

**JEFFERSON COUNTY COMMISSION
WEST VIRGINIA**



RFP #2026-715-04

BREATHING APPARATUS

Issue Date: April 2, 2026

Due Date: April 30, 2026

Time: 2:00 P.M.

RFP Number: 2026-715-04

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
RFP #2025-715-02
419 Sixteenth Avenue
Ranson, WV 25438

REQUEST FOR PROPOSAL 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) for the Jefferson County Emergency Services Department.

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 Request For Proposal (RFP) and will ultimately select a firm judged to be both responsible and responsive to the request in every way, including having offered the most beneficial, appropriate price proposals. The Commission reserves the right to interview some or all prospective firms to discuss qualifications and price proposals. The format for submittals, information regarding the scope of work and selection criteria used by the Commission is available from Jefferson County Emergency Services, 419 Sixteen Avenue, Ranson, WV 25438 or by telephone at 304-728-5627. Direct all inquiries to Bessie Nelson, Finance and Administration Manager at bnelson@jcesa.org.

Submittal of Qualifications & Price information from interested Offerors should be enclosed in a sealed envelope marked “**RFP 2026-715-04 – Breathing Apparatus**”. Proposals must be submitted and time-stamped into the Jefferson County Emergency Services, 419 Sixteen Avenue, Ranson, WV 25438 **no later than 2:00 p.m. on Thursday, April 30, 2026**. Failure to provide the required information as requested in the RFP for Jefferson County’s review may result in disqualification.

Proposals will be publicly opened and recorded at:

2:15 p.m. on Thursday, April 30, 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 RFP will be considered. All materials submitted shall become part of the official bid record.

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I. PURPOSE

The purpose and intent of this RFP is to establish a contract for the provision of Self-Contained Breathing Apparatus (SCBA), associated components and support services 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. General Requirements:

- Must meet current National Fire Protection Association (NFPA) requirements at the time of delivery. Equipment shall be new and compliant with all federal, state and local regulations.
- All equipment , and compliant with the most current standards in effect at the time of delivery.

B. Compatibility and Interoperability Requirements:

- Proposals shall clearly describe compatibility with the County's existing equipment and the ability to operate with equipment used by mutual aid partners.
- Jefferson County Emergency Services currently utilizes Scott and MSA brand SCBA, and the proposed equipment shall address the following:
 - Compatibility with existing cylinders, facepieces, regulators, or accessories (if applicable)
 - Interoperability features for emergency operations, including but not limited to:
 - Universal emergency air connection / rapid intervention connection (RIC / UAC)
 - Buddy breathing capability
 - Emergency air transfer connection with quick disconnect regulator
 - Ability to operate safely during mutual aid incidents
 - Identification of any limitations, required adapters, or additional equipment needed for interoperability
 - Compliance with any regional, state, or national interoperability standards

Offerors shall provide complete documentation describing interoperability features and any restrictions.

C. Training Requirements:

- The Offeror shall provide comprehensive training as part of the proposal. Training shall be included in the total cost and shall not be billed as a separate

optional service unless requested by the County.

- Training shall include, at minimum:
 - Initial training for all end users
 - Instructor-level training for designated personnel
 - Hands-on operational training
 - Maintenance and inspection training for department technicians
 - Training on emergency procedures and safety features
 - Printed and/or electronic training materials
 - Operator manuals and maintenance documentation

Training shall be conducted at a location approved by the County unless otherwise agreed upon.

D. Warranty and Service Support

The Offeror shall provide full details of warranty coverage and service support. Warranty information shall be included in the proposal and shall meet or exceed the requirements listed in the Appendix – Warranties.

- General Warranty Requirements
 - All warranty periods shall begin upon final acceptance of the equipment by the County.
 - The Offeror shall repair or replace defective components at no cost to the County.
 - Warranty coverage shall include parts, labor, and shipping.
 - Warranty claim procedures shall be clearly defined.
 - Turnaround times for repairs shall be identified and shall minimize operational disruption.
- Service Support Requirements
 - Availability of local or regional authorized service provider
 - Availability of replacement parts
 - Preventative maintenance recommendations
 - Estimated repair turnaround time
 - Availability of loaner equipment (if applicable)
 - Technical support availability

E. Delivery Requirements

Offerors shall provide an estimated delivery schedule for all equipment. Proposals shall include:

- Estimated production time
- Estimated delivery date after award
- Ability to meet the County's required timeline
- Identification of any supply chain limitations

F. All exceptions for alternative bids shall be attached to the bid.

III. PROPOSAL

This section must contain confirmation of all terms and conditions of the RFP, 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. Warranties – Appendix B
- C. Pricing – Appendix C
- D. Fully executed Non-Collusion Certificate – Appendix D
- E. Insurance Checklist – Appendix D
- F. Full executed Insurance Checklist – Appendix E
- G. Any conclusions, remarks and/or supplemental information pertinent to this request.

IV. PROPOSAL SUBMITTAL REQUIREMENTS

- A. Offerors shall submit one (1) original and *four (4) copies* by **2:00 p.m. on Thursday, April 30, 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
RFP 2026-715-04 Breathing Apparatus
419 Sixteen Avenue
Ranson, WV 25438**

- B. Offerors choosing to submit proposals via US Mail or UPS/FedEx should allow at least an additional twenty-four (24) hours in the delivery process to ensure proposals 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 proposal, not contracted for subsequently or in regard to preparation of your proposal.

The County will evaluate responses to this request and select those firms judged to be most qualified. It is The Commission's intent to open and review each firm's Proposal to determine a firm's qualifications, experience and technical approach to the services.

Since it is the Commission's desire to select the most qualified firm, the County reserves the right to schedule oral presentations from those firms it deems most qualified, to take place within five (5) business days following notification.

Selection criteria to be used by the County are: responsiveness to the scope of work, these instructions and pricing.

Proposals will be evaluated based on the following criteria:

1. Compliance with Specifications – How well the proposed Self-Contained Breathing Apparatus (SCBA) meets the required technical and safety specifications.
2. Price (Cost) – The total price, including any options or contingencies.
3. Compatibility and interoperability Compliance with Specifications – How well the proposed Self-Contained Breathing Apparatus (SCBA) meets the required technical and safety specifications.
4. Warranty and Service Support – Coverage, terms, and responsiveness of warranty and post-sale support.
5. Quality, Reliability and Performance – Proven performance in fire service use, durability, ease of use and safety features
6. Offeror Qualifications and Experience – The offeror's experience supplying similar SCBA, references, and reputation.
7. Training and Implementation – On-site training included, fit testing support and user manuals and training materials.
8. Delivery Timeframe – Ability to meet required delivery schedules.

VI. PROPOSALS AND AWARD SCHEDULE

Proposals received prior to the deadline will be treated as confidential, until receipt of all proposals and opening of the same. Proposals 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 proposals. The contract will be awarded to the Offeror whose proposal, conforming to this request will be the most advantageous to Jefferson County.

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

The approval or disapproval of the Offeror's proposal will be determined by its response to this request and on past performance. No assumptions should be made on the part of the Offeror as to the County's prior knowledge of their abilities. Jefferson County reserves the right to request clarification of information submitted and to request additional information from one or more applicants.

VII. TERMS AND CONDITIONS

The Commission reserves the right to reject any or all proposals 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 proposal. Jefferson County reserves the right to request clarification of information submitted and to request additional information from one or more applicants.

Any proposal may be withdrawn up until the date and time set within this RFP for the opening of the proposals. Any proposal not so withdrawn will constitute an irrevocable offer, for a period of ninety (90) calendar days, to provide Jefferson County 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 Jefferson County in-house legal counsel and shall contain, at a minimum, applicable provisions of this request for proposal. The Commission reserves the right to reject any agreement that does not conform to this request for proposal and any Jefferson County requirements for agreements or contracts. 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 Jefferson County 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. Companies shall give specific attention to the identification of those portions of their proposals 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 proposals, to waive technicalities and to take whatever action is in the best interest of the County. Jefferson County reserves the right not to hold discussions after award of the contract.

By submitting a proposal, the Offeror agrees:

- That it is satisfied, as a result of its own investigations of the conditions set forth in this request;
- That it fully understands the obligations set forth therein;
- That it shall abide by and comply with the true intent of the RFP and its Scope of Work;
- That It shall not take advantage of any unintentional error, ambiguity or omission;
- That It shall fully complete every part as contemplated by the true intent and meaning of the scope of services described herein.

The Offeror hereby represents and warrants:

- That it is currently licensed to do business in the State of West Virginia and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
- That it is not in arrears with respect to the payment of any monies due and owing the State, or any department or agency thereof, including, but not limited to, the payment of taxes and employee benefits, and that it shall not fall into arrears during the term of the contract; that it shall comply with all federal, State, and local laws, ordinances, and legally enforceable rules and regulations applicable to its activities and obligations under the contract;
- That it shall procure, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under the contract;
- That the facts and matters set forth hereafter in the contract and made a part hereof 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 a 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 Jefferson County under the contemplated contract is contingent upon the availability of appropriated funds from which payment for this contract can be made.

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 Offeror find discrepancies in, or omissions from, the documents or be in doubt of their meaning, they should at once request in writing an interpretation from The Commission. All necessary interpretations will be issued to all Companies 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 proposal as submitted. Jefferson County 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 proposal submitted by the Offeror. Payment will be made within 30 days upon acceptance of the equipment specified in this document.

Failure to deliver any part of the order to the terms required may be considered by the purchaser as a breach of contract. In such case the vehicle(s) and equipment may be rejected and the purchaser shall retain the right to require forfeiture of the full amount of the Performance Bond (if required) as liquidated damages.

All 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 at the time of delivery.

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 – Response to Specifications
- Appendix B – Warranties
- Appendix C – Pricing
- Appendix D – Non-Collusion Certificate
- Appendix E – Insurance Checklist

APPENDIX A
RESPONSE TO 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 available at the time of delivery	
1. 45 minute / 4500 psi SCBA Cylinders	Yes ____ No ____, Explain:
2. Face Piece - LARGE	Yes ____ No ____, Explain:
3. Face Piece - MEDIUM	Yes ____ No ____, Explain:
4. Face Piece - SMALL	Yes ____ No ____, Explain:
5. SCBA Packs	Yes ____ No ____, Explain:
6. RIT Pack	Yes ____ No ____, Explain:
7. 60 Minute RIT Bottle	Yes ____ No ____, Explain:

**APPENDIX B
WARRANTIES**

<p>The proposal shall include all warranties that are required in the following detailed specifications. The minimum acceptable warranty periods are noted below. In the blank lines the bidder shall note the terms of the warranty that apply to the manufacturer being proposed.</p>	
<p>1. SCBA Cylinders (45-Minute / 4500 PSI)</p>	
<p>Cylinder shell, defects in materials & workmanship</p>	<p>Number of years: _____ Comments:</p>
<p>2. Face Piece – LARGE</p>	
<p>Lens, seal, harness and components</p>	<p>Number of years: _____ Comments:</p>
<p>3. Face Piece – MEDIUM</p>	
<p>Lens, seal, harness and components</p>	<p>Number of years: _____ Comments:</p>
<p>4. Face Piece – SMALL</p>	
<p>Lens, seal, harness and components</p>	<p>Number of years: _____ Comments:</p>
<p>5. SCBA Packs</p>	
<p>Structural components; regulators, valves, electronics, pneumatic components</p>	<p>Number of years: _____ Comments:</p>

6. RIT Packs	
Bag, structural components, regulators, hoses, connections	Number of years: _____ Comments:
7. 60-Minute RIT Cylinder	
Cylinder shell, defects in materials and workmanship	Number of years: _____ Comments:
For verification of the completed warranty terms stated above the bidder must include printed manufacturer's warranty certificates that meet or exceed the minimum required periods stated below.	Are the manufacturers' warranties included? Yes _____ No _____, Explain:
All warranties shall be from the manufacturer as opposed to a distributor or service center. This is necessary for the protection of the purchaser and guarantees a certain known level of service and warranty. If, however, the bidder feels that it is necessary to modify the manufacturer's warranties, then the bidder shall state why this modification is necessary. In addition, the bidder shall provide a full descriptive warranty certificate describing the warranty modification and the fact that it takes specific precedence over the warranty offered by the manufacturer. If no such certificate is provided, then the modified warranty shall be considered invalid and the manufacturer's warranty shall remain in force. If the manufacturer states that no party is permitted to modify its warranty, then any warranty modification provided by the bidder, despite being in writing, shall automatically be rejected.	Does the offeror conform to this written section? Yes _____ No _____, Explain:

<p>In order to simplify the evaluation process the following questions must be answered and this section must be initialed by the bidder.</p>	
<p>Are the warranties pro-rated in any manner?</p>	<p>Yes ____ No ____, If Yes, Explain:</p>
<p>Are the warranties transferable?</p>	<p>Yes ____ No ____, If Yes, Explain:</p>
<p>Has the offeror modified the manufacturers' warranties?</p>	<p>Yes ____ No ____, If Yes, Explain:</p>
<p>If 'yes' was chosen above, has the bidder included modified written warranties?</p>	<p>Yes ____ No ____, If No, Explain:</p>
<p>If 'yes' was chosen above, has the bidder included financial statements for the last 5 years of the warranty modifier?</p>	<p>Yes ____ No ____, If No, Explain:</p>
<p><i>Note: Offerors who are found to be untruthful in this, or in any other section of this bid, will have their bid automatically rejected.</i></p>	

**APPENDIX C
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		
	Project Total Cost		

SPECIAL CONDITIONS

- All SCBA must meet Design and Materials as covered by NFPA for Breathing Apparatus at the time of delivery.
- *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 _____

**APPENDIX E
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 Rating-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/RFP No. and Bid/RFP 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