

REQUEST FOR PROPOSALS  
FOR  
FIRE ALARM INSPECTION/REPAIR  
FOR  
THE CITY OF CASPER

Date: November 2, 2023

**PROJECT SUMMARY**

The City of Casper, Wyoming, Parks, Recreation and Public Facilities Department, Buildings and Structures Division, is seeking the services of a professional fire alarm inspection company, hereafter referred to as Contractor, to provide comprehensive fire alarm inspection and testing services for fourteen (14) different City of Casper facilities for a period of up to five (5) years. The Contractor supplying this service must be experienced in the fire alarm inspection industry and must operate and comply with all applicable local, county, state, and federal policies, procedures, rules, regulations, codes, and laws. The successful Contractor will be fully insured to City established levels of coverage and keep in effect all required coverage's during the term of the agreement. Proposals will be reviewed by the staff from the City of Casper Parks, Recreation and Public Facilities Department.

**1. SCOPE OF SERVICES:**

- a. **EQUIPMENT:** The Contractor shall address and provide all the information requested under this proposal in connection with and with respect to the services as detailed in this Scope of Services for a period of up to five (5) years from the award of a contract for fire alarm systems at the following locations:

Location	Address
City Hall	200 N. David St.
City Center	100 W. B St.
Casper Business Center	123 W. 1 <sup>st</sup> St
Casper Service Center	1800 E. K St.
Casper Recreation Center	1801 E. 4 <sup>th</sup> St.
Casper Municipal Golf	2120 Allendale Blvd
Marathon Storage Building	342 N. Market St.
Fire Station 2	4000 Coffman Ave.
Fire Station 3	2140 E. 12 <sup>th</sup> St.
Fire Station 5	555 Landmark Dr.
Fire Station 6	185 Valley Dr.
Metro Animal Shelter	2392 Metro Rd.
Fort Caspar Museum	4001 Fort Caspar Rd.

- b. **SCOPE OF WORK:** Contractor to complete annual fire alarm system inspections in accordance with National Fire Protection Association “NFPA” 72 and State of Wyoming requirements.
- i. Contractor shall provide test and inspection service for the fire alarm systems in all specified City facilities.
  - ii. Contractor shall provide on-site presence during Fire Alarm Testing.
  - iii. Verify proper operation of all control panel functions (ground fault, supervisory circuit operation, auxiliary control functions such as door release and fan shutdown). If installed, conduct same test from remote annunciators. Document test results on inspection form.
  - iv. Inspect and clean interior of control and annunciator panel and exterior of all panel cabinets. Remove dust and dirt from all circuit boards and power supplies, amplifiers, chargers and relays. Visually inspect all circuit boards for signs of excessive heat buildup or fatigue. Check power supply, amplifier and annunciator output voltages. Adjust all voltage outputs to factory specifications. Document test results and observations on inspection report.
  - v. Check all control panel and annunciator indicator lights or LEDs. Replace as needed. Document test results on inspection report.
  - vi. Remove all fuses and verify proper rating. Replace as necessary.
  - vii. Verify operation of audible and visible trouble signals. Verify operation of panel trouble signals and panel ring-back feature for systems using a trouble silencing switch, which requires resetting. Document test results on inspection report.
  - viii. On systems equipped with zone disconnect or isolating switches, verify that each switch performs its intended function and trouble signal is received when a zone is disconnected. Document test results on inspection

- report.
- ix. On systems equipped with a ground detection feature, verify that ground fault indication is given whenever any installation conductor is grounded. Document test results on inspection report.
  - x. On systems equipped with a digital alarm communicator transmitter or other means of transmitting alarm and trouble signals off-site, actuate and appropriate initiating device or trouble circuit and verify that the appropriate signal is received off-site.
  - xi. On systems equipped with sealed lead acid standby batteries, perform the following tasks annually:
    - a. Disconnect A.C. power and check open circuit voltage.
    - b. Measure standby current. Measure battery voltage under full load including operating all signaling devices for five (5) minutes with battery charger disconnect.
    - c. Document all test results on inspection report.
    - d. Verify that all signaling devices operate properly under battery power.
    - e. Clean all connections.
    - f. Check battery charger for proper operation.
    - g. Inform owner, in writing, if batteries fail the test.
    - h. Batteries that fail the test or exceed four (4) years from the date of manufacturer's stamp/imprint, must be replaced. As these batteries shall be of same size and rating and shall not be older than three (3) months.
  - xii. Verify that all signaling devices (horns, speakers, bells and visual/strobe units) are operating properly by touring all corridors, offices and common areas annually. Record test results of each individual device on test report with exact location information. Document any devices, which fail to operate properly with exact location information. Clean and adjust as necessary.
  - xiii. Operate all manual pull stations per manufacturer's instructions during each inspection. Verify proper

- alarm response at the control panel and annunciator panel. Document each device tested with exact location information.
- xiv. Test all heat detectors using a industry standard heat-testing methods. All test results for each individual device would be recorded on the test report with exact location information.
  - xv. Function test all smoke detectors annually with industry standard methods. Document all test results.
  - xvi. City shall provide personnel to assist the Contractor with the inspection and testing of the Fire Alarm systems. The City shall provide an employee to escort the Contractor throughout the various facilities. The City shall also provide an employee to monitor the applicable Fire Alarm Control Panel while the subject inspections and tests are being performed.
  - xvii. Any specialized equipment required by the Contractor to perform the services under this Contract shall be provided at no additional cost to the City. Except for high range/reach, lift equipment or scaffolding may be a direct pass on cost, with prior approval from the City's designated contact person.
  - xviii. To maintain the operating integrity of the systems, only parts made by the original manufacturer or other authorized replacement parts by the manufacturer will be an acceptable replacement. Parts are to be installed in accordance with manufacturer's written recommendations.
  - xix. The Contractor shall not sell, transfer, assign or otherwise dispose of this contract to any third party for the performance of their work. All subcontractors must be approved prior to the start of work by the Buildings and Structures Manager or his designee.
  - xx. The Contractor shall comply with all laws or ordinances and all rules and regulations of health, public and/or authorities controlling or limiting the methods, the materials to be used or the actions of those engaged in work of this kind.
  - xxi. Any labor or material in addition to that described herein necessary to comply with these laws, rules, ordinances or regulations shall be performed and furnished by the Contractor.
  - xxii. Contractor shall subscribe to and upload all reports to the LIVsafe reporting system. Reports shall be uploaded to the LIV safe records management system within 14 days of inspection.

- xxiii. All inspections must be completed, and reports submitted to appropriate Authority Having Jurisdiction (AHJ) no later than July 1 of each year.
- xxiv. City reserves the right to add, or remove, locations from this Contract at any time upon thirty (30) days written notice to the Contractor.
- xxv. City reserves the right to cancel this Contract at any time upon thirty (30) days written notice to the Contractor.

## **2. RFP Submittal and Time Table**

- a. Mandatory pre-bid walkthrough will be held on November 6, 2023, 8:00 a.m., at the Casper Business Center, 123 W. 1<sup>st</sup> Street, Casper, Wyoming 82601. Additional pre-bid walkthrough time is allotted on November 7, 2023, if needed. This pre-bid walkthrough will tour provide Contractor with an opportunity to see all of the fire alarm systems included in this bid. Additional opportunities to survey equipment will be limited.
- b. Proposal due date is Thursday, November 16 at 4:00 p.m., at Casper Business Center, 123 W. 1<sup>st</sup> Street, Casper, WY 82601. Proposal submittals should be directed to: Parks, Recreation and Public Facilities Department, Attention: Matt Thomason, Buildings and Structures Manager. The successful proposer should be prepared to begin services and maintenance operations on, or about January 1, 2024. The proposal submittal will be the Contractor's indication that they have no problem in keeping this schedule.
- c. In making a proposal, the Contractor hereby certifies that they have reviewed this RFP and are familiar with all conditions contained therein. The City will not be responsible for nor incur any cost associated with the submittal or preparation of this Request for Proposal.
- d. Fire alarm inspection services to begin upon execution of a contract and terminate after five (5) years.

## **3. Bid Proposal**

- a. List your proposed annual pricing and proposed totals in the chart below.
- b. Describe in detail any exceptions to the requested scope of services. Attach additional documentation as needed.

Location	Annual Price Year 1	Annual Price Year 2	Annual Price Year 3	Annual Price Year 4	Annual Price Year 5
City Hall					

City Center					
Casper Business Center					
Casper Service Center					
Casper Recreation Center					
Casper Municipal Golf Course					
Marathon Storage Building					
Fire Station 2					
Fire Station 3					
Fire Station 5					
Fire Station 6					
Metro Animal Shelter					
Fort Caspar Museum					
Hogadon Ski Lodge					
Casper Transit Office					
<b>Monthly Total</b>					

**Annualized  
Pricing:**

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**Five Year Total:**

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#### **4. Contractor Qualifications**

In addition to the items addressed in the Scope of Services, the following information relating to the Contractor qualifications is requested:

1. Professional Contractor name, address, and telephone number(s),
2. Name, qualifications, certifications and experience of key personnel available for this Project.
3. Recent list of references and complete work(s) similar in nature.

#### **5. Contract Provisions**

The contents of this proposal, for the successful Contractor, may become contractual obligations if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful Contractor proposer to accept these obligations, in a purchase agreement, purchase order, contract, lease agreement or similar instrument may result in cancellation of the award and such Contractor may be removed from future solicitations.

#### **6. Insurance Provisions**

The successful Contractor must be able to procure and maintain, during the course of this agreement, and any subsequent renewals insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work performed by the Contractor, its subcontractors, agents, representatives, or employees. Required coverage includes general liability insurance and professional liability insurance in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for each claimant for any number of claims arising out of a single transaction or occurrence and in the sum of no less than Five Hundred Thousand Dollars (\$500,000) for all claims arising out of a single transaction or occurrence. Contractor must also furnish appropriate automobile liability coverage with limit no less than Five Hundred Thousand (\$500,000) per accident for bodily injury and property damage and Workers' Compensation coverage as required by the State of Wyoming with Statutory limits.

Contractor shall provide the City with certificates evidencing such insurance as outlined above prior to beginning any work under this project. Such certificates shall provide the thirty (30) days advance written notice to City of cancellation, material change, reduction of coverage, or non-renewal. Insurance certificates shall name the City as additional insured, or in lieu of any additional insured requirement, Contractor will provide an Owners and Contractors Protective Liability Policy with limits of no less than One Million Dollars (\$1,000,000), which lists the City, its officers, elected and appointed officials, employees, agents, and volunteers as named insureds.

## **7. Special Provisions**

The City reserves the right to reject any and all proposals and to waive any informalities. The Contractor shall be responsible and responsive to the City in its requirements within the scope of this proposal, and shall confer with and be guided by the directive of the City through the Parks, Recreation and Public Facilities Department. The Contractor shall attend any special meetings with the Parks, Recreation and Public Facilities Department relating to questions, performance or negotiations concerning this proposal.

In the event that it becomes necessary to revise any of this Request for Proposal, an addendum to this RFP will be provided to each Contractor. The City reserves the right to change submission date(s) for any reason, including an addendum or supplement to the RFP. Late proposals will not be accepted. It is the responsibility of the Contractor to ensure that the proposal arrives prior to 4:00 p.m., Thursday, November 16, 2023.

I have read, understand, and will comply with all of the conditions of this RFP, as it applies to

my fire alarm inspection service responsibilities, as noted and quoted in the above proposal information.

Authorized Individual Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ (Individual/Contractor Representative)

Individual/Contractor

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address (Street and/or P.O. Box)

\_\_\_\_\_  
City State ZIP Telephone (\_\_\_\_\_) \_\_\_\_\_