

**Request for Proposals (RFP) For: Fire System Monitoring and Servicing**

RFP ID # 0003AAJP Issued: Date: **May 7, 2018**

**Submission deadline: May 25, 2018**

**Bidders Meeting: Via Email**

**Deadline for final submission of questions: May 11, 2018 5:00 pm CST**

**Questions:** Questions can be submitted prior to **May 11, 2018**; however, no answers will be provided and/or circulated prior to **May 14, 2018**.

**ALL QUESTIONS PERTAINING TO THIS RFP MUST BE SUBMITTED BY Friday May 11, 2018**

No interpretation of the meaning of the Bid Documents will be made to any bidder. Questions may be submitted, in written form, to:

Todd Reynolds  
[procurement@athlosacademies.org](mailto:procurement@athlosacademies.org)

Questions will be answered by the appropriate individuals and answered within 2 business days via email with a return reply acknowledging receipt of the email requested. Questions and answers will be shared with all bidders.

**Introduction**

Athlos Academy of Jefferson Parish, (Owner) invites proposals for **Fire System Monitoring and Servicing** . **Based** on previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal to produce the exhibition experiences described herein.

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) -- NO EXCEPTIONS.

**Bidders Meeting**

There will be an opportunity for prospective Bidders to ask questions with Athlos Academy Jefferson Parish staff Via Email.

Date: **May 14, 2018**

Time: **5:00 PM**

The purpose of these communications is to give vendors the opportunity to ask Athlos Academy Jefferson Parish questions about the exhibition(s).

Todd Reynolds can be reached at [procurement@athlosacademies.org](mailto:procurement@athlosacademies.org) .

Athlos Academy Jefferson Parish will create a master record that will be distributed to Bidders within the following two (2) days. The email communications will serve as the (only) official record of the items discussed and resolutions made. All modifications noted in these communications will be shared with all bidders

**Exhibition(s) included in this RFP:**

Please refer to the attached Exhibition List for the complete roster of exhibit experiences included in this RFP package. The experiences listed on this roster are part of the following exhibition(s) in development, slated to open **June 5, 2018**:

<b>Exhibit</b>	<b>A</b>	<b>Monitoring</b>
<b>Exhibition</b>	<b>B</b>	<b>Service and Testing</b>

The scope of work for each of these exhibitions is detailed in the Proposed Scope of Work section of this RFP. To bid on an exhibit, the Contractor must complete all scopes of work listed therein.

**Background**

Athlos Academy of Jefferson Parish is seeking a Qualified company to provide estimates on **Fire System Monitoring, Testing and Servicing** at the Athlos Academy of Jefferson Parish School located at **979 BEHRMAN HWY., TERRYTOWN, LA 70056**

**Submission Procedure**

Complete written proposals must be submitted via email marked and received no later than 5:00 p.m. (C.S.T) on May 25, 2018 to the address below. Proposals will not be accepted after this deadline.

**procuremnet@athlosacademies.org**  
**Athlos Academy of Jefferson Parish**  
**979 BEHRMAN HWY., TERRYTOWN, LA 70056**

**(RFP) For: Fire System Monitoring and Servicing**  
**RFP ID # 0003AAJP.**

Athlos Academy Jefferson Parish reserves the right to waive irregularities and to reject any or all bids. The Owner also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

Athlos Academy Jefferson Parish may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof.

#### **Modification of Bids**

Modifications to bids already submitted will be allowed if submitted in writing prior to the time fixed in the Request for Proposals. Modifications shall be submitted as such and shall not reveal the total amount of either the original or revised bids.

#### **Standards, Documentation and Training**

The Contractor is required to review **NFPA 72 NFPA 72: National Fire Alarm and Signaling Code** Any deviation from these standards must be approved by Athlos Academy Jefferson Parish.

#### **PROJECT DOCUMENTS:**

**The following accompany this RFP in [Paper] Format:**

**Athlos Academy Jefferson: Fire System Monitoring, Testing and Servicing**

- (1) Vendor Application Form**
- (2) Project Bid Sheet**
- (3) Exhibit                   A           Monitoring**
  
- (4) Exhibit                   B           Service and Testing**

**The Contractor shall provide service on fire panels and system components:**

- Portable fire extinguishers**
- Fire sprinkler systems**
- Fire alarms**
- Manual pull stations**
- Horn/strobe/bells**
- Door holders**
- Annunciators and communications' systems**
- Smoke detectors tied into monitoring systems**
- Waterflow and tamper switches**
- All other testing required by Jefferson Parish**

## **Accessing the Project Documents via the web.**

The above documents will be made accessible via email: Please make a request for these documents at [procurement@athlosacademies.org](mailto:procurement@athlosacademies.org) Attn: **Todd Reynolds**

### **Opening, Evaluation and Contracting**

Proposals may be opened by Athlos Academy Jefferson Parish at any time after the submission deadline. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the offerors best fulfills the needs of Athlos Academy Jefferson Parish and this project. Athlos Academy Jefferson Parish anticipates entering into a contract with this/these offeror(s) to execute the proposed work. This Request for Proposals, however, does not commit Athlos Academy Jefferson Parish to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. Athlos Academy Jefferson Parish reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors or to cancel this Request for Proposals, if it is in the best interests of Athlos Academy Jefferson Parish to do so. The decision of Athlos Academy Jefferson Parish shall be final.

After the selection of a Contractor the schedule should include a period of collaboration between Athlos Academy Jefferson Parish and the Contractor to better define, elaborate upon and fix the Contractor's exact and final scope of Work (the "Final Scope") starting with the date of this Agreement and extending until . In collaboration with Athlos Academy Jefferson Parish, the Final Scope will be fixed no later than **May 5, 2018**. While the Contractor should assume work begins immediately upon notification that they have been selected, the Final Scope will be defined by editing, redlining or adding superseding documents or drawings to the Proposed Scope of Work as attached hereto. Once contracted, with respect to the Exhibit Documentation, Contractor warrants to Owner that the Scope of Work reflected therein can be completed by Contractor, in a form substantially similar to the preliminary scope, for the amount of the compensation set forth below.

### **Standards and Work Summary**

#### **Parts of this invitation are Athlos Academy Jefferson Parish's RFP Industry Standards**

##### **NFPA 72: National Fire Alarm and Signaling Code**

Athlos Academy Jefferson Parish expects to enter into a contract using these standards.

### **Form of Contract**

The submission of a proposal implies an acceptance of determining final scope amounts and general acceptance on the part of the bidder of the terms of this form of contract, and especially of those parts establishing warranties, guarantees and Athlos Academy Jefferson Parish's rights to intellectual property. In addition, all aspects of the proposed work must comply with Industry Standards

## **Project Completion**

The Project is to be completed on or before **June 1, 2018**.

## **Proposal Contents**

Proposals, together with letters of transmittal, should include the bidder's description of the work that would be performed and the following information:

- For each exhibit describe the level work of work to be performed.
- The team of people who would execute the work, with descriptions of the experiences and skills of each and his/her role in the bidder's firm and in the team.
- Names, addresses and descriptions of key subcontractors which your firm would employ and a description of their relevant experience and past performance.

Any subcontractors must be identified in the bid. Athlos Academy Jefferson Parish must know if work is being done outside of the firm. Please see the contract on details of subcontractors. Please remember that after contract signing Athlos Academy Jefferson Parish reserves the right to approve all subcontractors that were not approved during the RFP process. Denial of a subcontractor by Athlos Academy Jefferson Parish will NOT absolve the bidder from getting the work done for the contracted price.

- The name of the person in your firm who would be the official contact person for any contractual relationship.
- At least two comparable previous projects in which the bidder has engaged, with names and telephone numbers of contacts with whom the bidder's previous performance can be discussed.
- Examples from past projects that reflect the deliverables and scope that are listed in the scope of work.
- A management plan for the work.
- A schedule for the work, including the range of start dates to which your firm is prepared to commit and anticipated completion dates. This schedule should work within the timeframes outlined by Athlos Academy Jefferson Parish. Any conflict in the two should be described. The schedule should include a list of all anticipated meetings with Athlos Academy Jefferson Parish and their locations.
- Proof of insurance and bonding.
- Completed Bid Sheets.
- Written description and explanation of the completed Bid Sheets.
- With their proposal, the Contractor must complete the Project Bid Sheet.

## **PROPOSED SCOPE OF WORK:**

### **Exhibit Elements Covered by this Request for Proposals**

#### **Exhibit A Monitoring**

The contractor is to provide monitoring on the Fire Alarm system and its components (7) seven days a week, (24) twenty four hours a day including holidays. Components include but aren't limited too, fire alarms activations on fire panels.

Once an activation of an event has occurred the contracting company must contact AAJP by phone at a specified phone number determined by AAJP.

All services will comply with NFPA Standards and AAJP's requirements depending on the type of system. All manufacturer recommendations and any State or local codes will be met to keep the fire alarm systems in proper working condition.

Perspective contractors must be able to demonstrate their ability to perform smoke detector sensitivity testing as required by NFPA 72, Chapter 7.3.21. Failure to meet this requirement may be grounds for bid rejections.

The Contractor shall be required to coordinate all activities with prior contractors as well as subsequent contractors in order to maintain a smooth transition of service.

The Contractor shall maintain or have readily available spare parts and properly trained personnel to support the equipment. Replacement items not readily available will be documented by the contractor for AAJP to decide to stock or not.

The Contractor shall report all items requiring further attention in writing to the AAJP.

The Contractor shall perform all their own maintenance. Sub-Contractors will only be allowed upon receiving written approval in advance from the site contract person. The contractor must provide a list of proposed sub contractor's that they plan to utilize.

The Contractor shall, in performing the services as described herein, utilize technicians skilled in the service of the described systems.

If required, the Contractor shall provide only replacement parts that are new and have the same quality and brand name as that being replaced. Substitutions will be permitted only with prior authorization of the AAJP or his designated representative.

The contractor shall present after each scheduled or emergency call and before leaving the jobsite, a written summery of the work performed and obtain the AAJP's signature thereon.

AAJP shall be responsible to provide reasonable means of access to all equipment covered by this agreement and promptly notify the contractor of any malfunctions in the systems, which comes to AAJP's attention.

All repair services, if required, shall be conducted in full compliance with all specified standards in a manner equal to or better than the normal safety and security procedures and standards established by AAJP. At no time shall AAJP facilities or its occupants be placed in jeopardy.

## **Exhibition B Service and Testing**

Testing of the fire alarm system and its components must be done bi-annually and consist of 50% detector activation, relay operation and all interlocks (if applicable) ie: elevators, air handlers, etc. audible testing & central station verification and done by code and in compliance with regulations and statutes.

Testing must be conducted once during AAJP winter break between December and January and again during AAJP summer break in June, weekdays between 8:00am and 4:00pm.

The Contractor shall provide a schedule for acceptance by AAJP for all required testing a minimum of 2 weeks before the actual inspection occurs. The contractor shall provide a sufficient number of qualified personnel to perform the work and be prepared to complete the testing within the scheduled time frame.

Bi-Annual tests must be performed so that all initiating devices are tested at least once in a calendar year. The contractor is required to provide an inspection report to AAJP within (7) seven days of the work being performed. The inspection report must clearly define what was tested and each devices status during the inspection. Any device or software that failed during the inspection which is an immediate threat to the life safety of persons must be reported immediately to the AAJP at the time of its discovery.

All services will comply with NFPA Standards and Contracting Officer's requirements depending on the type of system. All manufacturer recommendations and any State or local codes will be met to keep the fire alarm systems in proper working condition,

All Fire Alarm System testing and maintenance service shall be accomplished as required by current NFPA and Louisiana State requirements and manufacturers requirements. This includes but is not limited to smoke detector cleaning and sensitivity testing.

Athlos Academy Jefferson Parish will be operating as Project Manager and Coordinator for the work.

## **Contract**

Athlos Academy Jefferson Parish intends to enter into a contract, which will include the scope of work and all Exhibits outlined in the Project Documents.

**THE WORK:**

All proposals must account for the following scope of work for the elements of the exhibition described in the Scopes of Work section of the Exhibit Descriptions and Drawings listed under the headers, "Scope of Work: All work must comply with the following Industry standards including:

**NFPA 72**

National Fire Alarm and Signaling Code

**1. Work Parameters**

The Exhibit Descriptions describe in as much detail as possible at this time the design intent, pertinent content and any resources available for each of these exhibits. For each exhibit, bidders must describe in specific terms, the experience in the exhibit they will provide as compared to the description provided in the Exhibit Description. These should be supplied on the bid forms.

## **Schedule**

The Contractor's will provide a testing and maintenance schedule for all exhibitions.

## **Standards, Documentation and Training**

The Contractor must comply with all standards described in the Athlos Academy Jefferson Parish Standards/Guidelines. Any deviation from these standards must be approved by Athlos Academy Jefferson Parish. The Contractor will be responsible for complete training of Athlos Academy Jefferson Parish staff on the operation, maintenance and service of the exhibits and equipment

## **Other Work**

If a bidder has identified a scope of work not listed in either the section called "The Work," nor in "Proposed Scope of Work" that the bidder feels is required to complete the project, then the bidder should assume that scope falls within the bidder's responsibilities. Any work identified as such must be listed and described separately in the Request for Proposals response and detailed estimates of costs provided.

## **Ownership**

Any and all drawings, specifications, studies, electronic data, estimates, inventions, discoveries, improvements, concepts, enhancements, and ideas or any portion thereof that the Contractor may conceive, make, invent or suggest, either solely or jointly with Athlos Academy Jefferson Parish or any other person or persons, at any time during the provision of the Services, whether at the request or upon the suggestion of Athlos Academy Jefferson Parish or otherwise, and whether or not patentable or copyrightable (any such drawings, specifications, studies, electronic data, estimates, invention, discovery, improvement, concept, enhancement, idea, program or portion thereof and any and all derivative works created or prepared from the foregoing being hereinafter referred to as "Work Product") shall fully, freely and immediately be communicated by Contractor to Athlos Academy Jefferson Parish and shall belong to and be Athlos Academy Jefferson Parish's sole and exclusive property. Contractor shall not at any time, whether during or after the termination or expiration of this Agreement, apply for any letters of patent, design, copyright, trademark, mask work right or other form of protection whatsoever in the United States of America or elsewhere for the Work Product.

Without limiting any other provision of this Agreement, any Work Product qualifying for protection under the copyright laws of the United States shall be considered "works made for hire" under such copyright laws, and shall be the sole and exclusive property of Athlos Academy Jefferson Parish.

Contractor hereby irrevocably assigns to Athlos Academy Jefferson Parish any right, title, or interest Contractor now has or may hereafter acquire in, to, and under all Work Product, and to any patent, copyright, trademark, mask work right, or other proprietary or intellectual property rights or interests in, to, and under such Work Product. Athlos Academy Jefferson Parish and its assigns shall be the sole and exclusive owner of all patents, copyrights, trade secrets, mask work rights, and other proprietary or intellectual property right or interest in connection with such Work Product.

Athlos Academy Jefferson Parish's cost, in every proper way to obtain and from time to time enforce patents, copyrights, trademarks, trade secrets, mask work rights, and all other proprietary and intellectual property rights and interests in the Work Product, and to that end Contractor will execute and deliver or procure the execution and delivery of all documents and other papers and materials for use in applying for,

obtaining and enforcing such patents, copyrights, trademarks, mask work rights, and other proprietary and intellectual property rights and interests, as Athlos Academy Jefferson Parish may request in writing, together with any assignments thereof to Athlos Academy Jefferson Parish or persons designated by it.

### **Insurance**

1. **Workers Compensation (Statutory) and Employer's Liability:**
2. \$1,000,000 each accident for bodily injury by accident; \$1,000,000 each employee for bodily injury by disease; \$1,000,000 policy limit for bodily injury by disease.
3. If there is an exposure of injury to Trade Contractor's employees under the U.S. Longshore and Harbor Workers Compensation Act, the Jones Act, or under laws regulations or statutes applicable to maritime employees, coverage shall be included for such injuries or claims.
4. **General Liability Insurance (CGL):**
5. Commercial general liability on an occurrence coverage form. The limits of liability shall not be less than:
6. \$1,000,000 each occurrence (combined single limit for bodily injury and property damage);
7. \$1,000,000 for personal and advertising injury liability;
8. \$1,000,000 aggregate on products and completed operations;
9. \$2,000,000 general aggregate.
10. **Additional Insured Endorsement:** Blanket additional insured coverage should be requested to include the Contractor, his officers, directors and employees, the Owner, and any other party, as may be required.
11. **Automobile Liability Insurance:**
12. \$1,000,000 Combined single limit each accident for bodily injury and property damage. Include coverage on all owned, hired, and nonowned automobiles.
13. **Certificates of Insurance:**
14. Trade Contractor shall furnish certificates of Insurance and applicable endorsements to Contractor *before* Trade Contractor commences any work.
15. **Insurance Requirements for Sub-Trade Contractors:**
16. Trade Contractor shall ensure that all tiers of his Sub-Trade Contractors shall maintain insurance in like form and amounts, including the Additional Insured requirements. Each Sub-Trade Contractor shall provide Certificates of Insurance and applicable endorsements to the Trade Contractor *prior to the start* of the Sub-Trade Contractor's work on this project.
17. **Acceptance/Compliance:**
18. The required insurance shall be subject to the approval of the Contractor, but any acceptance of insurance certificates by Contractor shall in no way limit or relieve Trade Contractor of the duties and responsibilities stipulated in the Trade (Sub) Contract Agreement. If higher limits or other forms of insurance (e.g., professional liability, aircraft insurance, builders risk, hazardous materials or pollution liability) are required by the Owner, the Trade Contractor will comply with such requirements. Owner or Contractor may take such steps as necessary to assure Trade Contractor's compliance with insurance requirements. In the event Trade Contractor fails to maintain minimum insurance coverage as required or provide written evidence of required Certificates and/or endorsements, Contractor may maintain such coverage and charge the expense to Trade Contractor, terminate this agreement and/or withhold payment.

**Subcontractor Bid**

Please list any subcontractor that you intend to use on this project, their scope of work, and the amount that was included in the bid to cover their work.

**Subcontractor's Scope of Work**

**Bid**

REQUEST FOR PROPOSAL

**Athlos Academy of Jefferson Parish Fire System Monitoring, Testing and Servicing**

**VENDOR APPLICATION FORM**

TYPE OF APPLICANT:                      NEW                      CURRENT VENDOR

Legal Contractual Name of Corporation: \_\_\_\_\_

Contact Person for Agreement: \_\_\_\_\_

Corporate Mailing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person for Proposals: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

## Project Bid Sheet

Project BID Sheet						
Company Name:			Project No.:			
			<b>0003AAJP.</b>			
Project Name: <b>Athlos Academy of Jefferson Parish</b>						
Fire System Monitoring and Servicing						
Location:		<b>979 BEHRMAN HWY.,</b>				
		<b>TERRYTOWN, LA 70056</b>				
Architect:						
Bid Date:		<b>April 27, 2018</b>				
BID QUANTITIES					UNIT AMOUNT	BID
Ref #	Exhibit Item	Item Description	Qty.	UNIT		
1	A	Monitoring	1	0	0	\$0.00
2	B	Service and Testing	1	0	0	\$0.00
				0	0	\$0.00
				0	0	\$0.00
				0	0	\$0.00
				0	0	\$0.00
		TOTAL BASE BID			\$0.00	
		TAX	9	%		\$0.00
		TOTAL BID AMOUNT			\$0.00	

# **Exhibit A**

## **Monitoring**

**Exhibition B**  
**Service and Testing**



