

REQUEST FOR PROPOSAL

Fire Alarm Panel



June 13, 2018

Request for Proposal

Fire Alarm Panel

Ogden City Corporation, is requesting sealed proposals from qualified companies to replace existing fire alarm panel and devices to a non-proprietary system in the Ogden City Municipal Building.

Proposal packets may be obtained from Ogden City Purchasing, 2549 Washington Blvd., Suite 510, Ogden, Utah, or by downloading from the Ogden City website at <http://ogdencity.com/264/Purchasing>.

Bidders are responsible for securing any and all addenda issued.

A **mandatory** pre-bid meeting will be held on June 20, 2018 at 9AM at the 7th Floor Conference Room in the Municipal Building located at 2549 Washington Blvd, Ogden. Utah.

Responses to this Request for Proposals shall be submitted to the office of the City Purchasing Agent, 2549 Washington Boulevard, Suite 510 (5th Floor) Ogden, Utah, **no later than 3PM on July 2, 2018. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City. The City reserves the right to issue contracts to multiple vendors.

Ogden City encourages and welcomes bids from women and minority owned businesses and welcomes bids from women and minority-owned businesses.

Published: June 17 & 24, 2018.

I. INTRODUCTION

Ogden City Corporation is requesting sealed proposals from qualified companies to replace the existing fire alarm panel and devices to a non-proprietary system in the Ogden City Municipal Building.

II. SCOPE OF WORK

- a) Replace 4th floor pre-action panel
- b) Replace 1st floor fire panel, basement fire panel
- c) Replace seven (7) booster panels
- d) Replace sixty-five (65) fire detectors
- e) Installation, programming, and test equipment
- f) Clean up and removal of all installation debris

III. RESPONSE TO RFP

Fire Alarm Panel Company Information

Each Proposal must include, as a minimum, the following information:

1. Name, address, email and telephone number of company submitting the proposal;
 - a. Include the name and contact information of the person designated as the firm's representative.
2. Evidence of Insurability;
3. Completed form (Exhibit A)
4. Company qualifications, Licenses, & List of past experience on commercial projects.
Please include references.
5. Sample of agreement and warranty information
6. Additional highlights of submitting firm
7. Acknowledgment of receipt of addenda (if any).

**Being selected and entering into an agreement does not guarantee contractor will be extended any specific amount of work.*

Proposals are to be no longer than 10 pages. Double sided pages count as 2 pages.

IV. EVALUATION OF PROPOSALS

A team consisting of three or more representatives from Ogden City will perform evaluations of the Proposals. Proposals will be evaluated/scored based on the following criteria:

- a) Pricing & Warranty (60%); and
- b) Company qualifications, Licenses, & List of past experience on commercial projects (40%)

The successful company will be selected through a qualifications based selection process. A Selection Committee will evaluate each proposal according to the criteria set forth above. The Selection Committee will select suppliers based on the proposals received; no formal interviews are anticipated; however, the Selection Committee reserves the right to ask for interviews as needed. The City reserves the right to select a contractor whose submittal does not meet the above stated submittal requirements. The City reserves the right, and intends, to award contracts to at least one qualified applicant. The City may perform a due diligence process on the suppliers receiving the highest evaluations.

Incorrect information or reference will be taken into consideration when proposals are evaluated.

V. ADDITIONAL INFORMATION

Equal Opportunity - Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.

Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.

Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.

Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. The selected company shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this Request for Proposal. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of the Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter into contracts with more than one vendor.

Business Confidentiality - To request a confidential bid, a request for business confidentiality must be submitted to the Ogden City Recorder at the time of bid submission.

VI. GOVERNING INSTRUCTIONS

This Request for Proposal will constitute the governing document for submitting Proposals, and will take precedent over any oral representations.

VII. CONTACT PERSON

For clarification regarding technical specifications of this RFP, please contact Chris Hokanson, Senior Project Coordinator via email chrish@ogdencity.com or at (801) 629-8382.

For RFP process and submittal questions, please contact the Purchasing office via email purchasing@ogdencity.com or at (801) 629-8742.

VIII. PRE-BID CONFERENCE

A **mandatory** pre-bid meeting will be held on June 20th at 9AM at the 7th FI Conference Room in the Municipal Building. All contractors intending to submit a bid are **REQUIRED** to attend to

obtain relevant information concerning the project. Bidders are advised that information affecting drawings, specifications, scope of the work, etc. may be discussed. Any questions concerning the specifications for said project will be discussed at this time, and Bidders will be made aware of special conditions involved in the construction of this project.

IX. SUBMISSION OF PROPOSALS

Firms shall submit four (4) sealed Proposals to the office of the City Purchasing Agent, 2549 Washington Blvd, Suite 510 Ogden UT 84401 or deliver package to the 2nd Floor information desk at the same address **no later than 3PM on July 2, 2018. LATE PROPOSALS WILL NOT BE ACCEPTED.** No facsimile transmittals will be accepted. All submittals must either be hand carried or delivered by the mail or other delivery service. It is the sole responsibility of those responding to this Request for Proposal to ensure that their submittal is made to the correct location and in compliance with the stated date and time. City offices are closed on holidays.

The City reserves the right to accept or reject any submittal as it best serves convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from women and minority owned businesses.

EXHIBIT A

ITEM	DESCRIPTION	
A	Replace 4 th floor pre-action panel	\$
B	Replace 1 st floor fire panel	\$
C	Replace basement fire panel	\$
D	Replace seven (7) booster panels	\$
E	Replace 65 fire detectors	\$
F	Installation, programming, and test equipment	\$
G	Clean up and removal of all installation debris	\$
H	Warranty Information:	
	TOTAL	\$

Additional Comments:

Have reviewed all Addenda _____

(Signature)