

Board of Commissioners

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**Clinton County
Request for Proposals
Portable and Fixed Fire Extinguisher Inspection and Maintenance**

Section I. Introduction

Clinton County ("County") is accepting proposals to provide portable and fixed fire extinguisher inspection and maintenance services. This document is a Request for Proposals ("RFP") for the services described below. The RFP establishes minimum requirements a proposer must meet in order to be eligible for consideration as well as information to be included in the proposal.

Proposers should carefully examine the specifications, conditions and limitations. The selection of the successful proposer will be made based on the County's evaluation and determination of the relative ability of each proposer to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

1. Proposer's History and Organization
2. Cost and Invoicing
3. Insurance
4. References

The County is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals or amend the scope of the project. All of the proposers must be duly licensed or otherwise have the ability to perform work in accordance with all applicable laws and regulations.

Under the Right to Know Law, the County is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

Section II. Submissions of Proposals

The deadline for receipt of proposals in response to this RFP is 5:00 p.m. on December 4, 2018. Late submittals will be rejected. All proposals are to be sealed and addressed to: Clinton County Commissioners Attn: Jann Meyers, Chief Clerk 2 Piper Way, Suite 300, Lock Haven, PA 17745 Phone: 570-893-4000

Email: jmeyers@clintoncountypa.com

The proposal submission may be mailed or delivered to the above address. Any questions regarding this RFP may be addressed to Commissioner Jeff Snyder at 570-893-4000 or jsnyder@clintoncountypa.com.

All bids will be opened on Thursday, December 6, 2018, at 10:00 A.M. at the regularly scheduled meeting of the Board of Commissioners at the Piper Building, 2nd Floor Meeting Room, 2 Piper Way, Lock Haven, PA 17745. The Commissioners reserve the right to accept or reject any or all bids and to waive any irregularity in the bids and the bidding process.

Section III. Contract Term

The term of this contract shall be for a one (1) year period, commencing January 1, 2019, unless terminated by either party with a thirty (30) day written notice.

Section IV. Scope of Services

This service includes visual inspection, hydrostatic testing, recharging as needed, repairing as needed, all required labor and certification tags for all portable and fixed fire extinguishers in all County owned buildings located throughout Clinton County, PA. All servicing must be in strict accordance with current NFPA 10 standards.

The County currently has approximately 122 portable fire extinguishers and 1 fixed extinguisher systems in service located in 8 different locations and multiple vehicles. They are as follows:

ABC: 120

Halon: 1

Fixed: 1

Wet K: 1

The successful proposer shall be required to recharge fire extinguishers to full weight as needed, tighten all hoses and connectors, use only authorized replacement parts and make note of any repairs or parts replaced on repair tags.

Section V. Instructions

Responding Companies must address the following subjects in their proposal:

1. **Proposer History and Organization-** Provide a brief history of the proposer. Explain ownership and include brief biographical information regarding the personnel who would be directly responsible for the service.
2. **Cost and Invoicing-** Provide service rates for portable and fixed fire extinguishers as described in Section IV and service rates for any additional services, including service of additional extinguishers and replacement costs of same, if needed and approved by the County Commissioners.
3. **Insurance-** The successful proposer shall carry and maintain, with respect to any work or service to be performed at County facilities, insurance written by a responsible insurance carrier, to provide for the following:
 - a. Workers' Compensation as required by applicable statute and Employer's Liability Insurance.
 - b. Commercial General Liability Insurance in the amount of \$1,000,000.00 listing the County as additional insured.
 - c. Automobile Liability

Please include with the proposal a copy of each Certificate of Insurance including limits.

4. **References-** Provide at least three (3) client references whose facilities are comparable in size and profile to the County facilities and equipment. Include client name, address, contact person and contact number.