

Request for Proposal
Services - Fire Extinguisher Annual & Kitchen Hood Semi-Annual

Several public school districts located in the same geographic area are seeking proposals for the purchase of maintenance services; specifically annual fire extinguisher inspections as described in the attached documents. The districts participating, with their associated location address, invoicing address and contact information can be found in Attachment "B".

Sealed bids will be accepted until **Wednesday, June 10, 2009 at 2:00 p.m.** EST at which time they will be publicly opened and read aloud at the address below. **Bids are to be delivered to:**

Mr. Richard C. Muszynski, Business Manager
Riverview Community School District
13425 Colvin Street
Riverview, MI 48193

Envelopes containing bids shall be sealed and clearly marked "**Fire Extinguisher Bid-DO NOT OPEN**" with the name and return address of the bidder on the envelope.

Two signed copies of the bid proposal shall be submitted.

Questions regarding this Request for Proposal must be directed to:

Gary Kennedy – Director of Operations
Riverview Community School District
17829 Krause Street
Riverview, MI 48193
Phone: (734) 285-3900
E-mail: gkennedy@riverviewschools.com

There will be a mandatory **pre-bid meeting** on Thursday, June 4, 2009 at 9:30am.

River Rouge High School – Room G-104
1460 West Coolidge Hwy.
River Rouge, Michigan 48218

ALL PARTIES WISHING TO RESPOND TO THIS REQUEST FOR PROPOSAL SHALL TAKE NOTICE OF INSTRUCTIONS TO BIDDERS IN ATTACHMENT "A".

Attachment “A”
Instructions to Bidders

1. It shall be the bidder’s responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified within.
2. Bids received after the scheduled opening time will not be accepted or considered.
3. Telephonic bids or facsimile transmitted bids will not be accepted.
4. Unless otherwise specified, no bid may be withdrawn, changed or modified in any way for a period of ninety (90) calendar days from date of bid opening.
5. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
6. Bids received prior to time of opening will be kept securely unopened. No responsibility will be attached to school district employee who prematurely opens an incorrectly addressed bid proposal.
7. If either a unit price or extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.
8. Participating school districts are exempt from state and federal taxes.
9. All bids are subject to acceptance by the Board of Education of participating school districts which reserve the right to accept or reject any or all bids, to split awards by items, to waive irregularities or defects, and accept other than the low bid when deemed to be in the best interest of the school district.
10. The laws of the State of Michigan shall govern rights, obligations, and remedies of the Parties under this bid and any agreement reached through this process.
11. All information included in a bid response is subject to the Freedom of Information Act and may be disclosed in its entirety after the formal, public bid opening has been completed.
12. By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.
13. The bidder agrees to hold and save the participating school districts, its officers, agents and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment, materials, supplies, or services covered by this bid document.
14. A completed Familial Disclosure Form (Attachment “C”) must be included with each proposal submitted or the proposal will not be accepted.
15. The contractor shall provide items of a minor nature, not specifically noted in these specification, so as to provide a complete, operable and Owner acceptable service.
16. Work may commence upon receipt of a Purchase Order for the respective districts.
17. Contractors are required to comply with the each district’s Safety Rules and Accident Prevention plan. The district(s) reserves the right to exclude any worker(s) from the job site(s) for violation of these work rules or any other such offense deemed inappropriate by the District.
18. The contractor shall clean their job area daily and dispose of all trash and debris leaving the area broom clean. The Owners dumpster is not to be used for contractors’ trash. A suitable area for storage may be arranged by prior agreement with each district.
19. It is the responsibility of the contractor / bidder to field verify all existing field conditions. Bidders shall inspect the work site and take such steps as may be reasonably necessary to ascertain the nature of the work; and general and local conditions which can affect the work or cost thereof. Failure to do so will not relieve the bidders from responsibility for estimating properly the difficulty or cost of successfully performing the work.
20. The sites are available for your inspection by appointment made with each individual district’s Director of Operations from 9 a.m. - 3 p.m., Monday through Friday. Please report to the Main Office at each site upon entering the building.

D.R.O.M. Districts

Allen Park Public School District

Dearborn Heights District #7

Flat Rock Public School District

Gibraltar Public School District

Grosse Ile Public School District

Huron Public School District

Lincoln Park Public School District

Melvindale-Northern Allen Park Public Schools

Monroe Public Schools

Perrysburg School District

River Rouge School District

Riverview Community School District

Romulus Community School District

Southgate Public School District

Taylor Public Schools

Trenton Public School District

Woodhaven-Brownstown School District

Wyandotte School District

Attachment "C"

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

(This disclosure statement must be included with your bid as required by Public Act 232 of 2004)

All bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board of Education or Superintendent of Schools of the following participating school districts:

- Allen Park Public School District
- Monroe Public Schools
- Perrysburg School District
- River Rouge School District
- Riverview Community School District
- Romulus Community School District
- Huron Public School District
- Trenton Public School District
- Woodhaven-Brownstown School District

- Melvindale-Northern Allen Park Public Schools
- Dearborn Heights District #7
- Flat Rock Public School District
- Gibraltar Public School District
- Grosse Ile Public School District
- Southgate Public School District
- Taylor Public Schools
- Lincoln Park Public School District
- Wyandotte School District

The undersigned, the owner or authorized officer of _____ (the "bidder"), pursuant to the familial disclosure requirement provided in the attached invitation to bid, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any members of the Boards of Education and Superintendent of Schools as listed above. If such a relationship exists, please explain:

By: _____ (Bidder's signature)

Name: _____ (type or print)

Date: _____

Subscribed and Sworn to Before Me:

This _____ day of _____, 2008 A.D., in and for the County of _____, Michigan. My commission expires: _____.

_____ Signature of Notary

ATTACHMENT “E”
Bid Specifications

Vendor shall assure sufficient service as to provide timely completion of inspections and testing that is convenient for the Districts and will not interfere with normal school operations.

Cost submitted on attachment “F” shall be total cost: Service INCLUDING, but not limited to, Truck Charge, Fuel Charge, Environmental Charge, Service Call, Etc. (Total cost per unit). There shall be no “hidden” or “extra” fees.

The typical annual **Portable Fire Extinguisher Inspection and Service** shall consist of the following tasks, as well as, any and all tasks required in order to conform with all applicable NFPA, Federal, State, OSHA and Local Authority having jurisdiction Standards, Regulations, Codes and Requirements:

1	Check that unit is properly hung with the proper manufacturer's hanger.
2	Remove the extinguisher from its hanger.
3	Check the gauge pressure.
4	Check the condition of the gauge and its compatibility with the extinguisher.
5	Check the weight of the extinguisher.
6	Check that the last hydro-test test date is within code requirements.
7	Check the last 6-year maintenance inspection for compliance, if applicable.
8	Check the last 12-year maintenance inspection for compliance, if applicable.
9	Check the valve and shell for damage or corrosion.
10	Remove the hose and inspect it for cracks or splits.
11	Check the hose threads for signs of wear.
12	Perform conductivity test on hose, per NFPA 10
13	Check the condition of the discharge horn.
14	Check for obstructions that interfere with accessibility of the extinguisher.
15	Break the extinguisher seal and remove the locking pin.
16	Check the upper and lower handles.
17	Replace safety disk, if necessary.
18	Verification of service collar, replace if necessary.
19	Replace o-ring, if necessary.
20	Replace the locking pin and reseal the extinguisher.
21	Check the valve opening for powder or any foreign matter.
22	Refill extinguishers, if needed.
23	Empty & Recharge all stored pressure-loaded stream fire extinguishers.
24	For dry extinguishers, fluff the powder by turning the unit.
25	Clean the extinguisher shell with spray cleaner.
26	Return the hose to its proper position.
27	Check the condition of the hose/horn retention band at the side of the extinguisher.
28	Check that the unit's classification is properly identified with the appropriate decal.
29	Check that the operating instructions are clean and legible.
30	Tag the extinguisher properly.
31	Survey the hazard area to verify that the unit classification corresponds with the hazard.
32	Check that the unit is properly located within the normal path of travel, at a conspicuous height.
33	Check that the unit is visible and unobstructed.
34	Insure HMIS label is in place and legible.
35	Replace the extinguisher on its hanger.
36	Compile a detailed report of the inspection and provide a legible written copy to the district.

ATTACHMENT “E” - Continued

The typical semiannual **Kitchen Hood Suppression System Inspection and Service** shall consist of the following tasks, as well as, any and all tasks required in order to conform to all applicable NFPA, Federal, State, OSHA and Local Authority having jurisdiction Standards, Regulations, Codes and Requirements:

1	Inspect the system to determine whether it is in service and in satisfactory condition in accordance with NFPA standards.
2	Identify potentially detrimental site conditions that could compromise the performance of mechanical and/or electronic components of the system.
3	Check the last 12-year maintenance inspection for compliance, if applicable.
4	Test remote pulls for condition and operation.
5	Perform an automatic trip test of the system.
6	Test manual release of the system.
7	Verify mechanical operation of the system.
8	Verify the gas shutoff function, if applicable.
9	Verify the electrical shutoff function, if applicable.
10	Replace fusible links where required.
11	Refill system, if needed.
12	Conductivity test of all carbon dioxide hose assemblies.
13	Check system components for cleanliness.
14	Restore the system to normal operation.
15	Reset the system.
16	Install new tamper seals.
17	Inspect suppression agent cylinder.
18	Verify the cylinder/cartridge pressure, agent weight and condition.
19	Check that the last hydro-test test date is within code requirements.
20	Inspect and verify piping/bracing to manufacturer's specifications.
21	Inspect all nozzles and verify that they are properly aimed, free of blockage and have proper blow-off caps intact, replace if necessary.
22	Verify that the Owner's Manual is available on-site.
23	Replace nozzle caps.
24	Inquire about general occupancy relating to the kitchen fire suppression system in accordance with NFPA recommended procedures.
25	Inspect for any changes in the hazard area that may affect the performance and reliability of the fire suppression system.
26	Tag devices as required and perform required record-keeping.
27	Compile a detailed report of the inspection and provide a legible written copy to the district.
28	Familiarize the Customer with proper operation of the equipment.

ATTACHMENT "E" - Continued

1. Invoicing shall be submitted to individual districts.
2. Items listed on attachment "F", service and product submission form are desired services on items/sizes. The School Purchasing Group reserves the right to request vendor presentations and sample list of services performed, as well as references.
3. All services will be made at the district ordering the services and shall take place within each individual building. District(s) will not collect the extinguishers; it shall be the responsibility of the vendor to walk each building to inspect and service and replace each portable fire extinguisher. It shall be the responsibility of each District to provide the vendor with a knowledgeable employee who has the access to all areas of the building and to locate each portable fire extinguisher and/or Hood Suppression System. The Districts will not collect or transport the extinguishers. The handling, delivery, inspections, servicing, etc. of all products shall be in accordance with all Federal, State, Local and school district Standards, Regulations, Codes and Requirements, including ALL NFPA and OSHA Standards, Regulations and Codes.
4. All refills, tests, repairs, etc. shall be completed by a properly licensed and certified technician per NFPA, Federal, State and Local Authority having jurisdiction. Including, but not limited to, NFPA Certification, State of Michigan Certified, NFPA Certified, DOT Certified for Hydro Testing, and Factory Certified.
A valid dated copy of the Certifications must accompany the Bid Form.
5. Alternate Bids and/or additional notes or comments shall be submitted on Attachment "D".
6. Supplier must provide the products and services quoted for the duration of the bid agreement. Substitutions for the convenience of the Supplier will not be accepted, and will be cause for termination of the bid agreement. Products discontinued by the manufacturer, supplanted by improved formulations, or in tight supply due to market conditions will not apply but will only be accepted upon written prior notification and acceptance by the School District. *The successful vendor shall not assign or delegate any obligation to another Supplier/Vendor without written consent of the school-purchasing group.*
7. Length of this bid agreement shall be three years with an option to extend for years four and five by mutual agreement. Either party without penalty may terminate the agreement for cause with a 90-day written notice.
8. Some participating school districts may need to fulfill existing commitments before participation in this bid. Vendor shall demonstrate ability and willingness to provide transition without impacting school district operations. School districts also reserve the right to "opt out" of this bid for any reason. The selected vendor shall guarantee pricing for all current and future D.R.O.M. districts who choose to participate in this bid agreement.
9. Only the designee of School Purchasing Group (D.R.O.M.) is authorized to negotiate details of this RFP.

ATTACHMENT "E" – Continued

10. Each District requires its contractors/vendors to provide the following minimal insurance policies:
- Commercial General Liability - \$5,000,000 each occurrence
 - Automobile Liability - \$1,000,000.00 combined single limit, each accident on any auto including scheduled and hired autos.
 - Workers Compensation and employers' Liability - \$1,000,000.00 each accident
\$1,000,000.00 disease each employee

A valid dated copy of the Certificate of Liability Insurance must be on file at the Operations Office before any work/services can commence.

11. Field technicians shall wear a uniform identifying the firm they represent and an ID badge with their picture and name. The districts reserve the right to exclude anyone from entry into the school proper for non-compliance with this requirement.
12. Upon entering a school district facility, the field technician shall present himself / herself at the Main Office to sign in.
13. Dates and times for testing shall be set with the respective school district through their Director of Operations prior to any service being rendered.

ATTACHMENT “F”

Bid Form

Service and Inspection of Portable Fire Extinguishers

Pricing shall include all normal parts and materials necessary to inspect, test, service, tag, clean, refill and certify as agreed upon with each District. Successful bidder will arrange inspection times and dates with the contact person from the School District.

Three year pricing agreement with 4th and 5th year option:

SIZE	Type - Co2, Quantity 1 each	<u>Total Cost</u> <u>Year 1</u>	<u>Total Cost</u> <u>Year 2</u>	<u>Total Cost</u> <u>Year 3</u>
5 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
5 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
5 lb.	Replacement cost for new unit.	\$	\$	\$
10 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
10 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
10 lb.	Replacement cost for new unit.	\$	\$	\$
15 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
15 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
15 lb.	Replacement cost for new unit.	\$	\$	\$
20 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
20 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
20 lb.	Replacement cost for new unit.	\$	\$	\$

SIZE	Type–Dry Chemical, Qty. 1 each	<u>Total Cost</u> <u>Year 1</u>	<u>Total Cost</u> <u>Year 2</u>	<u>Total Cost</u> <u>Year 3</u>
5 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
5 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
5 lb.	Replacement cost for new unit.	\$	\$	\$
10 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
10 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
10 lb.	Replacement cost for new unit.	\$	\$	\$
15 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
15 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
15 lb.	Replacement cost for new unit.	\$	\$	\$
20 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
20 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
20 lb.	Replacement cost for new unit.	\$	\$	\$

ATTACHMENT “F” – Continued

SIZE	Type – H2O, Quantity 1 each	<u>Total Cost Year 1</u>	<u>Total Cost Year 2</u>	<u>Total Cost Year 3</u>
5 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
5 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
5 lb.	Replacement cost for new unit.	\$	\$	\$
10 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
10 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
10 lb.	Replacement cost for new unit.	\$	\$	\$
15 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
15 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
15 lb.	Replacement cost for new unit.	\$	\$	\$
20 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
20 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
20 lb.	Replacement cost for new unit.	\$	\$	\$

SIZE	Type - Halon, Quantity 1 each	<u>Total Cost Year 1</u>	<u>Total Cost Year 2</u>	<u>Total Cost Year 3</u>
5 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
5 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
5 lb.	Replacement cost for new unit.	\$	\$	\$
10 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
10 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
10 lb.	Replacement cost for new unit.	\$	\$	\$
15 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
15 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
15 lb.	Replacement cost for new unit.	\$	\$	\$
20 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
20 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
20 lb.	Replacement cost for new unit.	\$	\$	\$

ATTACHMENT “F” – Continued

SIZE	Type - K, Quantity 1 each	<u>Total Cost</u> <u>Year 1</u>	<u>Total Cost</u> <u>Year 2</u>	<u>Total Cost</u> <u>Year 3</u>
5 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
5 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
5 lb.	Replacement cost for new unit.	\$	\$	\$
10 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
10 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
10 lb.	Replacement cost for new unit.	\$	\$	\$
15 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
15 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
15 lb.	Replacement cost for new unit.	\$	\$	\$
20 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
20 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
20 lb.	Replacement cost for new unit.	\$	\$	\$

SIZE	Type – Multi-Purpose, Qty. 1 each	<u>Total Cost</u> <u>Year 1</u>	<u>Total Cost</u> <u>Year 2</u>	<u>Total Cost</u> <u>Year 3</u>
5 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
5 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
5 lb.	Replacement cost for new unit.	\$	\$	\$
10 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
10 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
10 lb.	Replacement cost for new unit.	\$	\$	\$
15 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
15 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
15 lb.	Replacement cost for new unit.	\$	\$	\$
20 lb.	Annual Inspection and Service cost per Attachment “E”.	\$	\$	\$
20 lb.	Hydro-Test cost, including Recharge.	\$	\$	\$
20 lb.	Replacement cost for new unit.	\$	\$	\$

Please attach alternate bids and/or additional notes and comments

Attachment “D”

Vendor List

Simplex-Grinell
Fields Fire Equipment Company
Eastman Fire
American Fire Protection Service
Detroit Fire Extinguisher Company
P&P Extinguisher
Fire-X
Fire Systems of Michigan
Adams Fire Protection
Kenco Fire Equipment
Gallagher Fire Equipment Company

Proposed Timeline

Request for Proposal

Services – Portable Fire Extinguishers & Kitchen Hood Inspections

May 27 - Mail RFP to DROM Vendor List & Email to State Dept. of Management and Budget

May 31 - Advertise in News Herald

June 3 - Advertise in News Herald

June 4 - Pre-Bid Meeting at Lincoln Park Central Office

June 10 - Bid Opening at Riverview Central Office

June 15- Bid Response Review at Regular DROM Meeting

July 9 – Award Bid to successful bidder and mail unsuccessful bidders thank you letters.

News Herald – For Wednesday paper must be submitted by Friday before 10am

For Sunday paper must be submitted by Wednesday before 10am

RIVERVIEW COMMUNITY SCHOOL DISTRICT
NOTICE TO BIDDERS

Services - Fire Extinguisher Annual & Kitchen Hood Semi-Annual

Several public school districts located in the same geographic area are seeking proposals for annual fire extinguisher & semi-annual kitchen hood services. Sealed proposals will be accepted until 2:00 P.M. on Wednesday, June 10, 2009. The proposals will be opened immediately after the deadline. All proposals must be in writing.

The Board of Education reserves the right to accept and reject all proposals, or to overlook any irregularities or informalities in any proposal received, including irregularities in the submission of bid proposals and informalities in the formal bid documents, or to split awards by items or to accept the bid which will best serve the interest of the Board of Education. Bidders must make their proposals strictly in accordance with requirements and specifications, otherwise they may not be considered. Bidders are granted the privilege of withdrawing their bids, if they desire, between the time they are submitted and opened.

All participating school districts are exempt from Michigan Sales Tax and exemption certificates will be furnished upon request.

Proposals shall be firm for ninety (90) days from the date of June 10, 2009. All proposals must meet or exceed all specifications provided by the Director of Operations. At the discretion of the participating districts, alternates may be considered.

Proposals must be submitted on the bid form and be signed by the bidder. Official bid documents with specifications may be obtained by contacting Gary Kennedy, Director of Operations at 734-285-3900, or gkenedy@riverviewschools.com.

Proposals must be submitted in a sealed envelope clearly marked “**Fire Extinguisher Bid-DO NOT OPEN**” Two (2) signed copies of the proposal form should be addressed to the attention of:

Richard Muszynski
Riverview Community School District
13425 Colvin Street
Riverview, MI 48193

A **mandatory pre-bid meeting will be held on Thursday, June 4, 2009** at River Rouge High School Room G-104, 1460 West Coolidge Hwy., River Rouge, Michigan 48218 at 9:30 A.M. This meeting will allow potential bidders the opportunity to ask questions regarding the intent of the project and review the RFP. All vendors wishing to respond to this RFP must attend this pre-bid meeting.

All bidders will be included on an email list and will receive all questions and answers.

Dennis F. Desmarais, Superintendent