

Request For Proposal

Fire Station and City Hall Fire Alarm System Replacement

*City of St. Joseph, Department of Public Works
1160 Broad Street St. Joseph, MI 49085*

I. Purpose

This Request for Proposal ("RFP") is to provide interested **Contractors** with sufficient information to submit proposals for consideration by the City of St. Joseph ("City") in connection with its needs for fire alarm system replacements at the Fire Station at 923 Broad Street, and City Hall at 700 Broad Street, t. Joseph MI.

Favorable pricing will be one element of the selection process, but the experience of the firm, qualifications, experience and ability of assigned staff, completeness of the level of service proposed and timeliness of service proposed by the bidder will be significant factors in award of the contract. Final decision on selection of the bidder for this project will be determined by the City Commission. The City reserves the right to reject any proposals or parts of proposals. The City also reserves the right to waive any irregularities, inconsistencies, or take what other action is appropriate as determined by the City to be in the best interest of the City.

A complete Request for Proposal may be viewed or downloaded at www.sjcity.com, or mailed by contacting the City Clerk.

**REQUEST FOR PROPOSAL: Fire Station and City Hall fire alarm system
Replacement**

CLOSING DATE AND TIME: 3:00 pm, July 30, 2024

II. Scope of Work, Term, and Bid Specifications:

Remove and replace existing fire alarm systems following all state and local code requirements. See Exhibits 1 and 2, attached, for the existing systems based on the latest inspection reports. A site visit is recommended

If possible, the City would prefer a non-proprietary replacement system. The existing system does not require a call out feature and is not externally monitored.

It is the City's intention to do both projects; however, the **City requires separate bids for each facility. Please list any cost adjustments if both bids are accepted.**

The successful bidder must follow all state and local codes, OSHA safety requirements, industry best practice standards, manufacturer's installation instructions and EPA regulations on this project.

Along with the manufacturer's warranties, the successful bidder must provide at least a one-year workmanship warranty.

III. Issuing Officer (Point of Contact)

Questions regarding the scope of work to be accomplished may be directed to Mike Christensen, Facilities Manager at (269) 930-4408. To schedule an appointment to see the job sites, contact Mike Christensen by email at: mchristensen@sjcity.com ; or by telephone at (269) 985-0310 (Office) or (269) 930-4408 (Mobile).

IV. Addenda

In the event it becomes necessary to modify any part of this Request for Proposal, addenda will be issued to all parties who received the original RFP.

V. Instructions to Bidders

Sealed bids are due at the at the St. Joseph City Clerk's Office no later than **3:00 pm, July 30,2024**

Proposals may be mailed or delivered to the City of St. Joseph City Clerk, 700 Broad Street, St. Joseph, Michigan 49085. Sealed envelopes should be plainly marked:

Attention: City Clerk
Re: **Fire Station and City Hall Fire Alarm System Replacement**
700 Broad Street
St. Joseph, MI 49085

It is the sole responsibility of the Bidder to see that its proposal is received within the required time period. The City is not responsible for any errors or irregularities with the delivery method utilized for submittal of the Proposal. Any proposals received after the closing date and time will be returned unopened.

VI. Incurring Costs

The City is not liable for any costs related to respondents' preparation of their proposal.

VII. Withdrawal of Proposal

Any Bidder may withdraw its proposal in person, by facsimile, or by letter, any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of Sixty (60) days after the closing date.

VIII. Opening of Proposals

Proposals will be opened publicly at **3:00 pm, July 30, 2024** in the City Hall Commission Chambers, 700 Broad Street, St. Joseph, Michigan.

IX. Evaluation of Proposals

It is the intent of the City to evaluate all proposals quickly and be prepared to recommend an award at the August 12, 2024 City Commission meeting.

X. Negotiations

The City reserves the right to reject any and all proposals and negotiate with any source, in any manner necessary, deemed to be in its best interest.

XI. Award of Contract / Acceptance of Proposal (Terms and Conditions)

The contents of this RFP and the respondent's proposal, as submitted and/or modified, shall become contractual obligations incorporated in an Agreement to be executed by the authorized contracting agents of both parties, a draft form of which is attached to this RFP. Bidder should include in its response any objections or requested changes to the terms of the Agreement.

In accordance with Michigan law, all projects for the construction, alteration, or repair of a public building or public work or improvement with a contract amount over \$50,000.00 will require a performance and payment bond covering the entire amount of the contract price, which shall become binding upon the award of the contract.

The successful bidder must procure and maintain the following insurance with carriers acceptable to the City and admitted to do business in the State of Michigan, and provide proof of the same to the City:

- **Worker's Compensation Insurance**, including employers' Liability coverage, in accordance with Michigan law.
- **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: A) contractual liability, B) Broad form general liability extensions or equivalent.
- **Motor Vehicle Liability Insurance**, including Michigan No-Fault coverages, with limits not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned vehicles, non-owned vehicles, and hired vehicles.

The Commercial General Liability Insurances shall include an endorsement naming as an additional insured the City of St. Joseph, all elected and appointed officials, employees, volunteers, boards, commissions, and/or authorities and boards, including members, employees and volunteers thereof. Bidder's insurance shall be primary and any other insurance City may have in effect shall be considered secondary and/or excess. The stated insurance requirements should not be interpreted to limit the liability of the successful bidder. Coverage shall be maintained throughout the term of the agreement.

All insurance shall include an endorsement that contains a 30-day advance written notice of cancellation to the City Manager, City of St. Joseph, Michigan, 700 Broad Street, St. Joseph, Michigan 49085.

XII. Nondiscrimination

The successful bidder shall not discriminate in its provision of accommodations or services, nor against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the agreement.

XIII. Payment Terms:

The City shall make payments to the successful bidder for actual services rendered within thirty (30) days following receipt of an acceptable invoice; or as otherwise mutually agreed.

Inspection & Testing

Generated by: *BuildingReports.com*

Device Type	Location	Service	Time	Date
Building: City of St. Joseph Fire Station		Control Panel: 1 - SimplexGrinnell 4001		
<p><i>The Inspection & Testing section lists all of the items inspected in your building. Items are grouped by Passed or Failed/Other. Items are listed by Category. Each item includes the services performed, and the time & date at which testing occurred.</i></p>				
Passed				
Control				
Annunciator	East Entry	Tested	1:23:50 PM	04/19/2023
Annunciator	West Garage	Tested	1:17:52 PM	04/19/2023
Battery	Northeast Hallway	Tested	1:24:45 PM	04/19/2023
Battery	Northeast Hallway	Tested	1:24:46 PM	04/19/2023
Control Panel	Northeast Hallway Quarters	Tested	1:24:43 PM	04/19/2023
Initiating				
Duct Detector	Center Hallway North	Tested	1:05:14 PM	04/19/2023
Duct Detector	Center Hallway North Middle	Tested	1:05:09 PM	04/19/2023
Duct Detector	Center Hallway South	Tested	1:02:23 PM	04/19/2023
Duct Detector	Center Hallway South Middle	Tested	1:05:04 PM	04/19/2023
Heat Detector	Northeast Quarters Closet	Checked	12:59:49 PM	04/19/2023
Pull Station	North Garage	Tested	1:08:57 PM	04/19/2023
Pull Station	North Hallway	Tested	1:07:22 PM	04/19/2023
Pull Station	South Garage	Tested	1:20:14 PM	04/19/2023
Smoke Detector	Hallway above FACP	Tested	12:56:02 PM	04/19/2023
Smoke Detector	Center Hallway North	Tested	1:05:14 PM	04/19/2023
Smoke Detector	Center Hallway South	Tested	1:02:24 PM	04/19/2023
Smoke Detector	Center Storage room	Tested	1:22:40 PM	04/19/2023
Smoke Detector	East Conference Room	Tested	1:00:57 PM	04/19/2023
Smoke Detector	East Dining area	Tested	1:00:18 PM	04/19/2023
Smoke Detector	Garage need 12" ladder to reach	Tested	1:17:43 PM	04/19/2023
Smoke Detector	Garage need 12" ladder to reach	Tested	1:17:45 PM	04/19/2023
Smoke Detector	Garage need 12" ladder to reach	Tested	1:17:47 PM	04/19/2023
Smoke Detector	Garage need 12" ladder to reach	Tested	1:17:49 PM	04/19/2023
Smoke Detector	Garage Equipment Store Room	Tested	1:19:04 PM	04/19/2023
Smoke Detector	Garage North hall	Tested	1:08:14 PM	04/19/2023
Smoke Detector	Garage South hall	Tested	1:19:42 PM	04/19/2023
Smoke Detector	Garage Wash room	Tested	1:21:28 PM	04/19/2023
Smoke Detector	Northeast Quarters	Tested	12:55:10 PM	04/19/2023
Smoke Detector	Northeast Quarters	Tested	12:55:35 PM	04/19/2023
Smoke Detector	Northeast Quarters	Tested	12:57:31 PM	04/19/2023
Smoke Detector	Northeast Quarters	Tested	12:58:53 PM	04/19/2023
Smoke Detector	South Main Entry	Tested	1:01:43 PM	04/19/2023

EXHIBIT 1

Inspection & Testing

Generated by: BuildingReports.com

Building: City of St. Joseph: City Hall	Control Panel: 1 - SimplexGrinnell 4020
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The Inspection & Testing section lists all of the items inspected in your building. Items are grouped by Passed or Failed/Other. Items are listed by Category. Each item includes the services performed, and the time & date at which testing occurred.

Device Type	Location	Service	Time	Date
Passed				
Control				
Battery	Basement Electrical Room	Tested	12:32:41 PM	04/01/2024
Battery	Basement Electrical Room	Tested	12:32:57 PM	04/01/2024
Battery	Basement Electrical Room	Tested	12:33:27 PM	04/01/2024
Battery	Basement Electrical Room	Tested	12:33:53 PM	04/01/2024
Control Panel	Basement Electrical Room	Tested	12:35:00 PM	04/01/2024
Expander Panel	Basement Electrical Room	Tested	12:34:21 PM	04/01/2024
Initiating				
Duct Detector	Penthouse Entry Through Police Office East Stairwell North AHU	Tested	1:49:32 PM	04/01/2024
Duct Detector	Penthouse Entry Through Police Office East Stairwell South AHU	Tested	1:52:59 PM	04/01/2024
Pull Station	Basement East Police Conference Room by stairwell	Tested	12:55:39 PM	04/01/2024
Pull Station	Basement East Stairwell	Tested	12:37:40 PM	04/01/2024
Pull Station	Basement West stairwell	Tested	12:47:19 PM	04/01/2024
Pull Station	1st East stairwell	Tested	12:56:28 PM	04/01/2024
Pull Station	1st North Main Entry	Tested	1:01:38 PM	04/01/2024
Pull Station	1st South Entry rear parking lot	Tested	1:11:50 PM	04/01/2024
Pull Station	1st South Police Office Entry	Tested	12:57:39 PM	04/01/2024
Pull Station	1st West stairwell	Tested	1:22:48 PM	04/01/2024
Pull Station	2nd Center stairwell	Tested	1:36:44 PM	04/01/2024
Pull Station	2nd East Police Office stairwell	Tested	1:40:33 PM	04/01/2024
Pull Station	2nd West Office stairwell	Tested	1:23:29 PM	04/01/2024
Smoke Detector	Basement North Hallway Outside Communications / Facilities	Annual	12:44:01 PM	04/01/2024
Smoke Detector	Basement North Hallway Outside Electrical Room	Annual	12:44:09 PM	04/01/2024
Smoke Detector	Basement North Hallway by Exercise Room	Annual	12:43:15 PM	04/01/2024
Smoke Detector	Basement North Hallway by Locker Rooms	Annual	12:46:22 PM	04/01/2024
Smoke Detector	Basement North Hallway by Storage 2	Annual	12:43:31 PM	04/01/2024
Smoke Detector	Basement North Hallway by elevator	Annual	12:43:46 PM	04/01/2024
Smoke Detector	Basement North Hallway elevator elevator control room	Sensitivity Tested	12:40:41 PM	04/01/2024
Smoke Detector	Basement North Hallway inbetween elevator and electrical room	Annual	12:43:54 PM	04/01/2024
Smoke Detector	Basement South Hallway Outside Elevator	Annual	12:51:52 PM	04/01/2024
Smoke Detector	Basement South Hallway Outside Files /	Annual	12:51:26 PM	04/01/2024

Device Type	Location	Service	Time	Date
<i>Passed</i>				
	Equipment Room			
Smoke Detector	Basement South Hallway Outside Quartermaster Room	Annual	12:50:18 PM	04/01/2024
Smoke Detector	1st Rear parking entry	Annual	1:06:16 PM	04/01/2024
Smoke Detector	1st East Police Office By Elevator	Annual	12:58:02 PM	04/01/2024
Smoke Detector	1st East Police Office Interview Room	Annual	1:00:01 PM	04/01/2024
Smoke Detector	1st East Police Office Reception	Annual	12:59:06 PM	04/01/2024
Smoke Detector	1st East Police Office Shift Commander	Annual	1:00:27 PM	04/01/2024
Smoke Detector	1st East Police Office Squad Room	Annual	12:56:59 PM	04/01/2024
Smoke Detector	1st Lobby By Bathrooms	Annual	1:03:28 PM	04/01/2024
Smoke Detector	1st Lobby By Electrical and Janitor	Annual	1:04:51 PM	04/01/2024
Smoke Detector	1st Lobby By Elevator	Annual	1:03:12 PM	04/01/2024
Smoke Detector	1st Lobby By Reception	Annual	1:07:40 PM	04/01/2024
Smoke Detector	1st Southwest Office Southeast reception	Annual	1:18:27 PM	04/01/2024
Smoke Detector	1st West Inspection Admin Office	Annual	1:19:02 PM	04/01/2024
Smoke Detector	1st West Office Assessor Office	Annual	1:16:18 PM	04/01/2024
Smoke Detector	1st West Office Comm. Dev. Director Office	Annual	1:17:01 PM	04/01/2024
Smoke Detector	1st West Office Finance Director Office	Annual	1:15:52 PM	04/01/2024
Smoke Detector	1st West Office Northeast	Annual	1:14:30 PM	04/01/2024
Smoke Detector	1st West Office Northeast reception	Annual	1:13:38 PM	04/01/2024
Smoke Detector	1st West Office Northwest	Annual	1:15:13 PM	04/01/2024
Smoke Detector	1st West Office South center	Annual	1:18:07 PM	04/01/2024
Smoke Detector	1st West Office above reception	Annual	1:05:41 PM	04/01/2024
Smoke Detector	2nd Center Hallway Outside Bathrooms	Annual	1:43:27 PM	04/01/2024
Smoke Detector	2nd East Center Hallway Outside Elevator	Annual	1:37:06 PM	04/01/2024
Smoke Detector	2nd East Police Office Above Reception	Annual	1:38:02 PM	04/01/2024
Smoke Detector	2nd East Police Office East Detective Office	Annual	1:39:42 PM	04/01/2024
Smoke Detector	2nd East Police Office Kitchenette	Annual	1:42:35 PM	04/01/2024
Smoke Detector	2nd East Police Office Northeast Director Office	Annual	1:39:05 PM	04/01/2024
Smoke Detector	2nd East Police Office Northwest Empty Office	Annual	1:38:28 PM	04/01/2024
Smoke Detector	2nd East Police Office Outside East Stairwell	Annual	1:40:24 PM	04/01/2024
Smoke Detector	2nd East Police Office Outside Elevator	Annual	1:42:06 PM	04/01/2024
Smoke Detector	2nd East Police Office Southeast Interview Room	Annual	1:41:32 PM	04/01/2024
Smoke Detector	2nd East Police Office Southeast Storage	Annual	1:40:55 PM	04/01/2024
Smoke Detector	2nd North Inside Conference Room	Annual	1:30:19 PM	04/01/2024
Smoke Detector	2nd West Center Hallway	Annual	1:31:33 PM	04/01/2024
Smoke Detector	2nd West Office Laurie Moore Personnel	Annual	1:27:05 PM	04/01/2024
Smoke Detector	2nd West Office Above Reception Desk	Annual	1:25:46 PM	04/01/2024
Smoke Detector	2nd West Office Inside Attorney's Office	Annual	1:26:25 PM	04/01/2024
Smoke Detector	2nd West Office Inside Communication Marketing	Annual	1:28:24 PM	04/01/2024
Smoke Detector	2nd West Office Inside Engineer's Office	Annual	1:27:47 PM	04/01/2024
Smoke Detector	2nd West Office Inside Managers Office	Annual	1:43:17 PM	04/01/2024
Smoke Detector	2nd West Office Outside Communication Marketing	Annual	1:28:40 PM	04/01/2024
Smoke Detector	2nd West Office Outside West Stairwell	Annual	1:26:05 PM	04/01/2024
Waterflow Switch	Penthouse Police Office East Stairwell	Tested	1:33:40 PM	04/01/2024
Supervisory				
Supervisory Valve	Penthouse Police Office East Stairwell	Tested	12:35:46 PM	04/01/2024