



City of Marion

Request for Bids and Proposals Fire Extinguisher Service

The City of Marion is accepting bids and proposals to provide fire extinguisher service, inspection, maintenance, and testing. The successful bidder will be required to provide the following services to the City of Marion:

- A. Annual inspection, maintenance, and testing requirements
- B. Refilling discharged fire extinguishers
- C. Provide pricing for any new extinguishers required
- D. Annual inspection, maintenance, and testing required of the kitchen hood suppression system at the Marion Community Building

The City will accept proposals for a (3) year contract to provide these services. The effective date of the contract will be October 1, 2018. The contract will run through the end of September 2021 and may be renewed for up to three (3) one year periods, provided both parties are in agreement. The contract may be cancelled upon thirty (30) day written notice by either party unless work proves unsatisfactory, in which case the contract may be cancelled immediately.

The attached listing gives locations, numbers, and types of fire extinguishers the City currently has. However, the listing may not be complete as to the number of extinguishers that are located at each building.

All services provided to the City of Marion shall be in accordance with the current NFPA 10 Standard for Portable Fire Extinguishers published by the National Fire Protection Association. Failure to comply with this directive is ground for contract termination.

The successful bidder will be required to visit each City location, check in with appropriate personnel, and analyze each facility's needs, record needs and provide services required. Any services that require an expenditure will require a purchase order before services are rendered. The successful bidder will invoice the City for services provided, and forward a written report to the City of Marion giving the status of fire extinguishers by location. Each fire extinguisher should have all required NFPA documentation.

It will be the City of Marion's staff responsibility to notify the successful bidder when fire extinguishers that are located in vehicles are to be serviced. The annual service for the vehicle fire extinguishers will be scheduled for the same day as our building inspections.

After initial service at each location and furnishing the required reports, service will be on an as needed or required basis. The City of Marion location supervisors will call the successful bidder for refilling and

any new items. The successful bidder must report to the location supervisor's request within 24-36 hours. Annual inspections, six year and twelve year maintenance if required shall be the successful bidder's responsibly to maintain and perform.

The contract will be awarded based on overall bid and total expected cost to the city. The bid will be awarded in total and not individually by bid item. Bids will be received by Julie Scherer, Assistant City Manager/Finance Director, until 10:00 AM, September 18, 2018 at the City of Marion, City Hall, 194 North Main Street, Marion, NC, or be faxed to 828-652-1983, or emailed to jscherer@marionnc.org. Any bid received after the deadline will not be accepted or considered.

The contractor will provide all proper safeguards and shall assume all risks incurred in performing its services.

Contractor shall maintain the following insurance coverages and will provide a Certificate of Insurance to the City naming the City of Marion as additional insured:

- A. General Liability - \$1,000,000
- B. Workman's Compensation

Failure to keep insurance in force will be cause for the City of Marion to immediately cancel contract.

The successful bidder must furnish invoices after services are rendered. Invoices can be mailed to City of Marion, PO Box 700, Marion NC 28752, or emailed to dpenland@marionnc.org.

The City reserves the right to reject any or all bids, as is deemed in the best interest of the City of Marion.

Proposal to the City of Marion, North Carolina

The undersigned bidder has carefully examined the specifications and instructions in the bid advertisement and hereby declares that he/she will furnish the following item(s) in the manner prescribed in the specifications and bid instructions for the following price:

- 1. **200 Approx.** Perform Annual Inspections on Fire Extinguishers owned by the City Marion, for the attached specifications and instructions

ABC _____
5lb Unit Cost _____
10lb Unit Cost _____
H2O _____
CO2 _____

- 2. **As Needed** Six year inspection cost each _____

- 3. **As Needed** Twelve year inspection cost each _____

- 4. **As Needed** Refill Cost
5lb ABC _____
10lb ABC _____
H2O _____
CO2 _____

- 5. **Replacement Cost**
5lb ABC _____
10lb ABC _____

- 6. **Testing** _____

- 7. **Kitchen Hood System Inspection** _____
Model K Fire Extinguisher _____

- 8. **Additional Charges** _____

Name of Firm: _____

Printed Name and Title of Bidder: _____

Signature of Bidder: _____

Address: _____

Telephone: _____ **Date:** _____

**Fire Extinguishers and Locations
(Location, type & number may vary)**

Facility	Type	Total Number
City Hall	ABC	4
Inspections	ABC	2
Marion Community Building	ABC	6
Fire Department	Varies	28
Police Department	ABC	38
Marion Depot	ABC	2
Public Works	ABC	9
Fleet	ABC	4
Water Utilities	ABC	9
Street	ABC	20
Sanitation	ABC	10
Purchasing	ABC	14
Water Filter Plant	ABC	10
Waste Water Treatment Plant	ABC	23
Community Building Kitchen Hood Suppression System		