



REQUEST FOR PROPOSAL (RFP)
COLLEGE PARK FIRE ALARM AND MONITORING SERVICES

TITLE: College Park Fire Alarm and Monitoring Services

ISSUE DATE: May 17, 2019

DUE DATE: May 24, 2019 10:00 AM CST/CDT

DELIVER TO: Sarah Dement, Payroll & Benefits Coordinator
Mineral Area College
P O Box 1000
Park Hills, MO 63601

Note: Electronically submitted (email/fax) proposals will not be accepted.

Proposals must be received by 10:00 AM CST/CDT on May 24, 2019. Please indicate company name and the primary contact person on the front of each proposal envelope or package. Any proposals received after 10:00 AM CST/CDT on May 24, 2019, will not be considered. Proposals should only be sent to the attention of Sarah Dement and not to any other individuals at Mineral Area College. Other individuals at Mineral Area College should not be contacted and may result in a rejection of your proposal.

Each firm/company will need to furnish four (4) copies of the proposal.

MINERAL AREA COLLEGE REQUEST FOR PROPOSALS

*Please mark the outside of your return envelope:

TO: Mineral Area College
 Attn: Sarah Dement
 P O Box 1000, Park Hills, MO 63601
 Email: sdement@mineralarea.edu
 PH: (573) 518-2129

BID: College Park Fire Alarm and Monitoring Services
 Contract Period 3 Years
 DUE: 10:00 AM CST/CDT, May 24, 2019

Questions concerning this Request for Proposals must be received no later than 12:00 PM May 23, 2019. Proposals must be received by May 24, 2019, no later than 10:00 AM CST/CDT.

DIRECT CONTACT WITH MINERAL AREA COLLEGE BOARD OF TRUSTEES IS PROHIBITED.

INSTRUCTIONS AND CONDITIONS: Please quote the lowest net price at which you agree to furnish the service listed. Please send one (1) original and three (3) copies of this bid response sheet and descriptive folders giving trade names, specifications, and related information on items bid. Samples may be sent to further describe the services in question.

VERIFY YOUR PROPOSAL BEFORE SUBMISSION AS THEY CANNOT BE WITHDRAWN OR CORRECTED AFTER BEING OPENED. Mineral Area College is not responsible for Request for Proposals lost in transit or received after time of quotation closing. It is the vendor's responsibility to confirm receipt of their proposal by contacting Sarah Dement. Please note that all items submitted are considered public documents under the Missouri Sunshine Law and the Freedom of Information Act.

WE WILL ACCEPT ONLY SEALED WRITTEN BIDS. ANY OTHER MEANS WILL NOT BE ACCEPTED.

ALL PRODUCT DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING ASSOCIATED WITH THIS SERVICE MUST BE DETAILED IN THE BID. MINERAL AREA COLLEGE RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, WAIVE MINOR IRREGULARITIES, CONSIDER MINOR VARIATIONS TO SPECIFICATIONS THAT ARE CLEARLY DETAILED, AND ACCEPT THE BID WHICH APPEARS TO BE IN THE BEST INTEREST OF THE COLLEGE.

Item #	Qty	Description	Total Cost
1	1	College Park Fire Alarm Equipment Alternate Option 1	
1	1	College Park Fire Alarm Maintenance Alternate Option 1	
1	1	College Park Fire Alarm Monitoring Alternate Option 1	
1	1	College Park Fire Alarm Equipment Alternate Option 2	
1	1	College Park Fire Alarm Maintenance Alternate Option 2	
1	1	College Park Fire Alarm Monitoring Alternate Option 2	
1	1	College Park Monitoring Services Only	

*Return this form to Sarah Dement at Mineral Area College with Total indicated.
 All prices quotes shall be valid for a minimum of 90 days from closing date of request for proposal.

We agree to furnish the above material and/or service for delivery as specified, at prices shown opposite each item. This form must be completely filled out and signed, or it will not be accepted.
IT IS REQUIRED THAT THE VENDOR READ AND FOLLOW ALL INSTRUCTIONS ON THIS FORM. FAILURE TO DO SO IS SUFFICIENT CAUSE FOR REJECTION.

THIS IS NOT AN ORDER

 Name of Firm

Date: _____

 Signature & Title

MINERAL AREA COLLEGE
REQUEST FOR PROPOSALS

DUE: May 24, 2019

BID: College Park Fire Alarm and Monitoring Services Three Year Contract Period
Proposals must be received no later than 10:00 AM CST/CDT.

PROJECT TIMELINE

May 17, 2019	Request for Proposals Released
May 23, 2019	Questions and inquiries concerning this Request for Proposals must be submitted no later than 12:00 PM CST/CDT. Email: bwilfong@mineralarea.edu Phone: 573-518-3806
May 24, 2019	Bids due by 10:00 AM CST/CDT to: Sarah Dement, Payroll & Benefits Coordinator P O Box 1000 Park Hills, MO 63601 RE: Fire Alarm and Monitoring Services <i>Mail an original and three copies of the bid.</i>
May 24, 2019	RFP's publicly opened and read aloud, 10:15 AM CST/CDT, President's Office
May 24-28, 2019	Evaluation of proposals, interviews with selected firms if needed
May 31, 2019	Recommendations submitted to the College Board of Trustees
July 1, 2019	Contract Effective Date

It is the responsibility of each vendor to inquire about and clarify any requirement of this solicitation that is not understood. The College will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. All inquiries and questions deemed to be substantive in nature must be in writing and submitted as stated in timeline. *Please provide business name, contact, telephone number, email address and fax number on inquires.* Questions may be sent by email to sdement@mineralarea.edu.

ALL SERVICE DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING
ASSOCIATED WITH THIS PROPOSAL MUST BE DETAILED IN THE BID.

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REQUEST FOR PROPOSALS

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SECTION A

General Conditions

The following general conditions should be considered when submitting the proposal:

1. Bidders will execute, sign and submit all bids in accordance with these instructions and the applicable provisions of the specifications.
2. The College is not liable for any costs incurred by vendors in the preparation and presentation of their quotes.
3. By submission of a bid, the bidder represents that he/she has examined the specifications or otherwise satisfied him/herself completely as to the provisions of the scope of this request. Further, the bidder represents that he/she is familiar with all applicable federal, state, and local regulations, and that the compliance is mandatory under the provisions of this request for proposal.
4. Site visit is not required although recommended. Please contact Barry Wilfong at (573) 518-3806 to schedule a site visit of College Park Housing no later than May 23, 2019 at 2:00 p.m.
5. Inquiries requesting clarification or questions regarding the Request for Proposal must be submitted no later than 12:00 PM CST/CDT on May 23, 2019.
6. The College reserves the right to be the sole determining party as to which proposals meet specifications and/or reserves the right to reject any and all proposals.
7. Proposals must be signed by the bidder. Erasures or alterations must be initialed by the bidder. Telephone, fax, or voice proposals will not be accepted. No late proposals will be accepted.
8. The College reserves the right to reject any or all proposals, waive minor irregularities, consider minor variations to specifications that are clearly detailed, and accept the lowest bid which appears to be in the best interest of the college.

SECTION B

Scope of Work

1. Project Overview
 - a. Mineral Area College is seeking the services of qualified contractors for the provision of Fire Alarm and Monitoring Services. This RFP includes two distinct service areas: (1) fire alarm and monitoring services and (2) providing preventative and ongoing maintenance of fire alarm equipment.
 - b. As part of the work, the contractor shall furnish and assume responsibility for everything required for the orderly progress and proper execution and completion of the work, whether temporary or permanent and whether or not incorporated into the work including, but not limited to, materials, equipment, labor including subcontractor, transportation, construction equipment and machinery, tools, and other facilities and incidentals.

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Project Overview Continued

- c. The contractor shall perform and complete assigned work including all demolition and construction services, supervision, administration services, coordination of all subcontractors, tests, inspections, and other items that are necessary to and appropriate for the finishing, equipping and functioning of the facilities and structures, together with all additional, collateral and incidental work and services required for completion of the provision of the work.
- d. Contractor shall not have any public or private interest and shall not acquire directly and indirectly any such interest which conflicts in any manner with the performance of its services under this contract.
- e. Mineral Area College provides no guarantee of work. Award of a contract does not prevent the college from obtaining the services of another contractor for any other project if the college so desires and/or is in the public interest to do so.

2. Scope of Work

The following is intended to describe and specify the ongoing monitoring services for the fire alarm systems for Mineral Area College. Further, to describe and specify preventative and ongoing maintenance, programming, annual testing and related services to support the fire alarm system within the College Park Housing facility.

- a. Monitoring – Provide monitoring and alarm dispatching of the fire alarm control panels/communicators for a period of three (3) years with the option to continue the monitoring for an additional one (1) year at the sole discretion of Mineral Area College. Monitoring costs will be shown as a separate line item in the proposal.
 - 1. Provide 24 hours per day, 7 days per week monitoring on fire alarms transmitted and provide appropriate dispatch response to the alarm. College shall provide protocols for College Park Housing on alarm management and control.
 - 2. In general, the alarm monitoring firm will dispatch fire alarm to appropriate 911 dispatch center immediately on receipt of the alarm.
 - 3. Maintain call down lists for each facility and perform call downs on receipt of the alarm.
 - 4. Provide dispatching special instructions as required.
 - 5. Provide Mineral Area College control of management and contact lists.
 - 6. The monitoring facility must provide any certifications held.
 - 7. Provide reporting to the college for items such as open/close reports, number of people to contact alarm reports, alarm verifications and others as determined by the college, maintain history/reports/logs for easy retrieval for a period of at least three (3) months, and archive history/reports/logs for a period of at least five (5) years, and provide a web based/computer

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Scope of Work Continued
software access.

- b. Maintenance/Testing – Respond to on-call maintenance requests of the fire alarm system and components. This work may include, but not limited to, updating existing alarm control panels/communicators and associated control equipment, power supplies and standby batteries and chargers, audible devices, as directed by the college. The annual required testing of the fire alarm panels and equipment shall be in accordance with NFPA test methods and IFC standards. The on-call maintenance work will be done on a time and material basis with the issuance of an authorization by the college.

3. Alternate Options for Bidding

Mineral Area College is requesting different alternate bidding options. Upon further inspection of the existing equipment/wiring, a determination by the college will be decided at that time what equipment/wiring needs to be replaced, if any. The college reserves the right to make that determination after inspection is completed, even if bid has already been awarded. All work to be performed should be billed in accordance with prevailing wage guidelines as issued by the State of Missouri. Equipment must support cellular and/or network connection for monitoring and dispatching. Attached to this document is a layout of College Park Housing for reference.

Alternate Option 1: Complete testing of current system and replacement of equipment if needed. The bid shall include the removal of existing fire alarm equipment if needed. The equipment consists of the main control panel (1), control subpanel (1), manual pull stations (56), addressable smoke alarms (14), horns/strobes (56), and/or water flow switch monitors (5). The college must be provided a detailed report and shown during an inspection visit any issues with equipment. Provide maintenance contract for a three (3) year period.

Alternate Option 2: Complete testing of current system including wiring and replacement of equipment/wiring if needed. The bid shall include the removal of existing fire alarm equipment if needed. The equipment consists of the main control panel (1), control subpanel (1), manual pull stations (56), addressable smoke alarms (14), horns/strobes (56), and/or water flow switch monitors (5). The college must be provided a detailed report and shown during an inspection visit any issues with equipment/wiring. The wiring contract may or may not be awarded to the same company that is providing the equipment replacement, maintenance, testing, and inspection. Provide maintenance contract for a three (3) year period.

Alternate Option 3: Mineral Area College will be entering into a monitoring contract at the same time as the maintenance contract. This contract may or may not be awarded to the same company that is

MINERAL AREA COLLEGE
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Alternate Options for Bidding Continued

providing the maintenance, testing and inspection of the fire alarm equipment. Provide monitoring contract for the same three (3) year period as the maintenance contract period.

SECTION C

Term of Contract

The initial term of the contract will be three (3) years with an option to renew the contract for one (1) additional year at the College's discretion and approval of the Board of Trustees. The successful bidder will assume responsibilities and have new/updated fire alarm and monitoring system in place on or before July 1, 2019.

The College reserves the right to cancel the contract at any time without cause by giving not less than thirty (30) days prior written notice, or with cause at any time that approved bidder fails to comply with the contract.

SECTION D

Bid Requirements

Bidder must supply a proposal which addresses the following components:

General Information

1. Full name, address, phone number, etc. of fire alarm and monitoring services company, including names of subsidiaries, joint ventures, partnerships and Parent Corporation.
2. Provide a brief description of your company and services to be provided to the College.
3. Qualification statement to demonstrate ability to provide the services articulated in Section B.
4. Identify the individual(s) proposed to work on the College's account. Include a brief summary of their role on the team, work experience, areas of expertise and any other factors you think are relevant.
5. Provide the location from which our account will be serviced and description of services that will be provided through that office.
6. Evidence of Insurability.
7. Sample agreement and warranty information.

Scope of Services

Please identify and provide your strategy for meeting the detailed, but not limited to, Scope of Work as outlined in Section B.

1. Complete testing of current equipment/wiring;
2. Replacement of any agreed upon equipment/wiring needed;
3. Responsible for maintenance for a three (3) year period;
4. Responsible for monitoring for a three (3) year period;
5. Perform annual inspections of fire alarm system.

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References

Minimum of three references from clients for whom bidder is providing, or has provided like or similar services within the previous three (3) years.

SECTION E

Proposal Submission, Evaluation and Award

1. Each bidder shall provide one (1) original and three (3) copies of the proposal in the form as specified by the College along with the detailed statement of any exceptions taken to any part of this proposal with reference to the specific paragraphs involved.
2. Proposals shall be returned on or before the date and time specified above. Bids received after this date and time will not be considered.
3. Proposals may be withdrawn in person or in writing any time prior to the scheduled closing time of receipt of bids.
4. All terms, exceptions, and conditions must be clearly identified in the bidder's proposal. Any terms, exceptions and conditions not identified and presented after the scheduled closing date and time, will not be considered in the evaluation and award process.
5. The College may make such investigations as deemed necessary to determine the ability of the bidder to provide the services as described in this proposal and the bidder shall furnish to the College such information and data for this purpose as the College may request.
6. Proposals will be reviewed by a selection committee using criteria including, but not limited to, the following:
 - a. Quality of proposal
 - b. Pricing
 - c. Response time
 - d. References

SECTION G

The College is not obligated to accept any proposal. All transactions are subject to the final approval of the Board of Trustees who reserves the right to reject any proposal. All costs directly or indirectly related to responding to this Request for Proposal, including all costs incurred in supplementary documentation, information or presentation, will be the responsibility of the proposer.

Proposer shall not offer or give any gratuities or favors or anything of monetary value to any employee, agent or trustees of the College for the purpose of influencing favorable disposition toward a submitted proposal or for any reason while a proposal is pending or during the evaluation process.

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Notice of Non-Discrimination Policy

Mineral Area College is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, gender identity, disability, age, religion, creed, genetic and family medical history as defined by GINA, or marital or parental status, in admissions/access to, or treatment/employment in its programs and activities.

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ALTERNATE OPTION 1

ITEM	DESCRIPTION	BID AMOUNT
A	Replace Main Control Panel	\$
B	Replace Control Subpanel	\$
C	Replace Water Flow Switch Monitors	\$
D	Replace Addressable Smoke Detectors	\$
E	Replace Manual Pull Stations	\$
F	Replace Horns	\$
G	Replace Strobes	\$
H	Maintenance Costs	\$
I	Monitoring Costs	\$

ALTERNATE OPTION 2

ITEM	DESCRIPTION	BID AMOUNT
A	Replace Main Control Panel	\$
B	Replace Control Subpanel	\$
C	Replace Water Flow Switch Monitors	\$
D	Replace Addressable Smoke Detectors	\$
E	Replace Manual Pull Stations	\$
F	Replace Horns	\$
G	Replace Strobes	\$
H	Replace Wiring	\$
I	Maintenance Costs	\$
J	Monitoring Costs	\$

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ALTERNATE OPTION 3

ITEM	DESCRIPTION	BID AMOUNT
A	Monitoring Costs	\$

MINERAL AREA COLLEGE CAMPUS HOUSING

NOTES:

CURRENT EQUIPMENT:

- 14 Addressable Smoke Detectors - Located in HNDCp rooms
- 56 Manual Pull Stations - Located on each Landing
- 56 Horn/Strobes - Located on each landing
- 5 Water Flow Switch Monitors - Located in each bldg
- 1 Main Control panel - Located in Communications Room of the Club House

