



## REQUEST FOR QUOTATIONS (RFQ) No. Q19024

### Fire Alarm Testing, Maintenance and Monitoring

DATE: October 22, 2019

CONTACT NAME: All questions shall be sent via e-mail to: [procurement@hacc.org](mailto:procurement@hacc.org)

Quote responses are due **Wednesday, November 06, 2019 at 2:00 p.m. Central Standard Time.** Email signed responses to [Procurement@hacc.org](mailto:Procurement@hacc.org) or hand carry to the Corpus Christi Housing Authority, Procurement Office located at 3740 S. Port Ave., Corpus Christi, Texas 78415.

Note: 1. All questions must be sent to [procurement@hacc.org](mailto:procurement@hacc.org).  
2. Vendors must contact Procurement Office to schedule a site visit. [Procurement@hacc.org](mailto:Procurement@hacc.org) or call (361) 889-3373.

  
Rose Mary Khosrowsalafi  
Procurement Specialist

Signature and submission of this response shall serve as evidence that the Contractor understands and agrees to all conditions of the Request for Quotations.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name of Authorized Representative                      Signature

\_\_\_\_\_  
Address                      Phone Number

\_\_\_\_\_  
E-Mail Address                      Date

**Request For Quotations (RFQ) No. Q19024,  
Fire Alarm Testing, Maintenance and Monitoring**

**1.0 THE AGENCY'S RESERVATION OF RIGHTS.** The Agency reserves the right to:

- 1.1 Right to Reject, Waive, or Terminate the RFQ.** Reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by the Agency to be in its best interests.
- 1.2 Right to Not Award.** Not to award a contract pursuant to this RFQ.
- 1.3 Right to Terminate.** Terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- 1.4 Right to Determine Time and Location.** Determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFQ.
- 1.5 Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Agency Contracting Officer (CO).
- 1.6 Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
- 1.7 Right to Reject any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8 No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.
- 1.9 Right to Prohibit.** At any time during the RFQ or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

**2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.** The Agency is soliciting pricing for inspections, monitoring and testing of the fire alarm systems, fire sprinkler system, and backflow. See attached SOW.

**3.0 PROVISIONS.**

- 3.1 Assignment of Personnel.** The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.
- 3.2 Unauthorized Sub-Contracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.

**Request For Quotations (RFQ) No. Q19024,  
Fire Alarm Testing, Maintenance and Monitoring**

**3.3 Award Period.** This is twelve (12) month award with an option to extend for four (4) additional twelve (12) month periods subject to approval by both parties. The initial term begins December 01, 2019 and ends November 30, 2020.

**3.4 Licensing and Insurance Requirements.** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:

**3.4.1 Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);

**3.4.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a maximum deductible amount of \$5,000;

**3.4.3 Automobile Insurance.** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.

**3.4.4 City/County/State Business License.** If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of Corpus Christi, Nueces County, and/or the State of Texas.

**3.5 Right to Negotiate Final Fees.** The Agency shall retain the right to negotiate the amount of fees that are quoted by Approved Vendors.

**3.6 Contract Service Standards.** All work performed pursuant to this RFQ must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations. Industry and manufacturer standards apply.

**3.7 Jurisdiction of Law.** The laws of the State of Texas shall govern. The parties agree that Nueces County, Texas is the appropriate forum for any action relating to this contract. Should any party hereto retain counsel for the purpose of initiating litigation or arbitration to enforce, prevent the breach of any provision hereof, or for any other judicial remedy, then the prevailing party shall be entitled to be reimbursed by the losing party for all costs and expenses

**Request For Quotations (RFQ) No. Q19024,  
Fire Alarm Testing, Maintenance and Monitoring**

incurred thereby, including, but not limited to, reasonable attorney's fees and costs incurred by such prevailing party.

**3.8 Indemnification.** Offeror shall fully indemnify, save, and hold harmless the Agency, its officers, employees, and agents (hereinafter "the Indemnities") against any and all liability, damage, loss, claims, demands, and actions of any nature whatsoever based on personal injuries (including, without limitation on the foregoing, workers' compensation and death claims), or property loss or damage of any kind whatsoever, which arise out of or are in any manner connected with, or are claimed to arise out of or be in any manner connected with, the performance of the contract, unless such injury, loss, or damage is caused by the sole negligence of the Indemnities. Offeror shall at its own expense, investigate all such claims and demands, attend to their settlement or other disposition, defend all actions based thereon, and pay all charges of attorneys and all other costs and expenses of any kind arising from any such liability, damage, loss, claims, demands, and/or actions.

**3.9 Warranty.** All products shall have a standard commercial or manufacturer's warranty.

**Request For Quotations (RFQ) No. Q19024,  
Fire Alarm Testing, Maintenance and Monitoring**

**(1) Instructions.** Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal.

**(2) Resident Participation.** Are you claiming a Resident participation business preference? Yes ☐ No ☐ (Are you Housing resident company or have Housing resident employees?)

**(3) Debarred Statement.** Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Texas, or any local government agency within or without the State of Texas? Yes ☐ No ☐ If "Yes," please attach a full detailed explanation, including dates, circumstances and status.

**(4) Disclosure Statement.** Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes ☐ No ☐ If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

**(5) Felony Disclosure.** Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes ☐ No ☐ If "Yes," please attach a full detailed explanation, including dates, circumstances and status. PLEASE NOTE: The Agency reserves the right to not award to any proposer that has staff who has been convicted of a felony, if the Agency feels that doing such is in its best interests.

**(6) Non-Collusive Affidavit.** The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said proposal are true.

**(7) Proposer's Statement.** The proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs where provided, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by the Agency, either in hard copy or referenced. Pursuant to all RFQ Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Agency with the services described herein for the fee(s) entered within.

**Request For Quotations (RFQ) No. Q19024,  
Fire Alarm Testing, Maintenance and Monitoring**

## **Scope of Work**

### **General Scope of Work:**

The HA is seeking responsible vendors to provide the inspection, monitoring and testing of the fire alarm systems, fire sprinkler system and backflow.

The Contractor shall furnish all materials, labor, tools and equipment for the testing and normal repairs and maintenance of fire sprinkler system and backflow.

The Contractor shall furnish all materials, labor, tools, and equipment for the fire alarm monitoring and annual inspections.

The Contractor shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits to provide the services under this RFQ.

### **Monitoring Fire Alarm System:**

Contractor shall monitor the Fire Alarm System and providing alerts when action is needed.

- Monitoring the main fire alarm panel which controls the apartment buildings and main office as specified in the SOW
- Dispatching fire department if necessary
- Notification to designated individual(s) that fire department was dispatched
- Notification of trouble signal to Answering Service
- Continuous monitoring 24 hours a day seven,(7) days a week
- Emails of all trouble signals
- Reliability and ease of contract with the monitoring company

### **Maintenance and Inspection: Fire Alarm, Fire Sprinkler System and Backflow:**

Contractor will be responsible for maintenance and inspection of the fire alarm system and providing reports.

- Inspect Fire Sprinkler System Annually-Corban Townhomes
- Inspect Fire Alarm System Annually-Corban Townhomes
- Inspect Fire Alarm System Annually-CFP Building
- Inspect Fire Alarm System Annually-Navarro Office and Recreation Center

**Request For Quotations (RFQ) No. Q19024,  
Fire Alarm Testing, Maintenance and Monitoring**

- Inspect Fire Alarm System Annually-Ruth Mary Price Main Building and Elevator Recall System
- Inspect Backflow System Annually-Hampton Port (1) Backflow
- Inspect Backflow System Annually-Sea Breeze Senior Apartments (5) Backflow
- Inspect Backflow System Annually-Corban Townhomes (24) Backflow
- Fire Alarm Monitoring-Corban Townhomes
- Permit Fees
- Furnish reports of inspections
- Ensure that the facilities are in compliance with all existing rules and regulations
- Compliance with N.F.P.A Standards and State Fire Marshal Codes
- All work to be completed in a timely and professional manner
- All work will be conducted by a State Certified Technician

All work shall be accordance with all local laws, ordinances and Corpus Christi Building Codes & Compliance. Contractor is responsible for disposal of all materials. Owner's onsite dumpsters may not be used by Contractor. Contractor shall submit warranty details with quotation if applicable.

Hampton Port Apartments  
6130 Wooldridge Road  
Corpus Christi, TX 78414  
361-991-2390

Sea Breeze Apartments  
809 Derry Drive  
Corpus Christi, TX 78408  
361-289-0400

Corban Townhomes  
1455 Corban Drive  
Corpus Christi, TX 78415  
361-882-1118

Navarro Place  
180 N. 19<sup>th</sup> Street  
Corpus Christi, TX 78408  
361-889-3330

Ruth Mary Price  
4117 Gollihar Road  
Corpus Christi, TX 78411  
361-889-3512

CFP Building  
3740 S. Port Ave.  
Corpus Christi, TX 78415  
361-889-3373

**Request For Quotations (RFQ) No. Q19024,  
Fire Alarm Testing, Maintenance and Monitoring**

**Quote Form**

RFQ No. 19024 Fire Alarm Testing, Maintenance and Monitoring

Quotes due Wednesday, November 06, 2019 at 2:00pm CST

Inspect Fire Sprinkler System	
	Corban Townhomes
Total Annual Cost	\$

Inspect Fire Alarm System					
	Navarro Place	Ruth Mary Price	CFP Building	Corban Townhomes	Add total row together
Annual Cost					
				Total Annual Cost	\$

Backflow Annual Inspection				
	Corban Townhome (24) Backflow	Hampton Port (1) Backflow	Sea Breeze Senior (5) Backflows	Add total row together
Annual Cost				
			Total Annual Cost	\$

Monitoring of Fire Alarm System	
	Corban Townhomes
Monthly Cost	
Total Annual Cost	\$

Grand Total : \$

Add total cost columns together

\_\_\_\_\_  
Company Name