

**REQUEST FOR QUALIFICATIONS  
FOR  
FIRE ALARM MONITORING & TESTING NEW BEGINNINGS SCHOOLS  
FOUNDATION**

**Purpose**

New Beginnings Schools Foundation (NBSF) invites qualified firms to submit a proposal for Fire Alarm Monitoring, Testing, and Preventive Maintenance. The initial contract term is expected to be July 1, 2017- June 30, 2018 with renewable one year extensions through June 30, 2021. Only those Proposers that are identified through this RFP process as sufficiently qualified and experienced will be considered to provide the requested services for the Network. A description of New Beginnings Charter Schools Network, the services needed, and other pertinent information follow in this Request for Proposals (RFP).

All Request for Proposals responses must be submitted in a sealed package or emailed to:

New Beginnings Schools Foundation  
2045 Lakeshore Dr. Ste. 415  
New Orleans, LA 70122  
Attn: Fire Alarm Monitoring & Testing  
NO LATER THAN 4:00 P.M. CST ON May 26, 2017  
[rfp@newbeginningsnola.net](mailto:rfp@newbeginningsnola.net)

All requests for clarification, additional information, or appointments related to this RFP must be submitted in writing, fax, or email on or *before* May 5, 2017 to:

Ms. Shawanda Raphael  
Executive Assistant to the CEO  
Telephone: (504) 280-2309  
Fax: (504) 280-2312  
[rfp@newbeginningsnola.net](mailto:rfp@newbeginningsnola.net)

**Reservation of Rights**

This RFP is issued to invite vendors to submit information and/or bids. Issuance of this RFP in no way constitutes a commitment by the NBSF to select a vendor and/or award a contract. The New Beginnings Schools Foundation reserves the right, without prejudice, to reject any or all proposals not in compliance with the RFP specifications and may exercise the right to accept or reject any or all proposals submitted. Acceptance of any proposal with contractual terms is dependent on the NBSF's funding and by the appropriation of funds by the legislature of the State of Louisiana.

A description of the New Beginnings Schools Foundation, and other pertinent information follows:

### **Background of New Beginnings Schools Foundation**

New Beginnings Schools Foundation is a PK-12th grade learning community that innovatively prepares every child, every day for success in life, college, and careers. We view high-quality education as a fundamental right of every child. As such, all NBSF students receive respect, encouragement, and opportunities required to build the knowledge, skills, and attitudes to be successful, contributing members of a global society. NBSF operates Pierre A. Capdau at Avery Alexander and Medard H. Nelson Elementary Schools, as well as, Lake Area New Tech Early College High School. New Beginnings has provided educational services to 2,100 students during the 2016-2017 school year.

### **Schedule of Events**

<b>Event</b>	<b>Date &amp; Time</b>
RFP released	April 17, 2017
Deadline for receiving proposer written inquiries	May 5, 2017 at 4:00pm
Deadline to issue responses and answer proposer written inquiries	May 10, 2017 at 4:00pm
Deadline for submitting proposals	May 26, 2017 at 4:00pm
Evaluation of Proposals	May 29, 2017
Notice of Intent to Award	TBD

### **Additional Terms and Conditions of the RFP**

#### **Subcontracting Information**

The selected firm shall be the prime Proposer responsible to the Network. Proposers may not enter sub Proposer arrangements without written consent from the CEO of NBSF.

#### **Costs Incurred in Preparation of Proposals**

All costs directly or indirectly related to preparation of a proposal responding to this RFP shall be the sole responsibility of the Proposer, and shall not be reimbursed in any manner by the Network.

#### **Ownership of Proposals**

All materials submitted in response to this request become the property of the Network and not returned to Proposers. Selection or rejection of a proposal does not affect this right.

### **Proposals Validity**

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal. However, the Network reserves the right to reject a proposal if the Proposer's time period is unacceptable and the Proposer is unwilling to extend the validity of its proposals.

### **Proprietary Information**

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44:1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

### **Proposers Inquiry Periods**

An inquiry period is hereby firmly set for all interested Proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. *Without exception*, all questions MUST be in writing by an authorized representative of the Proposer and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Inquiries shall not be entertained thereafter. Answers to questions that change or substantially clarify the RFP shall be issued by addendum and provided to all prospective Proposers.

### **Changes, Addenda, Withdrawals**

The Network reserves the right to change the calendar of events at any time. The Network also reserves the right to cancel or reissue the RFP. If the Proposer needs to submit changes, addenda or withdrawals, a written request signed by an authorized representative of the Proposer, cross-referenced clearly to the relevant proposal section shall be submitted prior to the proposal opening, in a sealed envelope. Changes or addenda shall meet all requirements for the proposal.

### **Cancellation of RFP or Rejection of Proposals**

Issuance of this RFP in no way constitutes a commitment by the Network to award a contract. The Network reserves the right to accept and reject any or all proposals, or to cancel this RFP if in the best interest of the Network to do so.

### **Waiver of Administrative Informalities**

The Network reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

### **Acceptance of Proposals Content**

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposers to accept these obligations shall result in the rejection of the proposals.

## **Proposer Requirements**

NBSF expects all Proposers to sufficiently address the terms within the submitted proposal;

### **A. Service**

1. Adhere to industry best practice regarding the use of appropriate tools, chemicals and materials. All items must be widely accepted as safe yet highly effective for school use.
2. Provide periodic maintenance reports to School Operations Manager to detail specific services rendered.

### **B. Personnel**

1. Company must demonstrate ability to secure all system parts and licensed/ qualified labor within a reasonable period of time, as to not comprise NBSF's overall Fire safety.
2. Ensure all staff is supplied with and dressed in uniform and ID badges when on school site.
3. Service personnel must schedule all visits at least two weeks in advance of intended service date.

### **C. Safety**

1. Employees must wear adequate safety equipment as necessary.
2. Any health and safety issues should be reported immediately to the School Operations Manager.
3. Proposer must remain in compliance with all applicable laws and regulations, including the Occupational Health and Safety Act. **NBSF must be notified of any litigation concerning potential safety violation and hazardous work practices involving the Proposer or its parent or subsidiary companies.**

### **D. Liability**

1. Proposer shall be fully liable for the actions of employees or subcontractors and shall fully indemnify and hold harmless the Network from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Proposer.

### **E. Insurance - Proposer must maintain at minimum the following insurance coverages:**

1. Worker's Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident
2. Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations and completed operations in an amount of not less than \$1,000,000 combined unit
3. \$1,000,000 for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles

### **F. Inspection and Supervision**

1. Proposer agrees to NBSF inspections and meetings on a regular basis.
2. The Proposer must address all safety-related concerns immediately. All non-safety-related concerns shall be addressed within 24 hours.

## **Proposal Format**

All proposers must have demonstrated a track record of success in the industry, provide professional references, and display sound business practices that show fiscal responsibility. Each proposer is expected to account for all necessary related-costs before offering the requested service at a competitive final price. Proposals should follow the format and order of presentation described below:

### **A. Introduction (Cover Letter)**

- A brief company profile to include, but not be limited to, headquarters location, years of service to K-12 schools in New Orleans, and other operating locations.
- A brief statement regarding the vendor's understanding of the scope of the work to be performed.
- Outline firm's experience and success in providing requested services.
- Include the name, title, phone number and email address of the person to whom NBSF may direct questions concerning the proposal.
- Be signed by an individual who is authorized to make proposals of this nature in the name of the firm making the proposals as listed on **Schedule A, Certification Statement**.

### **B. Executive Summary**

- Provide an executive summary of the Proposer's plan as well as its area(s) of expertise and resource capabilities it believes highlight its firm as superior or unique in addressing the needs of the NBSF as stated in the Scope of Work.
- This section shall also serve to introduce the purpose and scope of the proposal. It shall include a stipulation that the proposal is valid for a time period of one (1) year from the date of submission.
- The section shall also include a summary of the proposer's qualifications and ability to meet the State's overall requirements.
- It shall include a positive statement of compliance with the RFP terms. If the proposer cannot comply with any of the terms, an explanation of each exception must be supplied.

### **C. Qualifications and Experience**

- Discuss experience providing fire alarm inspection and monitoring services to schools. Provide company values and qualities distinguish services from competitors.
- Provide evidence of financial stability and substantiate the availability resources to satisfied services as outlined in this RFP. The Network reserves the option of validating financial and control status and matters with the Proposer before awarding the services. Failure to satisfy this concern may cause the District to reject the proposal.
- A proposer shall demonstrate (at a minimum) proof of the ability to obtain errors and omission insurance in an amount equal to 100% of the total annual contract amount.
- Proposers should ensure that their proposals contain sufficient information for NBSF to make its determination by presenting acceptable evidence of the above to perform

the services outlined in the scope of work.

**D. Proposed Plan**

- Proposals should include any resources for project implementation or deployment. Present creative solutions or innovative concepts to meet the needs NBSF.
- Clearly describe the approach and methodologies to be employed in the performance of the Scope of Work/Services.
- Delivery is a critical factor with this project. A project timeline must be submitted reflecting milestones and durations for each task to be completed to successfully implement the proposed solution. A final schedule of these tasks will be mutually agreed upon after a Proposer is selected.

**E. Proposed Fees**

- The Proposer will be expected to perform services at school site. All prices must be inclusive of all expenses related to completing tasks outline in the scope of services. Pricing models must include;
  - Detail of firm's estimated budgeted hours and total yearly costs for services.
  - Furnish standard billing rates should additional work be required outside the original scope of service provision. Include separate pricing for holiday and after hours/weekend rates where applicable.

**F. References**

The Network reserves the right to contact references concerning similar cooperative program participants who can attest to the respondent's ability to meet or exceed the Network's requirements. Responses should include the names, emails, and phone numbers of three (3) references from existing clients where the Proposer has provided the requested services. There is particular interest in references that would include any School Districts or organizations that are similar in size and complexity to the School District.

## Scope of Services

Your proposal is expected to cover the following services:

- A. Basic Fire Systems Inspections
  1. Fire Alarm Test & Inspection
  2. Wet/Dry Sprinkler Test & Inspection
  3. Extinguisher Test, Inspection, tag and replace fire retardant
  4. Kitchen Hood Test & Inspection
  5. Emergency Exit Lights Test & Inspection
  6. Inspect and Test Flash and Siren Warning System
  7. Semi-annual kitchen suppression inspection and test
  8. Emergency Door Systems Test and Inspection
  9. Integrated Intercom Systems Test and Inspection
  10. Inspect and Recharge (All) Ansul (Fire Suppression Systems)
  11. Inspect and Test Fire Box / Panel
  12. Inspect and (Recalibrate if needed) Pump Systems
- B. Comprehensive Preventative Maintenance Plan
- C. Bi-annual (coordinated with Day Lights Savings Time) Clock Set and Bell Schedule.

<b><u>Medard H. Nelson Elementary</u></b>		
<b><u>Item</u></b>	<b><u>Quantity</u></b>	<b><u>Frequency</u></b>
Addressable Control Panel (100 + Points)	1	Annual
Notification Application Circuit remote power panel	1	Annual
Smoke Detector (Test/Inspect)	15	Annual
Duct Detector functional test (No sensitivity)	4	Annual
Heat Detector (Heat Sensor Test)	9	Annual
Pull Stations	20	Annual
Audio/Visual Unit	53	Annual
Visual Unit	61	Annual
Elevator Test	1	Annual
Wet pipe sprinkler inspection(includes one riser, tamper, and flow)	1	Annual
Portable Fire Extinguishers Inspection	23	Annual
Kitchen Fire Suppression System Inspection	1	Annual
Rubber Blow Off Caps	4	Semi-Annual
Emergency and exit light inspection	8	Annual

**Pierre A. Capdau Elementary**

<b><u>Item</u></b>	<b><u>Quantity</u></b>	<b><u>Frequency</u></b>
Notifier NFS-320 Main Fire Alarm Panel	1	Annual
Fire Alarm Battery	10	Annual
Annunciator	1	Annual
Smoke Sensor Addressable	53	Annual
Duct Detector Addressable	169	Annual
Heat Detector (Heat Sensor Test)	10	Annual
Pull Stations	27	Annual
Audio/Visual Unit Addressable	308	Annual
Elevator Recall	1	Annual
Remote Power Supply/NAC Extender	5	Annual
Waterflow Electronic Test	6	Annual
Tamper Switch (electronic test only)	18	Annual
Wet sprinkler system annual test inspection(includes gate valve, tamper, flow, fire dept. connection, main drain, and hydraulic nameplate verification)	1	Annual
Flow switch	6	Annual
Tamper Switch	18	Annual
Portable Fire Extinguishers Inspection		Annual
Pyrochem Tank Suppression System	1	Semi-Annual
Nozzles below Hood (Includes fusible links and blow off caps)	3	Semi-Annual



**Lake Area New Tech Early College High School**

<b><u>Item</u></b>	<b><u>Quantity</u></b>	<b><u>Frequency</u></b>
Simplex 4100U Main Fire Alarm Panel	1	Annual
Fire Alarm Battery	2	Annual
Annunciator	1	Annual
Smoke Sensor Addressable	26	Annual
Duct Detector Addressable	54	Annual
Heat Detector (Heat Sensor Test)	18	Annual
Pull Stations	39	Annual
Audio/Visual Unit Addressable	409	Annual
Elevator Recall	1	Annual
Remote Power Supply/NAC Extender	6	Annual
Waterflow Electronic Test	6	Annual
Tamper Switch (electronic test only)	6	Annual
Wet sprinkler system annual test inspection(includes gate valve, tamper, flow, fire dept. connection, main drain, and hydraulic nameplate verification)	2	Annual
Flow switch	5	Annual
Tamper Switch	5	Annual
Portable Fire Extinguishers Inspection	32	Annual
Pyrochem Tank Suppression System	2	Semi-Annual
Nozzles below Hood (Includes fusible links and blow off caps)	1	Semi-Annual

**Evaluation of Proposals/Criteria**

All proposals will be reviewed and evaluated to determine compliance with requirements as specified in the RFP. The evaluation of each response will be based on its overall competence, compliance, format, organization, taking into consideration the evaluation criteria below:

<b>Criteria</b>	<b>Maximum Score</b>
1. Staffing Qualifications (staff prior experience, licenses, professional achievements) & Specialized Experience (experience in public school districts and charter schools)	20
2. Proposed strategy/plan (Vendor capacity, shared commitment, business integrity and reputation in the industry)	25
3. Proposed Fees (cost effectiveness/efficiency)	40
4. Company Financials	10
5. Firm is a DBE/MBE entity	5
<b>Total</b>	<b>100</b>

**Schedule A**

**CERTIFICATION STATEMENT**

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The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

**OFFICIAL CONTACT.** Identify the Contact name and fill in the information below: (Print Clearly):

Date: \_\_\_\_\_

Official Contact Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number with area code: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Proposer certifies that the above information is true and grants permission to the State or Agencies to contact the above named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, proposer certifies that:

- (1) The information contained in its response to this RFP is accurate;
- (2) Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
- (3) Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
- (4) Proposer's quote is valid for at least one year from the date of proposer's signature below
- (5) Proposer understands that if selected as the successful proposer, he/she will have ten (10) business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

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

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_