

TOWN OF NORTH HAVEN, CT

REQUEST FOR PROPOSAL/BID #23-10
DEADLINE: APRIL 5, 2023 AT 10:00 AM

FIRE SPRINKLER SERVICE

The Finance Department of the Town of North Haven, is soliciting bids for fire sprinkler service, as per the specifications of this RFP/B.

The intent of this Request for Proposal (RFP/B) is to secure a vendor to provide the Town of North Haven with the mandatory inspection, testing, service and maintenance of the sprinkler systems in various Town buildings.

This specification will be used to provide the services of a licensed fire sprinkler company with qualified and licensed service technicians to maintain and service the specified systems within the Town of North Haven, CT.

The service agreement will be for a one (1)-year period after notification of award and may be extended annually for an additional four (4) one-year periods, per mutual agreement.

The Contractor awarded this service contract must maintain a F-1 Fire Sprinkler license and all service employees must have a minimum F-2 Fire Sprinkler license with the State of Connecticut.

The Contractor is to respond to a work request by the Town within 4 hours.

The Finance Department of the Town of North Haven will direct all work. The contractor cannot exceed the value of \$7,500 for any single repair without written approval.

Work Scope:

- A. Provide quarterly inspection and testing of the systems listed in accordance with NFPA 25 and the Connecticut State Fire Code.
- B. As part of item A, include an annual inspection of the back flow preventers for each system.
- C. Provide repair service to those systems listed as a result of inspection, testing and or discharge.

Building Locations:

Town Buildings

Fire Headquarters, 11 Broadway
Police Headquarters, 8 Linsley St
North Haven Memorial Library, 17 Elm St
Montowese Fire Station, 282 Quinnipiac Ave

Billing Procedure:

Results of the inspections and subsequent servicing of the sprinkler systems will be sent along with an invoice of services provided to a contact person in each of the following departments as well as the Town Fire Marshall's office. The results shall be documented in report form by location, identifying the facility location, system type (wet vs. dry), the date of inspection, its existing condition, and comments concerning any necessary repairs. *A sample copy of the inspection & service report to be utilized is to be submitted with the RFP/B.*

No invoice will be processed without an accompanying inspection report.

Inspection, service reports and billing to be sent to the individual departments as follows:

1. North Haven Town Hall
Attn: Finance Department, Richard Monico, 18 Church St,
North Haven, CT 06473
2. North Haven Fire Department
Attn: Chief Paul Januszewski, 11 Broadway,
North Haven, CT 06473

Bidder Reply

Bidders are to respond to this request for bid by completing the attached Reply Sheets. Bidders shall indicate their pricing, and all other required information on the Reply Sheets. **The pricing on the Reply Sheets shall be complete and shall include the costs of all shipping, delivery, insurance, certificates, permits, etc.**

The pricing on the Reply Sheets shall represent the prices and rates that shall be in effect for the entire first year of the service agreement. Bidders shall also indicate if there may be increases in pricing for the optional years of the service agreement. If price changes are possible in the option years, bidders shall indicate the maximum percentage of the potential increases or decreases on the Reply Sheets.

Issuance of Addenda

The Town of North Haven reserves the right to amend this solicitation by addenda. Addenda will be posted to the Town's website (http://www.northhaven-ct.gov/bids_and_proposals.php) up to 48 hours in advance of the bid/proposal's due date and time. **It is the bidder's responsibility to check the Town's website for addenda.** If in the Town's opinion revisions are of such a magnitude, the deadline for this solicitation may be extended in an addendum. In addition, addenda can change specifications, reply sheets, and times and dates for prebid meetings as well as due dates/deadlines for questions and bids/proposals. **No notification of addenda issuance will be made other than on the Town's website.**

Withdrawal of Bids (Or Proposals) Prior To Deadline

A bidder wishing to withdraw a bid/proposal prior to the deadline may do so by preparing a formal written request on company letterhead. The person who signs the letter must be the same person who signs the reply sheets. The Town will verify that the signature on the letter matches the signature on the reply sheets.

The Town will also verify the request to withdraw the bid/proposal by calling the bidder at the telephone number supplied on the reply sheets.

After the Town is satisfied that a request to withdraw a bid/proposal before the established deadline is valid, the bid/proposal will be returned to the bidder. The bidder may then withdraw completely from the bidding process, or may modify the bid/proposal and resubmit before the deadline.

Withdrawal of Bids (Or Proposals) After The Deadline

If bid security is required and a bidder does not honor his/her bid for the specified time, the bid check shall become the property of the Town; or, if a bid bond was furnished, the bid bond shall become payable to the Town.

After the bid/proposal deadline has passed, the submitted bids/proposals become the property of the Town and are valid offers to be honored by the bidder for sixty (60) days or longer, as specified in the Request for Bid/Proposal.

Bidders who do not honor their bids/proposals for the sixty (60) day (or as specified) period, shall be declared irresponsible bidders.

Packaging

Each bid must be sealed to provide confidentiality of the information prior to the submission date and time. The Town will not be responsible for premature opening of bids that are not properly labeled.

Price Guarantee

Bids will remain in effect for a minimum period of sixty (60) days from the deadline for submission of the bid.

Payments

The Town of North Haven shall make payment net thirty (30) days of receipt of invoice, submittal of documentation, and acceptance of the products and or services.

Taxes

The Town of North Haven is exempt from the payment of taxes imposed by the federal government and/or State of Connecticut, and such taxes shall not be included in the bid prices.

Reservation of Rights

The Town of North Haven reserves the right to reject any and all bids not deemed to be in the best interest of the Town, or to accept that bid which appears to be in the best interest of the Town. The Town reserves the right to waive any and all formalities, or to reject any or all bids or any part of any bid. The Town reserves the right to award this contract as a lump sum or on a line-by-line basis. The Town reserves the right to award more than one contractor.

Cancellation of Award/Contract

If the contractor fails to perform or observe any material term or condition of the bid or service agreement and such failure continues for thirty (30) days after the contractor's receipt of written notice, the Town of North Haven may cancel the service agreement without liability for cancellation/termination charges.

Contract Format

The Town of North Haven has included as part of this request for bid/proposal, **Exhibit C**, the service agreement contract format to be used for this service. In order to be considered by the Town, any exceptions to the language included in the Town's contract format must be declared in the exception area of the Reply Sheet.

Permits

The contractor shall ascertain what permits may be required to perform the work described in the specifications. All required permits shall be obtained and paid for by the contractor. Various permits may be obtained at the Building Department, Town Hall Annex, 5 Linsley St, North Haven, CT 06473.

Insurance Requirements

The **awarded** vendor will be required to provide insurance coverage as specified on the Insurance Requirements Sheet, **Exhibit A**, of this RFP/B. The **Acord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. The most current Acord form should be used for insurance documentation purposes. Company name and address must conform on all documents including insurance documentation. It is required that the agent/broker note the individual insurance companies providing coverage, rather than the insurance group, on the Acord form. The Contract number (provided to the awarded Contractor), project name and a brief description must be inserted in the “Description of Operations” field. It must be confirmed on the Acord Form that the Town of North Haven is endorsed as an additional insured by having the appropriate box checked off and stating such in the “Description of Operations” field.

A letter from the awarded vendor’s agent/broker certifying that the Town of North Haven has been endorsed onto the general liability policy as an additional insured is also mandatory. This letter shall be addressed to the Towns’ Director of Administration/Procurement and must follow exactly the format of the letter attached as Exhibit B. **It must be signed by the same individual authorized representative who signed the Acord form. Both the certificate of insurance and the letter must be signed with original ink “wet” signatures.** If the insurance coverage required is provided on more than one Acord certificate of insurance, then additional agent/broker letters are also required. Contract development will begin upon receipt of complete, correct insurance documentation.

The Contractor shall be responsible for maintaining the above insurance coverages in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of A:VII or better, licensed to write such insurance in Connecticut and acceptable to the Finance Director, Town of North Haven. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department.

The vendor shall submit with the proposal the signed, original **“Insurance Procedure”** form, **page 11**, which states that the vendor agrees to provide the specified insurance coverage for this proposal at no additional charge above any insurance charge declared in the bid.

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FIRE SPRINKLER SERVICE

REPLY SHEET (Page 1 of 5)

Provide pricing below, as per the specifications of this RFP/B:

- A. Yearly cost for quarterly sprinkler inspection with yearly inspection of back flow preventer.

Fire Headquarters	\$ _____	year
Police Headquarters	\$ _____	year
North Haven Memorial Library	\$ _____	year
Montowese Fire Station	\$ _____	year

- B. Repair Service - Standard Labor Rates

**Contractors overhead, profit, equipment & transportation are to be included in the following rates*

F-1 Fire Sprinkler Technician	\$ _____	/hr.*
F-2 Fire Sprinkler Technician	\$ _____	/hr.*

Premium Labor Rates

F-1 Fire Sprinkler Technician	\$ _____	/hr.*
F-2 Fire Sprinkler Technician	\$ _____	/hr.*

Percentage of Markup on all material purchases _____%*

Contractor will be required to submit a separate material invoice from the supplier of the material along with the invoice for service. The contractor will apply the above percentage to the material portion of the invoice. Material costs incurred by the contractor will only be paid if the supplier invoice is attached.

VENDOR NAME: _____

AUTHORIZED SIGNATURE: _____

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REPLY SHEET (Page 2 of 5)

Bidder shall indicate below if pricing may either increase or decrease in the option years of the service agreement:

_____ Yes, pricing may increase or decrease in the option years.

_____ No, pricing will not increase or decrease in the option years.

If pricing may increase or decrease in the option years, bidder shall indicate below the maximum percentage of the potential increases or decreases for each option year.

Option Year	Maximum Labor Price Increase (if any)	Maximum Materials Price Increase (if any)	Maximum Labor Price Decrease (if any)	Maximum Materials Price Decrease (if any)
1	%	%	%	%
2	%	%	%	%
3	%	%	%	%
4	%	%	%	%

Bidder may list below the key features that distinguish the bidder's services from their competitors:

VENDOR NAME: _____

AUTHORIZED SIGNATURE: _____

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REPLY SHEET (Page 3 of 5)

EXCEPTIONS

Bidder shall indicate below any exceptions to the specifications, language of this RFP/B, and/or to the language of the attached service agreement format:

REFERENCES

Bidder shall list below the names and telephone numbers of five customers/references for which they have provided products and services similar to the ones described in this RFP/B:

REFERENCE	CONTACT NAME	TELEPHONE #

Bidder shall list below all subcontractors (if any) that may be used to work on this project:

SUBCONTRACTOR NAME	CITY, STATE	TYPE OF BUSINESS

VENDOR NAME: _____

AUTHORIZED SIGNATURE: _____

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REPLY SHEET (Page 4 of 5)

Non-collusion Language

In submitting this bid/proposal, the undersigned declares that this is made without any connection with any persons making another bid/proposal on the same contract; that the bid/proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town, or any person in the employ of the Town, is directly or indirectly interested in said bid/proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.

Compliance with Ethics Code

In submitting this bid, the undersigned further declares that it has not, and will not, induce or attempt to induce any Town of North Haven employee or officer to violate the North Haven Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of, such contract.

The undersigned further understands that the above declarations are material representations to the Town of North Haven made as a condition to the acceptance of the bid/proposal. If found to be false, the Town of North Haven retains the right to reject said bid/proposal and rescind any resulting contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said bid/proposal and contract or purchase order.

BIDDER'S COMPANY NAME _____

ADDRESS _____

TELEPHONE # _____ **FAX #** _____

E-MAIL ADDRESS _____

WEB SITE _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

TITLE _____

STATE OF CT TAXPAYER ID # _____

FEDERAL TAXPAYER ID # _____

INCORPORATED IN THE STATE OF _____ **Corporate Seal** Yes No

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REPLY SHEET (Page 5 of 5)

Non-collusion Language (continued)

The North Haven Code of Ethics can be found at <https://ecode360.com/11767034>. Relevant provisions of the Code of Ethics state as follows:

2. **DEFINITION.** (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the town and the interest of any person or his immediate family in any corporation, firm or partnership which has a direct or indirect interest in any transaction with the town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the town. (3) Town officer shall mean and include any official, employee, agent, consultant or member, elected or appointed, of any board, department, commission, committee, legislative body or other agency of the town. (4) Transaction shall mean and include the offer, sale or furnishing of any real or personal property, material, supplies or services by any person, directly or indirectly, as vendor, prime contractor, subcontractor or otherwise, for the use and benefit of the town for a valuable consideration, excepting the services of any person as a town officer.
3. **GIFTS AND FAVORS.** No town officer or his immediate family shall accept any valuable gift, thing, favor, loan or promise which might tend to influence the performance or nonperformance of his official duties.
4. **IMPROPER INFLUENCE.** No town officer having a substantial financial interest in any transaction with the town or in any action to be taken by the town shall use his office to exert his influence or to vote on such transaction or action.

By signing below, the undersigned declares that he/she has read the non-collusion language contained herein and agrees to abide by its contents:

AUTHORIZED SIGNATURE _____

PRINT NAME _____

BIDDER'S COMPANY NAME _____

CONTRACT SIGNATURE

The bidder shall indicate below, the full name, title, and the complete mailing address of the authorized person (i.e., **officer of the company**) who will sign the contract (if one is needed) for this procurement:

TOWN OF NORTH HAVEN, CT

INSURANCE PROCEDURE FORM

THE BIDDER SHALL RETURN THIS COMPLETED FORM WITH THE PROPOSAL/BID. FAILURE TO DO SO MAY RESULT IN REJECTION OF THE BID/PROPOSAL.

The bidder shall take the Insurance Requirement Sheet (Exhibit A) to the bidder's insurance agent/broker upon receipt of the bid documents. The bidder and the agent/broker shall familiarize themselves with the required levels of insurance, and the documentation process necessary for the successful development of a contract with the Town of North Haven, CT for this project.

The bidder shall determine if existing insurance coverage is sufficient, or if any costs for new or additional coverage is required for the specified work noted in this RFP/B. Any bids/proposals which contain exceptions to the insurance requirements may be considered nonresponsive and may be rejected.

STATEMENT OF BIDDER AND BIDDER'S AGENT/BROKER:

We have read the insurance requirements for this project and confirm that we are willing and able to document the required levels of coverage as the Town of North Haven, CT has specified. The bid pricing submitted reflects all insurance costs for this project.

If awarded this contract, the complete and correct insurance documentation shall be submitted to the Town of North Haven, CT within ten (10) days after the date of the award of the contract.

Bidder's Company Name: _____

Authorized Bidder's Signature: _____

Date: _____

Bidder's Insurance Agent/Broker's Company Name: _____

Authorized Agent/Broker's Signature: _____

Date: _____