



RFP

Lincoln Industries Fire Alarm System (2 locations)

To Whom It May Concern:

The Lincoln County Maintenance Department is requesting proposals to install a fire alarm system at two Lincoln Industries locations: 912 Memorial Drive, Merrill and 1775 Kaphaem Road, Tomahawk.

The intent of this project is to provide and install all equipment necessary to comply with all legal requirements and specifications including, but not limited to NFPA 72 and the International building code for fire alarm systems, products and support equipment. The systems should be ready to connect to a monitoring company of Lincoln County's choice.

The Lincoln County Maintenance Department is currently looking for potential vendors who can provide all products and services necessary for this project. This packet contains information to produce a proposal for the fire alarm systems for two Lincoln Industries buildings. The systems locations will not be split among respondents. Respondents must comply with all the requirements contained within this RFP. Proposals are due on January 8, 2015 before 2 PM CST. Any questions should be directed to Patrick Gierl @ 715-536-0347.

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1. INTRODUCTION

PROJECT OVERVIEW

The Lincoln County Maintenance Department is requesting proposals for the purchase and installation of a fire alarm system and all support equipment for two Lincoln Industries buildings located at 912 Memorial Drive, Merrill WI and 1775 Kaphaem Road, Tomahawk WI .

BUILDING OVERVIEW

The Lincoln Industries Building located in Merrill is a single level 12,000 sq. ft. building. The original building was a 5,000 sq. ft. wood frame construction with a 5,600 sq. ft. addition added in 1986. This building's current fire alarm system is inoperable.

The Lincoln Industries building located in Tomahawk is a single level 7600 sq. ft. block construction unit built in 1991. This facility currently has no fire alarm system installed and neither building is or as ever been monitored by any monitoring company.

OVERVIEW OF THE COUNTY

The County is located in North Central Wisconsin and is 16 miles north of Wausau. The area is served by two (2) major highways - STH 64 and USH 51. The County encompasses 900 square miles and ranks 21st in size among the State's 72 counties. The population at the 2010 census was listed at 28,743. Lincoln County has two (2) major cities, Merrill and Tomahawk, with Merrill serving as the County seat. There are 16 townships in the County.

PROJECT INTENT

The Lincoln County Maintenance Department desires to have installed operational fire alarm systems with the capability of being monitored by outside source in each of the two Lincoln Industries buildings located at 912 Memorial Drive, Merrill and 1775 Kaphaem Road, Tomahawk meeting or exceeding all legal requirements and specifications including, but not limited to, NFPA 72 and the international building code.

This proposal is intended to solicit as many competitive bids as possible.

Proposals are being sought through this RFP for acquisition of:

- A fully functional Fire Alarm System for both locations
- The ability to be connected to and serviced by a monitoring company
- See attached floor plans for proposed layout of control devices and related information.

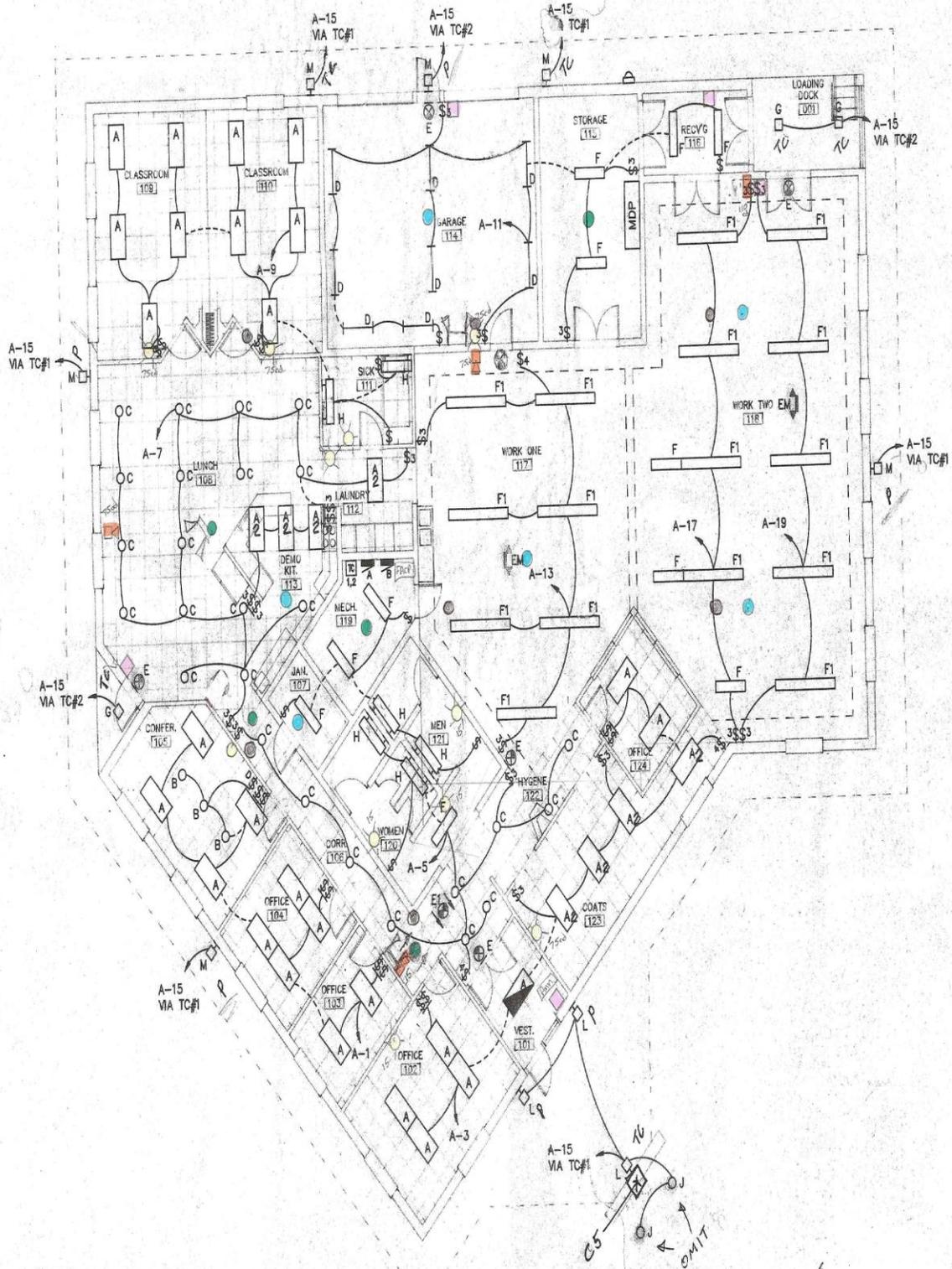
Lincoln Industries – Merrill Location

- 1 ea. 250 device addressable control panel with Ethernet-network compatibility.
- 2 ea. 10AH Battery
- 1 ea. Remote LCD annunciator
- 5 ea. Horn/Strobe MC White
- 15ea. Strobe MC White
- 4ea. Station-LED, DA Push Addr. pull stations
- 9 ea. Sensor base
- 9 ea. Photo Sensor smoke detectors
- 5 ea. Heat Sensors with Base
- 3 ea. EOL, 10K 1/2W

Lincoln Industries – Tomahawk Location

- 1 ea. 250 device addressable control panel with Ethernet-network compatibility.
- 2 ea. 10AH Battery
- 1 ea. Remote LCD annunciator
- 4 ea. Horn/Strobe MC White
- 11ea. Strobe MC White
- 5 ea. Station-LED, DA Push Addr. pull stations
- 5 ea. Sensor base
- 5 ea. Photo Sensor smoke detectors
- 13 ea. Heat Sensors with Base
- 3 ea. EOL, 10K 1/2W

Tomahawk Floor Plan (page 1.2)



- Disposal of any materials must be at the Lincoln County Landfill located at N4750 Landfill Lane, Merrill, WI 54452 (715-536-9636).

RFP OUTLINE

- Chapter 2 – General Instructions: This section contains instructions and guidelines on how to submit a proposal and what needs to be included in the contents and format. The evaluation process and criteria that will be utilized in the review of the proposals is also described in this section.
- Chapter 3 – Corporate Information: This section is designed to provide Lincoln County with a common basis for evaluation of the vendor responses.

2. GENERAL INSTRUCTIONS

SUBMISSION OF PROPOSALS

The Lincoln County Maintenance Department (Attn: Maintenance Director, Patrick Gierl) will accept sealed bids for the Lincoln Industries Fire Alarm System until **2:00 PM (CST) on Thursday January 8, 2015.** Bids will be opened and publicly read in the Maintenance Office (Room 158) at the Lincoln County Service Center, 801 North Sales Street, Merrill, WI at 8:00 AM (CST) on Friday January 9, 2015.

The scope of this project will consist of procuring and installing all fire alarm equipment listed within this RFP and all support wiring and components to bring both buildings in compliance with NFPA 72, the international building code and any other applicable law, statute, regulation, rule or order. The building sites will not be awarded separately.

Specifications for sealed proposals may be obtained from 8:00 AM – 4:30 PM on Monday through Friday (except legal holidays) from Maintenance Director, Patrick Gierl, or at the Lincoln County Clerk's office at Lincoln County Government Service Center, 801 North Sales Street, Merrill, WI 54452. Questions may be directed to Patrick Gierl at (715) 536-0347.

Lincoln County reserves the right to accept or reject any, or all, proposals, in whole or in part, received in response to this invitation, to waive or permit cure of minor irregularities, and to conduct discussions with all qualified vendors in any manner necessary to serve the best interest of Lincoln County. Lincoln County also reserves the right, in its' sole discretion, to award a contract based upon the written proposals received without prior discussion or negotiation with respect to those proposals.

All suppliers, by submission of their respective proposals, agree to abide by the rules, regulations and procedures of Lincoln County. Lincoln County reserves the right to cancel any order or contract for failure of the successful bidder to comply with the terms, conditions and specifications of the proposal request and/or contract.

All proposals will be addressed to Lincoln County Maintenance Department (Attn: Maintenance Director), 801 North Sales Street, Merrill, WI 54452, and delivered to the Lincoln County Maintenance Department or the Lincoln County Clerk's office. Proposals must be received by the deadline of 2:00 PM (CST) on January 8, 2015 after which proposals will not be accepted. Late responses will not be accepted and will not be considered. Mark outside of the envelope **"Proposal for Lincoln Industries Fire Alarm Systems". Proposals by email or fax will not be accepted.**

- Lincoln County is a tax-exempt municipality under sec. 77.54(9a), Wis. Stats.
- All proposals submitted will be binding for one hundred fifty (150) calendar days unless bidder(s), upon request of the County, agree to an extension.

Supplier/vendor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this Agreement, with respect to hire tenure, terms, conditions or privileges of employment, or a matter directly, or indirectly related to employment, because of age (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry.

Proposers are required to follow the outlined format and submit one (1) original and two (2) copies of the proposal to Lincoln County Maintenance Department, as listed above.

SCHEDULE OF EVENTS

It is intended that the following dates will govern the procurement:

<i>EVENT</i>	<i>SCHEDULED DATE</i>	<i>TIME (all CST)</i>
Release of RFP	December 18, 2014	8:00 AM
Proposals Due	January 8, 2015	2:00 PM
Proposals Opened	January 9, 2015	8:00 AM
Reference Checks/Visits	January 9-13, 2015	
Vendor Selection	January 13, 2015	
Completion Date	March 31, 2015	

OVERVIEW OF REQUEST FOR PROPOSAL

Lincoln County is interested in contracting for the installation of fire alarm systems in two Lincoln Industries buildings: 912 Memorial Drive, Merrill and 1775 Kaphaem Road, Tomahawk

It is the intent of this specification to call out the minimum equipment required per NFPA 72 and the International building code for installing and placing in operation a functional fire alarm system at the two locations. All items, details of construction, services or features not specifically mentioned which are regularly furnished in order to provide the services described herein and required by any law, statute, rule, regulation or order including, but not limited to, NFPA 72 and the international building code shall be furnished at the proposed price and shall conform in strength, quality and workmanship to that usually provided by the practice.

Non-Appropriation Clause - Continuation of this agreement beyond December 31 of any year is contingent upon appropriation of funds by the authorized County Officials.

QUESTIONS AND CLARIFICATIONS

Technical questions regarding details and requirements of this request for proposal may be referred to:

Lincoln County Maintenance Director
Patrick Gierl
801 North Sales Street, Merrill, WI 54452
715-536-0347

INSURANCE REQUIREMENTS

See Exhibit "A" at the end of this chapter.

QUALIFIED SUPPLIER

Potential suppliers must compete by responding to all requests for pricing and information, sign and return the attached proposal. Lincoln County will not reimburse the cost of preparing a response to this RFP. ***Chapter 3 must be completely filled out and returned in order as the first part of your proposal.***

Supplier will be required to sign a standard Lincoln County Contractor Agreement.

A qualified supplier must:

- A. Be continuously and regularly engaged in providing the goods and services described.
- B. Have support capabilities that enable quick response to potential problems at the Lincoln Industries buildings located at 912 Memorial Drive, Merrill and 1775 Kaphaem Road, Tomahawk
- C. Meet the requirements as set forth in this Request for Proposal.

MULTIPLE PROPOSALS

Vendors may submit multiple proposals for the requirements of this RFP. However, each proposal must stand-alone, comply with all instructions in this document, and not be dependent on the acceptance of any other proposal. Each proposal must be clearly marked Proposal #1, Proposal #2, etc., on the cover page. THE SITE LOCATIONS WILL NOT BE AWARDED SEPARATELY.

CONTRACTUAL ISSUES

Inclusion of RFP and Vendor Response in Final Contract - The vendor must be willing to make the RFP and the terms of their proposal part of the final contract with Lincoln County.

Warranty of Work - Lincoln County expects that the vendor will warranty the workmanship for a period of 5 years minimum and will be conducted with the usual diligence of the profession.

Payment Schedule – A progressive payment schedule will be agreed upon in advance of the work; however, final payment for 25% of the project cost will be retained until 15 days after the completion of final inspection between contractor and Lincoln County Maintenance Director.

Performance Bond - The selected Contactor will be required, within seven (7) calendar days of notification of award of the RFP, to post a “Performance Bond” at least equal to the contract price and valid for at least 90 days beyond the contract closing as security for the faithful performance of the work to be contracted.

VENDOR PROPOSAL FORMAT

The vendor shall provide completed forms and schedules and other information as required in the RFP. To assist Lincoln County in the evaluation of the proposals vendors are instructed to submit their responses in three (3) ring binder format to allow for the separate examination of the various sections of the vendor’s response. Proposals are to be numbered using similar sections and page numbering schemes as used in this RFP. ***Chapter 3 is to be completely filled out and returned as the first section of your proposal.***

A cover letter is to be submitted on your letterhead signed by the responsible official in your organization, certifying the accuracy of all information in your proposal, and certifying that your proposal will remain valid for 150 days from the date you submit it. It should also include the names of the individuals within the company to contact for technical, pricing, and contractual questions.

EVALUATION PROCESS

Lincoln County will review all timely vendor responses. The following criteria, listed in no particular order of importance, will be used to evaluate the proposals:

- Client References
- Company Background
- Responsiveness to the RFP
- Financial Data and Vendor Viability
- Sub-contractor Utilization and Information
- Delivery and Installation Schedules
- Initial and On-going System Costs
- Compatibility with Existing Systems
- Completeness of Proposal
- Vendor’s Acceptance of County’s Contract Requirements

Proposals will be evaluated against the specifications presented in each section of the RFP. A proposal may, or may not, be eliminated from consideration for failure to comply with one or more of the requirements, depending on the critical nature of the requirements.

The award of a contract pursuant to this RFP will be made to that responsive and responsible vendor(s) whose proposal is determined to have the greatest overall benefit to Lincoln County for the life of the system. Lincoln County reserves the right to reject all responses.

1. Contractor to follow all Federal, State and Local regulations, standards, codes and rules governing applicable building trades and asbestos abatement (if applicable).
2. Confirmation shall be received from the Contractor that all required permits, notices and fees have been obtained/filed (by the Contractor) before any work proceeds.
3. If applicable, confirmation shall be received from the Contractor that the Contractor has a valid and current asbestos abatement license from the state where the work is to be performed before any abatement work proceeds. A copy of this license shall be on-site at all times during any abatement.
4. Confirmation shall be received from the Contractor that all asbestos workers and supervisors have current licenses, training certificates, fit tests and medical evaluations before any abatement work proceeds. Copies of these documents shall be on-site at all times during any abatement.
5. Contractor shall have a project supervisor on-site at all times who will be responsible for all communications between the Contractor and Lincoln County.
6. Contractor to allow inspections of work site by all Federal, State and Local regulatory agencies who have proper credentials with them.
7. Contractor will attend a pre-construction meeting if deemed necessary by Lincoln County.
8. Contractor to have the required insurance for this project.

EXHIBIT A INSURANCE REQUIREMENTS

I. Supplier shall furnish County with Certificate of Insurance indicating proof of the following insurance from companies licensed in the State of WI:

- A. **Workers Compensation and Employers' Liability** Worker's Compensation statutory – in compliance with the Worker's Compensation Law of the State and Employers' Liability Insurance with a limit not less than \$100,000 each accident.
- B. **Comprehensive or Commercial General Liability** with a minimum limit of \$1,000,000 per occurrence, \$1,000,000 if aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include, but not limited to, the following coverage:
 1. Premises – Operations
 2. Products and Completed Operations
 3. Broad Form Property Damage
 4. Contractual
 5. Personal Injury

If excavating, underground, or collapse is involved the limits of liability stated above shall be changed to \$2,000,000.

If Asbestos is involved, the limits of liability stated above shall be changed to \$5,000,000.

- C. **Professional Liability** with a minimum limit of \$1,000,000 for Injury to any person/
\$1,000,000 aggregate.
- D. **Automobile Liability** with a minimum limit of \$1,000,000 per occurrence/\$1,000,000 aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include coverage for all of the following:
 - 1. Owned Automobiles
 - 2. Hired Automobiles
 - 3. Non-Owned Automobiles

II. The certificate shall list the **Certificate Holder and address as Follows:** Lincoln County, 801 North Sales Street, Merrill, Wisconsin 54452.

III. Such insurance shall include under the **General Liability and Automobile Liability Policies** Lincoln County, its employees, elected officials, representatives, and members of its boards and/or commissions as “**Additional Insured’s**”.

IV. Such insurance shall include a **thirty (30) day notice to the County prior to cancellation or material policy change.** The notice shall be given to Lincoln County Maintenance Department, 801 North Sales Street, Merrill, Wisconsin 54452. **NOTE: Standard Cancellation Clause on a Certificate of Insurance is not acceptable.**

V. Supplier shall require sub supplier; if applicable, to furnish identical Certificates of Insurance to Lincoln County prior to contract taking effect.

3. CORPORATE AND PROPOSAL INFORMATION

CORPORATE INFORMATION

Contractor Name _____

Address _____

City/State/Zip _____

Contact - Title _____

Phone _____

Facsimile _____

Email Address _____

Length of Time in Business: _____

Number of Installed Accounts: _____

Size of Full-Time Support Staff: _____

Number of Personnel Trained:

Annual Revenue Last Three Years:

2011 -

2012 -

2013 - _____

References (please list at least 5)	Type of Project Completed	Date Project completed	Warranty issued
Name:			
Address:			
Population:			
Phone:			
Contact:			
Name:			
Address:			
Population:			
Phone:			
Contact:			
Name:			
Address:			
Population:			
Phone:			
Contact:			

References (please list at least 5)	Type of Project Completed	Date Project Completed	<u>Warranty issued</u>
Name:			
Address:			
Population:			
Phone:			
Contact:			
Name:			
Address:			
Population:			
Phone:			
Contact:			

