

Maintenance Program for Fire Alarm Systems

The County of Brunswick requests proposals to secure a maintenance program that will provide services to maintain Brunswick County Operation Services' fire alarm systems. Please bid each service individually. The County reserves the right to award bids accordingly.

I. Scope of Work

The contractor will provide 24 hour fire alarm monitoring, annual fire alarm testing and inspection and/or fire alarm repairs to various Brunswick County buildings.

II. Insurance Requirements

Contractor must meet the minimum insurance requirements listed as "Attachment A" and maintain in full force and effect during the term of the service agreement and renewals.

III. Proposal Content

The package shall include the following information:

1. The company name, address and telephone number.
2. The name, address and telephone number of a company representative with the authority to answer questions or provide clarification regarding the proposal.
3. Any assistance or requirements from the county.
4. A bid price proposal according to the proposal form attached to this document.

IV. Time of Performance

The contract period shall be for a minimum of one year from the date the contract is signed, with two options to renew said contract for one year, each said renewal options to be exercised automatically unless notice of termination is given by either party thirty (30) days prior to the end of the term. The contractor shall begin service within 30 days after the date the contract is signed.

V. Right to Reject

The county reserves the unqualified right to reject any or all proposals when such rejection is deemed to be in the best interest of the county.

VI. Cost to Prepare Proposals

Any cost incurred by a contractor in preparing or submitting a proposal is the sole responsibility of the contractor and will not be eligible for reimbursement by the contractor.

VII. Right to Submitted Proposals and Supporting Documents

All written correspondence, proposals and supporting documents received by the county regarding the Request for Proposals will become property of the county.

VIII. Proposal Deadline

All proposals must be received by 4:00 pm on March 9, 2018 at the Brunswick County Operation Services Department, PO Box 249, Bolivia, NC 28422.

IX. Inquiries

All inquiries concerning this Request for Proposals may be directed to James Carter, Brunswick County Operation Services at (910) 253-2529 or james.carter@brunswickcountync.gov.

FIRE ALARM PROPOSAL FORM

Fire Alarm Monitoring

Fire alarm monitoring services for the following buildings:

- A) David R. Sandifer Administration Building – 30 Government Center Dr., Bolivia, NC 28422
- B) Building B Annex – 60 Government Center Dr. NE, Bolivia, NC 28422
- C) Building D – 35 Courthouse Drive NE, Bolivia, NC 28422
- D) Building S – 310 Government Center Drive NE, Bolivia, NC 28422
- E) Sheriff’s Department – 70 Stamp Act Dr., Bolivia, NC 28422
- F) Detention Center (North Side) – 70 Stamp Act Dr., Bolivia, NC 28422
- G) Leland Library – 487 Village Road, Leland, NC 28451
- H) Rourk Library – 5068 Main St, Shallotte, NC 28470
- I) SBIC – 9400 Ocean Highway 17 W, Carolina Shores, NC 28467

Contractor Specifications

Provide fire alarm monitoring with 24 hour test signal.

COST TO PROVIDE FIRE ALARM MONITORING TO THE ABOVE LISTED BUILDINGS: \$_____

***Building B Annex and Building D are not currently monitored. Contact James Carter at 910-253-2529 to access these systems to determine equipment necessary for monitoring these buildings and provide the additional costs in the space below.

ADDITIONAL COST TO PROVIDE FIRE ALARM MONITORING TO BUILDING B ANNEX AND BUILDING D: \$_____

Any Additional Costs:

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Notes:

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Fire Alarm Testing and Inspections

Fire alarm testing and inspections for the following buildings:

- A) David R. Sandifer Administration Building – 30 Government Center Dr., Bolivia, NC 28422
- B) Building A – 25 Courthouse Drive NE, Bolivia, NC 28422
- C) Building B – 60 Government Center Drive NE, Bolivia, NC 28422
- D) Building B Annex – 60 Government Center Drive NE, Bolivia, NC 28422
- E) Building C – 3325 Old Ocean Highway, Bolivia, NC 28422
- F) Building D – 35 Courthouse Drive NE, Bolivia, NC 28422
- G) Building E – 45 Courthouse Drive NE, Bolivia, NC 28422
- H) Building F – 10 Referendum Drive NE, Bolivia, NC 28422
- I) Building G – 20 Referendum Drive NE, Bolivia, NC 28422
- J) Building H – 75 Stamp Act Drive NE, Bolivia, NC 28422

- K) Building I – 75 Courthouse Drive NE, Bolivia, NC 28422
- L) Building J – including Sheriff’s Dept, Narcotics Building, Detention Center – 84 Stamp Act Drive NE & 70 Stamp Act Drive NE, Bolivia, NC 28422
- M) Building K – 35 Referendum Drive NE, Bolivia, NC 28422
- N) Building M – 63 Stamp Act Drive NE, Bolivia, NC 28422
- O) Building N – 25 Referendum Drive NE, Bolivia, NC 28422
- P) Building S – 310 Government Center Drive NE, Bolivia, NC 28422
- Q) 911 Call Center – 80 Stamp Act Drive NE, Bolivia, NC 28422
- R) GV Barbee Library – 8200 E Oak Island Drive, Oak Island, NC 28465
- S) Hickman Crossroads Library – 1040 Calabash Rd NW, Calabash, NC 28467
- T) South Brunswick Branch Library – 9400 Ocean Highway 17 W, Carolina Shores, NC 28467
- U) Leland Library – 487 Village Road, Leland, NC 28451
- V) Margaret & James Harper Library – 109 W Moore St, Southport NC 28461
- W) Rourk Library – 5068 Main St, Shallotte, NC 28470
- X) EMS Base 2 – 8605 Trade Street NE, Leland, NC 28451
- Y) EMS Base 3 – 7061 Old Georgetown Road SW, Ocean Isle Beach, NC 28469
- Z) EMS Base 4 – 4280 Committee Drive SE, Southport, NC 28461
- AA) Animal Services Main Building – 429 Green Swamp Road, Supply, NC 28462
- BB) EMS Shallotte – 40 Naber Drive NW, Shallotte, NC 28470

Contractor Specifications

Provide annual fire alarm testing and inspections.
 Inspections should begin in July and must be completed within 4 weeks from the begin date.

COST TO PROVIDE FIRE ALARM TESTING AND INSPECTIONS TO THE ABOVE LISTED BUILDINGS: \$ _____

Any Additional Costs:

Notes:

Fire Alarm Repairs

Services

Labor Cost Per Hour – Regular Time	\$ _____
Labor Cost Per Hour – Overtime or After Hours	\$ _____
Labor Cost Per Hour – Holidays/Weekends	\$ _____
Travel Charge/Trip Charge	\$ _____
Fuel Surcharge	\$ _____
Percentage Markup for Parts & Supplies, Supplied by Contractor	\$ _____
Percentage Markup for Parts & Supplies, Supplied by County	\$ _____
Percentage Markup for Freight Charges for Parts	\$ _____

Any Additional Costs:

Notes:

Authorized Signature

Title

Company

Preferred Contact: Phone / Email



BRUNSWICK COUNTY MINIMUM INSURANCE COVERAGE REQUIREMENTS

At contractor's expense, contractor shall procure and maintain the following recommended lines of insurance according to the scope of work. The County may choose to elect higher or lower coverages according to the work performed. Contractors must be insured by a licensed agent in North Carolina and rated A-VII or better by A.M. Best.

A. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

\$2,000,000 General Aggregate
 \$2,000,000 Products/Completed Operations Aggregate
 \$1,000,000 Each Occurrence
 \$1,000,000 Personal and Advertising Injury Limit
 \$ 5,000 Medical Expense Limit

B. WORKERS' COMPENSATION

Statutory limits covering all employees, including Employer's Liability with limits of:

\$500,000 Each Accident
 \$500,000 Disease - Each Employee
 \$500,000 Disease - Policy Limit

C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000 Combined Single Limit – Any Auto

D. PROFESSIONAL LIABILITY

\$1,000,000 Per Occurrence

E. POLLUTION LIABILITY INSURANCE

\$1,000,000 Per Occurrence

When a contractor is required to bind pollution/environmental coverage, the contractor must provide evidence of continuation or renewal of liability insurance for a period of three (3) years following termination of the agreement.

ADDITIONAL INSURANCE AND INDEMNIFICATION REQUIREMENTS

- A. Contractor agrees to defend, indemnify, and hold harmless Brunswick County, its officers, employees, and agents from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due in part or in the entirety of Contractor, its employees or agents. Contractor further agrees to investigate, handle, respond to, defend and dispose of same at its sole expense and agrees to bear all other costs and expenses related thereto.

The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

BRUNSWICK COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED UNDER CONTRACTOR'S GENERAL LIABILITY INSURANCE.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Brunswick County (including its officers, agents and employees), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.
- D. Brunswick County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- E. All certificates of insurance must provide that the policy or policies shall not be changed or cancelled without at least thirty (30) days prior written notice.
- F. The Certificate of Insurance should note in the Description of Operations the following:
 - Department: Operation Services
 - Contract #: _____
- G. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, hold harmless and defend Brunswick County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- H. In the event Contractor receives Notice of Cancellation of Insurance required pursuant to this Agreement, Contractor shall immediately cease performance of all services and shall provide Notice to Brunswick County's Legal/Risk Management personnel within twenty-four (24) hours.
- I. Certificate Holder shall be listed as follows;
 - ATTENTION: Brunswick County Risk Manager
 - 30 Government Center Dr. NE
 - P.O. Box 249
 - Bolivia, NC 28422
- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.