Bid prices shall be complete and include all warranties and equipment specified. Following the bid opening, no allowances shall be made for errors, omissions or incomplete submissions.

All prices, terms, and conditions must be specified on the Bid Form.

All SCBA proposed shall, at a minimum, meet the Design and Materials as covered by NFPA 1981.

All SCBA purchases shall be delivered no more than 180 days from the time the order is placed.

Failure to deliver any part of the order in accordance with the terms specified may be deemed a breach of contract by the purchaser. In such cases, the purchaser reserves the right to reject the equipment and may require forfeiture of the full amount of the Performance Bond (if required) as liquidated damages.

X. LIST OF APPENDICES THAT ARE ATTACHED and MUST BE RETURNED WITH BID

Appendix A – Specifications

Appendix B – Non-Collusion Certificate

Appendix C – Insurance Checklist

Appendix D – Bid Pricing

**APPENDIX A
SPECIFICATIONS**

(Offeror's must provide a response to all of the below questions)

SPECIFICATIONS	Check Yes or Check No (if different). If No, Explain: in space provided
All SCBA proposed shall, at a minimum, meet the most current NFPA Standard for Breathing Apparatus	
45 minute / 4500 psi SCBA Cylinders	Yes ____ No ____ , Explain:
Face Piece - LARGE	Yes ____ No ____ , Explain:
Face Piece - MEDIUM	Yes ____ No ____ , Explain:
Face Piece - SMALL	Yes ____ No ____ , Explain:
SCBA Packs	Yes ____ No ____ , Explain:
RIT Pack	Yes ____ No ____ , Explain:
60 Minute RIT Bottle	Yes ____ No ____ , Explain:

APPENDIX B
NON-COLLUSION CERTIFICATE

I HEREBY CERTIFY I am the _____
(Title)

and the duly authorized representative of the firm of _____

whose address is _____

AND THAT NEITHER I nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or Offeror herein or any competitor, or competitive bidding in connection with the Contract for which the within bid or offer is submitted; and that no member of the Commission of Jefferson County, West Virginia, administrative or supervisory personnel or other employees of Jefferson County have any interest in the bidding Offeror except as follows: (complete if applicable)

I solemnly affirm under the penalties of perjury that the contents of the foregoing paper are true to the best of my knowledge, information, and belief.

_____ Offeror

_____ Signature

Date _____

Printed or Typed Name _____

APPENDIX C
INSURANCE CHECKLIST

Items marked "X" are required to be provided if award is made to your firm.

Required	Coverage Required	Limits of Liability (Denotes minimums)
X	Worker's Compensation and Employers' Liability; Admitted in West Virginia Employers' Liability All States Endorsement Voluntary Compensation Endorsement Best's Guide Ration-A-VIII or better, or its equivalent	Statutory Limits of the State of VA Yes \$100,000/\$500,000/\$100,000 Statutory
X	Commercial General Liability General Aggregate Products/Completed Operations Personal and Advertising Injury Fire Legal Liability Best's Guide Rating-A-VIII or better, or its equivalent	\$1,000,000 Each Occurrence \$2,000,000 \$2,000,000 \$1,000,000 \$50,000 Per Occurrence
X	Automobile Liability Owned, Hired, Borrowed & Non-owned Motor Carrier Act End Best's Guide Rating-A-VIII or better, or its equivalent	\$1,000,000 Combined Single Limit Bodily Injury and Property Damage Each Occurrence
	Prof. Errors and Omissions Best's Guide Rating-A-VIII or better, or its equivalent	\$1,000,000 Limit Ea. Occurrence
	Garage Liability	\$1,000,000 CSL Ea. Occurrence
	Garage Keeper's Legal Liability Best's Guide Rating-A-VIII or better, or its equivalent	Maximum Value of One Vehicle Maximum Value of All Vehicles Contractor
X	Umbrella Liability Best's Guide Rating-A-VIII or better, or its equivalent.	\$1,000,000
	Other Insurance:	
X	"Jefferson County Commission 124 W Washington St, PO Box 250, Charles Town WV 25414" named as an additional insured on Auto and General Liability Policies. (This coverage is primary to all other coverage the Commission may possess and must be shown on the certificate.)	
X	30 day written cancellation notice required, 15 day cancellation notice required for non-payment to Orange, owner- Ref. Code of Virginia Section 38.2-231. Also, the words "endeavor to" and "failure to mail such notice" clause shall be removed from the cancellation notice.	
X	The Certificate must state Bid/IFB No. and Bid/IFB Title.	
X	Contractor shall submit Certificate of Insurance within five business days from notification of award.	

We understand the Insurance Requirements of these specifications and will comply in full if awarded this contract.

Offeror _____

Signature _____

Date _____

Printed or Typed Name _____

**APPENDIX D
BID PRICING**

Item	Quantity	Manufacturer	Price each
1. 45 minute / 4500 psi SCBA Cylinders	54		
2. Face Piece - LARGE	10		
3. Face Piece- MEDIUM	12		
4. Face Piece - SMALL	05		
5. SCBA Pack	27		
6. RIT Pack	01		
7. 60 Minute RIT Bottle	01		
		Total Cost	

SPECIAL CONDITIONS

- All SCBA must meet Design and Materials as covered by NFPA 1981.
- *All breathing apparatus purchases shall be delivered no more than 180 days from the time the order is placed.*
- *Provide the price for each item as specified and separate total price.*

Offeror

Signature

Date

Printed or Typed Name