

PALMER TOWNSHIP
NORTHAMPTON COUNTY, PENNSYLVANIA

**REQUEST FOR PROPOSALS FOR UPFITTING EMERGENCY VEHICLE FOR DAILY USE BY PALMER
MUNICIPAL FIRE DEPARTMENT**



SUBMISSION DEADLINE: 10/15/2025

Contact: Stephen Gallagher, Fire Commissioner

Palmer Township

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REQUEST FOR PROPOSALS FOR UPFITTING EMERGENCY VEHICLE FOR DAILY USE BY PALMER MUNICIPAL FIRE DEPARTMENT

I. GENERAL

A. Introduction and Background

Palmer Township is soliciting proposals from qualified professionals who specialize in emergency vehicle upfitting solutions to design and implement equipment upfitting for a 2025 Chevy Silverado 3500 gas single wheel Utility Apparatus. Successful proposals will demonstrate technical expertise in designing and installing custom storage solutions, emergency lighting, and emergency siren equipment specific for emergency response operations inherent to Fire Department Utility Apparatus.

Palmer Township is a Second-Class Township with an approximate population of 21,600 residents and is approximately 10.2 square miles in size. There are approximately 93.0 miles of township roads, 18 parks, 11.0 miles of bike paths, a community pool and community center which serve Township residents. Palmer Township is separated into three watersheds, which are the Lehigh River, Bushkill Creek, and Schoeneck Creek. The Fire Department responds to approximately 900 emergency dispatches annually.

B. Scope of Services to Palmer Township

1. Vendor shall design, manufacture, and install custom emergency vehicle package with Soundoff Signal mPower equipment and Soundoff Signal blueprint components, among other things. The proposal should include a cost estimate covering all expected expenses to design, manufacture, and install all components to include the following:
 - a. Soundoff Signal nFUSE XL 54" lightbar with preemption.
 - b. Soundoff Signal mPOWER arrow kit for rear of Utility
 - c. Soundoff Signal mPOWER front traffic controller
 - d. Soundoff Signal Headlight Isolator
 - e. Soundoff Signal LED lights for running boards on both sides of vehicle. No less than four per side.
 - f. Soundoff Signal LED warning lights above each wheel well
 - g. Soundoff Signal mPOWER 65" warning/arrow stick mounted top of sides of body
 - h. Soundoff Signal mPOWER warning devices rear lower body
 - i. Soundoff Signal bluePRINT 500 series, 200 Watt siren
 - j. Soundoff Signal bluePRINT Sync 1.0
 - k. Horblasters Air Horn kit with foot switch
 - l. Soundoff Signal Aftershock low frequency siren
 - m. ECCO backup alarm
 - n. Soundoff Signal LED Dome Light, 6" Round
 - o. FireTech scene lighting and undercarriage lighting. Undercarriage lights to be mounted around the vehicle to illuminate the ground when parked and on reverse
 - p. Install customer supplied dash camera
 - q. Install customer supplied HAAS Alert system
 - r. Replace factory headlights with Morimoto XB LED Headlights

- s. Replaced LED Fender Badge with custom design to include American flag, PMFD lettering, blue LED backlight on with parking lights.
- t. Supply and install WeatherTech floor liners for Chevy Silverado 3500
- u. Supply and install Luverne running boards
- v. Supply and install seat covers
- w. Supply and install Kussmaul Chief Series Charger
- x. Install two customer supplied mobile radios with antennas in center console
- y. Design and install custom center console. Console to include:
 - a. Constructed of HDPE material
 - b. Raised padded armrests
 - c. Dual cupholders
 - d. 12V dash socket
 - e. USB charger socket
 - f. Flashing warning light indicator for compartment and door open warning
- z. Supply and install HINT twin arm mount with swivel and telescoping post on a side mount plate for center console mounting.
- aa. Provide and install all necessary wiring, connectors, and harnesses as required. All wiring shall be separate and isolated from the vehicles electrical system and shall not utilize any factory wire harnesses. Wiring shall be rated to a minimum of 275 degrees Fahrenheit

Vendor shall meet with Township Fire Commissioner, and Palmer Municipal Fire Department staff as needed.

Vendor shall provide a detailed estimate to include descriptions of proposed equipment. Estimate shall provide cost figures for each component.

C. Selection Process

The Township will utilize the following general selection process in determining the vendor to serve the Township.

1. Interested parties will provide written proposals and qualifications to the Township based on the guidelines and information in this RFP.
2. Interested parties shall be duly licensed and certified to perform the professional services offered by the proposal.
3. A selection committee, appointed and approved by the Board of Supervisors will review and rank all proposals based upon the criteria established in this RFP. The committee will include the Township Manager, the Fire Commissioner, and a Board of Supervisors representative.
4. The selection committee will make their recommendation to the Board of Supervisors. Final determination will be made by the Palmer Township Board of Supervisors for award.

Palmer Township reserves the right to reject any or all proposals and to waive any defects or irregularities in the best interest of the Township.

II. PROPOSAL CONTENT

Proposals must include the following:

A. Cover Letter

All proposals must include a cover letter to the attention of Stephen Gallagher, Fire Commissioner, and signed by a person legally authorized to bind the applicant to its Proposal. The cover letter must include the vendor name, the names of local partners/principals, address, telephone and FAX numbers, and email addresses for the individuals who are authorized to represent the proposer.

B. Personnel List and Experience

1. The names of the staff who will be assigned to Palmer Township's engagement.
2. Provide minimum of three (3) references of customers served.
3. Experience shall include supporting the Fire Service with emergency equipment upfitting solutions.
4. Experience with the Soundoff Signal systems.
5. Experience designing and installing emergency response solutions of a Fire Department utility or special services vehicle.

C. Cost Estimate

Supply a cost estimate to cover all expenses.

D. Level of Service

Indicate any warranties and the coverage provided.

E. References

List of Pennsylvania local government jurisdictions where your company recently contracted to upfit a utility emergency vehicle.

III. PROPOSAL SUBMISSION

One (1) copy of the proposal should be addressed to: Stephen Gallagher, Fire Commissioner, Palmer Township, 3 Weller Place, Palmer, PA 18045. One (1) copy of the proposal shall be submitted in electronic format as a PDF file. The proposals must be received via mail or delivery, no later than October 15, 2025, at 10:00 AM. Envelopes must be sealed and marked "PMFD Emergency Equipment Proposal." Proposals submitted by facsimile or email only will not be accepted.

Note: While there is no page limit, applicants are advised to only provide material(s) related to the request and qualifications for service. Please avoid providing extensive "boilerplate", corporate marketing or "filler material". No additional consideration will be given to the applicant that submit the greatest number of pages.

IV. CONSIDERATIONS FOR EVALUATING PROPOSALS

At 10:00 a.m. the bids will be opened and publicly read in the Conference Room of the Palmer Township Municipal Building, 3 Weller Place, Palmer, PA 18045, on Wednesday, October 15, 2025. The Township will evaluate the proposals based on criteria as received and outlined in this document.

A. Experience

Demonstrated professional experience in the custom design of a Utility or Special Service emergency vehicle. This includes demonstrated ability to fabricate custom storage solutions as well as ability to deliver seamless integration technical integration of sophisticated communication systems and emergency lighting.

Proof of an understanding of the role of utility and special service emergency vehicles effectively providing this service is preferred.

B. References

The selection committee may perform reference checks for each proposal. References where the applicant has served are preferred. References should also be able to describe the responsiveness, availability, and ability to complete projects in a timely, orderly and cost-effective manner.

C. Applicants understanding and approach and quality of the proposal

These selection criteria will allow the selection committee to award additional consideration based on the quality of the proposal, the applicants understanding of the Township's needs, the applicants approach to the work, or any other quality about the applicant proposal that sets it apart from any others.

D. Proximity to Palmer Township

The Township wishes to work closely with the selected vendor and desires fast and effective service. The applicant should address how they will provide effective service and how they will address travel costs and travel time issues.

E. Conflict of Interest

The successful applicant shall not have conflicts of interest within the Township and shall address and resolve any individual matters involving a conflict in advance of appointment. Such conflicts shall be disclosed as part of the proposal submission.

F. Insurance

The selected company will be required to maintain insurance coverage in general conformance with the following, as well as providing the signed indemnification clause (attached):

1. Worker's Compensation Insurance to protect your employees for the Statutory Requirements of the State(s) involved including coverage under any applicable Federal laws:

2. Employer's Liability

\$1,000,000 Bodily Injury each accident

\$1,000,000 Bodily Injury by disease- policy limit

\$1,000,000 Bodily Injury by disease – each employee

3. Commercial General Liability Occurrence Form including Independent Contractors, Products Completed Operations, Explosion, Collapse, and Underground Hazards, Broad Form Contractual Liability, Personal Injury, Broad Form Property Damage including Completed Operations:

General Aggregate	\$2,000,000
Products and Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Property Damage	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one fire)	\$50,000
Medical Expenses (Any one Person)	\$5,000

4. Comprehensive Automobile Liability covering all owned, hired and non-owned vehicles:

Bodily Injury and Property Damage Combined Single Limit \$1,000,000 each

5. Umbrella Liability

\$2,000,000 each occurrence

\$2,000,000 aggregate

6. Professional Liability

\$1,000,000 per claim

\$2,000,000 aggregate

G. Hold Harmless Indemnification

The apparent successful applicant shall provide a signed copy of the below Hold Harmless Indemnification Agreement prior to the contract being signed.

HOLD HARMLESS INDEMNIFICATION

Company shall comply with the requirements of all applicable laws, rules, and regulations in connection with the services of an vendor and shall exonerate, indemnify and hold harmless Palmer Township, its officers, agents, and all employees from any and all liability, loss, or damage arising out of noncompliance with such laws, rules and regulations, without limitation. To the fullest extent permitted by law, the company shall defend, indemnify and hold harmless the Township, its agents, officers, officials, and all employees from and against all claims, damages, losses and expenses (including, but not limited to, attorney's fees, court costs, and the costs of appellate proceedings), relating to, arising out of, or alleged to have resulted from the negligent acts, errors, mistakes or omissions in the work, services or professional services, its agents, employees, or any other person for whose negligent acts, errors, mistakes or omissions in the work, services, or professional services may be legally liable in the performance of this contract. Company's duty to defend, hold harmless and indemnify the Township, its agents, officers, officials, and all employees shall rise in connection with any claim for damage, loss, or expenses that is attributable to bodily injury, sickness, disease, or injury to, impairment, or destruction of any person or property, including loss of use resulting therefrom, caused by any negligent acts, willful torts, errors, mistakes omissions, work or services rendered may be legally liable. Further, Company shall indemnify and hold harmless the Township, its agents, officers, officials, and all employees from any claims for infringement of any copyright or patents arising out of the use of any plans, design, drawings, or specifications furnished by Engineer in the performance of this contract. The amount and type of insurance coverage requirement set forth herein will no way be construed as limiting the scope of the indemnity in this paragraph.

By signing below, Applicant hereby acknowledges and agrees to the aforementioned Indemnification.

Print Name

Date

Signature

In order for the contract to be awarded, the Applicant must include one (1) signed copy of this Agreement.