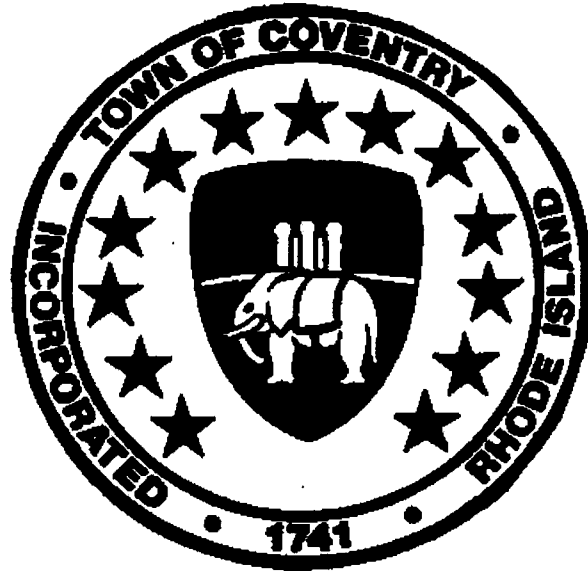


**REQUEST FOR PROPOSAL**  
**FIRE PROTECTION SERVICES**



*[Handwritten signature]*

**AUGUST 2020**

**SPECIFICATIONS  
for  
Fire Protection Services**

**1.0 SCOPE**

The Town of Coventry is soliciting Request for Proposals (RFP) for on-site Fire Protection Services from qualified firms for Town owned properties. The objective of this RFP is to engage firms to provide quarterly inspections of the fire alarm systems and annual fire extinguisher inspections, firms will need licensed, experience, expertise and capacity to provide on-site fire protection services. Fire Protection Services is not limited to the following; quarterly fire alarm testing, annual fire extinguisher inspections, emergency lighting, industrial systems and fire sprinklers.

Qualified firms are invited to submit a written proposal describing their qualifications, relevant experience and fees to perform quarterly fire alarm inspections and annual fire extinguisher inspections on (7) seven Town owned properties.

Qualified firms will be evaluated on their qualifications, experience and fees for service.

**2.0 APPLICABLE DOCUMENTS.**

A list of Town owned properties are included as part of this RFP for reference.

**3.0 REQUIREMENTS**

Qualified firms are directed to review and analyze the real properties for data to include:

- Provide quarterly fire alarm testing and inspections of the designated properties
- Provide annual fire extinguisher inspections to include state sticker and any service charges
- Provide testing and inspections that meet UL, NFPA and the jurisdictional Fire Departments requirements
- Provide reports and all available documentation regarding testing and inspections

**4.0 TIME OF PERFORMANCE**

All testing and inspections will commence on September 1, 2020  
Police/Human Services service to commence starting January 1, 2021

**5.0 QUALIFICATIONS:**

- Ability to inspect, test and maintain components of the various Fire Protection Systems not limited to the following; quarterly fire alarm testing, annual fire extinguisher inspection, emergency lighting, industrial systems and fire sprinklers
- Minimum five (5) years of experience in testing and inspection of Fire Protection Services for public property

**6.0 INSPECTIONS:**

The Town will provide a walk through for inspections of all (7) seven facilities:

Town Hall/Library	Town Hall Annex
Public Works	Police/Human Services
Parks & Recreation	Sandy Bottom Pump Station
Woodland Manor Pump Station	

**7.0 PROPRIETARY PRIVILEGES**

The Town of Coventry reserves the right to award this bid in part or in whole.

The Town of Coventry reserves the right to cancel the contract immediately for failure to comply with these specifications.

**8.0 MISCELLANEOUS PROVISIONS.**

The successful bidder must provide the Town, prior to award, a certificate of insurance naming the Town of Coventry as the additional insured on the policy and so stated on the certificate. Claims Made Coverage is written on a claims-made basis, the Certificate of Insurance shall clearly state so.

R.I. State Labor Laws Chapter 37-12 and 13 must be adhered to when applicable. The successful bidder must comply with all local, State and Federal Laws, when applicable.

No subcontractors can be utilized under this contract without Town approval.

Contractor is responsible to visit each location and verify the needs of this RFP. Please contact Dino Falconio, Town Safety Officer, at 401-822-9183 to schedule a visit.

## **PROPOSAL**

The undersigned bidder has carefully examined the (7) seven Town owned properties, has become familiar with local conditions and the character and extent of the properties, has carefully examined the contract documents which are acknowledged to be a part of this Proposal, and the Proposal form, and thoroughly understands their stipulations, requirements and provisions.

The undersigned bidder has determined the nature and quality and has investigated the location of the properties.

The undersigned bidder hereby agrees to be bound by the Award of the Contract and, if awarded the contract on this Proposal, to provide the required insurance documents.

The bidder proposes to execute the agreement within ten (10) calendar days after award. The bidder agrees that the Town may, upon the bidders' failure to abide by the Terms of the Agreement, cancel the contract by written notice to the Appraiser.

The term of the contract will be (2) two years with (3) three one year extensions. Extension shall be at the Town's sole discretion for each (1) one year extension.

Contractor shall be able to respond to critical issues within 2-4 hours of call and able to respond within 24-48 hours of non-critical calls.

Payment terms will be net (30) thirty days.



**TOWN OF COVENTRY**  
**DEPARTMENT OF PUBLIC WORKS**  
1670 Flat River Road, Coventry, RI 02816  
401-822-9183

**BID FORM          2020**

The undersigned bidder declares that this proposal is made without connection with any other person or persons making proposals for the same work, and is in all respect fair and without collusion or fraud.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE SIGNED

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

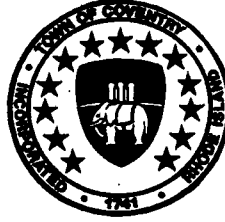
TELEPHONE NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

Corporation Incorporated Under the Laws of the State of \_\_\_\_\_

Date of Incorporation \_\_\_\_\_

PRESIDENT: \_\_\_\_\_ SECRETARY: \_\_\_\_\_



**TOWN OF COVENTRY  
DEPARTMENT OF PUBLIC WORKS  
1670 Flat River Road, Coventry, RI 02816  
401-822-9183**

**BID FORM (CONTINUED) 2020**

**Town Hall/Library:**

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Written Fee for quarterly Fire Alarm Testing	\$
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Written Fee for annual Fire Extinguisher Inspection	\$
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**Town Hall Annex:**

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Written Fee for quarterly Fire Alarm Testing	\$
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Written Fee for annual Fire Extinguisher Inspection	\$
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**Public Works:**

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Written Fee for quarterly Fire Alarm Testing	\$
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Written Fee for annual Fire Extinguisher Inspection	\$
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**Parks & Recreation:**

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Written Fee for quarterly Fire Alarm Testing	\$
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Written Fee for annual Fire Extinguisher Inspection	\$
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**ANTI-COLLUSION CERTIFICATE FOR CONTRACT AND FORCE ACCOUNT**

Title 23, United States Code, Section 112(c), requires, as a condition precedent to approval by the Director of Public Roads of the contract for this work, that there be filed a sworn statement executed by, on behalf of, the person, firm, association, or corporation to whom such contract is to be awarded, certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract. This sworn statement shall be in the form of an affidavit executed and sworn to by the successful bidder before a person who is authorized by the Laws of this State to administer oaths. If the original of such sworn statement is not signed and submitted, the bid will not be considered responsible.

In order to comply with the above-noted Section 112(c), every bidder must complete the required certification statement.

A bidder will not be considered for award of contract under this invitation for bid unless such bidder completes the following required certification statement prescribed below:

To the Town of Coventry

STATE OF RHODE ISLAND

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ (name of party signing affidavit) \_\_\_\_\_ (title), being duly sworn, do depose and say: On behalf of \_\_\_\_\_ (name of Contractor), of \_\_\_\_\_ that said Contractor has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the Coventry contract.

Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2020

My commission expires \_\_\_\_\_.  
Signature and Seal of Notary Public



## **GENERAL CONDITIONS**

### **1. RESERVATIONS:**

- a. The Town reserves the right to waive formalities or technicalities in bids as the interests of the Town may require.
- b. The Town may waive minor differences in specifications provided these differences do not violate the intent of the specification or materially affect the operation for which the item is being acquired.
- c. Bids which show omission, irregularity, alteration of forms, or additions not called for, and conditional or unconditional, unresponsive bids or bids obviously unbalanced may be rejected.
- d. The Town reserves the right to award contracts on a lump sum or an individual item basis or such combination thereof as the interests of the Town may require.
- e. If in the Town's judgment, the Town's best interest will be served by doing so, the Town reserves the right to reject any and/or all bids; to accept a portion of a bid or bids only; to advertise for new bids; to proceed to do the work otherwise; or to abandon the work.

### **2. DISPUTES:**

In cases of disputes as to whether or not the service quoted or delivered meets the specifications, the decision of the Town shall be final and binding on both parties.

### **3. FAILURE TO DELIVER:**

In the event the Bidder fails to deliver the services covered by the contract and in accordance with the delivery terms stipulated in the contract, then the Town will have the right to award the services covered in the Bid Proposal to the next lowest Bidder.

### **4. INSURANCE:**

The Bidder shall maintain such commercial general liability and broad form property damage insurance and Workers' Compensation Insurance as will protect the Town from any and all claims under Workers' Compensation Acts, and from any other claims for loss or damages or for general injury or damage to property which may arise from Bidder's operations under the contract; whether such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them. Certificate of Insurance shall be on an occurrences basis. Claims Made Coverage is written on a claims-made basis, the Certificate of Insurance shall clearly state so.

**The Bidder shall name the Town as additional insured to the required insurance policy and will furnish a Certificate of Insurance or other acceptable evidence of insurance coverage to the Town within ten (10) days from date of award, but in no event later than the date of execution of the Contract.**

a. **Comprehensive Liability Insurance:** Limits of Coverage (Applies ONLY to Bidders performing services in and/or for the Town) Limits of coverage for commercial general liability and broad form property damages coverage are to be no less than One Million Dollars (\$1,000,000.00) occurrence/One Million Dollars (\$1,000,000.00) aggregate personal injury and death and One Million Dollars (\$1,000,000.00) property damage. One Million Dollars (\$1,000,000.00) aggregate, where insurance aggregates apply.

b. **Automobile Liability Insurance.** Motor vehicle insurance meeting the requirements of Rhode Island law and covering every vehicle and driver involved in providing the services, in the following amounts:

- (1) Bodily injury liability with limits of \$500,000.00 each person and \$1,000,000.00 each accident;
- (2) Property damage liability with a limit of \$100,000 each accident.

c. **Workers' Compensation:** Bidder shall maintain Worker's Compensation coverage for the duration of the contract. Evidence of coverage must be presented before the final contract is signed by the Town.

**5. INDEMNIFICATION:**

The successful bidder will be required to indemnify, defend and hold the Town harmless against any and all liability to any person or persons for or by any reason of any condition or malfunction of the materials used, and against any and all claims made or liability to any person or persons by reason of any act or omission or negligence of the bidder or any of its agents, servants, or employees. This indemnification shall include reasonable attorney's fees incurred by the Town in connection with such claim or liability.

**BIDDER RESPONSIBILITY FORM**

*(A separate sheet of paper may be used if necessary)*

1. Summarize briefly your experience in providing the service outlined in the attached specifications:

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2. List the names and addresses of three (3) firms, ***with telephone numbers and contact person***, for which you have provided similar services:

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**EQUAL OPPORTUNITY EMPLOYER**

This company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, This company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

This company expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

Bidder: \_\_\_\_\_  
Type/Print Name of Company

Address: \_\_\_\_\_

Town/State: \_\_\_\_\_  
Zip Code

By: \_\_\_\_\_  
Signature of Person Authorized to Sign Bid

\_\_\_\_\_  
Type/Print Name and Title of Person  
Authorized to Sign Bid

Town of Coventry, RI

**STATEMENT UNDER OATH TO ACCOMPANY BID**

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price.

ATTEST/WITNESS

\_\_\_\_\_  
Name of Bidder-Type/Print

By: \_\_\_\_\_  
Signature of Person Authorized to Sign

\_\_\_\_\_  
Name and Title of Signatory (Type or Print)

STATE OF \_\_\_\_\_

LOCALITY OF \_\_\_\_\_, TO WIT:

On this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_, before the undersigned officer, personally appeared \_\_\_\_\_, known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument for the purposes therein contained. IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year aforesaid.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**LEAVE BLANK**