

REQUEST FOR PROPOSALS

County of Inyo

FIRE EXTINGUISHER SERVICES



Response Due:

**January 5, 2018
No later than 3:30 P.M.**

Submit Responses and Direct Questions to:

**(FedEx or UPS Delivery Address)
Clerk of the Board of Supervisors
224 N. Edwards St
Independence, California 93526**

OR

(Regular Mail Delivery)

**Clerk of the Board of Supervisors
P.O. Drawer Q
Independence, CA 93526**

Please note on the envelope "FIRE EXTINGUISHER SERVICES"

bnelums@inyocounty.us

REQUEST FOR PROPOSALS

FIRE EXTINGUISHER SERVICES

1. INTRODUCTION

The County of Inyo (Hereinafter COUNTY) is requesting proposals from companies providing fire extinguisher services” (Hereinafter PROVIDER), to provide fire extinguisher and related support services under a program as outlined herein, providing fire extinguisher service to the County of Inyo.

2. BACKGROUND

Inyo County is located on the east side of the Sierra Nevada and southeast of Yosemite National Park in eastern-central part of the U.S. state of California and has a population of just less than 19,000, and an area of 10,140 square miles.

COUNTY maintains nearly three hundred (300) fire extinguishers at various locations and vehicles county-wide.

3. GENERAL REQUIREMENTS

PROVIDER shall ensure compliance with all federal, state and local requirements related to its business and activities upon COUNTY property.

It is the intent of these specifications to protect and assure to COUNTY that the service, materials, equipment and programs provided will meet the COUNTY’s operational needs. The specifications are intended to be of a non-restrictive nature that will provide open and free competition among vendors.

COUNTY shall, in all instances, be the final judge in determining whether a vendor is qualified and eligible for award of contract.

In submitting this Bid, it is understood that:

4. BID DEADLINE

Bids must be received no later than 3:30 p.m. Friday January 5, 2018 by the Clerk of the Board of Supervisors, 224 N. Edwards St., P.O. Drawer , Independence, California 93526, at which time they will be publicly opened and read.

5. COST BASIS

The Inyo County Building and Maintenance Department is requesting proposals for the service, repair and maintenance of fire extinguishers for all County Departments (County wide)as required by applicable law and/or regulation. The location, type and size are included on the attachment A and B hereto.

There is a contracting preference of five percent (5%) for Small Business Enterprises and eight percent (8%) for local businesses available for this RFP. To be eligible for either preference (Note: not cumulative). Bidders who wish to be considered for the SBE preference must submit with its bid proof of state or federal acceptance as a SBE. Those bidders who wish to be considered for the local business preference must provide with its bid certification an affidavit of eligibility that it is a local business, as further described here: http://www.inyocounty.us/Documents/Local_Business_Verification.pdf.

6. CONTRACT DOCUMENTS

The Notice Inviting Bids, this Bid Proposal Form, and the Agreement for the Public Works Fire Extinguishers, County of Inyo Standard Contract No. 116, and any documents incorporated therein, including Exhibits A and B, hereto, are referred to collectively as the Contract Documents and shall constitute the contract between the parties what will come into full force and effect upon acceptance, approval and execution by the Inyo County Board of Supervisors or its designee. The contract documents are incorporated herein by reference and made a part hereof with like force and effect as if all of said documents were set forth in full herein.

7. ACCEPTANCE

The County reserves the right to reject any and all Bids. However, this Bid shall remain open and shall not be withdrawn for a period of at least sixty (60) days after the date set for its opening and shall remain open and valid thereafter until it is withdrawn by Bidder. The Bidder will execute and deliver the Agreement for the Public Works Fire Extinguishers, County of Inyo Standard Contract No. 116, and certificates or other required proof of insurance, and any other required documents, to the County no later than fifteen (15) days after receipt of notification to Bidder of the award of that Contract.

Failure to bid all items on the Schedule of Fees, Attachment B, will render the Bid insufficient and subject the same to being rejected.

No Bid will be accepted wherein the price quoted is specified as a posted price with an escalator "UP" clause, whether or not such escalator clause has a "TOP" or a maximum limit to which the price may advance.

The Contractor will be allowed no claim for anticipated profits, loss of profits, or for any damages of any sort because of any differences between the estimated amounts set forth in this bid package and actual amount of material ordered and delivered during the course of this contract.

8. BID PRICE AND TOTAL

The specific bid price for the material and/or services to be rendered pursuant to the Agreement for which this bid is made are set forth in Attachment B hereto. The quantities in this RFP are estimates only, based on past consumption history and are given as a basis for comparison of bids. COUNTY does not guarantee a minimum or maximum quantity of any product to be purchased. COUNTY reserves the right to add other locations and to increase or decrease quantities listed to meet the needs of COUNTY during the period(s) of the contract.

9. INSURANCE REQUIREMENTS

See enclosure (1)

All insurance shall include Inyo County, its elected officials, officers, and employees as an additional insured, and shall not be reduced or canceled without 30 days' written prior notice delivered to COUNTY.

PROVIDER shall provide COUNTY with a certificate of insurance as evidence of insurance protection upon execution of any agreement & annual renewal date. Insurance certificates provided shall not contain the language "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company", or similar language.

10. SELECTION AND AGREEMENT

COUNTY will review the proposals received and may interview one or more firms prior to negotiating a contract for the requested services.

This solicitation in no way obligates COUNTY to award a contract for the services described herein, nor will COUNTY assume any liability for the costs incurred in the preparation and transmittal of proposals in response to this solicitation. COUNTY reserves the right to not accept any proposal, to reject any or all proposals, to reject any part of any proposal, to negotiate and modify any proposal, and to waive any defects or irregularities in any proposal at COUNTY'S sole discretion. Furthermore, COUNTY shall have the sole discretion to award a contract as it may deem appropriate to best serve the interests of COUNTY. In this regard, COUNTY may consider demonstrated quality of work, responsiveness, comparable experience, professional qualifications, references, and proposed fees.

11. EVALUATION CRITERIA

Proposals will be evaluated according to the most qualified in the opinion of the review committee. The review committee reserves the right to contact and evaluate the PROVIDER's references; contact any proposer to clarify any response; contact any current clients of PROVIDER; solicit information from any available source deemed pertinent to the evaluation process. The review committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the COUNTY.

COUNTY will analyze and evaluate all proposals on the following factors (not necessarily in order of importance):

- 70% • *Cost/financial considerations - Potential revenue and pricing of services.*

- 10% • *References (Provider's reputation with current or past users.)*

- 5% • *Proposal thoroughness and approach*

- 5% • *Demonstrate ability to work effectively with County staff, other public agencies and related parties*

Prior to the award of contract, the County must be assured that the bidder selected has all of the resources required to successfully perform under the contract. This includes, but is not limited to, personnel with the skills required, equipment/materials and financial resources sufficient to provide services called for under this contract.

COUNTY may request additional information while reviewing proposals.

12. SELECTION PROCESS

The review committee shall score each proposal and shall make a recommendation to the Board of Supervisors based on the criteria set forth above. The Board of Supervisors shall make the ultimate selection of the PROVIDER.

COUNTY reserves the right to introduce additional terms and conditions at the time the final contract is negotiated. Any additional terms or conditions would be limited to ones having the effect of clarifying the RFP language and or correcting defects, such as omissions or misstatements, which are discovered after the RFP is issued.

13. DBEs/NON-DISCRIMINATION

COUNTY hereby notifies all PROVIDERS that it will affirmatively ensure that in regard to any Agreement entered into pursuant to this advertisement, Disadvantaged Business Enterprises (DBEs) will be afforded full opportunity to submit proposals in response to this invitation and that COUNTY will not discriminate on the grounds of race, color, national origin, religious creed, pregnancy, sexual orientation, religion, gender, age, disability, ancestry or marital status as provided for in Federal, State and local laws.

14. INQUIRIES

Up to one week prior to the submission deadline, PROVIDER may submit specific questions about this RFP in writing or e-mail to:

**(FedEx or UPS Delivery Address)
Inyo County Dept. of Public Works
168 N. Edwards Street
Independence, CA 93526**

OR

**(Regular Mail Delivery)
Inyo County Dept. of Public Works
P.O. Drawer Q
Independence, CA 93526**

Please note on the envelope “INYO COUNTY FIRE EXTINGUISHERS”

bnelums@inyocounty.us

SECTION 1

COMPANY PROFILE SHEET

I

IMPORTANT INFORMATION: If Bidder or other interested person is a corporation, state legal name of corporation, and also the names of president, secretary, treasurer and chief executive office/manager thereof. If Bidder is a partnership, joint venture, or other business entity, state the true name of the firm, and also the names of all partners, joint ventures, or other entities or parties having authority to act on behalf of the entity, such as officers, owners or directors. If Bidder or other interested person is an individual, state your first, middle and last names in full.

Bidder provides the following information concerning Bidder's business:

Name: _____
Address: _____
Telephone No: _____
Fax No: _____
Contact Person: _____

Company Type: _____ Individual _____ Partnership _____ Corporation
Small Business: _____ Yes _____ No
Minority/Women-Owned/Disadvantaged Business Enterprise: _____ Yes _____ No

Federal Tax I.D. No: _____

<u>SURETY INFORMATION</u> (Name of Insurance Carriers):	
General Liability: _____	Expires: _____
Automobile Liability: _____	Expires: _____
Worker's Compensation: _____	Expires: _____
Product Liability: _____	Expires: _____

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Cooperative Purchases by Other Agencies Allowed: _____ Yes _____ No

THE UNDERSIGNED HEREBY DECLARES UNDER PENALTY OF PERJURY ACCORDING TO THE LAWS OF THE STATE OF CALIFORNIA, THAT THEY ARE THE INDIVIDUAL, MANAGING PARTNER, CORPORATE OFFICER, OR OTHER REPRESENTATIVE, DULY AUTHORIZED BY LAW TO MAKE THIS BID ON BEHALF OF BIDDER ACCORDING TO ALL OF THE TERMS AND CONDITIONS SET FORTH OR REFERENCED HEREIN.

Authorized Vendor Signature:

Title

Printed Name:

Date

15. EXECUTION AND AGREEMENT

The undersigned Bidder hereby declares and agrees:

- a.** _____(Name of Bidder or Bidder's Representative) has carefully examined the Contract and other portions of this Bid package and submits this Bid in accordance therewith.
- b.** That if this Bid is accepted, the Bidder will enter into a written Contract with the County of Inyo, State of California.
- c.** That if Contract is awarded to Bidder, Bidder will accept in full, as payment for the materials and/or services to be furnished pursuant to said Agreement, the amounts shown on the Attachment B, Schedule of Fees, of this Bid Package. It is understood and agreed that the quantities set forth are only estimates and the unit price will apply to the actual quantities ordered, whatever they may be.
- d.** It is understood that no later than fifteen (15) days after award of the Contract to the Bidder, the Bidder shall return the signed Contract to the County.

Company Name:

By:

Print Name:

Print Title:

ATTACHMENT A

SCOPE OF WORK

Bidder shall furnish to the County of Inyo, the materials, equipment, labor and/or related services set forth in Attachment B, Schedule of Fees, in accordance with the terms and conditions of the Agreement.

- 1.** Upon placement of any order, and unless otherwise agreed to by County, Bidder shall warrant that all goods, as further described in Schedule B below, shall be services at the County's locations.
- 2.** Bidder recognizes and hereby accepts that the quantities noted in Schedule B are only intended to be illustrative of historic annual amounts used by the Building and Maintenance Division of Public Works and are not guaranteed by County.
- 3.** When specified, Bidder shall quote the cost of replacement fire extinguishers and those will be purchased separately and not included in this contract.
- 4.** The County may, from time-to-time, need to purchase extinguishers that are not listed in Schedule B. If such an occasion should arise, Bidder would offer a discount of _____% off of list price to County.

ATTACHMENT B

Location	Number of Extinguishers	Location of each Extinguisher	Type of Extinguisher
Bishop Library 210 Academy, Bishop	3	Front Door, Restroom, South East Door and Mechanical Room	ABC
Road Shop 701 South Main St., Bishop	58	Northeast Shop, West Wall, East Wall, Southeast Shop Wall, Various Locations and Auto's	ABC
Millpond Recreation Center (Shop) Bishop	2	Inside Shop	ABC
County Services 207 West South St. Bishop	3	Farm Advisor, West Hall and Health Dept.	ABC
Eastern Sierra Regional Airport Terminal Building, Bishop	2	Back door by office, east entrance to terminal	ABC
Eastern Sierra Regional Airport Firehouse , Bishop	2	Front door, Fire truck	ABC
Eastern Sierra Regional Airport Fuel Stations, Bishop	12	Fast Pay Terminal, fuel tanks, Fuel Trucks X 9, rolling ramp extinguisher, Emergency vault	ABC and BC
Lone Pine Death Valley Airport /LP Water Systems	7	Well x 1 Chlorination bunker x 1 Terminal x 1 Fuel truck x 2 Airport terminal x 1	ABC x 5 BC x 2
Social Services 162 Grove St. Suites A, B, and F, Bishop	4	Main Lobby, Group Room and CSOC	ABC
Health and Human Services 162 Grove St. Suites I, J, K, and E, Bishop	2	AODS	ABC

Health and Human Services 162 Grove St. Suites H and G, Bishop	3	DOSS and CPS	ABC
IMAAA 162 Grove St., Bishop	1	Main Lobby	ABC
WIC 568 West Line St., Bishop	3	Main Lobby, Kitchen and Restroom	ABC
Bishop Seniors Center 506 Park Ave., Bishop	3	Southeast Hall, Hall Kitchen and Main Kitchen	ABC
HHS/Probation 912 918 N. Main St. Bishop	4	HHS Probation	3 ABC 1 Halatron
Clark Wing Sheriff's Sub- Station, MINT Office 301 West Line St., Bishop	6	Various Locations/Vehicles	ABC
Progress House 536 North Second St. Bishop	5	Office, Lounge, Pool Room and Kitchen	ABC
Administration/HHS 163 May St., Bishop	2	Second Floor and First Floor Lobby	ABC
DA/Child Support Services 162 E. Line Street	4	Door by CLETS printer (DA) 1	ABC
Big Pine Library	2	Front Door and South Door	ABC
Big Pine Town Hall 180 Dewey, Big Pine	2	Front Door and Southwest Hall	ABC
Animal Shelter 1001 County Road, Big Pine	9	New building, old building, various vehicles, trailers.	ABC
Big Pine Road Shop 160 Dewey, Big Pine		Included with Bishop Count	
County Admin. Center 224 North Edwards St., Independence	3	East Lobby, West Hall and Break Room	ABC
Commanders House 201 North Edwards St., Independence	1	Front Door	ABC

Superior Court 168 North Edwards St., Independence	6	First Floor Hall, Second Floor Hall / North and South and Third Floor Hall / North and South	ABC
Courthouse Annex Building 168 North Edwards St., Independence	11	Info. Systems East Hall, Info. Systems Computer Room, Environmental Health entry way, Public Works entry way Assessor and Probation	10 ABC 1 Halatron
Health Department 136 Market St., Independence	3	West Hall, Northeast Hall and Southeast Hall	2 ABC 1 Halatron
Legion Hall 201 South Edwards St., Independence	2	Southeast Wall and Northwest Wall of Main Hall	ABC
Motorpool 136 South Jackson, Independence	2	South Wall	ABC
Maintenance Shop 136 South Jackson, Independence	3	Various locations in building	ABC
Water Department 135 S. Jackson St. Independence	18	Various Vehicles/ Office Locations	ABC
Mazourka Road Shop 750 South Clay St., Independence	50	Various Locations and Autos	ABC and CD
Eastern California Museum 155 North Grant, Independence	3	South Exit and Cash Register	ABC
Lone Pine Library 150 Bush St., Lone Pine	2	Library Reception Area, Office	ABC
Lone Pine Road Shop 160 North Lone Pine Ave., Lone Pine	3	Shop, Office West Door	ABC
Shop Building Diaz Lake, South 395, Lone Pine	5	South Wall, West Wall and Adjacent Shed	ABC
Statham Hall 183 Jackson St., Lone Pine	6	Main Hall, Front Door, Kitchen, Conference Room, Serving Room, upstairs and Reception	ABC

Health and Human Services 380 North Mount Whitney, Lone Pine	4	South Hall, East Hall, West Hall and Lobby	ABC
Bishop Search & Rescue Posse Hut located at Bishop Airpotrt	2	Kitchen, meeting room, equipment bay	ABC
Bishop Landfill Sunland Road	7	Gate Shop, various vehicles	ABC
Eastern Sierra Weed Wye Road	4	Shop and various vehicles	ABC
Community Bldg Tecopa Hot Springs Tecopa, CA 92389	7	office x 2, north wall, south wall, store room, kitchen x 2	ABC
Big Pine Dump Just south of Big Pine	6	Gate shop, various vehicles	ABC
Juvenile Hall 201 Mazourka Independence	9	Various locations, vehicles	ABC
Jail 550 S, Clay St Independence	19	Booking, laundry, kitchen, Cpl. Office, Tower, boiler room, chase way, detention room, bus, extras	ABC
Jail Administration 550 S. Clay St. Independence	9	Lt. office, Fiscal office, N hall, weight room, admin kitchen, E hall, dispatch interior, dispatch radio room	ABC
Water Systems- Independence	3	Chlorination well 357 x 1 Chlorination well 384 x 1 Old Chlorination bunker x 1	ABC
Lone Pine Dump Substation Road Lone Pine	6	Gate, various vehicles	ABC

Sheriff Search & Rescue LP Airport	2		ABC
Olancha Dump	6	Gate Various vehicles	ABC
Shoshone Substation Hwy 127 Shoshone	1	Adobe #2	ABC
Deputy Residences 1&2 Law Lane	2	Residence	ABC
Sheriff Department Vehicles	75	Sheriff Administration will coordinate various locations	ABC
Off Highway Vehicle Program	9	OHV-1-5, OHV trailer, Forerunner Command post, fun runner toy hauler, jet craft boat	ABC
Water Systems-Laws	1	Chlorination well x1	ABC
Extra for swap from Bishop Airport	6	Located in Building & Maintenance Shop	ABC
Lone Pine Sheriff Substation 726 N. Main St Lone Pine	2		ABC
Total	437		