



FINANCE DEPARTMENT

Property and Risk Division

Request for Quote #: 320- 250821AG

Fire Alarm Testing/Inspection/Repair Contract

Date of Issue: 11/19/2021

Quote Due Date: 12/02/2021

2:00 P.M.

Term: January 2, 2022 – June 30, 2024

Direct all inquiries concerning this RFQ to:

Alicia Gaines

Purchasing Clerk

Email: Alicia.Gaines@rockymountnc.gov

Phone: 252-972-1227



ROCKY MOUNT
FINANCE
THE CENTER OF IT ALL

Request for Quote # 320-250821AG

For purchasing division processing, please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your bid.
Failure to do so may subject your bid to rejection.**

ID Number:

Federal ID Number or Social Security Number

Vendor Name

“All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. All prospective contractors shall be responsible for complying with state law and local ordinances.”



City of Rocky Mount Property and Risk Division

Refer **ALL** Inquiries regarding this RFQ to:
Alicia Gaines
Purchasing Clerk

Request for Quote # 320-250821AG

Quotes will be due: 12/02/2021

Contract Type: Service

EXECUTION

In compliance with this Request for Quote, and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are quoted, at the prices set opposite each item within the time specified herein. By executing this quote, the undersigned Vendor certifies that this quote is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this quote, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or City department. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-contractors for any Contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any City Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the City, or from any person seeking to do business with the City. By execution of any response in this quote, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization. **Do you have a financial interest or tangible personal benefit with a city of Rocky Mount employee, officer, or agent?** Yes No **If yes note the employee, officer, or agent; department; and the perceived or actual conflict of interest.**

Failure to execute/sign quote prior to submittal shall render quote invalid and it WILL BE REJECTED. Late quotes cannot be accepted.

VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #11):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	EMAIL:

Offer valid for at least 60 days from date of quote opening, unless otherwise stated here: days.

ACCEPTANCE OF QUOTE

If any or all parts of this quote are accepted by the City of Rocky Mount, an authorized representative of the City of Rocky Mount shall affix his/her signature hereto and this document and all provisions of this Request for Quote along with the Vendor response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

FOR CITY USE ONLY: Offer accept and Contract awarded this _____ day of _____, 20__ as indicated on the attached certification, by _____

(Authorized Representative of City of Rocky Mount)

PRE-AUDIT: This instrument has been preaudited in the manner required by the Budget and Fiscal Control Act.

Finance Director

Date

Contents

- 1.0 PURPOSE AND BACKGROUND5**
- 2.0 GENERAL INFORMATION5**
 - 2.1 REQUEST FOR QUOTE DOCUMENT 5
 - 2.2 NOTICE TO VENDORS REGARDING TERMS AND CONDITIONS..... 5
 - 2.3 RFQ SCHEDULE 6
 - 2.4 QUESTIONS ABOUT QUOTE..... 6
 - 2.5 EMAILING OR MAILING INSTRUCTIONS..... 6
 - 2.6 QUOTE CONTENTS..... 7
 - 2.7 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS..... 7
- 3.0 METHOD OF AWARD AND QUOTE EVALUATION PROCESS.....8**
 - 3.1 METHOD OF AWARD 8
 - 3.2 QUOTE EVALUATION PROCESS..... 8
 - 3.3 INTERPRETATION OF TERMS AND PHRASES 8
- 4.0 REQUIREMENTS9**
 - 4.1 CONTRACT TERM..... 9
 - 4.2 PRICING 9
 - 4.3 INVOICES 9
 - 4.4 MINORITY BUSINESS PARTICIPATION..... 9
 - 4.5 REFERENCES..... 10
- 5.0 SCOPE OF WORK10**
 - 5.1 GENERAL SCOPE 10
 - 5.2 FIRE ALARM SYSTEM INSPECTION INFORMATION 10
 - 5.3 REPAIR SERVICES..... 11
 - 5.4 LOCATIONS..... 12
 - 5.5 VENDOR’S REPRESENTATION..... 14
- ATTACHMENT A: PRICING FORM.....15**
- ATTACHMENT B: INSTRUCTIONS TO BIDDERS16**
- ATTACHMENT C: ACCEPTANCE OF GENERAL TERMS & CONDITIONS16**
- ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION17**

1.0 PURPOSE AND BACKGROUND

The city of Rocky Mount is seeking qualified companies to conduct Fire Alarm and Sprinkler Systems testing and provide repairs when required. All testing shall be completed in accordance with applicable NFPA guidelines, state law and local fire code/ordinances. Testing/service shall be based on the location schedule in 5.2. Testing will be completed on a scheduled basis and vendors will be responsible for providing the city a testing schedule 60 days in advance detailing the date, time and location that testing will occur. Responding firm should be able to provide maintenance and/or repair assistance within 48 hours. Labor rates for normal and afterhours request should be included in quote.

Quotes shall be submitted in accordance with the terms and conditions of this RFQ and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR QUOTE DOCUMENT

The RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference. Vendor may attach its quote to this RFQ for submission; however, any and all additional, modified or conflicting terms and conditions submitted on or with Vendor's quote shall be disregarded and shall not be considered a part of any contract arising from this RFQ. Any attempt to delete or avoid the force of the previous sentence shall render Vendor's quote invalid, and it shall not be considered.

2.2 NOTICE TO VENDORS REGARDING TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions, the Cities' terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFQ and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued concerning this RFQ.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFQ (including proposed alternate language), those **must** be submitted as questions in accordance with the instructions in Section 2.4. QUESTIONS ABOUT QUOTE. If the City determines that any changes will be made resulting from the questions asked, then such decisions will be communicated in the form of an RFQ addendum. The City may also elect to leave open the possibility for post-contract negotiation and amendment of specific provisions of the Contract that have been addressed during the question and answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's quote. This applies to any language appearing in or attached to the document as part of the Vendor's quote that purports to vary any terms and conditions or Vendors' instructions herein or to render the quote non-binding or subject to further negotiation. *Vendor's quote shall constitute a firm offer.* **By execution and delivery of a quote in response to this RFQ, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposefully or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's quote as nonresponsive. Any quote that contains language that indicates the quote is non-binding or subject to further negotiation before a contractual document may be signed shall be rejected.**

Contact with anyone working for or with the City regarding this RFQ other than the City of Rocky Mount Purchasing Office Contract Lead named on the face page of this RFQ or in the manner specified by this RFQ shall constitute grounds for rejection of said Vendor's offer, at the Cities election.

2.3 RFQ SCHEDULE

The table below shows the *intended* schedule for this RFQ. The City will make every effort to adhere to this schedule.

Action	Responsibility	Date/Time
Issue RFQ	City	Thursday, 11/19/2021
Submit Written Questions/Question Deadline	Vendors	Tuesday, 11/23/2021
Provide Response to Questions/Addendum	City	Monday, 11/29/2021
Submit Bids	Vendors	Thursday, 12/2/2021
Award Contract	City	TBD

2.4 QUESTIONS ABOUT QUOTE

Purpose: Upon review of the RFQ documents, Vendors may have questions to clarify or interpret the RFQ in order to submit the best quote possible. To accommodate the Quote Questions process, Vendors shall submit any such questions by the above due date.

Instructions: Written questions shall be emailed to Alicia.Gaines@rockymountnc.gov by the date and time specified above. Vendors should enter “RFQ # 320- 250821AG – Questions” as the subject for the email. Questions submittals should include a reference to the applicable RFQ section and be submitted in a format shown below:

Reference	Vendor Question
RFQ Section, Page Number	Vendor question...?

Questions received prior to the submission deadline date, the City’s response, and any additional terms deemed necessary by the City will be posted in the form of an addendum, available on the City of Rocky Mount Purchasing webpage <http://www.rockymountnc.gov/services-finance-bids/>, and/or the North Carolina’s Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Vendors shall be entitled to rely *only* on written material contained in an Addendum to this RFQ. The dated noted in the RFQ schedule for the City to provide responses to questions also serves as the addendum deadline. If you do not receive a courtesy email notification regarding the addendum by that date do check the City of Rocky Mount Purchasing webpage.

2.5 EMAILING OR MAILING INSTRUCTIONS

Instructions: Quotes, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated in the table below, for furnishing and delivering those items as described herein.

MAILING ADDRESS FOR DELIVERY OF QUOTE VIA U.S. POSTAL SERVICE	OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, OVERNIGHT DELIVERY, OR BY ANY OTHER CARRIER
<p>QUOTE NUMBER: <u>320- 250821AG</u> _____ Attn: Alicia Gaines, Purchasing Clerk Address: PO BOX 1180 Rocky Mount, NC 27802</p>	<p>QUOTE NUMBER: <u>320- 250821AG</u> Attn: Alicia Gaines, Purchasing Clerk Address: 331 S. Franklin Street Rocky Mount, NC 27802</p>

Quote Number:320- 250821AG

Vendor:

Vendors shall deliver either **one (1) signed electronic emailed copy** to Alicia.Gaines@rockymountnc.gov response or one **(1) signed original executed quote** to the address identified in the table in this Section. Address package and insert quote number as shown in the table above.

Quote number shall be marked on the outside of the sealed envelope with the Vendor's name and date and time of opening.

IMPORTANT NOTE: It is the responsibility of the Vendor to have the signed quote physically in this Office by the specified time and date quotes are due, regardless of the method of delivery. **This is an absolute requirement.** The time of delivery will be marked on each quote when received, and any quote received after the submission deadline will not be accepted or evaluated.

All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service or method—is entirely on the Vendor. Note that the U.S. Postal Service generally does not deliver mail to the street address above, but to the City 's Mail Service Center. Vendors are cautioned that quotes sent via U.S. Mail, including Express Mail, may not be delivered to the purchasing office on the due date in time to meet the quote deadline. All Vendors are urged to take the possibility of delay into account when submitting a quote.

If quote is hand delivered please note that the Frederick E. Turnage Municipal Building requires all visitors to sign in with the guard stationed on the first floor. Visitors will only have access through the building accompanied with a City employee.

This informal RFQ does not require a public opening of bids.

2.6 QUOTE CONTENTS

Vendor shall populate all attachments of this RFQ that require the Vendor to provide information and include an authorized signature where requested, as outlined below. Vendor Responses shall include the following items and they should be arranged in the following order:

- a) Completed and signed version of EXECUTION PAGE, along with the body of the RFQ, and signed receipt pages of any addenda released in conjunction with this RFQ.
- b) Completed version of ATTACHMENT A: PRICING FORM
- c) ATTACHMENT B: INSTRUCTIONS TO BIDDERS
- d) ATTACHMENT C: ACCEPTANCE OF TERMS AND CONDITIONS
- e) ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION

2.7 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **BUYER:** The employee of the City Department that places an order with the Vendor.
- b) **CONTRACT LEAD:** Representative of the *City of Rocky Mount Purchasing Office* who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City of Rocky Mount and who will administer the contract for the City.
- c) **FOB-DESTINATION:** Title changes hand from Vendor to purchaser at the destination point of the shipment; Vendor owns commodity in transit and files any claims, and Vendor pays all freight and any related transportation charges. A solicitation may request Vendors to separately identify freight charges in their quote, but no amount or charge not included as part of the total quote price will be paid.
- d) **LOT:** A grouping of similar products within this RFQ.
- e) **ON-TIME DELIVERY:** The delivery of all items within a single order to the receiving point designated by the ordering entity within the delivery time required.
- f) **RFQ:** Request for Quote.

- g) **VENDOR:** Supplier, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Quote.

3.0 METHOD OF AWARD AND QUOTE EVALUATION PROCESS

3.1 METHOD OF AWARD

Contracts will be awarded in accordance with G.S. 143-129, 143-131 and the evaluation criteria set out in this solicitation. Prospective Vendors shall not be discriminated against on the basis of any prohibited grounds as defined by Federal and State law.

The City may obtain quotes from one or more potential Vendors. All quotes will be evaluated, and award will be based on lowest responsive quote meeting specifications.

Local Preference Policy. *The only exception to the lowest responsive, responsible bidder method of award will be the local preference policy. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsive, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%) or \$25,000, whichever is less, of the lowest responsive, responsive Non-Local Bidder's price .An eligible local vendor is one that is current on property taxes in the City of Rocky Mount and meets the qualifications set forth in the policy. An application can be found at <https://rockymountnc.gov/services-finance-vendor-registration/>*

3.2 QUOTE EVALUATION PROCESS

- a) Quotes are requested for the items as specified, or item(s) equivalent in design, function and performance. The City reserves the right to reject any quote on the basis of fit, form and function as well as cost.
- b) The City shall review the responses to this RFQ to confirm that they meet the specifications and requirements. The City reserves the right to waive any minor informality or technicality.
- c) For all responses that pass the initial review process, the City will review and assess the Vendors' pricing. The City may request additional formal responses or submissions from any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the quote. Vendors are cautioned, however, that the City is not required to request clarification, and often does not. Therefore, all quotes should be complete and reflect the most favorable terms available from the Vendor. Prices quoted cannot be altered or modified as part of a clarification.
- d) Quotes will be evaluated, based on the award criteria identified in Section 3.1 METHOD OF AWARD.

Award of a Contract to one Vendor does not mean that the other quotes lacked merit, but that, all factors considered, the selected quote was deemed most advantageous and represented the best value to the City.

Vendors are cautioned that this is a request for quote, not a request or an offer to contract, and the City reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the City .

CONFIDENTIALITY DURING PROCESS: During the evaluation period and prior to award, all information concerning the quote and evaluation is confidential, and possession of the quotes and accompanying information is limited to personnel of the issuing department and any third parties involved in this procurement process, and to the committee responsible for participating in the evaluation. Any attempt on behalf of a Vendor to gain such confidential information, or to influence the evaluation process (e.g., contact anyone involved in the evaluation, criticize another Vendor, offer any benefit or information not contained in the quote) in any way is a violation of North Carolina purchasing law and regulations and shall constitute sufficient grounds for disqualification of Vendor's offer from further evaluation or consideration in the discretion of the City .

3.3 INTERPRETATION OF TERMS AND PHRASES

This Request for Quote serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract

resulting from this procurement. As such, all terms in the Request for Quote shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract conditions. In determining whether quotes should be evaluated or rejected, the Department will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the Department’s needs as described in the Request for Quote. Except as specifically stated herein, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the Department exercising its discretion to reject a quote in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFQ. By submitting a quote, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFQ. If Vendor is unclear or has any question about the specifications, requirements and terms and conditions herein, it is urged and cautioned to contact the issuing department Contract Lead as specified in this RFQ.

4.1 CONTRACT TERM

The Contract shall have an initial term of One year Five months, beginning on the date of contract award (the “Effective Date”).

This contract will cover FY22 (January 2021-June 2022) and FY23-24 (July 2022-June 2024). At the end of the Contract’s current term, the City shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to a total of two additional one-year terms.

4.2 PRICING

Quote price shall constitute the total cost to Buyer for delivery fully assembled and ready for use, including all applicable charges for shipping, delivery, handling, administrative and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this Quote. Complete ATTACHMENT A: PRICING FORM and include with Quote.

4.3 INVOICES

Vendor shall invoice the City of Rocky Mount Accounting Department. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Buyer with an invoice for each order. Invoices shall include detailed line item information to allow Buyer to verify pricing at point of receipt matches the correct price from the original date of order. At a minimum, the following fields shall be included on all invoices:

Vendor’s Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyers Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

4.4 MINORITY BUSINESS PARTICIPATION

The Bidder has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Bidders even MWBE/HUBs to obtain the aspirational goal where sub-contracting and supplier opportunities exist.

MWBE FIRM	OWNERSHIP STATUS	ADDRESS	WORK TYPE

4.5 REFERENCES

Vendors shall provide at least three (3) different references for which your company has provided Services of similar size and scope to that proposed herein. The city of Rocky Mount may contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Contractor’s performance has been satisfactory. The information obtained shall be considered in the evaluation of the quote. If city of Rocky Mount references are provided it cannot be counted towards your three (3) required references but may be included in addition to.

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER	EMAIL
Optional: City of Rocky Mount			

5.0 SCOPE OF WORK

5.1 GENERAL SCOPE

The city of Rocky Mount is seeking qualified companies to conduct Fire Alarm and Sprinkler Systems testing and provide repairs when required. All testing shall be completed in accordance with applicable NFPA guidelines, state law and local fire code/ordinances. Testing/service shall be based on the location schedule in 5.2. Testing will be completed on a scheduled basis and vendors will be responsible for providing the city a testing schedule 60 days in advance detailing the date, time and location that testing will occur. Responding firm should be able to provide maintenance and/or repair assistance within 48 hours. Labor rates for normal and afterhours request should be included in quote.

Provide a factory recommended professional service, testing, inspections and repair, of installed fire alarm system devices such as smoke detectors, heat detectors, duct-mounted smoke detectors, manual pull stations, audio-visual devices, fire alarm panels and digital alarm communicators. This testing and inspections service shall be performed by properly trained service technicians and inspectors. At least one technician performing the inspection shall be Factory Certified for the specific system being tested. Manufacturer certifications shall be submitted in response to this quote.

5.2 FIRE ALARM SYSTEM INSPECTION INFORMATION

- a) All testing shall be done per the 2013 version of the NFPA 72 National Fire Alarm and Signaling Code.
- b) Scope will require the testing to be completed and a deficiencies list generated via email, for any problems requiring immediate attention. This email will be sent within 24 hours of the completion of the test.
- c) Work hours will be from 8:00 am till 4:00 pm ET Monday through Friday and Saturdays where mutually agreed upon.
- d) Vendor responsible for identifying special needs for access to devices, such as ladders, lifts, etc.
- e) Vendor shall provide all ladders, lifts, radios, test equipment, tools, sources of smoke and heat, and materials as needed, to accomplish the testing per NFPA 72.
- f) Vendor shall provide an hourly labor rate for small repairs. Provide a rate for normal business and a rate for off business hours or weekends. Examples would include smoke detector and base replacement, manual pull station replacement, monitor module replacement, control module replacement, speaker/strobe device replacement, horn/strobe replacement, strobe only replacement.

- g) Vendor shall provide a quote for large repairs when identified. Examples would include power supply replacement, duct smoke detector replacement, and zone chart replacement.
- h) Vendor shall provide documentation of the system testing using an Excel spreadsheet provided by the City.
- i) Vendor shall provide a printout from the Fire Alarm Control Panel for each test.
- j) Vendor shall provide a printout from the Fire Alarm Control Panel for the smoke detector sensitivity levels for each system annually.
- k) The test frequency shall be annually and test methods shall be as described in the 2013 version of NFPA 72, Table 14.4.3.2.
- l) Vendor shall conduct elevator capture testing as follows. Test each elevator lobby detector for proper response and capture of each cab to the proper level. Test each elevator machine room smoke detector for proper response and capture to the proper level. Test each elevator shaft and pit device for proper response, capture to the proper level, and shunt trip where provided. Facilities Maintenance will provide access to all spaces and personnel to reset the elevator controllers and shunt trip breakers.
- m) Vendor shall provide a work schedule for each building within 60 days of award. This schedule must be approved by the Property and Risk Division Manager or designee and adhered to throughout the contract. Any deviations must be approved by the Property and Risk Division Manager.

5.3 REPAIR SERVICES

The main purpose of this contract is to always maintain all fire systems in a ready-to-use condition through proper inspection, testing and maintenance. However, repairs will be needed periodically due to normal wear/tear, equipment service life, unexpected damage, or vandalism. The vendor shall cite the source for an identified repair with a written justification to the respective maintenance supervisor within seven (7) calendar days of inspection completion date. Any repair to a fire alarm system that may be needed shall be requested, justified, quoted, and performed separately. See Attachment A - Pricing Form to provide an hourly labor rate per technician for repair to any fire alarm system. The vendor may submit a detailed justification with a quote for all parts and labor needed for any repair; however, The City reserves the right to obtain additional quotes for repairs via competitive bid. Emergency repairs will be handled via current purchasing procedures.

CALL BACK REPAIR:

The Vendor shall furnish labor and parts to repair equipment on a call back basis as required during normal work hours (8:00am – 5:00pm ET) Monday through Friday and other times when required. Hourly rate for technician and helper (when required). Furnish parts and materials required to place equipment in working condition per manufacturer's specifications. Parts and Materials will be furnished by the Vendor, plus or minus a percent. Specify cost schedule (e.g., invoice, manufacturer price schedule, etc.) where manufacturer price schedule is referenced. The Vendor must notify the Purchasing Division of any price schedule changes and submit a revised schedule.

Normal number of Technician(s)/Helper required:

EQUIPMENT AND SUPPLIES:

The Contractor shall furnish all necessary labor, transportation, equipment, supplies, and materials necessary for professionally performing all work in this contract. Losses to the City caused by inferior quality work, equipment, supplies, or materials will be reimbursed by the Vendor.

5.4 LOCATIONS

Fire Alarm Systems

Facility Address	System	Location	Device	Manufacture	Model #	Quantity	Last Date inspected	Account #	Passcode	Building	Pull Station	Heat Detector	Smoke	Annun	Duct	AV	Strobe
270 Gay St	Alarm	Mech. Room	FAP	Simplex	4100U	1	7/26/2021	104-1994	1168	Imperial	16	11	44	1	30	25	43
367 N. Franklin St.	Alarm	Basement	FAP	Simplex	4100U	1	7/26/2021	104-1227	1168	Theater	10	12	17	1	3	18	12
344 Falls Road	Alarm	Basement	FAP	Simplex	4010	1	7/26/2021	104-1982	2000	Ed Building	5		1	1	3	9	16
111 Coast Line Street	Alarm	Basement	FAP	Simplex	4004-9101	1	8/14/2020			Bus Station	6				2	6	2
301 Cokey Rd.	Alarm	Courtroom	FAP	Simplex	4001-9403	1	8/14/2020			Judicial Center	14		24		8	12	3
331 S. Franklin	Alarm	Police Dept	FAP	Simplex	4100	1	4/20/2021			City Hall	40	2	41		18	28	
402 E Virginia St	Alarm	OIC Tenant	FAP	Edwards System Tech	IO-64	1	10/19/2020			BTWHS							
747 Pennsylvania Ave	Alarm	BTWCC	FAP	Vigilant	VS Series	1				Community Center South RM Community center							
719 Recreation Dr	Alarm	Offices	FAP	Simplex	4007	1								1			
210 Albemarle Ave	Alarm	Mech Room	FAP	Simplex	4010	1	3/3/2021			Burnette	5	3	25			6	3
205 NE Main St	Alarm	Mech Room	FAP	Simplex	4010	1				Douglas Bldg.	11	2	24			14	2
154 E Thomas St	Alarm	Mech Room	FAP	Simplex	4010	1				Manhattan Bldg.	5		5			6	2
170 E. Thomas St	Alarm	Rear Theater	FAP	Simplex	4010	1				BTW Theater Thorpe Building (D's Chill Spot)	5		1		2	9	
207 E Thomas St	Alarm	Mech Room	FAP	Fire-Lite Alarms	MS 9200 UDLS	1											
101 Coastline St	Alarm	Amtrak office Mechanincal Room	FAP	Fire-Lite Alarms	MS-9600LS	1				Train Station	40	2	41		18	28	
285 NE Main St	Alarm	Room	FAP	Simplex	4100ES	1	8/13/2021			Event Center	2	5	18	2	8	98	32

Sprinkler Systems

270 Gay St	Sprinkler	Mechanical Room	Fire Pump			1	3/16/2021			Imperial							
270 Gay St	Sprinkler	Mechanical Room	Wet System			1	3/16/2021			Imperial							
270 Gay St	Sprinkler	Behind Restaurant	Wet System			2	3/16/2021			Imperial							
270 Gay St	Sprinkler	Behind Restaurant	Dry System			1	3/16/2021			Imperial							
270 Gay St	Sprinkler	Art Center	Deludge			1	3/16/2021			Imperial							
270 Gay St	Sprinkler	Mechanical Room	Backflows			3	3/16/2021			Imperial							
367 N. Franklin St.	Sprinkler	Basement	Backflows			1	3/16/2021			Theater							
368 N. Franklin St.	Sprinkler	Basement	Wet system			1	3/16/2021			Theater							
101 Coastline St.	Sprinkler	Basement	Wet System			2	2/4/2021			Train Station							
101 Coastline St.	Sprinkler	Basement	Dry System			1	2/4/2021			Train Station							
101 Coastline St.	Sprinkler		Backflow			3	2/4/2021			Train Station							
331 S. Franklin St	Sprinkler	Penthouse	Backflow			2				City Hall							
106 E. Grand Ave.	Sprinkler	SE corner	Wet System			1	3/19/2021			Fleet Maintenance							
720-724 Albemarle Ave	Sprinkler	Warehouse	Dry System			8	2/5/2021			City warehouse Thorpe Building (D's Chill Spot)							
207 E Thomas St	Sprinkler	Restaurant	Wet			1											

Quote Number:320- 250821AG

Vendor:

207 E Thomas St	Sprinkler	Restaurant	Hood	1	Thorpe Building (D's Chill Spot)
207 E Thomas St	Sprinkler	Restaurant	Backflow	2	Thorpe Building (D's Chill Spot)
101 S. George Street	Sprinkler	Mech Room	Wet	1	Fire Station 1
101 S. George Street	Sprinkler	Mech Room	Backflow	1	Fire Station 1
900 Springfield Rd.	Sprinkler	Mech Room	Wet	1	Fire Station 3
900 Springfield Rd.	Sprinkler	Mech Room	Backflow	1	Fire Station 3
900 S.Winstead Ave	Sprinkler	Mech Room	Wet	1	Fire Station 4
900 S.Winstead Ave	Sprinkler	Mech Room	Backflow	1	Fire Station 4
105 Rowe Dr.	Sprinkler	Mech Room	Wet	1	Fire Station 5
105 Rowe Dr.	Sprinkler	Mech Room	Backflow	1	Fire Station 5
2054 Fenner Road	Sprinkler	Mech Room	Wet	1	Fire Station 6
2054 Fenner Road	Sprinkler	Mech Room	Backflow	1	Fire Station 6
9914 NC-4	Sprinkler	Mech Room	Wet	1	Fire Station 7
9914 NC-4	Sprinkler	Mech Room	Backflow	1	Fire Station 7
180 Cokey Rd	Sprinkler	Mech Room	Wet	1	Fire Logistics Facility
180 Cokey Rd	Sprinkler	Mech Room	Backflow	1	Fire Logistics Facility
285 NE Main St	Sprinkler	Restaurant	Hood	3	Event Center
285 NE Main St	Sprinkler	Mech Room	Wet	3	Event Center
285 NE Main St	Sprinkler	Mech Room	Backflow	3	Event Center

5.5 VENDOR'S REPRESENTATION

- n) Vendor warrants that qualified personnel shall provide all services that may be required under The Contract in a professional manner. "Professional manner" means that the personnel performing the services shall possess the skill and competence consistent with at least the prevailing business standards in the industry. Vendor agrees that it shall not enter any agreement with a third party that may abridge any rights of the City under The Contract. Vendor shall serve as the prime contractor under The Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder.
- o) If any goods, services, functions, or responsibilities not specifically described in The Contract are required for Vendor's proper performance, provision and delivery of the goods and services under The Contract, or are an inherent part of or necessary sub-requirement included within such goods and services, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the goods and services.
- p) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of The Contract; and that entering into The Contract is not prohibited by any contract, or an order by any court of competent jurisdiction.

Attachments to this RFQ begin on the next page.

ATTACHMENT A: PRICING FORM

The price below is to include cost of all labor, transportation, parts, and any incidental equipment or supplies necessary to complete service in a professional manner. These prices will be used as a reference for any repairs made to buildings included in this contract per Section 5.3 of this RFQ. Materials and parts costs will be purchased on separate contracts. Bidder shall provide labor rates for normal and afterhours request in response to this RFQ.

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the City of Rocky Mount for the furnishing of all materials, equipment, and labor necessary to complete the scope of work described in these documents in full and complete accordance with the contract documents, and to the full and entire satisfaction of the City of Rocky Mount for the sum of:

ITEM #	DESCRIPTION	UOM	UNIT PRICE	EXTENDED PRICE
1	FY22 January 2022 – June 2022	5 months	\$	\$
2	FY 23 July 2022 – June 2023	12 months	\$	\$
3	Labor Rates (Mon – Fri) (8:00 am – 5:00 pm)	Per hour	\$	\$
4	Labor Rates (Mon – Fri) (after hours)	Per hour	\$	\$
5	Service Calls (includes weekends and holidays)	Per hour	\$	\$

TOTAL PROPOSAL PRICE: Dollars \$ [REDACTED]

***NOTE:** Service Calls which may be required between Inspections. Service work performed between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday, except *holidays.

Service Calls at 5:00 p.m. - 8:00 a.m., Monday - Friday

*Service Calls - Saturday, Sunday, Holidays -5:00 p.m. on Friday through 8:00 a.m. on Monday.



ATTACHMENT B: INSTRUCTIONS TO BIDDERS

City of Rocky Mount Instructions to Bidders Review <https://rockymountnc.gov/vendor>

ATTACHMENT C: ACCEPTANCE OF GENERAL TERMS & CONDITIONS

Review Terms and Conditions: General at <https://rockymountnc.gov/vendor> Terms and conditions on the vendor webpage that do not apply to this bid: [Federal UG Terms, FEMA Contract Provisions, Sample Contract Terms.](#)

Check here to indicate that you have read and agree to the City of Rocky Mount General Terms & Conditions.

ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION

HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this IFB. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

- a) Is Vendor a Historically Underutilized Business? Yes No
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? Yes No

If so, state HUB classification: [Redacted]

NEW VENDOR REGISTRATION

New vendors must complete a vendor registration form using the link below. If you are a current vendor that needs to update, contact information you may also complete the online vendor registration form. Once registration is complete email a copy of your W9 an E-Verify Affidavit to the contact person listed on the coversheet.

rockymountnc.gov/vendor

HOW TO DO BUSINESS WITH THE CITY OF ROCKY MOUNT

Becoming a Vendor <https://youtu.be/MGOjZxI4iQc>

Competing in the Bid Process <https://youtu.be/yy8dYzPOCUs>

Purchase Order, Payment and Performance <https://youtu.be/wA5zVTizZQM>