



CITY OF ROCK HILL, SOUTH CAROLINA

REQUEST FOR PROPOSAL

**FIRE AND BURGLAR ALARM SYSTEM INSPECTION &
MAINTENANCE**

Mandatory Pre-bid Meeting: June 29, 2017 at 10:00 a.m.

The City of Rock Hill, South Carolina is seeking competitive bids from qualified firms to provide the City with fire alarm system maintenance and annual inspection and burglar alarm system maintenance along with alarm systems with monitoring for all of our service locations. Below is a description of service requirements. The term of this agreement is 36 months with two 12 month options, for a total of 60 months, if options are exercised.

A mandatory pre-bid meeting will be held on June 29, 2017 at 10:00 AM at the Purchasing Office, located at the City Operation Center, 757 S. Anderson Rd. Building 103, Rock Hill, SC 29730. Inspection, questions and work review will take place at this time. Only those companies with representatives in attendance who have signed in at this meeting will be allowed to submit a bid proposal.

The process of responding to this Request for Proposal (RFP) should involve interested companies reviewing and analyzing the information provided herein and responding in writing to any and all items where a response is requested.

Background

The City of Rock Hill General Services Department are responsible for this project.

Bid Request

Sealed bids will be received by the Purchasing Division of the City of Rock Hill, South Carolina until 2:00 PM local time on July 13, 2017 at which time they will be publicly opened and read aloud. All companies submitting bids are welcome to attend, but attendance is not mandatory. Details of the award will be posted on our website cityofrockhill.com after the bid opening.

The bid opening will begin promptly at the appointed time in the Purchasing Office, located at the City Operation Center, 757 S. Anderson Rd. Building 103, Rock Hill, South Carolina 29730. No bid may be submitted after the bid opening begins. The bidder is solely responsible for the timely submission of his/her bid.

No bid may be withdrawn for a period of sixty (60) calendar days after the bid opening.

Bids may be mailed to City of Rock Hill, Attn: Tom Stanford, P.O. Box 11706, Rock Hill, South Carolina 29731 or hand delivered to Tom Stanford, Operations Center Purchasing Office, 757 S. Anderson Rd., Building 103, prior to the appointed time of the bid opening.

All bids must be in a sealed envelope and marked “**ALARM INSPECTION, MAINTENANCE AND MONITORING; OPEN July 13, 2017 at 2:00 PM.**”

All bids must be approved by the Rock Hill Administrative Services Department and the City Manager.

Should the bids be higher than the amount allocated by the City for this project, the City reserves the right to negotiate in good faith with the low bidder. Failing an agreement, the City may reject all bids and resubmit for new bids or make any other decisions it deems to be in its own best interest.

Questions regarding terms and conditions, etc. should be directed to Tom Stanford at tom.stanford@cityofrockhill.com.

City Contact

If you have any questions regarding this RFP contact Tom Stanford with the Purchasing Office at tom.stanford@cityofrockhill.com.

All questions about the RFP or the work itself must be submitted to City staff by Friday, July 7 at 2:00 PM.

Qualified Vendor

A qualified vendor is defined for this purpose as one who meets, or by the date of bid acceptance can meet all requirements for licensing, insurance and service contained within this RFP. Alarm companies must have a minimum of (3) three years' experience in the commercial security & fire alarm field.

Insurance

Company agrees that Company shall keep and maintain general automobile liability insurance in the amount of \$ 1,000,000 per occurrence for each vehicle and \$1,000,000 in aggregate for all vehicles which Company brings onto City property or use in any manner in the provision of services, including transportation to and from the site (s) where the services are rendered; and Company further agrees that Company shall maintain general liability insurance in the amount of at least \$1,000,000 per incident/occurrence and \$1,000,000 in aggregate for all incidents/occurrence during the policy period; and Company agrees that Company shall maintain Worker's Compensation Insurance on all of the Company's employees. In no event shall Company serve as self-insurer for the purpose of Workers Compensation Insurance. Company also agrees that Company shall provide, in a form acceptable to City, certificates of Worker's Compensation Insurance, Automobile Liability Insurance and General Liability Insurance.

Illegal Immigration Reform Act Compliance

The contractor certifies that the contractor will comply with the requirements of Chapter 14, Title 8 of the South Carolina Code of Laws titled **Unauthorized Aliens and Public Employment** and agrees to provide to the City of Rock Hill any documentation required to establish either; (a) the applicability of such law to the contractor, subcontractor, and sub-subcontractor; or (b) the compliance with this law by the contractor and any subcontractors or sub-subcontractors.

Indemnification

Company shall indemnify and hold City harmless from and against all liability, loss, damages or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by City, to the extent arising from Company's or its Contractors' negligent performance of the Services under this Agreement, intentional misconduct, negligent acts or omissions, or breach of any term, covenant, representation or warranty of this Agreement.

Non Appropriation of Funds

This Agreement shall be subject to the availability and appropriation of funds by Management, and City Council. If the Council does not appropriate the funding needed by the City to make payments under this Agreement for a given fiscal year, the City will not be obligated to pay amounts due beyond the end of the last fiscal year for which funds were appropriated. No act or omission by the City, which is attributable to non-appropriation of funds, shall constitute a breach of or default under this Agreement

WMBE Statement

It is the policy of the City of Rock Hill to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina.

It is further the policy of the City of Rock Hill to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status.

It is further the policy of the City of Rock Hill to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

City Business License

The successful contractor, prior to execution of the contract, must possess or obtain a City of Rock Hill Business License. Such license must be maintained throughout the duration of the contract. The fee for such license is based on the amount of the contract with the City if the contractor is not currently doing other business inside the City Limits. If the contractor is currently doing other business within the City limits of Rock Hill, and does not possess a business license, then the fee for the license is based on the total gross receipts from customers within the city limits. Contact City Business License Office at 803-329-7042 to determine the exact amount or to ask other pertinent questions regarding doing business in the City of Rock Hill.

Excluded Bidders

Bids from vendors/contractors with prior poor performance; quality issues, contract conformance, payment history, timeline compliance, or any other reason the City deems POOR PERFORMANCE will not be considered.

Excluded Vendors/Contractors can resubmit complete company information with references for city review after a minimum of one year from the last excluded bid. City will contact Vendor/Contractor with its decision within 30 days of company information submittal. City reserves the right to include or exclude said Vendor/Contractor based on findings.

Subcontractors.

Company shall not delegate, subcontract or assign all or any portion of the Services to any third party (collectively, "Contractors"), without the express prior written consent of City. Company shall cause any Contractor to comply with all of the terms of this RFP.

Local Purchasing

It is the intent of the City of Rock Hill to promote the use of local businesses and hiring citizens living within the local Rock Hill/York County area when possible.

- 1.) Local vendors, services, contractors, companies and businesses (Rock Hill/York County) with a valid city of Rock Hill business license may have the opportunity to receive a 3% or a 5% adjustment factor during the consideration of bids. A LOCAL VENDOR, SERVICE, CONTRACTOR, COMPANY OR BUSINESS is defined as a business offering the services and or products being bid. Business must have been established for not less than one year within York County limits along with holding a valid City of Rock Hill Business License for the entire year prior to bid date. City Council shall be entitled to make the final decision as to whether such business is local and may in its discretion consider factors such as the length of time prior to issuance of the local business license, the actual physical presence within the corporate limits or within York County, property taxes attributable to such entity received by the City of Rock Hill, local employment and any other reasonable factors to insure that this policy is not being circumvented.
- 2.) Business located within the Rock Hill municipal limits may be considered for a 5% adjustment factor. Businesses located in York County outside the Rock Hill municipal limits may be considered for a 3% adjustment factor.
- 3.) The maximum value of the percentage adjustment factor will be capped at \$25,000.
- 4.) If a local business is within the percentage guideline, not exceeding \$25,000, of the lowest bid received, the local business may be given consideration of the bid award if it is willing to provide goods or services at the price of the lowest bid received.
- 5.) If conditions of number 4 above are met and the local business is not willing to provide goods or services at the price of the lowest bid received, the consideration of the bid award will revert back the lowest bid received, or the next lowest local business within the percentage (maximum \$25,000) adjustment factor threshold.
- 6.) Contractor and or business must make reasonable attempt to hire local Rock Hill/York County residents.
- 7.) Selected contractor(s) must make reasonable effort to purchase/lease all material, equipment and supplies associated with the awarded bid from a local business with a valid City of Rock Hill Business License.
- 8.) Contractor(s) receiving award must supply City with a list of their employees working on the project which include the city/town in which they reside along with a list of all equipment, material, suppliers and subcontractors and their addresses (This list will be used in the evaluation process).
- 9.) Special consideration may be given to companies that have products produced and/or manufactured in the United States.
- 10.) Local Purchasing provisions of this section will be in effect and apply to bidding until June 30, 2017 and expire unless re-authorized by the City Council.
- 11.) Local Purchasing adjustment factors cannot apply: (i) to Federally Funded Projects (ii) to State Funded Projects where the State restricts the use of local preferences under such circumstances; or (iii) to projects funded by Bond proceeds where the Bond covenants restrict the manner of procurement.
- 12.) Utilization of the Local Purchasing program requires a minimum of three bids; if three or more bids are not received the Local Purchasing program cannot be utilized.

Customer Service

Please remember, although you are a contracted City service, you each represent the City of Rock Hill during all work performed, face-to-face as well as telephone conversations. These guidelines are to give all contract employees a solid feeling for what the City of Rock Hill expects from any contracted service.

Overview:

- A. Be friendly, courteous, and helpful
- B. Company uniforms must be worn at all times
- C. Staff members must look and act professional at all times.

CONTRACTORS EMPLOYEES:

Before the Contractor can enter the project site, it shall investigate and determine that its employees working on the project site are not listed on the sexual offender registry. Contractor shall require all subcontractors to make a similar investigation. One such investigation within six (6) months of commencement of the project work, by the employer, fulfills the City's requirement for the Project.

The Rock Hill Police Department along with the City of Rock Hill also reserves the right to cancel any contracts, agreements, purchasing or distribution, etc., if they feel the project, purchasing, vehicle(s), and or property(s) may be in jeopardy due to the contractor's employee(s) having a criminal history which may lead to ethical issues while dealing with city workings or investigative activities.

COMPANY _____

Authorized Signature:

PRINT NAME AND TITLE: _____

SIGNATURE _____ DATE _____

Instructions to Bidders

Purpose: The purpose of this document is to provide to potential bidders general and specific information in submitting a bid to supply the City's needs as listed within.

1.1 **Definitions:**

- A) Bidder: This term is used to encompass the party seeking to have an agreement with the City of Rock Hill.
- B) City: This term is defined as the City of Rock Hill, South Carolina. All Communications relating to the bid process or the resulting purchase should be directed to the City's Purchasing Office or to his designated contact.
- C) Purchase: This term means the agreement to be executed by the City and the successful bidder.

1.2 **Bid Preparation:** All bid responses shall be

- A) Prepared and submitted on the forms enclosed herein, unless otherwise prescribed.
- B) Typewritten or completed in ink, signed by the bidding firm's authorized representative with all erasures or corrections initialed and dated by said signer.
- C) Each bid constitutes an offer and may not be withdrawn except as provided herein. Bid prices are to remain firm for the period stated in the Bid Request.
- D) Each bid shall include the name, address, telephone number, fax number and e-mail address of at least three (3) current customers for whom they have provided similar products. These references may be contacted, and if so, their responses will constitute a significant part in the bid evaluation process.

1.3 **Bid Submission:** three (3) copies of the Bid Response shall be:

- A) Submitted in a single sealed envelope with the following information written on the outside of the envelope:
 - * The name of the bidding company;
 - * Identification of items being bid; date and time of bid opening.
- B) Mailed or delivered to the address shown in the Bid Request for receipt by the City by the stated deadline.
- C) Bids not received by the time and date specified will not be opened or considered, unless the delay is a result of the City, its agents, or assigns.

1.4 **Failure to bid:** Any company which does not desire to offer a bid should submit to the City a letter stating a reason for not bidding and whether the bidder desires their company's name be retained or removed from the City's bid list for future solicitations.

1.5 **Errors in Bid:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidder's own risk. In case of error in extension of prices in the bid, the unit price shall govern.

- 1.6 Award Criteria:** The award shall be made to a single bidder who submits the lowest responsible and responsive bid taking into consideration product quality, past performance, and compliance with the stated terms, conditions, and specifications. The City reserves the right to make such decision as it deems to be in its own best interest. The City alone shall make such determination.
- 1.7 Compliance with laws:** The successful bidder shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance and comply with all other standards or regulations required by federal, state, county, or City statute, ordinances and rules during the performance of any purchase between the bidder and the City. Any such requirement specifically set forth in any purchase document between the bidder and the City shall be supplementary to this section and not in substitution thereof.
- 1.8 Brand Name:** The use of a brand name is for the sole purpose of describing the standard of quality, performance, and a characteristic desired and is not intended to limit or restrict competition.
- 1.9 Local Purchasing:** Contractors submitting proposals should keep in mind the City's goal of supporting local businesses and supply houses for materials and labor whenever practicable, so long as pricing and other contract conditions are not adversely affected.

Scope of Work Requirements

Contract Term

The initial contract shall be for a period of three (3) years beginning on August 1, 2017. The City reserves the right to extend this contract for two additional one year terms. Any and all work must be scheduled with appropriate staff members.

Inspection and Maintenance Specifications

- Test alarms and panels annually per the National Fire Protection Association 72 standards. The current adopted edition of Codes and Standards can be found online at www.scfiremarshal.llronline.com under Code Enforcement/codes and standards.
- Contractors must be licensed by the South Carolina Department of Labor, Licensing & Regulation to perform work on fire alarms. A copy of the license should be included with all bids.
- The Property Maintenance Supervisor must give prior approval to any and all repairs or other billable charges.
- Certain maintenance work may be subcontracted if necessary. Bids should include a fixed cost from the selected contractor that will be added to subcontractor's invoice. The City reserves the right to obtain the subcontractor's invoice to the contractor at any point.
- Any programming requiring proprietary systems will be coordinated by the City and will not be the responsibility of the contractor.
- A single invoice should be sent to the property maintenance supervisor following inspections and any maintenance work that is done.
- Alarm companies must have a minimum of (3) three years' experience in the commercial security & fire alarm field.
- A copy of the inspection report should be left onsite at each location and a copy should be sent to the City of Rock Hill's Fire Marshal's office and the Property Maintenance Supervisor.
- Copies of the most recent fire inspection reports will be made available at the pre-bid meeting.

Monitoring Specifications

- Alarms need to be zoned as needed, and have the ability to enter not less than 50 unique user codes recording entry and exit detail. Monthly reports for each location with a burglar alarm will be issued showing location with all entries and exits utilizing user codes.
- Codes are to be issued or deleted by select city department staff for each location and activated remotely by service provider. Contractor should be able to monitor the City's current alarms.
- The contractor is expected to be able to monitor the City's current alarm systems. If the Contractor cannot monitor the City's current systems, the systems will be upgraded and/or replaced at the contractor's expense. Equipment should not be proprietary and other companies should have the ability to inspect and monitor this equipment. Any and all equipment becomes the property of the City of Rock Hill at the end of the contract term. Any replacements should be of the latest technology and all exterior doors need to be alarmed along with motion detectors to cover all areas.
- A single monthly invoice should be sent to the property maintenance supervisor.
- Alarm companies must have a minimum of (3) three years' experience in the commercial security & fire alarm field. Contractor must have 24/7 monitoring service, 365 days per year with system redundancy.
- Most of the panels have internal dialers. At this time, it cannot be verified that all panels do.
- Any repair or replacement parts should be of like-quality and value unless otherwise specified by an authorized member of City staff.

Additional Services

Any additional service requested by owner will be billed at an hourly rate.

LOCATIONS

Parks, Recreation & Tourism

<u>Boyd Hill Center- Burglar only (Honeywell Vista 40)</u>	<u>1165 Constitution Blvd</u>
<u>Fewell Park Center- Burglar only (Honeywell Vista 40)</u>	<u>1204 Alexander Rd.</u>
<u>Northside Center – Burglar only (Honeywell Vista 40)</u>	<u>900 Annafrel St.</u>
<u>Manchester Meadows Pavilion- Fire & Burglar (Honeywell FA1160)</u>	<u>337 E. Mt. Gallant Rd.</u>
<u>Manchester Meadows Maint.Bldg – Burg. only (Honeywell FA1160)</u>	<u>337 E. Mt. Gallant Rd.</u>
<u>Glencairn Garden Learning Center- Burglar only (Honeywell FA1160)</u>	<u>825 Edgemont Ave</u>
<u>Bigger House - Burglar only (Honeywell FA1160)</u>	<u>725 Crest St.</u>
<u>Concession Bldg. at Hargett Park- Burglar only (Honeywell FA1160)</u>	<u>1240 Deas St.</u>
<u>Cherry Park Tower- Fire & Burglar (Honeywell FA1160)</u>	<u>1466 Cherry Rd.</u>
<u>Tennis Center- Fire & Burglar (Honeywell FA1160)</u>	<u>897 Maplewood St.</u>
<u>River Park Maint. Bldg – Burglar only (Honeywell FA1160)</u>	<u>70 Quality Circle</u>
<u>Velodrome- Fire & Burglar. First Alert Professional, Silent Knight</u>	<u>1000 Riverwalk Parkway</u>
<u>BMX Facility- Fire & Burglar FireLite</u>	<u>1307 Riverwalk Parkway</u>

Fire Stations - **Fire Only**

<u>Fire Station #1 (Silent Knight IFP-50)</u>	<u>1251 Albright Rd.</u>
<u>Fire Station #2 (Silent Knight 5808)</u>	<u>924 Cherry Rd.</u>
<u>Fire Station #3 (Silent Knight 5808)</u>	<u>670 Automall Pkwy</u>
<u>Fire Station #5 (Silent Knight 5808)</u>	<u>1147 Springdale Rd.</u>
<u>Fire Station #6 (Silent Knight 5808)</u>	<u>284 Airport Rd.</u>

Administrative Services

<u>City Hall- Fire Only (Simplex 4100-8001)</u>	<u>155 Johnston St.</u>
<u>Cemetery Office- Burglar only (Honeywell Vista 20 series)</u>	<u>332 West Main St</u>
<u>Elizabeth Lane Parking Deck- Fire Only (AFA)</u>	<u>116 Elizabeth Ln</u>
<u>Airport – Fire only (Ademco 5140XM)</u>	<u>550 Airport Road</u>
<u>City Hall- Fire only? (Siemens)</u>	<u>757 S. Anderson Rd.</u>

Police

<u>Law Center- Fire Only – (Gamewell FCI 7100, Kidde M-200)</u>	<u>120 E. Black St.</u>
<u>Warehouse (Honeywell FA1160)</u>	<u>3819 Celanese Rd.</u>
<u>Range Bldg (Honeywell FA1160)</u>	<u>2352 Worthy Boys Rd.</u>
<u>Range Ammo Storage (Honeywell FA1160)</u>	<u>2352 Worthy Boys Rd.</u>
<u>Hagins St. Substation - Burglar (Caddx)</u>	<u>46 Sunset Drive</u>
<u>Fargo St Substation- Burglar (Honeywell)</u>	<u>313 Fargo St</u>
<u>Workman St Warehouse- Burglar, (First alert Professional) not functional.</u>	

Utilities- **Fire & Burglar**

<u>Manchester Wastewater Treatment Plant, (Magnum Alert 2000 series)</u>	<u>310 Red River Rd.</u>
--	--------------------------

Copies of the most recent inspection reports will be made available at the pre-bid meeting.

Bid Sheet

We, the undersigned, do hereby affirm that we have read and understand the enclosed bid requirements and specifications; and do submit this bid for the items listed below:

Please include any delivery fees and any other charges that may be applied.

Please include three (3) copies of this sheet.

Alarm inspections: \$ _____/year

Hourly labor cost for any additional maintenance and/or repair
Additional Labor per Hour: \$ _____/hour

After hours (7 pm- 7 am, weekends, & holidays) repair rate: \$ _____/hour

Alarm monitoring: \$ _____/year

Monitoring cost for any additional locations not listed

Additional Locations monitoring \$ _____/location

Subcontractor rate: \$ _____ added

Parts rate: _____

Company Name: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Telephone Number: _____ Fax Number: _____

Address: _____

Email: _____