

CITY OF ROMULUS REQUEST FOR PROPOSALS

RFP 17/18-12 DESIGN/BUILD - FIRE ALARM & SUPPRESSION SYSTEM UPGRADES - CITY HALL AND LIBRARY

The City of Romulus, Michigan is seeking proposals from NICET Certified Technicians and Licensed Fire Alarm Contractors (State of Michigan Bureau of Construction Codes Electrical Fire Alarm Contractor License) for the design of and installation of all equipment required for any needed upgrading or replacement of the existing fire alarm systems of the Romulus Library and Romulus City Hall and from Licensed Fire Suppression Contractors as required by the Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes for modifications/upgrades to the existing fire suppression system at the Romulus Library and Romulus City Hall. All work shall be compliant with all applicable International Fire Code (IFC) (2015.), State of Michigan Building Code (MBC) (2015.), current National Fire Protection Association (NFPA) and Federal standards and regulations. Contractors are invited to submit proposals on either project or both.

- (1) Qualified individuals and firms wishing to submit a proposal **must use the forms provided by the City**. Proposal forms and specifications may be obtained from the MITN Purchasing Group page of BidNet Direct at <http://www.mitn.info/>. Copies of documents obtained from any other source are not considered official copies. Proposals may be rejected unless made on the forms included with the bidding documents.
- (2) A mandatory pre-bid conference will be held at 1:00 PM, Friday, December 8, 2017, in the Council Chambers of Romulus City Hall located at 11111 Wayne Road. In addition to provided clarifications to the bid documents, this will be the only opportunity for vendors to view the existing buildings, equipment and existing conditions for both locations prior to submitting a proposal.
- (3) Any questions regarding the bid must be emailed to purchasing@romulusgov.com and received prior to the deadline for submitting questions, Friday, December 15, 2017 by 12:00 P.M., local time
- (4) Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the City. Any and all addenda issued by the City will be posted on the MITN system. All interested parties are instructed to view the MITN website regularly for any issued addenda. It is the responsibility of the bidder to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form: supplied in the RFP documents.
- (5) A total of five (5) copies (One original and four marked "Copy") of the proposal must be submitted together in a sealed envelope or package and returned to the **City Clerk's Office** no later than 2:30 P.M., **January 4, 2018**. **The original proposal may be clipped but should not be stapled or bound. Copies may be stapled and bound. The original and copies should be identical, excluding the obvious difference in labeling.**
- (6) **One RFP pricing sheet must be sealed in a separate envelope and placed within the envelope/package containing the copies of the proposals. This envelope should be clearly marked "RFP 17/18-12 DESIGN/BUILD - FIRE ALARM & SUPPRESSION SYSTEM UPGRADES - CITY HALL & LIBRARY - RFP PRICING SHEET." DO NOT INCLUDE ANY PRICING OR FEES IN YOUR TECHNICAL PROPOSAL DOCUMENTS. Failure to submit pricing on the proposal form provided by the City of Romulus may cause the bid to be considered non-responsive and ineligible for award.** Proposals should be addressed using the proposal label provided in the RFP documents.
- (7) At approximately 2:45 p.m. local time following the deadline for submitting bids, all timely received bids are to be publicly received.
- (8) The successful Contractor will be required to enter into a contract with, and provide all bonds and submit proof of all insurance required by the request for proposal documents and originals of all required endorsements acceptable to the City.
- (9) The City reserves the right to postpone the opening without notification and also reserves the right to reject all bids and proposals and to waive any minor informality or irregularity in proposals received and to award the bid in whole or in part.

For additional information contact Lynn A, Conway, City of Romulus, Purchasing Director, by calling (734) 955-4568 or by emailing purchasing@romulusgov.com