

CITY OF CASA GRANDE, ARIZONA
NOTICE OF REQUEST FOR PROPOSALS
FIRE SUPPRESSION
INSPECTION SERVICES AND
PREVENTATIVE MAINTENANCE

The City of Casa Grande is seeking proposals from responsible vendors to provide Fire Suppression Inspection and Preventative Maintenance according to the terms, conditions, and specification of this solicitation.

Each response shall be in accordance with the specifications and instructions on file with the City Clerk at City Hall, 510 East Florence Boulevard, Casa Grande, Arizona, 85122, where copies can be obtained by calling the City Clerk's Office (520) 421-8600, or a complete packet is available on the City's website: www.casagrandeaz.gov.

All responses must be submitted by 2:00pm City time on **Tuesday, May 04, 2021** to the City Clerk at the address specified below.

Responses must be addressed to:

Gloria Leija, City Clerk
City of Casa Grande
510 E. Florence Boulevard
Casa Grande, Arizona 85122

The envelope must be boldly marked:

**FIRE SUPPRESSION INSPECTION SERVICES AND PREVENTATIVE
MAINTENANCE**
BID OPENING: May 04, 2021, at 2:00 pm

The City of Casa Grande reserves the right to waive any informalities or irregularities in this Request of Qualifications, or to reject any or all responses; to be the sole judge of the suitability of the materials offered, and to award a contract for the furnishing of services it deems to be in the best interest of the City.

Larry Rains
/s/Larry Rains
City Manager



City of
Casa Grande

City of Casa Grande

REQUEST FOR PROPOSALS

**FIRE SUPPRESSION INSPECTION SERVICES
AND PREVENTATIVE MAINTENANCE**

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INFORMATION AND INSTRUCTIONS

Material and/or Service: FIRE SUPPRESSION INSPECTION SERVICES AND PREVENTATIVE MAINTENANCE

Submittal DUE DATE: **May 04, 2021**

Time: **2:00 P.M.**

RFQ Delivery Location: Gloria Leija, City Clerk
City of Casa Grande
510 E. Florence Boulevard
Casa Grande, AZ 85122

Section 1. Purpose of the RFQ

The purpose of this RFQ is to invite potential Respondents to submit proposals for the Fire Suppression Inspection Services and Preventative Maintenance, for all City Facilities with Suppression systems.

Section 2. Contact Information

Questions concerning this solicitation should be directed, in writing, to the following contact: **ALL INTERESTED CONTRACTORS MUST SCHEDULE A SITE VISIT PRIOR TO SUBMITTING.**

Nicholas Stalter
Facilities Supervisor
NStalter@casagrandeaz.gov

Section 3. Project Description

The City of Casa Grande is seeking a qualified company to provide all required equipment, materials, and labor for Fire Suppression Inspection Services and Preventative Maintenance.

Section 4. Scope of Work

The Contractor shall provide inspection and testing services for fire suppression systems as specified at locations within the City of Casa Grande as listed on the attachment, Bid Form.

- 1) The contractor shall provide services as specified herein which may include, but are not limited to, inspection and testing of existing fire suppression systems and related equipment: and identification of defective components and reporting recommended corrective action, including cost estimates.
- 2) The contractor shall furnish all labor, materials, supplies, and equipment necessary to provide the required services in the identified buildings. All materials, supplies, and equipment furnished under the terms of the contract must be UL listed, Factory Mutual approved, and in compliance with applicable provisions of the NFPA.
- 3) All services provided under this contract must be provided in accordance with the City of Casa Grande code which includes the following entitlements: NFPA 72, and NFPA 10, 13, 25, and 110. The contractor shall comply with all NFPA and Fire Underwriters requirements, regulations, codes, ordinances, and rulings applicable to this class of work.
- 4) The contract resulting from this solicitation shall not guarantee any work to be performed or a minimum of hours to be used during the agreement period.
- 5) Inspection and testing requirements:
 - a) This section sets forth the minimum requirements for inspection and testing of all fire suppression systems for the identified buildings. NFPA 25 and NFPA 72 shall be used for the interpretation of requirements for inspection and testing procedures. The contractor must inspect and test all devices connected to the fire suppression systems, as may be applicable. The contractor must visually inspect components of each system to determine if they are free of corrosion, foreign material, physical damage, tampering or other conditions that could prevent operation. Where water damage is a possibility, the contractor must conduct an air test on the system at 15 psi prior to introducing water to the system.
- 6) Wet Pipe Sprinkler System – The contractor shall perform. Each of the following for wet pipe sprinkler systems:
 - a) Provide functional testing of alarm panel and audio/visual alarms as well as test all releasing devices to verify proper activation.
 - b) Provide full flow testing of each main drain to verify proper water supply and check for any obstructed or closed valves on the fire line.
 - c) Visually inspect all sprinkler heads and visible pipe and pipe fittings from the floor level to verify that all sprinklers are free of any obstructions, corrosion, paint, foreign materials or any physical damage and that the piping and the pipe fittings are in good condition and free of mechanical damage, leakage, corrosion, and misalignment.
 - d) Inspect sprinklers for proper placement and supplication to provide proper coverage in case of fire.
 - e) Inspect piping for any external loads that may be resting on or hung from the pipe,

which may cause physical damage in the future.

- f) Perform a functional test of all water flow signaling devices to verify that they operate according to manufactures' specifications as well as local and state codes and requirements.
 - g) Visually inspect all system components and perform routine maintenance on them to meet code requirements.
- 7) Dry Pipe Sprinkler Systems – The contractor shall perform, each of the following for dry pipe sprinkler system:
- a) All procedures outlined under “Wet Pipe Sprinkler Systems.”
 - b) Provide a functional trip test of the systems to ensure proper activation of the dry pipe valves.
 - c) Inspect and perform routine maintenance of the internal body and internal working parts.
 - d) Drain all low point drains.
- 8) Test Result Submittals – Upon completion of the testing and inspecting procedures outlined herein, the contractor must submit full inspection reports, by building, including a list of deficiencies and/or notes and recommendations, including estimate repair cost.
- a) Field Test Reports and Certificates – The contractor must indicate and interpret system test results for compliance with performance requirements and as described in NFPA 10, 13, 25, 72, and 110.
 - b) The contractor must include Contractor's material and Test Certificates for all systems and hydraulic calculations, where applicable.
 - c) All reports provided by the contractor shall be typed and presented in a neat, professional manner. A written report will be provided at the completion of the inspection visit and reviewed with the responsible party.

Section 5. Specifications

Bids are hereby requested to provide the following services on an AS NEEDED basis for the inspection and preventative maintenance of the following Fire Suppression Systems:

- a) Sprinkler system and alarm system at the
 - a. City of Casa Grande municipal Court House
375 E 9th Street
Casa Grande, Az 85122
- b) Sprinkler system and alarm system at
 - a. City of Casa Grande Finance/HR Facility
510 E Florence Blvd
Casa Grande, Az 85122
- c) Sprinkler system and alarm system at
 - a. City of Casa Grande City Hall Facility
510 E Florence Blvd
Casa Grande, Az 85122

- d) Sprinkler system and alarm system at
 - a. City of Casa Grande Library Facility
449 N Drylake St
Casa Grande, Az 85122
- e) Sprinkler system and alarm system at
 - a. Dorothy Powell Senior Adult Center
405 E 6th Street
Casa Grande, Az 85122
- f) Sprinkler system and alarm system at
 - a. Fire Station 502
1479 E 9th Street
Casa Grande, Az 85122
- g) Sprinkler system and alarm system at
 - a. Fire Station 504
1637 E McCartney Rd
Casa Grande, Az 85122
- h) Sprinkler system and alarm system at
 - a. Casa Grande Public Safety Facility
373 E Val Vista Blvd
Casa Grande, Az 85122
- i) Sprinkler system and alarm system at
 - a. Casa Grande Public Works Facility (NOC)
3181 N Lear Ave
Casa Grande, Az 85122
- j) Sprinkler system and alarm system at
 - a. Casa Grande Communication Facility
520 N Marshall Street
Casa Grande, Az 85122
- k) Sprinkler system and alarm system at
 - a. Len Colla Recreation Facility
1105 E 4th Street
Casa Grande, Az 85122
- l) Sprinkler system and alarm system at
 - a. Casa Grande Recreation Facility
1905 N Peart Rd
Casa Grande, Az 85122

The Contract resulting from this solicitation shall not guarantee any work to be performed or a minimum of hours to be used during the agreement period.

Contractor shall supply all labor, hardware, transportation, equipment, and related materials necessary to perform a Turnkey project.

Contractor shall perform all required periodic maintenance at the locations listed within this solicitation.

Contractor shall be responsible for performing the inspections on the indicated system IAW the applicable edition on the NFPA # 25 Standards for the Inspection, Testing, and Maintenance of Water Based Systems in Compliance with the International Fire Code.

Reports – A written report will be provided at the completion of the inspection visit and reviewed with the responsible party.

Backflow Testing – Annually perform fire suppression backflow inspection and testing IAW City of Casa Grande code by Certified tester. Fill out and mail City test Form to proper authority.

The City will provide the following –

- a) Access to each system
- b) Notification to alarm monitoring stations
- c) Have maintenance personnel accompany technician while onsite.

Section 6. Submittal Elements

The contracted company will be selected through a combination of qualifications and pricing. Firms interested in providing services must submit a proposal that meets the criteria set forth in this section. Information included in the proposal will be used to evaluate your firm as part of any criteria, regardless of where that information is found in the proposal. Information obtained from the proposal and from any other relevant source, including independent investigation by the City, may be used in the evaluation and selection process.

To be considered, each proposal must address each of the following items:

A. Experience and Qualifications of the firm – (20 points possible)

- Identify at least 3 comparable projects in which the submitting contractor performed a similar scope of services. The projects should show the breadth of the company's experience and demonstrated capabilities in the Fire Suppression Inspection Services and Preventative Maintenance.
- For each project provide the following.
 - Description of project
 - Role of the contractor either as prime or subcontractor
 - Project's original contracted construction cost and final construction cost
 - Construction dates
 - Project owner reference information, name, email, and phone number. This should be a person representing the owner with firsthand knowledge of the performance.

B. Experience of key personnel to be assigned – (5 points possible)

- a. Identify all key personnel for the proposed project team. For each key person identified, list their length of time with the firm and two comparable projects in which they played a primary role. For each project provide a description, role of the person and reference information for the project.

C. Approach to performing the required services – (25 points possible)

- a. Discuss the approach of the firm in providing the required services.

- b. Describe the firm's position on taking direction from the client.
- c. Explain approach to furnishing equipment, labor, and materials for the project – **be certain to include information and details regarding all materials to be provided, and proposed warranty information.**

D. Proposed Pricing – (50 points possible)

- a. Provide Pricing Per Facility
- b. NOTE: Pricing shall include any and all applicable charges for items such as to be considered mobilization, demobilization, shipping, taxes, etc.

Section 7. Selection Process

A selection committee shall be formed including representatives of the City of Casa Grande. This Committee will read, review, and evaluate each submittal independently based on the evaluation criteria. A point formula will be used to evaluate the submittals. A final list will be constructed based on the score of the initial evaluations. The City may however call firms to clarify information received in the submittal. From this review the proposals received shall be ranked. The City intends to then recommend award of a contract for these services to the highest-ranking firm; however, the City reserves the right to cancel the selection and not award a contract to any of the submitted proposals.

Section 8. Preparation of Submittal

Copies of Submittal. To be considered responsive, one original, and one digital copy of a submittal must be submitted in a sealed envelope or box with the name of the project (Fire Suppression Inspection Services and Preventative Maintenance) with the submitter's name and address clearly indicated on the package by the deadline. The submittal must bear the original signature of an authorized representative of the submitter on the acknowledgement provided.

Forms: No Facsimile or Telegraphic Submittals. A submittal shall be submitted either on the forms provided in this solicitation or their substantial equivalent. Any substitute document for the forms provided in this solicitation shall be legible and contain the same information requested on the form. A facsimile, telegraphic, or mailgram submittal shall be rejected.

Typed or Ink Corrections. The submittal must be typed or in ink. Erasures, interlineations or other modifications in the submittal must be initialed in ink by the person signing the submittal. Modifications shall not be permitted after submittals have been opened except as otherwise provided under applicable law.

Duty to Examine. It is the responsibility of each submitter to examine the entire solicitation, seek clarification in writing, and check its submittal for accuracy before submitting the submittal. Lack of care in preparing a submittal shall not be grounds for withdrawing the submittal after the submittal due date and time nor shall it give rise to any contract claim.

Amendments. Each solicitation amendment, if any, shall be signed with an original signature by the person signing the submittal, and shall be submitted no later than the submittal due date and time. Failure to return a signed copy of a material solicitation amendment may result in rejection of the submittal.

Submittal Amendment or Withdrawal. A submittal may not be amended or withdrawn after the submittal due date and time except as otherwise provided under the City's Procurement Code or other applicable law.

Public Record. Under applicable law, all submittals submitted and opened are public records and must be retained by the City of Casa Grande. Submittals shall be open to public inspection after contract award, except for such submittals deemed to be confidential by the City Casa Grande. If a submitter believes that information in its submittal should remain confidential, it shall stamp as confidential that information and submit a statement with its submittal detailing the reasons that information should not be disclosed. The City of Casa Grande shall make a determination pursuant to the City of Casa Grande's Procurement Code and the Public Records laws of the State of Arizona.

Exceptions to Terms and Conditions. A submittal that takes exception to a material requirement of any part of the solicitation, including a material term and condition of any proposed contract, may be rejected. Exceptions to the submittal documents shall be clearly set forth in an attachment to the submittal.

Release of Project Information. The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.

Non-compliant Submittals to be rejected. Submitters are advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- i. Receipt of submittal by the specified cut-off date and time.
- ii. Failure to deposit the submittal in the appropriate location.

These failures will result in disqualification and no action of the City, including late acceptance by the City Clerk, shall act to waive or otherwise affect the disqualification.

City Rights. The City of Casa Grande reserves the right to reject any or all Submittals, and except as set forth in subsection (j) above, to waive any informality or irregularity in any Submittal received, to be the sole judge of the merits of the respective Submittals received, and to cancel any solicitation if deemed to be in the interest of the City to do so.

Section 9. Inquiries

Solicitation Contact Person; Other Contact Prohibited. Any inquiry related to a solicitation shall be directed solely to the City of Casa Grande Project Manager identified in this proposal. The submitter shall not contact or direct inquiries concerning this solicitation to any other employee unless the solicitation specifically identifies a person other than the Project Manager as a contact. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who

may play a part in the selection process, including the evaluation panel, the City Manager, Deputy City Manager, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. The Contract Manager/Contact Person for this Solicitation shall be:

Nicholas Stalter
Facilities Supervisor
NStalter@casagrandeaz.gov
520-421-8625 ext. 3381

Submission of Inquires. Any inquiry related to a solicitation shall refer to the appropriate solicitation number, page, and paragraph. Do not place the solicitation number on the outside of the envelope containing that inquiry since it may then be identified as an submittal and not be opened until after the submittal due date and time.

Timeliness. Any inquiry should be submitted at least seven (7) days before the submittal due date and time. Failure to do so may result in the inquiry not being answered.

No Right to Rely on Verbal Responses. Any inquiry that raises material issues and results in changes to the solicitation shall be answered solely through a written solicitation amendment. A submitter may not rely on verbal responses to its inquiries.

Addenda – Any changes to the solicitation document will be in the form of an addendum. Addenda are posted on the City website. Contractors are cautioned to check the website for addenda prior to submitting their Response. The City shall not be responsible for any oral changes to these specifications made by employees or officer of the City. Contractors are cautioned not to rely on such changes.

Section 10. Submittal Acceptance Period

By submitting a proposal pursuant to this solicitation, the submitter agrees that it shall hold its submittal open for the number of days from the submittal due dates that is stated in the solicitation. If the solicitation does not specifically state a number of days for the submittal acceptance, the number of days shall be ninety (90).

Section 11. Cost of Submittal Preparation

The City of Casa Grande shall not reimburse any submitter the cost of responding to a solicitation.

Section 12. Certifications, Disclosure, and Disqualification

Non-collusion, Employment, and Services. By signing the Submittal form, or other official contract form, the submitter certifies that:

- i) It did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its submittal; and
- ii) It does not discriminate against any employee, applicant for employment, or person to whom it provides services because of

race, color, religion, sex, national origin, or disability, and that it complies with all applicable federal, state, and local laws and executive orders.

Disclosure. If the Contractor, business, or person submitting this submittal has previously been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Submitter must fully explain the circumstances relating to the preclusion or proposed preclusion in the submittal. If awarded, the submitter must include a letter with its submittal setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided.

Disqualification. The submittal of a submitter who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity shall be rejected.

Section 13. Incorporation by Reference

The Uniform General Terms and Conditions are incorporated by reference into this solicitation and are available from the Contracts Manager.

Section 14. Award of Contract

1. This procurement is a Request for Proposals for the Fire Suppression Inspection Services and Preventative Maintenance.

A. Number or Types of Awards. Where applicable, the City of Casa Grande reserves the right to make multiple awards or to award a contract by individual line items, by a group of line items, or to make an aggregate award, whichever is deemed most advantageous to the City of Casa Grande. If the Contracts Manager determines that an aggregate award to one submitter is not in the City of Casa Grande's interest, "all or none" submittals shall be rejected.

- B. Contract Inception. A submittal does not constitute a contract nor does it confer any rights on the submitter to the award of a contract. A contract is not created until the submittal is accepted in writing by the Casa Grande City Council and executed by the authorized signature of the City Manager and the Submitter.

Section 15. Protests

Pursuant to Section 3.04.170 of the Casa Grande City Code, all protests shall be in writing and be filed with the Purchasing Officer of the City of Casa Grande. To be considered timely, a protest of a solicitation any protest must be filed within three (3) days after the protester knows or should have known the basis of the protest. A protest shall include:

- A. The name, address, and telephone number of the protester.
- B. The signature of the protester or its representative.
- C. Identification of the purchasing agency and the solicitation or contract number.
- D. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents.

Section 16. Persons with Disabilities

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the appropriate Contracts Manager. Requests should be made as early as possible to allow time to arrange the accommodation. A person requiring special accommodations may contact the solicitation contact person responsible for this procurement as identified on the first page of this solicitation.

Section 17. Submittal Acknowledgement

OFFER

Proposer certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Proposer also certifies that the prices offered were independently developed without consultation with any of the other proposers or potential proposers.

Signature

Company's Legal Name

Printed Name

Address

Title

City, State & Zip Code

Telephone Number

FAX Number

E-mail Address

FEDERAL TAXPAYER ID NUMBER: _____

Arizona Sales Tax No. _____

Tax Rate _____

Proposer certifies it is a: Proprietorship _____ Partnership _____ Corporation _____

SUBMITTAL DEADLINE FOR PROPOSALS

Submittals must be delivered in a sealed package bearing the title of the solicitation. Packages must be delivered prior to the submittal deadline to the Address listed below; any submittal package received after the deadline shall not be considered and will be discarded.

Submittal address and deadline information:

TITLE: Fire Suppression Inspection Services and Preventative Maintenance

SUBMITTAL DUE DATE: May 4, 2021 TIME: 2:00 PM

SUBMIT TO: Gloria Leija
City Clerk
City of Casa Grande
510 E. Florence Boulevard
Casa Grande, AZ 85122

APENDIX "A"

SAMPLE CONTRACT