



SPRINGVILLE CITY
REQUEST FOR PROPOSAL FOR ANNUAL FIRE SAFETY SYSTEM INSPECTIONS
AND FIRE EXTINGUISHER INSPECTION AND SERVICE
RFP 2011-06

The City of Springville invites you to submit a proposal for services related to the following project:

ANNUAL FIRE SAFETY SYSTEMS INSPECTIONS AND FIRE EXTINGUISHER
INSPECTIONS AND SERVICE

Project Description

Springville City is a growing community of around 30,000 residents. Springville City Corp. has many facilities, new and older, that have fire safety and suppression systems. All Springville City facilities as well as most City vehicles and equipment have fire extinguishers. Springville City is seeking a qualified and licensed firm to perform annual inspections of all fire safety systems and annual inspections and service for all City fire extinguishers. The qualifying firm would need to have the ability to certify that all systems and extinguishers meet or exceed current codes related to fire safety. The qualifying firm would also need to have the ability to perform six-year maintenance and/or hydro testing on all fire extinguishers requiring such service. Finally, the qualifying firm would need to submit annual reports to the City of compliance, needs for maintenance, and any additional reports required in regards to fire safety.

Scope of Professional Services

A full range of professional services will be required. The scope of services includes the following:

- Annual visit to each City facility to inspect and test fire alarm systems and fire sprinkler systems to ensure compliance with current fire safety codes.
- Annual visit to each City facility to inspect all fire extinguishers within that facility.
- Annual inspections of all fire extinguishers located in City vehicles, equipment, or other “off-site” locations.

- Six-year maintenance and/or hydro-testing of fire extinguishers requiring such maintenance when such maintenance does not exceed the cost of a replacement extinguisher.
- Simple repairs to fire safety systems or fire extinguishers which can be billed at an hourly rate.
- Annual reports of all fire safety systems, fire sprinkler systems, fire extinguisher inspections and maintenance, and other such related reports along with follow-up reports when necessary.

The qualifying firm may also submit a bid sheet for fire extinguisher purchases and other fire safety related work at an hourly rate.

Organization of Proposal

Proposals should be concise and focused. The proposal must indicate specifically the following:

1. Provide a detailed list of qualifications and licensing that would qualify your company and its employees to perform the necessary work.
2. Statement of project understanding.
3. Proposal should include two separate and distinct aspects of work. These aspects will be:
 - (1) Services provided in regards to fire safety systems and fire sprinkler systems.
 - (2) Services provided in regards to fire extinguishers.
4. Summary of project team described in qualifications statements.
5. Provide a work plan in narrative form outlining your understanding of the scope of this project and how you will go about implementing the scope. This work plan should relate specifically to the information and resources needed to successfully complete the project.
6. Describe the firm's experience in providing similar services.
7. Anticipated fees and reimbursable expenses.

Administrative

Familiarization with the project:

Firms are invited to visit Springville City to familiarize themselves with City facilities and the scope of the project. A list and address of each City facility included with the project is attached to the RFP.

Evaluation criteria: The City will equally weigh the following criteria in selecting a firm:

1. Qualifications, experience and background of the firm.
2. The specific individuals assigned to the project and the time commitments of each.
3. Project schedule and the approach to the project as suggested in your proposal.
4. Cost.

Proposal copies: Submit five (5) copies of the proposal to:

Alex Roylance
Director of Buildings and Grounds
Springville City
443 South 200 East
Springville, UT 84663

(801) 489-5742

Deadline: 5:00 pm March 18, 2011

Questions: Telephone inquiries concerning the project should be limited to brief questions of fact or clarification. Multiple or lengthy questions are to be submitted in writing.

Acceptance/rejection of RFP's: The Springville City staff intends to recommend the award of a contract to the firm that best satisfies the design and projects needs of Springville City. This Request for Proposals does not commit Springville City to award a contract or share in the expenses of preparing the proposal or participating in the interviews. Springville City may ask firm to sit for an interview to expand on their qualifications for the project. Springville City will NOT interview all firms that submit an RFP.

Attachments: List of Springville City facilities