

MILLVILLE VOLUNTEER FIRE COMPANY, INC.

REQUEST FOR PROPOSAL

Apparatus Purchasing Consultant Services

For the Specification, Acquisition, and Delivery Oversight of a New Rescue-Engine Apparatus



RFP Number:	2026-R84
Issue Date:	June 18, 2026
Proposal Due Date:	July 31, 2026 (Midnight)
Estimated Apparatus Delivery:	2030
Submit Proposals To:	Fire Chief Doug Scott, dougscott@millville84.com
Point of Contact:	Fire Chief Doug Scott, dougscott@millville84.com

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Section 1. Introduction and Purpose

The Millville Volunteer Fire Company, Inc. (“MVFC”) is issuing this Request for Proposal (“RFP”) to solicit proposals from qualified individuals or firms to serve as an Apparatus Purchasing Consultant (“Consultant”) in connection with MVFC’s acquisition of a new Rescue-Engine apparatus, with an estimated delivery date of 2030.

MVFC is seeking a Consultant who will serve as an independent, honest, and unbiased advisor throughout the apparatus acquisition process. The Consultant is expected to provide reliable, professional, and impartial guidance to MVFC from the inception of this project through final delivery and acceptance of the apparatus, free from any conflict-of-interest involving apparatus manufacturers, dealers, or component suppliers.

Section 2. Background

The Millville Volunteer Fire Company covers 60 square miles in our first due fire district. Our fire district encompasses major roadways such as DE State Rt 26, & Rt 17, as well as over 15 miles of waterways/shoreline. Our units also run automatic mutual aid with several bordering districts. We are seeking consultation to provide us with the most informed position prior to purchasing and to ensure the apparatus is built to the specifications throughout the build/delivery process.

Section 3. Scope of Services

The selected Consultant shall provide, at a minimum, the following services in connection with the acquisition of the Apparatus:

- a. Development of preliminary specifications for the Rescue-Engine apparatus, in coordination with MVFC personnel.
- b. Development of a Request for Proposal (RFP) to be issued by MVFC to apparatus manufacturers and dealers.
- c. Revisions to specifications and bid documents as needed throughout the procurement process.
- d. Attendance at and facilitation of meetings with MVFC representatives, apparatus manufacturers, and other stakeholders.
- e. All travel associated with the performance of these services.
- f. Assistance with the review and evaluation of bids received from apparatus manufacturers and dealers.
- g. Attendance at preconstruction meetings and in-process inspection trips at the manufacturer’s facility.
- h. Assistance with final inspection and acceptance of the completed apparatus prior to delivery.

- i. Any other services reasonably necessary to ensure a successful specification, procurement, and delivery process.

This list is not exhaustive. Your expertise is valued, please provide any additional value add services that may be of benefit to MVFC. The Consultant shall be prepared to provide additional related services as reasonably required to support MVFC through final delivery and acceptance of the apparatus.

Section 4. Minimum Qualifications

To be eligible for consideration, a Proposer must demonstrate the following minimum qualifications:

- a. A minimum of five years of experience in the specification, acquisition, and delivery of fire apparatus.
- b. A demonstrated working knowledge of Federal Motor Vehicle Safety Standards (FMVSS), United States Department of Transportation (DOT) regulations applicable to fire apparatus, and applicable National Fire Protection Association (NFPA) standards.
- c. The ability to act as an independent and unbiased advisor to MVFC, free of financial or contractual relationships with apparatus manufacturers or dealers that could create a conflict of interest.
- d. The professional, financial, and organizational capacity to complete the engagement described in this RFP.

Section 5. Proposal Content and Submission Requirements

Each proposal submitted in response to this RFP must include, at a minimum, the following:

- a. Resume. A detailed resume describing the Proposer's experience in fire apparatus specification, acquisition, and delivery, including specific examples of relevant prior engagements.
- b. References. A list of at least three references from previous clients for whom the Proposer has provided similar apparatus purchasing consulting services, including client name, contact person, phone number, and a brief description of the engagement.
- c. Cost Proposal. A complete proposal of all costs associated with the services described in Section 3, Scope of Services, covering the full period from the contract start date through delivery and acceptance of the apparatus. The cost proposal must clearly itemize fees associated with specification development, RFP development and revisions, meetings, travel expenses, bid evaluation assistance, and attendance at preconstruction and inspection trips.
- d. Payment Timeline. A proposed schedule and timeline for payment of services, identifying the milestones or dates upon which payments will become due.

- e. Certificate of Insurance. A current copy of the Proposer's certificate of liability insurance, evidencing coverage as described in Section 6, Insurance Requirements.

Section 6. Insurance Requirements

The Proposer must provide a current certificate of liability insurance demonstrating coverage in effect at the time of proposal submission. MVFC reserves the right to require that the selected Consultant name MVFC as an additional insured and maintain insurance coverage for the duration of the engagement.

Section 7. Submission Instructions

Proposals must be received no later than **July 31, 2026** midnight at the following address: 35554 Atlantic Ave, Millville DE 19967. Proposals may be submitted in paper and/or electronically to dougscott@millville84.com. Proposals received after the deadline will not be considered. All proposals must remain valid for a minimum of 120 days following the submission deadline.

Section 8. Contract Term and Timeline

The engagement is anticipated to commence on or about **August 15, 2026** and continue through the delivery and acceptance of the Apparatus, with an estimated delivery date of 2030.

Section 9. General Terms and Conditions

- a. Reservation of Rights. MVFC reserves the right to reject any or all proposals, to waive informalities or irregularities in proposals received, and to negotiate with any Proposer if doing so is determined to be in the best interest of MVFC.
- b. No Obligation. This RFP does not obligate MVFC to award a contract or to reimburse any Proposer for costs incurred in preparing a proposal.
- c. Independence and Conflict of Interest. The selected Consultant shall disclose, prior to engagement and throughout the term of the contract, any financial or business relationship with any fire apparatus manufacturer, dealer, or supplier that could reasonably be perceived as a conflict of interest.
- d. Amendments. MVFC reserves the right to amend this RFP at any time prior to the submission deadline by issuance of a written addendum.

Section 10. Questions and Point of Contact

All questions regarding this RFP must be directed in writing to Fire Chief Doug Scott, electronically to dougscott@millville84.com or mail: Millville Volunteer Fire Company, 35554 Atlantic Ave, Millville, DE 19967.

Questions must be received prior to **July 15, 2026**.