

**City of Laramie**  
**Request for Qualifications for**  
**Fire Alarm System Preventative Maintenance and Service**

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## REQUEST FOR QUALIFICATIONS

The City of Laramie, Wyoming will accept qualification submittals for professional services to complete:

### **Fire Alarm System Preventive Maintenance and Service**

The contracting Company shall provide all personnel, equipment and supplies necessary for the completion of these professional services. Professional services shall include but are not limited to annual preventive maintenance checks of all city facilities fire alarm equipment along with established hourly rates for technician service, established rates for materials and supplies and emergency response service after hours and on weekends.

Instructions to respondents, project scope and a general description of the project and available background information will be available to all interested respondents on the City of Laramie Parks and Recreation web site at <http://www.cityoflaramie.org/pandrprojects>. A pre-submittal meeting and facility tour shall be held at 2:00 p.m. on the 22<sup>nd</sup> day of November, 2016, at 920 Boulder Drive, Laramie, Wyoming, 82070, at which attendance by submitting firms is highly encouraged. Preference is hereby given to materials, supplies, equipment, machinery and provisions produced, manufactured, supplied or grown in Wyoming, quality being equal to articles offered by competitors outside the State, as provided in W. S. §§ 16-6-101 through 16-6-119. Qualifications shall be submitted to the Office of the Facilities Maintenance Manager, 920 Boulder Drive, Laramie, Wyoming 82070 no later than 4:00 p.m. on Friday December 2, 2016. The City reserves the right to reject any and all proposals.

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Janine Jordan, City Manager

Publication Dates:     November 15, 2016  
                                  November 29, 2016

## **2.0 Introduction**

The City of Laramie is seeking professional services to provide fire alarm system equipment preventative maintenance, per NFPA standards, and emergency repair service. The contracted company will provide all personnel, equipment, and supplies necessary for the completion of the fire alarm system equipment testing, and inspection as well as repair services. Professional services include, but are not limited to annual testing and inspection checks of the City of Laramie facilities fire alarm system equipment along with established hourly rates for technician service, established rates for materials and supplies and emergency response service after hours and on weekends.

## **3.0 Project Information**

The fire alarm system equipment preventative maintenance and service is divided by building facility, as listed below. The preventative maintenance and retainer fee shall be submitted for payment on an annual basis, by building facility.

The City of Laramie selection committee will evaluate the qualifications submitted, possibly interview a short list of the highest rated proponents, and select a preferred company. After selection of the preferred company a specific agreement for professional services with a two year term shall be negotiated and presented to the City Council for final approval.

It is anticipated to have a new fire suppression system preventative maintenance and service agreement negotiated and approved by City Council by February 7, 2017.

## **4.0 Equipment Locations**

- **City Hall**  
406 Iverson Street  
EST 1 System
  
- **City Hall Annex**  
405 Grand Avenue  
EST ckt EP2 12 System
  
- **Fire Station #3**  
1167 Jefferson  
EST 1064 (G/R(D) System
  
- **Trihydro West Wing**  
1364 West Commerce Drive  
EST System
  
- **Landfill Building**  
112 Rogers Canyon Road  
Honeywell SFP

- **Police Department Evidence Building**  
620 Plaza Court  
EST (G/R(D) System
- **Recreation Center**  
920 Boulder Drive  
EST 2-WB7 System
- **Ice and Event Center**  
3510 E. Garfield Street  
EST 1-2Z6 System
- **Basic Beginnings South**  
3520 Garfield Street  
GE FSP1004 System

### **5.0 Scope of Work**

The Scope of Work for this proposal should include the ability of the contracting company to provide the following services on an annual or on an emergency basis. The scope of work should include, but is not limited to the following elements:

1. Provide professional fire alarm system equipment testing, and inspection per NFPA standards, to multiple facilities, with multiple fire alarm system equipment, manufactures and models.
2. The ability to troubleshoot and repair all manufactures and models of fire alarm system equipment.
3. The ability to respond to emergency calls for fire alarm system equipment repairs within a maximum of two hours.
4. The ability to obtain on behalf of the city original manufacturers parts and supplies for all manufacturers of fire alarm system equipment.
5. Provide a written report on all testing, preventative maintenance and/or repairs to the fire alarm system equipment to the Facilities Maintenance Manager within 12 hours of completing the work.
6. Provide a written report on all emergency repairs to the fire alarm system equipment to the Facilities Maintenance Manager within 12 hours of completing the work.

### **6.0 Deliverables**

At a minimum, the contracting company will provide three (3) hard copies each bound in a white, 1 ½”, 3-ring loose leaf binder, with a maximum of forty (40) pages, 11 pt. type or larger, and one (1) electronic format copy, of the following:

- Letter of Interest

- A complete background history of the company/firm.
- Summary of related experience
- A minimum of three letters of references from current clients within the rocky mountain region.
- Identification of individual(s) who will perform the work, if selected, and their relevant experience.
- Proof of general liability insurance in the amount of \$1,000,000/\$2,000,000.
- Proof of Workers' Compensation and employers liability insurance in the amount of \$500,000.
- Proof of business automobile liability insurance in the amount of \$500,000.
- Detailed proposal which outlines:
  - Services to be performed, which should include the following elements:
  - The background qualifications and certifications of all the technicians who will be responsible for the Fire alarm system equipment preventative maintenance and repair contract.
  - The current and projected work load of the company/firm and of the technicians who will be responsible for the fire alarm system equipment over the two year term of the contract.

### **7.0 Fee Proposal**

A fee proposal shall be provided within a separate sealed envelope, and shall include pricing for the following:

- The annual cost for each facility fire alarm system scheduled preventative maintenance.
- The hourly labor cost for emergency troubleshoot/repair response for week days (Monday through Friday from 8:00 am to 5:00 p.m.).
- The hourly labor cost for emergency troubleshoot/repair response for week day nights (Monday through Friday from 5:00 p.m. to 8:00 a.m.).
- The hourly labor cost for emergency troubleshoot/repair response for weekend days/nights (Saturday at 7:00 a.m. through Sunday at 5:00 p.m.).
- The materials and supply markup percentage or discount rate.
- Any travel cost or fuel surcharges for either scheduled preventative maintenance or emergency services.

Only the selected firm's fee proposal shall be opened, all other fee proposals will be returned unopened.

**Do not include the fee proposal in the electronic format copy.**

## **8.0 Evaluation process and selection criteria**

The following criteria and weights shall be utilized as a guideline to evaluate the Qualifications. Individual criteria have been assigned varying weights.

(a) Qualifications and Relevant Experience	
• Of assigned technicians	30%
• Of firm	20%
(b) Methodology and Deliverables	20%
(c) Projected Work load	10%
(d) References from Other Similar Projects	20%

A selection committee will be established and will evaluate Qualifications using the criteria outlined above and reference checks will not be undertaken until later in the evaluation process. At the sole discretion of the selection committee, a short list of the highest scored proponents may be developed. Proponents included on the short list may be invited to an interview with the selection committee. The interview may include a requirement for the Proponent to make a presentation to the selection committee. The intent of the presentations/interview will be to allow the selection committee an opportunity to clarify any questions resulting from the initial evaluation.

After the presentations, the City may reevaluate the short-listed Qualifications using the same criteria and completing reference checks. The final selection will be based on the City's sole discretion and determination of the Qualifications that best meets the needs of the City of Laramie. Only when a final selection is made will the selected fee proposal be opened. All other fee proposals will be returned unopened.

If the City selects any of the Qualifications as best meeting the needs of the City in considering the requirements set out in this RFQ and the public interest, the City may enter into contract negotiations with the selected Proponent.

All Qualifications and materials will become the property of the City of Laramie. All costs incurred in the preparation of the Request for Qualification process shall be borne by the proposing firm.

The City of Laramie reserves the right to waive any irregularities and information in the Qualifications or fees, and to reject any and all Qualifications at any time, or to re-advertise for Qualifications at any time prior to City Council approval of a Professional Services Agreement.

**All responses shall be delivered no later than 4:00 p.m. on Friday, December 2, 2016, to:**

City of Laramie  
Scott Stevenson, Facilities Maintenance Manager  
P.O Box C  
Laramie, WY 82073  
Phone: 307-721-3585; Fax: 307-721-5284  
Email: sstevenson@ci.laramie.wy.us