

# Request for Proposal

For fire extinguisher annual service, 6-year maintenance, and replacement, as needed, and automatic fire suppression systems maintenance of all City of Cartersville owned facilities and equipment for a period of 3 years from date of award.

September 3, 202

## City of Cartersville Fire Department

Address:

195 Cassville Road

Cartersville, GA 30120

Mailing Address:

P.O. Box 1390

Cartersville, GA 30120



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Attachment: E-Verify, E-Save Documentation as required by the City of Cartersville and the State of Georgia, Proposal Declaration, Certificate of Non-Discrimination, Non- Collusion Affidavit and Drug –Free Workplace Certificate.

## **Submission Details**

### **Submission Deadlines**

All submissions for responding to this request must be submitted on paper and digital file copy and delivered to our office by hand or certified registered carrier, as stated below, no later than:

**Friday October 8, 2021 No later than 5:00pm EDT**

Document standards:

- Must be in Microsoft Word or Excel format

**All submissions shall include completed documents as attached to this proposal or proposal will be rejected without review regardless of proposal contents.**

**All Proposals shall include a list of at least three (3) reference with contact information that are within 50 miles of the City of Cartersville**

### **Submission Delivery Address**

The delivery address to be used for all submissions is:

**Mark Hathaway**  
Fire Marshal  
Cartersville Fire Department  
P.O. Box 1390  
195 Cassville Rd.  
Cartersville, GA 30120  
Voice: 770-606-5305  
Cell: 678-449-7213  
Email: mhathaway@cityofcartersville.org

### **Submission Questions and Clarifications**

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Proposal:

Mark Hathaway  
Fire Marshal  
Voice: 770-606-5305  
Cell: 678-449-7213  
Email: mhathaway@cityofcartersville.org

For fire extinguisher annual service, 6-year maintenance, and replacement (as needed)

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### **Electronic Submissions**

No Electronic submissions in response to this Request for Proposal will be accepted. All submissions must be hand delivered or shipped by certified and registered carrier as stated above.

### **Detailed Specifications**

The requested quote is for the annual service contract of all City of Cartersville owned and maintained portable fire extinguishers and automatic fire suppression systems. These fire extinguishers are of various sizes and types with the majority being 5lb. ABC and are located in all city owned buildings and vehicles. There are four (4) automatic fire suppression systems. A Cartersville Fire Department representative will accompany service personnel to gain access to city facilities and to provide guidance on fire extinguisher locations. The requested service should take place the week of **October 18-22,2021** and shall be in accordance with NFPA 10 2018 Edition with State of Georgia amendments found in the latest edition O.C.G.A 120-3-3. Contractor **shall be** licensed with the State of Georgia Fire Marshal's Office to perform the type of work proposed and **shall** provide a copy of state licensure along with their proposal.

Proposal shall include:

- ✓ Pricing for annual service of 600+ portable fire extinguishers of various sizes including 2.5lb. 5lb., 10lb., and 20lb. ABC, CO2, Halogenated units, and Water Mist\*
- ✓ Pricing for 6-Year Maintenance for portable fire extinguishers 2.5lb., 5lb., 10lb., and 20lb. sizes\*
  - Price should include labor and cost of all associated materials
- ✓ Replacement pricing for 5lb., 10lb., and 20lb. sizes\*(ABC, CO2, halogenated and Water mist.
- ✓ ABC, CO2, Halogenated units, Water Mist pricing for hydrostatic testing of portable fire extinguishers\*
- ✓ Refill pricing for 2.5lb. 5lb., 10lb., and 20lb. ABC, CO2, Halogenated, and Water Mist units\*
  
- **6 month maintenance of (4) kitchen automatic suppression systems. Three are located in fire stations and one in the Civic Center**
  - Civic Center- RangeGuard 2.5 G (2.5 gal) covering a 6 eye range- 2015 last hydro
  - Fire Sta. 1- Buckeye BFR-10 (3 gal) covering a covering a 6 eye range/grill- 2012 last hydro
  - Fire Sta. 3- Ansul R102 (3 gal) covering 5 eye range- 2019 last hydro
  - Fire Sta. 4- Ansul R102 (3 gal) covering a 6 eye range/grill- 2012 last hydro
  - Gas Dept.- Ansul R102 (1.5 Gal) covering 6 eye range- put in service 03/05/2019

**\*Pricing shall include all necessary replaceable items such as fusible links and firing cartridges\***

**\*All prices should be listed per unit, by size and type. Total price will be determined once proposal is accepted and accurate counts of units are determined. Pricing is to be based on a total of 600 plus units, various sizes.**

## **Selection Criteria**

Sealed Proposal will be opened at the office of the Fire Marshal, 195 Cassville Road @ 10:00 A.M. on October 11, 2021

The City of Cartersville retains the right to accept and/or reject any and all proposals. Accepted proposal will be a performance-based acceptance and will be rejected for failure to perform at the standards as established by Cartersville Fire Department.

For fire extinguisher annual service, 6-year maintenance, and replacement (as needed)

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**All proposals for the city service shall be accepted without regard to sex, race, religion or political affiliation, and shall be based on merit of proposal.**

**AFFIDAVIT VERIFYING STATUS FOR  
CITY OF CARTERSVILLE BENEFIT APPLICATION**

By executing this affidavit under oath, as an applicant for a City of Cartersville, Georgia Occupation Tax Certificate, Alcohol License or other public benefits as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Cartersville, Georgia Occupational Tax Certificate, Alcohol License or other public benefit (circle one) for

\_\_\_\_\_  
[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

\_\_\_\_\_  
[Name of business, corporation, partnership]

- 1) \_\_\_\_\_ I am a United States citizen
  
- 2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States. \*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

\_\_\_\_\_  
Signature of Applicant:                      Date

\_\_\_\_\_  
Printed Name:                                      \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\* \_\_\_\_\_  
Alien Registration number for non-citizens

\_\_\_\_\_  
Notary Public  
My Commission Expires:

\*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with City of Cartersville has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with City of Cartersville, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Cartersville at the time the subcontractor(s) is retained to perform such service.

The undersigned Contractor is using and will continue to use the federal work authorization program throughout the contract period.

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

BY: \_\_\_\_\_  
Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires:

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



## PROPOSAL DECLARATION

The Proposer understands, agrees and warrants:

That the proposer has carefully read and fully understands the full scope of the specifications.

That the proposer has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the proposer has liability insurance and a declaration of insurance form is included in the bid package.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **October 1st @ 10:00am** but may not be withdrawn after such date and time.

That the City of Cartersville reserves the right to reject any or all proposals and to accept that proposal which will, in its opinion, best serve the public interest. The City of Cartersville reserves the right to waive any technicalities and formalities in the proposal.

That by submission of this proposal the proposer acknowledges that the City of Cartersville has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the proposer.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

PROPOSER:

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Name Title

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Name Title

AFFIX CORPORATE SEAL (If Applicable)

## CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the proposer agrees as follows:

The proposer agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to ensure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the proposer's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the City of Cartersville. The proposers may be declared, by the City of Cartersville, ineligible for further contracts with the City of Cartersville until satisfactory proof of intent to comply shall be made by the vendor. The proposer agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

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Proposer

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Signature

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Title

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF

COUNTY OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the proposer to submit the attached proposal. Affidavit further states as proposer, that they have not been a party to any collusion among proposers in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any officer of the City of Cartersville or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between proposers and any official of the City of Cartersville or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

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Firm Name

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Signature

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Title

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

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Notary Public

**CITY OF CARTERSVILLE  
DRUG-FREE WORKPLACE CERTIFICATE**

By signature on this certificate, the Proposer certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the “Drug-Free Workplace Act” will be complied with in full. The Proposer further certifies that:

1. A drug-free workplace will be provided for the Proposer’s employees during the performance of the contract; and
  
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: “As part of the subcontracting agreement with (contractor’s name), (subcontractor’s name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this contract pursuant to O.C.G.A.

Section 50-24-3(b)(7).”

By signature on this certificate, the Proposer further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

\_\_\_\_\_  
Proposer

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date