



CONTRACT DOCUMENTS

**ELIMINATION OF PHONE LINES AND USE APPROVED
TECHNOLOGY FOR COMMUNICATION OF FIRE ALARM
SYSTEM/ANNUAL CONFIDENCE TESTING/MONITORING –
ANNUAL CONFIDENCE TESTING OF SPRINKLER SYSTEM –
ANNUAL SERVICE OF FIRE EXTINGUISHERS**

August 4, 2011

SHORELINE, WASHINGTON

FOR INFORMATION REGARDING THIS RFP DOCUMENT:

**PRIMARY CONTACT
RON ZSIGMONDOVICS, DEPUTY FIRE CHIEF
SHORELINE FIRE DEPARTMENT
17525 AURORA AVE NORTH, SHORLINE, WA 98133
RZSIGMONDOVICS@SHORELINEFIRE.COM
206.533.6500, EXTENSION #6171**

SHORELINE FIRE DEPARTMENT

CALL FOR PROPOSALS

ELIMINATION OF PHONE LINES FOR COMMUNICATON OF FIRE ALARM SYSTEM/ANNUAL CONFIDENCE TESTING – ANNUAL CONFIDENCE TESTING OF SPRINKLER SYSTEM – ANNUAL SERVICE OF FIRE EXTINGUISHERS

Proposals will be received by SHORELINE FIRE DEPARTMENT for purchase of materials, installation and continued service with regard to:

- Installation of new technology to eliminate existing phone lines and installation of new technology used for fire alarm with radio, cellular, voip, or other approved means (NFPA 72 2010 edition)
- Annual confidence testing of alarm and sprinkler systems, and fire system back flow preventers (additional irrigation back flow preventers may be added)
- Annual servicing of fire extinguishers in accordance with the International Fire Code and National Fire Prevention Association
- Shoreline Fire would prefer a single contractor for the provision of all requested services.

Shoreline Fire Department Utilizes eCityGov Alliance for a Small Works Roster and has distributed this request for proposals to the following companies: Fire One Inc. – Costco Fire Protection Inc. – Fire Protection Inc. – Northwest Fire Systems – Smith Fire Systems - all participants are currently on the roster under Fire Protection Systems. All contractors wishing to submit proposals must schedule a pre-proposal tour of all four fire stations. The required specifications are also available for review and public inspection at Shoreline Fire Department Headquarters, 17525 Aurora Ave North, Shoreline, WA 98133 and can be found on Shoreline Fire Departments WEB – ShorelineFire.com

Proposals for the specified equipment, installation and services will be received at Shoreline Fire Department Headquarters, 17525 Aurora Ave North, Shoreline, WA 98133, no later than 4:30 PM on August 18, 2011. All proposals must be received by the District Administrative Assistant / Reception (Monday thru Friday – 0800/1630 hours). Proposals received after the date and time indicated will not be accepted and will not receive consideration.

On August 22, 2011, at 1300 hours, proposals will be publicly opened at Shoreline Fire Department Headquarters, 17525 Aurora Ave North, Shoreline, WA 98133 and proposal prices will be available to the public. The successful proposer will be notified within 30 days of the proposal opening. Phone (206) 533-6500 for questions.

Shoreline Fire Department reserves the right to reject any and all proposals or waive any informality in the proposal, and select whichever proposal the Shoreline Fire Department determines to be from the lowest responsible proposer.

**RFP 8/4/11, Publication email all eCityGov Alliance – Fire Protection Systems
Shoreline Fire Website – www.shorelinefire.com**

PROPOSAL INSTRUCTIONS
&
REQUIREMENTS FOR

**ELIMINATION OF PHONE LINES FOR
COMMUNICATION OF FIRE ALARM
SYSTEM/ANNUAL CONFIDENCE TESTING –
ANNUAL CONFIDENCE TESTING OF
SPRINKLER SYSTEM – ANNUAL SERVICE OF
FIRE EXTINGUISHERS**

***SHORELINE FIRE DEPARTMENT
17525 – AURORA AVE. N.
SHORELINE, WA 98133***

FIRE CHIEF
MARK BUNJE

PROJECT MANAGER
RON ZSIGMONDOVICS, DEPUTY CHIEF

Request for Proposals Schedule

Request for Proposals (ecitygov alliance email / web post)	8/4/11
Request for Proposals	8/4/11
Mandatory Pre-Proposal Meeting/Tours (as scheduled by contractor call)	8/8 thru 8/11
Addendum Release (if required)	8/11/11
Proposals Due	8/18/11 by 1630 hours
Public Opening Selection Committee Review	8/22/11 1300 hours
Contract Negotiations	Within 30 days of opening

INSTRUCTIONS AND REQUIREMENTS OF PROPOSERS

SHORELINE FIRE DEPARTMENT
17525 AURORA AVE. N.
SHORELINE, WA 98133

Proposal Instructions and Requirements

MANDATORY PRE-PROPOSAL MEETING/TOUR

There will be a mandatory pre-proposal meeting and tours open only to individual Proposers that are currently on the roster (and have been contacted by Shoreline Fire) with eCityGov Alliance, have responded to Shorelines Request for Proposal and are qualified in the field of Fire Alarm Installation, Testing, Sprinkler System Testing, Extinguisher Servicing. A Pre-proposal meeting and tours can be established by the contractor during the following time period:

During the week of August 8 through August 11, 2011

In order to be eligible to submit a proposal, only qualified Proposers who establish and attend a mandatory pre-proposal meeting and tour will be provided with the information and requirements:

1. Proposals shall be for the purchase, installation and continued monitoring/service of Fire Alarm Systems, Sprinkler Systems and Extinguisher Maintenance at Shoreline Fire Departments various stations per the specifications.
2. These specifications shall become part of the final contract. Proposers shall carefully review the specifications and completely answer all inquiries as to whether proposer can comply with each specification or will offer an exception. Proposers shall complete the responses to the specification and the proposal form, giving accurate information.
3. The proposal amount shall include all fees, including license fees, permits, taxes, including sales taxes, excise taxes, etc, and the cost of shipping, if applicable (FOB to Shoreline).
4. The Shoreline Fire Department reserves the right to reject any or all proposals or accept any proposal presented which is deemed to be in its best interest and is not necessarily bound to accept the lowest proposal.
5. Proposers must furnish all information requested and in the area provided on the proposal form. In addition, the successful proposer shall supply at least three (3) complete sets of descriptive literature and complete specifications covering the products and services offered.

SECTION A - EXCEPTIONS TO SPECIFICATIONS

- A.1 Compliance** **Proposer Complies as Written: Yes___ No___**
Each proposer shall indicate compliance with these specifications by checking the proposal compliance question within each section of the specifications. Checking "YES" to that section will mean full compliance with all portions of that paragraph, checking "NO" will mean an exception or clarification of any sort is being taken to all or part of that paragraph. Proposers must Underline in Red Ink any portion of the section which will not be provided as specified. Where it is specifically stated "**NO EXCEPTIONS**", none will be tolerated and may be cause for immediate rejection of proposal.
- A.2 Declaring Exceptions** **Proposer Complies as Written: Yes___ No___**
Exceptions will be referenced to the paragraph, page number and item number of these specifications where the item appears, and drawings or photographs and technical information about the exception shall be provided with proposal. Any exceptions taken may be considered during the proposal evaluation process. Shoreline Fire will be the sole judge as to the acceptability of any of the items listed as exceptions, and the decision of Shoreline Fire will be final. **NO EXCEPTIONS**
- A.3 No Exceptions** **Proposer Complies as Written: Yes___ No___**
Proposals with no exceptions may be given preference over those with exceptions regardless of cost differential.
- A.4 Total Exceptions** **Proposer Complies as Written: Yes___ No___**
Proposals taking total exception to these specifications will not be accepted. Alternate proposals on "Like" equipment will be considered on a case by case basis.

SECTION B - INSTRUCTIONS/REQUIREMENTS

- B.1 Single Contractor** **Proposer Complies as Written: Yes___ No___**
Shoreline Fire would prefer a single contractor for the provision of all requested services. If a proposer is unable to comply, the names of other service providers (sub contractors) will need to be listed along with a statement of the number of years they have provided services in that related field.
- B.2 Proposal Instructions** **Proposer Complies as Written: Yes___ No___**
Shoreline Fire Department accepts for consideration proposals per written specifications. Proposers will comply with all requests in written format and within timelines as specified in order to be considered.
- B.3 Proposal Accept/Reject** **Proposer Complies as Written: Yes___ No___**
Shoreline Fire Department reserves the right to accept or reject any or all proposals, and to accept the proposal deemed to be in the best interest of the District and Citizens of the greater Shoreline community. Shoreline Fire Department, hereinafter referred to as Shoreline Fire, is not bound to accept the lowest proposal submitted. The proposer most closely meeting the Department's

specifications and demonstrating the qualities desired by Shoreline Fire will be chosen as the successful proposer.

B.4 Specification Info. Proposer Complies as Written: Yes___ No___

It is the intent of these specifications to secure competitive proposals. These specifications detail the requirements for general design criteria of the desired system/services. Note: These specifications are not designed to be proprietary or restrictive however, they are intended to demonstrate the high quality and value desired by Shoreline Fire. Shoreline Fire desires a system that closely meets the guidelines and design criteria specified herein for uniformity among our stations, however as noted, exceptions will be considered, provided proper supporting information is provided so Shoreline Fire can compare and evaluate the exceptions to the specifications.

B.5 Evaluation Criteria Proposer Complies as Written: Yes___ No___

In evaluating the proposals to determine which proposal is the most advantageous, these major items will be considered: System capability, price proposal, single provider, service qualifications and experience, project plan and schedule, quality/content of training, maintenance, warranty and onsite support, regional track record for performance, dealer's location and track record for performance, location of post delivery service and parts, compliance with specifications, completeness of the proposal and information supplied.

B.6 Specification Info. Proposer Complies as Written: Yes___ No___

Systems proposed shall closely meet the specific requirements and intent of the requirements as specified herein. All items of these specifications will conform to the character of the proposed system, and the purpose for which it is intended.

B.7 Job Requirements Proposer Complies as Written: Yes___ No___

Perform all work; furnish and install all materials and equipment in full accordance with the latest applicable rules, regulations, requirements and specifications of the following:

Local Law and Ordinances	National Electrical Contractors Assoc.
State and Federal Laws	Insulated Cable Engineers Assoc.
National Electrical Code	WISHA
International Fire Code	International Building Code
Underwriter's Laboratories	National Fire Protection Agency
National Electrical Safety Code	All Applicable Requirements not listed
American National Standards Institute	

B. Permit/Fees Proposer Complies as Written: Yes___ No___

Proposer is to obtain all permits and pay all fees required by any governmental agency having jurisdiction over the work. The proposer shall schedule and comply with all inspections required by these agencies. Upon completion of the work, furnish satisfactory evidence to Shoreline Fire that the work is acceptable in the regulatory authorities having jurisdiction.

SECTION C - CONTRACTOR'S QUALIFICATION STATEMENT

The undersigned certifies that the information provided herein is true and sufficiently complete so as not to be misleading.

1. How many years has your organization been in business providing Fire Alarm Systems design/installation/maintenance/testing_____.
2. How many years has your organization been in business providing Monitoring of Fire Alarm Systems_____.
3. How many years has your organization been in business providing Annual Confidence Testing of Fire Alarm Systems_____.
4. How many years has your organization been in business providing Annual Sprinkler System Confidence Testing_____.
5. How many years has your organization been in business providing Annual Fire Extinguisher Inspection/Service_____.
6. How many years has your organization been in business under its present business name? _____

Under what other or former names has your organization operated?

3. If your organization is a corporation, answer the following:

Date of incorporation: _____

State of incorporation: _____

President's Name: _____

Vice President's Name: _____

Secretary's Name: _____

Treasurer's Name: _____

4. If your organization is a partnership, answer the following:

Date of organization: _____

Type of partnership: _____

Name(s) of general partner(s): _____

5. If your organization is individually owned, answer the following:

Date of organization: _____

Name of owner: _____

6. If the form of your organization is other than those listed above, describe it and its principals: _____

SECTION D – EXPERIENCE

D.1 Claims/Suits **Proposer Complies as Written: Yes___ No___**

List the categories of work that your organization normally performs with its own forces.

1. Claims and suits. (If the answer to any of the questions below is yes, please attach details.)
 - a. Has your organization ever failed to complete any work awarded to it?
 - b. Are there any liens, judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
 - c. Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years?
2. Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract?

D.2 Reference List **Proposer Complies as Written: Yes___ No___**

Proposer shall submit a list of systems installed/maintained within the State of Washington which are currently in normal use.

SECTION E - REFERENCES

Proposer Complies as Written: Yes___ No___

List up to three names of municipalities (i.e., cities, counties and other municipalities) for whom you have most recently contracted work with:

Municipality _____	Contact _____	Phone _____
Municipality _____	Contact _____	Phone _____
Municipality _____	Contact _____	Phone _____

INSURANCE:

Name of Company: _____

Insurance Agent: _____

SURETY:

Name of Bonding Company: _____

Bonding Agent: _____

SECTION F - WRITTEN SPECIFICATIONS

E.1 Systems/Services **Proposer Complies as Written: Yes___ No___**

Each proposal will be accompanied by a detailed description of the work and equipment it proposes to furnish, as well as a timeline plan from start to conclusion. It is the intent of these specifications to provide for the delivery of a complete and soundly engineered systems and services. Minor details of construction and materials, where not otherwise specified, are left to the

discretion of the proposer, who will be solely responsible for the design and construction of all features.

E.2 Local Availability Proposer Complies as Written: Yes___ No___
Shoreline Fire requests equipment that has been carefully selected because of its quality, reliability, and availability of replacement locally.

E.3 Acceptance of Equip. Proposer Complies as Written: Yes___ No___
Shoreline Fire shall be the sole judge as to the acceptability of any item proposed as an equivalent to any specified item. Supporting technical information, literature, samples & other support material shall be provided with proposal.

SECTION F - SPECIAL CONDITIONS

No proposal will be considered unless the proposer can meet the special conditions stated herein.

F.1 License/Bonding Proposer Complies as Written: Yes___ No___
Contractors/Dealers shall be a fully licensed and bonded within the State of Washington. **NO EXCEPTIONS.** Proposer shall include proof of such licenses & certificates with their proposals. Proposals received from proposers not licensed and bonded within the State will be immediately rejected without further explanation.

F.2 Litigation Proposer Complies as Written: Yes___ No___
Proposals will not be considered from proposers that are involved in any litigation or legal action regarding their business practices, failure to perform, etc. at the time of the proposal award. Proposers shall state with proposal if currently involved in any litigation regarding product or company performance and disclose any past litigation regarding the same.

F.3 Detailed Proposal Proposer Complies as Written: Yes___ No___
Proposer shall be responsible to completely comply with the detailed analysis section (Proposal Instruction and Requirements). Proposals submitted not completely filled out will be immediately rejected as "Non-Responsive", as Shoreline Fire will not be able to fully analyze and compare the proposals submitted. **NO EXCEPTIONS.**

SECTION H - PRICE-PAYMENT-DELIVERY

G.1 Price Freeze Proposer Complies as Written: Yes___ No___
All proposed prices shall be FOB Shoreline Fire Department – Administrative Building, based upon above special conditions. All prices quoted shall be valid for a period of not less than 90 days after proposal opening.

G.2 Forms Requirement Proposer Complies as Written: Yes___ No___

SECTION K - MATERIAL AND WORKMANSHIP

J.1 Materials Used Proposer Complies as Written: Yes___ No___

All equipment furnished shall be guaranteed to be new and of current manufacture and to meet all requirements of these specifications. All materials used shall be of the highest quality available. Second rate or poor quality components are not desired by Shoreline Fire. Shoreline Fire will be the sole judge of quality materials and workmanship, judged by inspection and comparison evaluation.

J.2 Workmanship Proposer Complies as Written: Yes___ No___

Workmanship shall be of high quality and accomplished in a professional manner so as to ensure functional equipment/system(s) with an aesthetic appearance (during and after construction). Proposer acknowledges that Shoreline Fire Department utilizes its facilities 24/7/365 and cannot be detracted, through construction, from its main function in emergency response.

J.3 Warranty Proposer Complies as Written: Yes___ No___

Proposer shall warrant against defective workmanship and materials for a period of at least one year from the date of delivery to the purchaser. All warranties included with this proposal shall be provided by the respective proposer and be included with proposal.

J.4 System Failure Proposer Complies as Written: Yes___ No___

In the event the system fails to meet the specified requirements, the purchaser has thirty (30) days to notify the proposer in writing of corrections required. Failure to make such changes as the purchaser may consider necessary to conform to any clause of the specifications, within thirty days of notification, shall be cause for rejection of the system.

SECTION L - TECHNICAL INFORMATION / ASSISTANCE

K.1 Single Contact Proposer Complies as Written: Yes___ No___

The successful proposal will designate a competent individual acceptable to the purchaser, to perform as a primary single contact representing the proposer. The designated person will provide a single point interface between the purchaser and any and all others on all matters concerning the successful delivery and completion of the system(s)/Services.

K.2 Main Contact Proposer Complies as Written: Yes___ No___

For questions regarding these specifications or the proposal process, proposers may contact Project Manager, Ron Zsigmondovics Rzsigmondovics@Shorelinefire.com at (206) 533-6500 during normal office hours, Monday through Thursday.

- K.3 Contact with Elected's Proposer Complies as Written: Yes___ No___**
Contact with any elected official of Shoreline Fire regarding these specifications or proposal process for the duration of the process is prohibited. Any proposer violating this standard may have their proposal rejected immediately without further explanation. **NO EXCEPTIONS.**

SECTION L - INVESTMENT

- L.1 Force MAJeure Proposer Complies as Written: Yes___ No___**
The seller shall not be charged with liquidated damages or any excess cost when delay in delivery of goods is due to:
1. Any preference, priority of allocation order duly issued by the Government;
 2. Unforeseeable cause beyond the control and without the fault, or negligence of the Seller, including but not restricted to, acts of God, or of the public enemy, acts of the Buyer, acts of another Contractor in the performance of a contract with the Buyer, fire, flood, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; and
 3. Any delays of subcontractors occasioned by any of the causes specified in the two immediately preceding clauses.
- Provided that the proposer shall, within seven (7) days from the beginning of such delay, notify the purchaser, in writing, of the causes of the delay whereupon the purchaser shall ascertain the facts and extent of the delay and notify the proposer within a reasonable time of its decision in the matter.
- L.2 Late Penalty Proposer Complies as Written: Yes___ No___**
Delivery of completed project shall be considered delivered after inspection at each facility of the purchaser and identified corrections are completed. There shall be a \$50.00 per day penalty, per system, charged commencing one (1) day after expected delivery date as stated by the proposer. Special considerations shall be allowed as indicated above.
- L.3 Inter-local Agreement Proposer Complies as Written: Yes___ No___**
Pursuant to Revised Code of the Washington (RCW) 39.34.030(5), any public agency or agencies in Washington may purchase or otherwise utilize this contract provided the public agency or agencies that awarded the original contract complied with all statutory notice and contracting requirements. Public or purchasing agencies from Oregon and Washington may utilize this contract for interstate cooperative procurements, according to the requirements of ORS 279a.220 and RCW 39.34.

L.4 Insurance **Proposer Complies as Written: Yes___ No___**

The successful proposer is fully responsible for assuring that proper insurance coverage is maintained for all work related to this project. Whether alternates/sub-contractors etc. The Proposer shall assume full responsibility and expense to obtain all necessary insurance as required. Insurance shall list the District as an "Additional Insured". Commercial General Liability including: hazards of premises/operations; independent contractors; employees as additional insured's; products completed operations; contractual liability coverage; broad form property damage coverage; and personal injury and advertising injury liability coverage. Policy limits will be for no less than \$1 million annual aggregate, \$1 million completed operations aggregate and \$1 million each occurrence.

MANADATORY PROPOSAL FORM

**SHORELINE FIRE DEPARTMENT
17525 AURORA AVE. N.
SHORELINE, WA 98133**

Proposers Name & Address

Shorelines Primary Contact : Ron Zsigmondovics
Jack Fuller

Phone: _____ **Email Address:** _____

After reviewing the attached specifications and information, we the above listed supplier, hereby submit the following Proposal to Shoreline Fire Department for the furnishing of, Equipment and Installation as specified in the attached specifications.

Complete Fire Alarm Communication Installation System cost, All Stations \$ _____

Annual Monitoring of Fire Alarm System cost, All Stations \$ _____

Annual Sprinkler System Confidence Testing costs, all Stations \$ _____

Annual Fire Extinguisher Inspection cost, all Stations \$ _____

One, Two, or Three Year contract reductions for:	\$ _____
Fire Alarm Monitoring	\$ _____
Annual Fire Alarm Confidence Testing	\$ _____
Annual Sprinkler System Confidence testing	\$ _____
Annual Extinguisher Inspection/Service	\$ _____

Total Proposal Costs \$ _____

Delivery time will be _____ days from time of agreement. (Calendar days)

Are there any exceptions to the specifications:	Comply Yes () No ()
Proof of insurance included:	Comply Yes () No ()
Washington Business License included:	Comply Yes () No ()
Bid FOB to Shoreline Fire Department:	Comply Yes () No ()

Added cost to proposal: \$ _____

Proposers distance from Shoreline, Washington: _____ Miles

Service Centers distance from Shoreline, Washington: _____ Miles

Proposal Instructions and Requirements

Shoreline Fire Department would like to eliminate current B-1 phone lines for the Fire Alarm Systems at each of its 4 Stations

Desired Specification Requirements:

Installation of new technology to eliminate existing phone lines for Fire Alarm Systems at 4 separate fire stations - per (National Fire Protection Agency (NFPA) 72 2010 edition) specifically: Chapter 26 Section 26.6.5 – Testing and Maintenance required for all transmission technologies. Testing and maintenance of communications methods shall be in accordance with the requirements of Chapter 14 - Inspection, testing, maintenance.

- Radio, cellular, VOIP, or other approved means
- Provide all necessary permitting, wiring, mounting brackets, etc..that allows for a fully functional system when completed/tested/accepted.
- After installation, provide technical expertise on operations, maintenance and system training.
- A one year, full replacement warranty on parts and installation.

Annual Cost of Monitoring of Fire Alarm System

- State location of Fire Alarm Monitoring Company
- State the Name of the Company

Annual Confidence Testing of Fire Alarm System

- NFPA 72 – 2010 edition Chapter 14

Annual Sprinkler System Confidence Testing – shall comply with NFPA 13 and 25.

- Automatic Fire Alarm
- Backflow Prevention Devices
- Irrigation Backflow Devices may be added

Annual Fire Extinguisher Inspection/Service – per (International Fire Code – section 906.2 and NFPA10 – 7.3.1.1.1

Shoreline Fire Department will be requiring proposals to be packaged in the following manner:

Each Station is to be proposed individually with all associated costs – permits, equipment, installation, shipping, taxes, etc. Stations – 61, 63, 64, 65

Summary of Work

Design, fabricate, deliver, install, test, make fully operational and provide training and documentation for the System(s) located at various stations in Shoreline. The Proposer has the responsibility to design a system that works collaboratively within the scope and needs of the department.

Detailed Component Cost Breakdown

This page is left open for the proposer to list all costs associated with the project to include labor (prevailing wages apply). Please describe components with make and model so that market comparisons can be made.

SPECIFICATION ANALYSIS CERTIFICATION FORM

I have read, and fully understand, these specifications and documents attached herefore; I hereby certify that all of the answers, provided to the questions in this proposal, are true and accurate.

Proposer: _____

Address: _____

Phone _____

Officer of Proposing Company. _____

Signature of Officer: _____

Date _____