

REQUEST FOR PROPOSAL
FIRE DETECTOR REPLACEMENT FOR GALENA INTERIOR LEARNING
ACADEMY (GILA) IDITAROD HALL

Issued on: January 5, 2024
Bid due date: January 19, 2024, by COB (4:00 PM AKST)

CLASSIFICATION: Fire Detector (heat detectors, 120vac smoke alarms, and incandescent indicator lamps on fire alarm control panel) Replacement Request for Proposal

Terms & Conditions

This request implies no obligation on the part of the buyer. All bids submitted must remain valid for a period of 60 days (unless otherwise specified). The Galena City School District (“School District or GCSD”) reserves the right to negotiate the terms and conditions of any contract entered into as a result of accepting any bid submitted by the successful bidder(s).

The Galena City School District is not responsible for any costs to the bidders for preparation of this bid.

One or more addenda to the Request for Proposal (RFP) may be issued by the School District after the RFP process is opened. A copy of any addendum issued by the School District must be signed by the bidder and submitted along with its bid. While the School District will make reasonable efforts to notify bidders of any addenda, it is the sole responsibility of the bidder to verify whether any addenda/attachment has been issued. Bidders should check the School District website to ascertain if any addenda have been issued.

Any interested party may obtain a copy of the RFP from the School District website at <https://www.galenaalaska.org/procurement/>.

To be considered for award, one (1) original of the bid must be received by our GCSD business office no later than 4:00 P.M., Alaska Time, January 19, 2024.

Submit your sealed bids to Dr. Jason Johnson via certified mail in a single sealed envelope or package marked on the outside to:

Dr. Jason Johnson – Superintendent
GILA Iditarod Hall Fire Detector Replacement RFP
P.O. Box 299
Galena, AK 99741

Table of Contents

Terms and Conditions.....	Page 1
Section I: Introduction.....	Page 2
Section 2: Scope of Work.....	Page 2
Section 3: Selection Criteria.....	Page 3
Section 4: Attachments.....	Page 3
Section 5: Compliance.....	Page 3
Section 6: Site Visit Recommendation	Page 3
Section 7: Questions.....	Page 3
Section 8: Submission... ..	Page 4, 5

SECTION 1 – INTRODUCTION

The purpose of this Request for Proposal (RFP) is to invite contractors experienced and licensed in replacing heat detectors, 120vac smoke alarms, and incandescent indicator lamps on fire alarm control panels to submit proposals for one-for-one replacement of the existing heat detectors, 120vac smoke alarms, and incandescent indicator lamps on the Edwards 6500 – Custom fire alarm control panel in Iditarod Hall located on the GILA campus in Galena, Alaska.

SECTION 2 – SCOPE OF WORK

- This project entails replacing all heat detectors, 120vac smoke alarms, and incandescent indicator lamps on the Edwards 6500 – Custom fire alarm control panel in the Iditarod Hall facility on the GILA campus per industry standards.
- The contractor is responsible for the supply of equipment, commissioning, and fire alarm verification of all new devices covered under this scope of work.
- This project includes removal of the existing devices and excludes disposal of the existing devices. Disposal bins or containers to be provided by the School District.
- It is assumed that the existing fire alarm cable is in good working order and does not need to be repaired or replaced. Repairing or replacing existing fire alarm cable is outside the scope of this project and will be evaluated and discussed with the School District for appropriate next steps.
- Work must be completed as soon as possible after the RFP process concludes.
- Provide the School District with electronic PDF record of testing of the new devices and state of the system on completion of the job.
- Provide customer with device operation and maintenance manuals on completion of the job.
- Provide customer with device product datasheet documentation on completion of the job.
- The contractor is responsible for travel and meals. GCSD will provide housing and meal prep facilities.
- The contractor should bring all required tools.

Section 3 – SELECTION CRITERIA

- The contractor must have experience and licensure in replacing heat detectors, 120vac smoke alarms, and incandescent indicator lamps on fire alarm control panels according to industry standards. Submission of a reference is suggested but not required.

Section 4 – ATTACHMENTS

No attachments.

Section 5 – COMPLIANCE

The selected vendor, contractor, installer will be required to adhere to all Alaska Department of Education and Early Development (DEED), State of Alaska, and Federal laws and regulations as applicable, including, but not limited to FERPA, COPPA, CIPA, CIPA-2, HIPAA, ADA and the Galena City School District board policy.

The Galena City School District is committed to providing access to our electronic information, including our websites, for individuals with disabilities in accordance with all applicable State and Federal laws.

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 require us to ensure that anyone with disabilities seeking information or services from us, have access to and use of information and data that is comparable to the access and use by any other members of the public who are not individuals with disabilities. This requirement extends to any and all web-based services, applications, or other technology that is acquired, contracted or otherwise made available by the School District, to its students, staff and/or community members. Responders to this solicitation shall be equally responsible and contractually bound to ensure their product and service offerings are accessible pursuant to the aforementioned laws. The School District's website accessibility standards can be found here: <https://www.galenaalaska.org/>.

Section 6 – SITE VISIT RECOMMENDATION

In order to best understand the site conditions and potential challenges of our unique rural community of Galena, it is recommended that interested parties conduct a site survey of the Iditarod Hall facility on the GILA campus with the GCSD Director of Maintenance Charlie Green prior to submitting a bid.

Section 7 – QUESTIONS

Please direct all questions to GCSD Director of Maintenance Charlie Green via e-mail: charlie.green@galenanet.com. Please Cc GCSD Assistant Director of Maintenance Roger Spann: roger.spann@galenanet.com.

All correspondence is required to be made in writing to ensure the integrity of our bidding process and for recording purposes. Questions initiated during the bid process may also result in addendum items being expanded beyond the initial posting. It is the sole responsibility of the bidder to verify whether any addenda/attachment has been issued or updated.

Section 8 – SUBMISSION

To be considered for award, one (1) original of the bid must be received by our GCSD business office no later than 4:00 P.M., Alaska Time, January 19, 2024.

Submit your sealed bids to Dr. Jason Johnson via certified mail in a single sealed envelope or package marked on the outside to:

**Dr. Jason Johnson – Superintendent
GILA Iditarod Hall Fire Detector Replacement RFP
P.O. Box 299
Galena, AK 99741**

The following PROPOSAL TRANSMITTAL FORM must be completed and returned with the proposal.

PROPOSAL TRANSMITTAL FORM

BUSINESS NAME

MAILING ADDRESS

CITY / STATE / ZIP

PHYSICAL BUSINESS ADDRESS

CITY / STATE / ZIP

CONTACT PERSON FOR THIS PROPOSAL

TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

ALASKA BUSINESS LICENSE #

FEDERAL TAX ID #

CERTIFICATION: I certify that I am a duly authorized representative of the business listed above and that the information and materials enclosed with this proposal accurately represent the capabilities of the business to provide the services as indicated in compliance with the requirements of the RFP.

SIGNATURE: _____ **DATE:** _____

PRINTED NAME: _____ **PRINTED TITLE:** _____