



Sacramento Metropolitan Fire District

HEADQUARTERS: 10545 Armstrong Ave., Ste. 200 • Mather, CA, 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

Website: www.metrofire.ca.gov

PURCHASING: 3012 Gold Canal Dr. • Rancho Cordova, CA, 95670 • Phone (916)859-4360 • Fax (916) 859-3729

REQUEST FOR PROPOSAL (RFP: 14-08)

The Sacramento Metropolitan Fire District is requesting written Proposals for: **Fire Inspection and Plan Check Software.**

SUBMIT SEALED WRITTEN PROPOSAL TO: Sacramento Metropolitan Fire District
Attn: Melissa Penilla, Board Clerk
10545 Armstrong Ave., Ste. 200
Mather, CA 95655-4102

Indicate firm name and RFP number on the front of each sealed Proposal envelope or package

RFP14-08: Fire Inspection and Plan Check Software

District shall not be responsible for the premature opening of a Proposal which is not properly addressed or identified. All Proposals received will be stamped by date and time received. This date of receipt will prevail over postmark date.

Technical questions shall be done in writing via email to:

Fire Marshal Michael Lozano and **Purchasing Manager Mark Jones**
Lozano.michael@metrofire.ca.gov and jones.mark@metrofire.ca.gov

Questions regarding the Request for Proposal process shall be done in writing via email to:

Purchasing Manager Mark Jones and **Purchasing Specialist Matthew Davies**
Jones.mark@metrofire.ca.gov and davies.matthew@metrofire.ca.gov

Proposers are responsible for acquiring and submitting the latest version of the Request for Proposal. Failure to submit latest version may be deemed non responsive and the proposal rejected. Therefore, Proposers shall notify Purchasing Manager and Purchasing Specialist of their intent to submit a proposal.

RFP SCHEDULE:

	Date	Time	
Issued Date	November 18, 2014		
Questions Deadline	December 05, 2014	4:00 pm	By email only
Submission Deadline	December 19, 2014	4:00 pm	District Headquarters
Proposals Opening	December 22, 2014	10:00 am	District Headquarters
Anticipated Recommendation for Board Approval	To Be Determined	6:00 pm	
Anticipated Board Approval	To Be Determined	6:00 pm	
Anticipated Award Notification	To Be Determined		
Published Dates: The Sacramento Bee	Sunday November 23, 2014 and Sunday, November 30, 2014		

NO EXCEPTIONS

Late submittals will not be considered. Written Proposals must be received by the time and at the location specified above. Postmarks will not be accepted. Proposals addressed to anyone other than the person specified above under "Submit Sealed Written Proposal To" section will not be accepted.

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Signature: _____ Title: _____ Date: _____

Print Name: _____ Company name: _____

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INTRODUCTION

The Sacramento Metropolitan Fire District (Metro Fire or District) is seeking Proposals from interested and qualified persons and/or firms to provide a software solution for mobile fire and life safety inspections, and building plan check intake. Metro Fire's Community Risk Reduction Division conducts approximately 8,000 fire and life safety inspections annually.

BACKGROUND

Metro Fire serves a population of over 640,000 in a 417 square mile service area; it is the 7th largest fire agency in the State of California. Metro Fire is a combination of 16 smaller fire departments that, over the years, merged to create this California Special District. The last merger was in December 2000 when American River Fire Protection District and Sacramento County Fire Protection District merged to form the Sacramento Metropolitan Fire District.

Fire Prevention Inspectors conduct scheduled follow-up inspections to ensure complete and continued compliance after permit issuance. All existing commercial, industrial, retail and office establishments – as well as the common areas of apartments and condominiums – are inspected for compliance with the Fire Code. Most facilities are inspected at two (2) year intervals; however many are inspected annually as dictated by State law. The Community Risk Reduction Division (CRRD) maintains either electronic or hard copy records or files of inspections, notices of violations and citations, and other pertinent information. All records are retained in accordance with the District's record retention requirements or as deemed necessary to promote public safety. Historical information has been invaluable in determining the cause and effect of previous code enforcement actions.

OBJECTIVE

The District seeks a proven, user-friendly software solution that supports the process as described and encompasses the following:

- Plans review and inspections of new construction
- Online submission of new permit applications
- Inspections of existing structures (Business Inspections)
- Electronic pre-plan creation, maintenance, and viewing.

Included should be a clarification of scope and organizational coverage. Example: The scope of this project will span two functional organizations:

1. Fire Operations to support their requirements for software to perform "company inspections" and contribute to electronic pre-plan creation, maintenance, and viewing from multiple apparatus and by various Fire Operations personnel.
2. Fire Prevention to support their requirements for software to perform a wide variety of life-safety inspections including new construction permit tracking, plans review, and inspections as well as all inspection-related invoicing and accounting functions.

SCOPE OF WORK

Vendor should propose sufficient software licenses to support our fire agency's Community Risk Reduction Division and line personnel:

- Fire Prevention Inspectors: Ten (10) full time inspectors performing roughly 8,000 occupancy inspections
- Fire Prevention Inspectors: Six (6) overtime inspectors from the line that assist with permit inspections
- Two (2) inspection supervisors
- One (1) Fire Marshal
- Fire Operations – 40 fire stations / engine companies – each station operates 3 shifts and performs 50 inspections (roughly 4,000 inspections for all stations/shifts) on a biennial basis.
- Vendor should propose implementation services that include the loading of all existing electronic occupancy data as well as three years of historical data as follows:
 - Occupancy records: 20,000
 - Inspection records: 50,000 (last three years)
 - Contact records: 20,000
 - Accounts receivable account records: 3,000

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- Accounts receivable invoice records: 9,000 (last three years)

Proposal scope should **not** include any hardware devices; District will procure the required mobile tablet-PC devices separately. Otherwise, the proposal should include all required software licenses, setup and implementation services, and training (including all associated travel and living expenses) required for a successful implementation.

Metro Fire is seeking a SaaS based solution.

Requirement Section

The inability to provide a specific requirement will not necessarily disqualify the proposer from the process. However, if an element cannot be met currently, the vendor must provide a detailed answer explaining when the respondent can meet the requirement.

In order to evaluate the respondent's proposals, the proposer is required to describe in detail how each specification or requirement of the RFP will be satisfied. It is not sufficient to state "Will comply" or "Acknowledged", etc. Failure to provide complete, clear, concise, and definitive responses may be deemed non-responsive, resulting in rejection of the proposer's RFP. In order to evaluate each vendor's response equally, the format of the response should follow the format of the RFP as listed below.

Software General Requirement

1. The system must allow granular permissions to users or groups enabling or restricting add, edit, view and delete capability so that Fire Operations and Fire Prevention personnel can update occupancy, inspection, and preplan information as necessary.
2. Users must be able to create custom fee line items and calculations for contractor registration, plan reviews, permits, and inspections. The software must be capable of auto-calculating the appropriate fees for a job or permit based upon a pre-determined fee schedule.
3. Users should be able to link default fees to permit types and general ledger numbers for accounting purposes.
4. Users must be able to create their own custom lists of plan review types, permit types, inspection types, and certificate types.
5. The software must track iterative corrections and revisions of plans and identify which correction/revision is applicable to each plan review and inspection.
6. The software must automatically track all status updates to job and permits. Examples of automatic status updates are plan review/inspection scheduled/completed, permit issued, certificate of occupancy issued. Users must also be able to input manual status updates such as "Contractor requests extension."
7. The software must automatically distribute status updates via email and/or web portal. For example, email distribution of plan review and inspection reports and job and permit status updates. Status on projects and permits and copies of inspections and plan reviews should be available to contractors through their online web portal account.

Software Plan Check/Construction Inspection Requirement

1. The software must accommodate both new construction permit tracking capabilities and life-safety inspections of existing occupancies and share a common structure and occupant database. Users must be capable of viewing a consolidated history on each location, building, and occupant.
2. The software for permit tracking must be a secure online system available from any computer with a Web connection.

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3. The software must include an online (web) portal capability to enable contractors to submit applications for new construction permits online.
4. Software must include capability to accept electronic plans (electronic plan review capability)
5. The software must include the following permit tracking and plan review functions:
 - a. Registering contractors and tracking expiration of licenses and registration.
 - b. Invoicing of contractors for registration and license renewal.
 - c. Creation of projects/jobs based on address or parcel number.
 - d. Plans review prior to issuance of permits.
 - e. Issuance and tracking of permits.
 - f. Invoicing of contractors for various fees associated to plan reviews, permits, and inspections.
 - g. All required Accounts Receivable functionality.
 - h. Field inspections on a tablet PC.
 - i. Issuance of certificates of completion/occupancy.
 - j. Import contractor, permit, plan review, and inspection data from existing system.
 - k. Be able to interface with other systems, specifically be able to export data from permit tracking database to be shared with other systems

Software Fire & Construction Inspection Requirement

1. The system must be SaaS-based with a field inspection component that runs on a tablet PC w/ Windows 7. The system must not require any software to be loaded or maintained on a local server.
2. The tablet PC field inspection software must sync data with the Web so all occupancy data and inspection reports are available to both the inspectors in the field and the office personnel using the system on the Web.
3. The system must be compatible with the tablet PC handwriting recognition technology so inspectors can use a digitizer pen/active stylus to handwrite their notes and have those notes turned automatically into typewritten text.
4. Users must be able to identify required inspections for each permit type and schedule them as requested. Users must be able to schedule inspections by date and time to the nearest half-hour.
5. The software system must be capable of tracking and automatically scheduling the next inspection based on date of last inspection. Users must be able to set up custom forecasting criteria based on occupancy type, occupancy classification, hazard rating, number of floors, etc.
6. Users must be able to schedule ongoing/recurring inspections. Engine company inspections are assigned by station and shift – roughly 2,000 inspections per year. Each station gets up to 50 inspections per year. Each shift plans and schedules its own inspections.
7. Must be able to group locations and occupants by geographic area and schedule and assign all inspections within a geographic area. The system should support scheduled and non-scheduled inspections in the field without having to be connected to the internet. Scheduled inspections must get automatically downloaded to the inspectors' tablet PCs.
8. Re-inspections must be automatically scheduled and assigned based on the re-inspection date chosen by the inspector.
9. Inspectors must be able to complete an inspection on the tablet, capture the customer's and their own signature, and email it to the customer.

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10. Inspectors must be able to view all past inspection reports on all occupants from within the tablet PC software in the field.
11. The system must allow template operational permits to be created. Inspectors must be able to issue one or more permits to an occupant and print the permit documents in the field.
12. Duplicate fire inspection or occupancies records need to have the capability of merging together.

Software Billing Requirement

1. The software must be capable of accommodating up to 100 different fees within the department's fee schedule, used to bill for various inspection types.
2. The system needs the ability to allow administrators to transfer inspections, permits, contacts and any other related records from one occupancy record to another when it is determined to be a duplicate occupancy record.
3. The system needs the ability to place a hold on releasing plans to the public when additional fees or plans are due.
4. The system needs the ability to export data to an Excel spreadsheet or text file based on user defined selection criteria, to be used for external reporting or to be transmitted to external company for inspection billing.
5. The system needs the ability to produce a receipt for customer and track all customer information (AR Account): invoices, line items, payments and accounts receivable balance for plan review intake at front desk.
6. The system needs to allow multiple occupancy contacts and contact types such as owner, occupant, property manager, billing party etc. each allowing multiple phone numbers and email addresses.

Vendor Support Requirement

1. The software vendor must provide full software and system support. The only local IT support required should be to ensure the tablet PCs can connect to the Web and sync data with the Web-hosted database.
2. The software vendor must provide technical help desk support during normal business hours – 8AM – 4PM PST, Monday-Friday excluding holidays. The vendor will need to provide a detailed Service Level Agreement outlining timelines for support.
3. Vendor shall ensure the system is upgraded and tested prior to implementation or upgrade of system or components.
4. Vendor shall provide adequate and timely support (within 24-hours or less) to start resolving the technical issue(s). This includes onsite assistance if SMFD request assistance at no additional cost.
5. When updating software the vendor shall not create any technical issues with any prior versions of software utilized by SMFD.

Reference Material Requirement

1. The system must be capable of carrying multiple NFPA and/or ICC code sets with any applicable state or local amendments, as well as local, municipal, or custom code sets.

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2. The software vendor must pre-load the desired code sets. As new editions or updates to the code sets are adopted by the county, the software vendor must load the new editions and updates.
3. Inspectors and office staff must be able to quickly and easily search code sets both in the field and on the Web.
4. The system must be customizable by the department. The department must be able to create unique checklists for different inspection and plan review types. The checklist items must be linked to the appropriate code in the NFPA, ICC, or local/municipal code sets.
5. Inspectors must be able to mark individual checklist items Pass/Fail/NA and add comments to individual checklist items.
6. The software must enable users to create standard or template inspector comments by code item. Inspectors must be able to pick from a pick list of standard comments for each violation and have the comment added to the report. Inspectors must be able to edit standard comments to add details about the particular violation such as location.
7. As Metro Fire adopts new editions of the code sets, the software must have an automated feature to compare the old to the new and "migrate" the inspection checklists to the new codes.
8. Vendor shall provide a training reference binder for each Metro Fire fire station, Fire Prevention field inspectors, inspection supervisors, administrative staff, and office personnel.

Training Requirements

1. The software vendor must provide on-site hands-on training to Fire Company Inspectors, Fire Prevention field inspectors, inspection supervisors, administrative staff, and office personnel.
2. The training shall be comprehensive that ensures all Metro Fire personnel as noted in Training Requirements #1 are trained and competent in the utilization of the program software. The software vendor is expected to train onsite 480 line personnel. In addition, 29 other personnel that include 11 fire inspectors, 2 Supervisor Inspectors, 6 field coordinators, 4 administrators, 2 IT staff members, and 4 office staff members. The total number of Metro Fire personnel to be trained is approximately 509 members.
3. Metro Fire training is conducted in a morning session and afternoon session at four simultaneous sites. The morning session is conducted from 9:00 a.m. to 12 noon. The afternoon session is conducted from 1:30 p.m. to 4:30 p.m. There are 4 groups per session (two sessions per day) that are comprised of approximately 10 to 20 personnel per group. A total of three (3) make-up sessions shall be conducted for line personnel (A, B, and C shift). Two sessions shall be conducted for other personnel. It is expected that all 509 members receive 6 hours of initial training to ensure competency in the utilization of the new software.

Example:

Line Personnel Training (480 personnel)

- 6 initial training days at 4 training sites (6 hours each)
- 3 make-up training days at 1 training site (6 hours)

Support Personnel Training (29 personnel)

- 2 initial training days at 1 training site (6 hours)

4. The software vendor shall provide all training support equipment and material.

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5. The system must be intuitive and easy enough to learn and use that all inspectors are proficient at doing field inspections on the tablet PC. Office personnel should be proficient at modifying checklists and pick lists, scheduling and tracking, and running reports.
6. The software vendor shall establish an online reference library (online university) for reference material to be accessed by Metro Fire personnel.

Dashboard and Metrics Requirement

1. Users must be able to generate reports showing locations/occupants with hazardous material, including the material type(s) and quantities such as:
 - a. Number and type of plan check received per day, week, month, and year.
 - b. Number of fire and construction inspections assigned, completed for inspector accountability.
 - c. Number of re-inspections pending per inspector.
 - d. Identify the types of inspections correlated to each inspector.
2. The system must have a "Dashboard" monitoring feature showing total inspections by week/month/quarter, pending and overdue re-inspections, and the inspection forecast for a running 12 months.
3. The software must have the capability to capture inventories of devices such as valves, risers, pull stations, extinguishers, etc. Inspectors must be able to inspect and/or test individual devices, record test data, and mark them Pass/Fail. (For system acceptance tests.) The software must be able to produce a device inspection report. The software must keep previous inspection and test data so inspectors can compare current readings to past data.
4. Users must be able to produce reports from any computer or tablet with a Web connection.
5. The software must come with a set of standard reports such as inspection totals, top X violations, occupant date of last inspection that can be run from any computer with a Web connection. Users must also be able to create custom reports and save them to run whenever they want.

Pre-Plan Requirements

1. The software must be capable of producing both hardcopy and electronic pre-plans to support responders and mutual aid partners.
2. The software must be capable of displaying electronic pre-plan data on multiple hardware devices including Windows mobile devices, i-Pads, and Smartphones.
3. Inspectors must be able to capture structure, occupant, contact, and hazardous material/condition information in the field during an inspection. This information, once captured, should stay with the location and occupant so inspectors can check it and make updates during each subsequent inspection. Office staff must also be able to add and edit location, occupant, contact, and hazardous material information on the Web and have this information sync with the tablet PC inspector software.

Vendor References

1. Vendor must provide references with current contact information of like size agencies that conduct 6,000 annual inspections or more that are currently using the solution that they are proposing.

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RESTRICTION ON COMMUNICATION WITH STAFF

Questions about the RFP process must be submitted in writing via email and include the company name and RFP name to Mark Jones, Purchasing Manager, jones.mark@metrofire.ca.gov and Matthew Davies, Purchasing Specialist, davies.matthew@metrofire.ca.gov.

Technical questions about this RFP must be submitted in writing via email and include the company name and RFP name to Michael Lozano, Fire Marshal, Lozano.michael@metrofire.ca.gov and Mark Jones, Purchasing Manager, jones.mark@metrofire.ca.gov.

All questions must be submitted by **Friday, December 05, 2014**. Any questions received after this time will not be addressed. No questions other than written will be accepted. Once this RFP is issued and until a firm is selected and the selection is announced, firms are not allowed to communicate for any reason with any District employee other than the contacts provided above. The District reserves the right to reject any proposal for violation of this provision.

AMENDMENTS

The District reserves the right to issue addenda or amendments to this RFP. It is the proposer's responsibility to obtain any and all addenda or amendments and to submit the right document (s) requested. Therefore, it is important to inform Mark Jones, Purchasing Manager, jones.mark@metrofire.ca.gov and Matthew Davies, Purchasing Specialist, davies.matthew@metrofire.ca.gov of your intention to submit a proposal. The District reserves the right to extend the date that responses are due.

SUB-CONTRACTING

Selected proposer shall not assign or subcontract any portion of this agreement or transfer, assign or outsource any claim, pursuant to this contract, without prior written consent from the District.

NEGOTIATIONS

The District may require the potential proposer (s) selected to participate in negotiations. This may include cost, technical, or other clarifications needed to make a decision.

CHANGE OF ADDRESS

Proposer shall notify the District in writing of any change in mailing address within ten (10) business days of the change.

EVALUATION CRITERIA

The purpose of the RFP is to enable the District to select the most qualified firm with whom it intends to enter into a contract for fire inspection and plan check software. An award may be issued to other than the lowest responsible and responsive bidder. The District will use a qualifications-based selection process. After all submittals get reviewed the District may conduct interviews.

The District reserves the right to request additional information which is necessary to assure that the firm's competence, number of qualified employees, business organization and financial services are adequate to perform the required services for the District.

Initial evaluation will be based upon but not limited to the following criteria:

- Experience and efficiency with similar projects
- Qualification and experience of the proposed project team
- Functionality of the inspection and plan intake software
- Conformance to the specified RFP format
- Organization, presentation, and content of the RFP
- Price
- References
- Proposer or firm past relationship/performance with the District

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- Any other relevant factors listed in this solicitation

Metro Fire realizes that conditions other than price are important and will award contract(s) based on the proposal that best meets the needs of Metro Fire. While Cost may not be the primary factor in the evaluation, it is an important factor.

FIELD EVALUATION

The top two vendors will be asked to participate in a field evaluation of their respective software program(s). The evaluation will require the vendor to load fire inspection data onto multiple GTECH Windows 7 based laptops (provided by Metro Fire) so the respective software program(s) can be evaluated as noted above. The evaluation will include the following elements:

- Fire Company Evaluation (end users)
- Fire Inspector Evaluation (end users)
- Front Desk (Plans intake) Evaluation
- Billing Evaluation with our outside biller (Wittman Enterprises)
- Pre plan Evaluation

OPENING OF PROPOSALS

The Proposals will be opened publicly and read aloud. Proposal openings will be listed by proposer name, address and Proposal amount only. Evaluation of all Proposals will be done at a separate time following Proposal opening and will be available to interested proposers at a later time.

COSTS OF PREPARATION

Proposer assumes all costs of preparation of the Proposal and any presentations necessary to the Proposal process.

INVOICING

Invoices shall be submitted to the: Sacramento Metropolitan Fire District, Attn: Account Payable, 10545 Armstrong Ave., Ste. 200, Mather, CA 95655

- Proposer must accept a purchase order from Metro Fire with Net 45 day payment terms. Metro Fire usually is able to satisfy invoices within 30 days.

FORMAL AGREEMENT

Proposer will be required to enter into a formal agreement with the District. This RFP sets forth some of the general provisions which will be included in the final contract.

CONTRACT INFORMATION

- Duration: Contract shall be in effect for One (1) years from date of agreement for a period of twelve (12) months.
- Renewal: The Contract may be extended, subject to written notice of agreement from the District and successful Proposer, for up to two (2) additional twelve (12) month periods beyond the primary contract period. Said extension shall be subject to the same terms and conditions as the present contract.
- Termination: The District reserves the right to terminate the contract at any time by providing thirty (30) day written notice. In the event of contract termination or bankruptcy/dissolution of the contractor, all accounts and documentation relating to The District's accounts shall be returned to the District, regardless of status or payment arrangements made with consumers.

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INSURANCE REQUIREMENTS

Upon notification of bid award, Proposer shall furnish Metro Fire with certificate(s) evidencing insurance coverage required below. Copies of required endorsements must be attached to the provided certificates. It is the responsibility of the Proposer to notify its insurance advisor or insurance carrier(s) regarding coverage, limits, forms and other insurance requirements specified below. Building Trades Contractors and Contractors engaged in other projects of construction shall have their general liability Aggregate Limit of Insurance endorsed to apply separately to each job site or project. All documents must be received and approved by Metro Fire before work commences.

GENERAL LIABILITY shall be on an Occurrence basis (as opposed to Claims Made basis). Minimum limits and structure shall be:

- General Liability: \$2,000,000
- Products Comp/Op Aggregate: \$2,000,000
- Personal & Adv. Injury: \$1,000,000
- Each Occurrence: \$1,000,000
- Fire Damage: \$ 100,000

AUTOMOBILE LIABILITY

- Commercial Automobile Liability for Corporate/business owned vehicles including non-owned and hired, \$1,000,000 Combined Single Limit.
- Personal Lines Automobile Liability for Individually owned vehicles, \$250,000 per person, \$500,000 each accident, \$100,000 property damage.

WORKERS COMPENSATION

- Statutory

EMPLOYER'S LIABILITY

- \$1,000,000 per accident for bodily injury or disease.

PROFESSIONAL/TECHNOLOGY LIABILITY

- Professional/Technology Liability or Errors and Omissions Liability: \$1,000,000 per claim and aggregate.

ADDITIONAL INSURED

- The District, its officers, directors, officials, employees, and volunteers are to be endorsed as additional insured's as respects: liability arising out of activities performed by or on behalf of Contractor; products and completed operations of Contractor; premises owned, occupied or used by Contractor; or automobiles owned, leased, hired or borrowed by Contractor. The coverage shall contain no endorsed limitations on the scope of protection afforded to District, its officers, directors, officials, employees, or volunteers.

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FORMAT FOR PROPOSAL RESPONSE**SUBMITTAL FORMAT**

The requested response to RFP should include the following, using the same format and sequence. Proposals shall be no more than 20 typed pages using 12-point font size, not including resumes of key people. Proposal should be straightforward, concise and provide "layman" explanations for technical terminology.

- A. **Complete RFP proposal packet** (RFP proposal document does not count toward the 20 page limit)
- B. **Cover letter** containing:
- Company Name
 - Address
 - Phone and Fax Number
 - Email and website
 - General description of the company.
- C. **Company profile:** Provide general information about the company including; size of organization, number of employees, location of all offices, years in business, business name for the last 10 years, name of owners and principal parties, and a brief summary of firm's history and experience specifically related to similar projects.
- D. **Staffing:**
- Provide information showing all staff assignments, assigned duties and job titles; including organizational chart.
 - Provide a list of individual (s) who will be working on this project and indicate the functions that each will perform. For each designated individual, state their position in the firm, and applicable experience, include any municipalities similar to the District they have previously been involved with.
 - Contractor shall provide a liaison to the District. This individual will be a full-time employee of the Contractor. This Liaison shall be available during regular business hours and have an alternate contact available in his/her absence.
 - Adequate personnel shall be provided to handle District's accounts.
 - Provide ratio of personnel to accounts that would be assigned to handle the Districts contract.
- E. **Project Understanding:**
- Provide a synopsis of your company understanding of the District needs and demonstrate how your company plans to meet them.
 - Provide a concise statement of the services being proposed.
 - What efforts will your firm undertake to achieve client/customer satisfaction on meeting the expectations and requirement set forth in this RFP?
 - Provide a project schedule, identifying tasks and deliverables to be performed, duration for each task, and overall type of completion.
- F. **Experience and Qualifications:**
- Provide a summary of your company's demonstrated capability, including length of time that your firm has provided services being requested, in this RFP.
 - Identify at least three governmental/municipal comparable projects. Company must have Seven years minimum of successfully completed services similar to those specified in the scope of work.
 - References: Describe five (5) firms with similar contracts and at least three government agencies your company has done business with or is currently doing business with. Include company name, address, contact name, phone number, email, project description, project start and end dates. (*use project data form pgs. 22-24*)
 - Provide a list of municipal fire departments company is currently servicing.

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- Provide a statement that your firm does not have any commitments or potential commitments which may impact the ability to perform the services requested.
- Provide copies of all licenses, permits, and certifications your company possesses that pertain to the scope of this work.

G. Past Performance Record: if any of the following has occurred, please describe in detail circumstances for each occurrence:

- Failure to enter into a contract once selected.
- Withdrawal of a proposal as result of an error.
- Termination or failure to complete a contract
- Suspension or debarment by any municipal, county, state, federal or local agency.
- Involvement in litigation, arbitration or mediation with a public client in California within the last five (5) years.
- Conviction of the firm or its principals for violating a state or federal anti-trust law by bid-rigging, collusion, or restrictive competition between bidders, or conviction of violating any other federal or state law related to bidding or contract performance.
- Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
- Identify all clients that have terminated services with your company for the last five (5) years.

H. Financial Information:

- A current report from any commercial credit rating service such as Dunn and Bradstreet or Experian.
- A letter from a financial institution stating a current line of credit.
- Provide a copy of company's annual financial report for the last two years and any independently audited financial statements for the most recent completed years.

I. Fee Schedule:

- Include the firm's schedule of hourly rates for the proposed team, including overtime
- The percentage mark up of reimbursable expenses, if any, shall also be specified. Include mileage travel
- Provide your company's proposed fee schedule for the services the District is requesting. This should include a total collection fee which includes all business costs incurred by the District.
- The cost will include all charges for contract duration period.
- Provide all pricing costs for an additional renewal period.
- Provide any additional fee/charges that your company will charge, and/or any additional services that may be available.

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Signature: _____ Title: _____ Date: _____

Print Name: _____ Company name: _____

PROPOSER SUBMISSION INSTRUCTIONS

SUBMISSION PACKET

To successfully submit a Proposal, Proposers are required to submit a sealed Proposal packet to the location specified in the "Submit Sealed Written Proposal To" on page 1. The Proposal packet shall contain the following documentation:

1. This "Request For Proposal Document" with signature, title, date, printed name and company name at the bottom of each page indicating that the Proposal document, including attachments, were received and read.
2. Proposer must submit three (3) copies of its response, one (1) clearly marked "Original," the other two (2) clearly marked "Copy." Place in a three ring binder.
3. Proposer is required to provide contact information as soon as possible to receive any Proposal amendments and changes prior to closing.
 - Proposer shall email Mark Jones, Purchasing Manager, jones.mark@metrofire.ca.gov and Matthew Davies, Purchasing Specialist, davies.matthew@metrofire.ca.gov of your intention to submit a proposal.
 - Contact information should include: proposer's name, representatives' name, phone number, fax number and/or e-mail. Failure to provide initial contact information will exclude you from receiving update notifications.
4. Unless otherwise stated, it will be our understanding that all specifications requested in RFP will be met. Unwillingness or inability to comply with any specific provisions in the RFP may result in the Proposal being rejected.
5. Deviations from specifications must be stated by the proposer when submitting a Bid. If not stated, the District assumes that the specifications are going to be met.

SUBMISSION METHOD

Sealed Proposals shall be submitted using one of the following methods:

- In Person – hand delivered to the Sacramento Metropolitan Fire District to the address provided in the "Submit Written Proposal To" section.
- By mail - using certified or registered mail with return receipt requested, or by overnight delivery services to the address provided in the "Submit Written Proposal To" section. Proposal must be received by deadline.
- Faxed or e-mail Proposals will not be accepted.

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Signature: _____ Title: _____ Date: _____

Print Name: _____ Company name: _____

GENERAL CONDITIONS

1. SUBMISSION OF PROPOSAL (herein sometimes also referred to as "response")

- 1.1. The conditions herein constitute a part of the RFP and the Proposer acknowledges acceptance of these conditions and waives all claims, rights, demands and the benefit of any provisions of any statute, rule of law or regulation that might affect the rights of the District under this RFP by signing the Request for Proposal. Responses submitted that do not have all sheets of this RFP signed will not be accepted.
- 1.2. All technical communications regarding this RFP should be sent to the Technical Inquiry contact listed on page 1 of the Request for Proposal. The District will assume no responsibility for oral instructions or suggestions. Should the Proposer find discrepancies in, or omissions from the specifications, or should the Proposer be in doubt as to their meaning, or any other meaning in the RFP, the Proposer must notify, in writing by e mail, the Technical Questions Contact Person, who may, if necessary, send written addenda to all Proposers.
- 1.3. Each Proposer must make full disclosure of any relationship of any employee of the District who makes recommendations concerning the selection of Proposals or any employee who may allot work to, or order supplies from, the successful Proposer. In addition, each Proposer must reveal any details of company ownership or partnership arrangements of any immediate relative employed by District.

2. PROPOSAL AMENDMENT AFTER SUBMISSION AND RFP CLOSING DATE

- 2.1. Proposals submitted may be withdrawn and re-submitted with amendments prior to the closing date for the RFP. Proposal amendments submitted in any other manner shall not be accepted or considered by the District.
- 2.2. Any attempts to amend a submitted Proposal by way of a letter or facsimile or any other document or means, which would result in a Proposal being incomplete, ambiguous, inconsistent, or otherwise non-compliant, shall result in the Proposal being rejected.

3. PATENTS

- 3.1. The successful Proposer will pay all royalties and patent license fees or other fees in respect of any intellectual property right required to perform the work stipulated in the RFP. The successful Proposer shall, at its own expense, defend all suits and proceedings instituted against the District and

indemnify the District against any award of damages, demands, losses, charges or costs made against District if such suits or proceedings are based on any claim that any of the products, documentation, parts or equipment, as supplied by the successful Proposer, constitutes an infringement, or an alleged infringement, of any patent or other intellectual property right by the successful Proposer or anyone for whose acts it is liable.

- 3.2. If any of the products, documentation, parts or equipment supplied by the successful Proposer constitute an infringement of patent or other intellectual property rights and its use is enjoined, the successful Proposer will, at its own expense, procure for the District, the right to continue its prior use, replace or modify the supplied item so it becomes non-infringing and meets the District's requirements, or pay District for its loss of use of the item and for consequential damages or losses which occur as a result of the actual or alleged infringement of any patent or other intellectual property right, by the successful Proposer or anyone for whose acts it is liable.

4. GENERAL

- 4.1. The District may refuse to award a contract to a Proposer who has not complied with applicable State and Federal licensing regulations or bylaws or any other requirements.
- 4.2. Each Proposer warrants that the products and services it will supply to the District conform in all respects to the standards set forth by State and Federal licensing regulations.
- 4.3. Headings and titles in the RFP are for convenience only and are not explanatory of the clauses with which they appear.
- 4.4. Any references in the RFP to statutes or regulations are deemed to include the most recent amendments thereto or replacements thereof.

5. INDEMNIFICATION

- 5.1. The successful Proposer by its acceptance of a purchase order, agrees to indemnify and hold harmless, the District, its agents and employees from and against all loss or expense that may be incurred by the District, its officials, officers, employees and agents as a result of bodily injury, including death at any time resulting there from, sustained by any person or persons, or on account of damage to property, including loss of use thereof

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Print Name: _____ Company name: _____

arising out of, or as a consequence of, the performance of the work stipulated in the RFP.

6. COMMITMENT

6.1. Proposers are advised that no commitment exists under this RFP until such time as the successful Proposer receives official written confirmation from the Office of the Fire Chief, in the form of a letter from the Board Clerk. See item 16 for information regarding a Formal Agreement (Contract).

7. LIMITATION OF LIABILITY

- 7.1. Under no circumstances will a Proposer be entitled to consequential damages for any loss of profit or damage to reputation.
- 7.2. Under no circumstances will a Proposer be permitted to limit their liability to an amount less than one million (\$1,000,000.00) dollars.
- 7.3. Under no circumstances will a Proposer be entitled to limit special damages.

8. ACCEPTANCE OR REJECTION

8.1. The District reserves the right to reject any and/or all Proposals, as well as to cancel the project which is the subject of this RFP. Without limiting the generality of the foregoing, any Proposal which:

is incomplete, obscure, irregular, unrealistic or non-compliant; has erasures, ambiguities, inconsistency or correction(s); omits a price on any one or more items in any Schedule; fails to complete the information required in any Schedule or tabulation; and fails to include a duly executed required form may, at the District's sole discretion, be rejected. Furthermore, a response may be rejected on the basis of the Proposers' past performance, financial capabilities, completion schedule or failure to comply with state or federal regulations. The purpose of the District is to obtain a Proposal most suitable to the interests of the District and what it wishes to accomplish. The District has the right to waive any irregularity or insufficiency or non-compliance in any Proposal submitted and to accept the Proposal which it deems most favorable to its interests or to reject all Proposals and cancel the RFP.

9. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOI/PPA)

9.1. The District acknowledges that each response may contain information in the nature of trade secrets or commercial, financial, labor relations, scientific or

technical information of or about a Proposer. The District acknowledges and agrees that responses to this RFP are provided in confidence and protected from disclosure to the extent permitted under applicable law.

10. PROPOSER PERFORMANCE AND EXCUSABLE DELAYS

- 10.1. The successful Proposer may be evaluated periodically throughout the course of work and at the end of the project as the case may be. Any evaluations will be shared with the Proposer, with the goal of immediate and permanent resolution where problems and concerns occur.
- 10.2. The District and Proposers acknowledge that delays in performance may arise due to events beyond their reasonable control. Such delays will be excusable and the relevant obligation suspended, but only for such reasonable period of time as the cause for the delay remains beyond the reasonable control of the obligated party.

11. COST OF PREPARATION

11.1. Proposal shall be prepared at the sole cost of the Proposer and under no circumstances will the District be responsible for these costs.

12. GIFTS AND DONATIONS

12.1. The successful Proposer will ensure and certify that no representative of the successful Proposer will extend any entertainment, gift, gratuity, discount, or special service, regardless of value, to any employee of the District. The successful Proposer will report any attempt by any employee of the District to obtain such favors to the Office of the Fire Chief.

13. CLARIFICATION

13.1. The District reserves the right to seek clarification from any Proposer to assist in the evaluation of its Proposal.

14. NEGOTIATION

14.1. By submitting a Proposal, a Proposer accepts that a contract may be concluded upon notification by the District. However, the District reserves the right to negotiate with any Proposer the terms and conditions of the Proposal. If the parties, after having bargained in good faith, are unable to conclude a formal agreement, the District and the Proposer will be released, without penalty, or further obligations other than any surviving obligations regarding confidentiality and the District may, at its own discretion, contact other Proposers whose Proposals

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Signature: _____ Title: _____ Date: _____

Print Name: _____ Company name: _____

are considered suitable for the project and attempt to conclude a formal agreement with them.

16.3. Absent a separate Formal Written Agreement, the terms and conditions of the Request for Proposal, including referenced Attachments, will prevail and act as the Contract.

15. INTELLECTUAL PROPERTY

- 15.1. The successful Proposer represents and warrants that it has the sole and unrestricted right title and interest or good and sufficient power, authority, and right, to use any intellectual property required for the performance of the contract.
- 15.2. The successful Proposer shall pay all fees associated with the use of the intellectual property, including, but not limited to, license fees and royalties, required for the performance of the contract.
- 15.3. The successful Proposer shall hold the District, its Board of Directors, the Chief, employees, officers, and agents harmless from and against all claims, demands, losses, costs, damages, actions, suits or proceedings arising out of the successful Proposer's performance of the contract which are attributable to an infringement or an alleged infringement by the successful Proposer, or anyone for whose acts they may be liable, of any intellectual property right. If the District is enjoined or there is a reasonable likelihood that it may be enjoined as a result of an injunction or claim from using any intellectual property that is incorporated into, or associated with, any product or equipment installed by the Successful Proposer, the Successful Proposer, at its sole expense, shall: procure the right for the District to continue using the infringing intellectual property; or replace or modify the intellectual property to make it non-infringing, so long as such replacement or modification does not adversely affect the performance or use of the product or equipment or the Work generally, all subject to the prior written approval by the District.

16. EXECUTION OF FORMAL AGREEMENT

- 16.1. If the Proposer's Proposal is accepted, the Proposer may be required to enter into a separate Formal Written Agreement.
- 16.2. The Formal Written Agreement will be prepared by the District and provided to the Proposer for review. The Proposer will endeavor, in good faith and in a timely manner, execute the Formal Written Agreement (Contract) and return the executed document to the District.

17. NO COLLUSION

- 17.1. Except as otherwise specified or by reason of a provision of the contractual documents, no person either natural, or corporation, other than the Proposer, has or will have any interest or share in its Proposal or in any award or contract arising out of this RFP. There is no collusion or arrangement between the Proposer and any other actual or prospective Proposers, in connection with Proposals submitted in response to this RFP, and the Proposer has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of its Proposal.

18. RIGHT TO TERMINATE THE CONTRACT

- 18.1. Any of the following occurrences or acts will constitute a material breach by the successful Proposer under the terms and conditions of the contract:
 - a) Non-performance or non-observance of any of its other covenants, agreements, or obligations hereunder, express or implied, continuing for fifteen (15) days after the District has given the successful Proposer notice in writing.
 - b) If the failure cannot be remedied within fifteen (15) days, then the District, at its discretion, may extend, in writing, the time period, or terminate the contract; an assignment for the benefit of creditors or becoming bankrupt or insolvent, taking the benefit of any legislation for the protection of bankrupt or insolvent parties; or the appointment of a Receiver for the successful Proposer.
 - c) In the event either Subparagraphs (b) or (c) occur, as set forth in this Proposal, the District will have the right to terminate the contract immediately, which shall be done in writing and sent to the Proposer via certified, U.S. Mail.

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Signature: _____ Title: _____ Date: _____

Print Name: _____ Company name: _____

18.2. Notwithstanding anything contained herein, the District may, at any time during the term of the contract, upon giving 30-days written notice to the successful Proposer, terminate the contract, if the District is of the opinion that the services supplied by the successful Proposer are of a unsatisfactory standard to the District or that the successful Proposer no longer has the financial capability to perform its obligations under the contract.

18.3. Further, the District, in its sole discretion, may terminate the agreement for reasons including, but not limited to, unethical or criminal activities upon giving 7-days written notice to the successful Proposer.

19. NO WITHDRAWAL OF PROPOSAL

19.1. A Proposal is a specialty instrument by the Proposer and is irrevocable. Therefore, it may not be withdrawn after its opening until it has been considered and either rejected or accepted by the District, or the RFP has been cancelled.

20. ACCEPTANCE OF PROPOSAL

20.1. The acceptance of a Proposal by the District will be made by written notice, from the Office of the Fire Chief, addressed to the successful Proposer, at the address given in the Proposal.

21. EVALUATION CRITERIA

21.1. The District retains the option to clarify Proposal information and/or request on site evaluation of the product from any proposers once the bidding process is closed.

21.2. The following criteria will be utilized by the Evaluation Team to determine the successful proposer:

- Compliance with mandatory elements of RFP
- No conflict of interest
- Proposer adheres to the instructions of the RFP
- Service/product
- compliance with scope of work/specifications
- Cost

22. If successful, the Proposer may be required to provide: A CREDIT CHECK

22.1. The successful Proposer agrees to allow and authorize the District to conduct a credit check. A "Credit Application" form shall be completed and returned to the District within 24 hours after

receipt by the successful Proposer, if so requested by the District.

23. PERFORMANCE GUARANTEE

23.1. A contract performance guarantee will be required in a form, type and amount, to be mutually agreed upon during contract negotiations between the District and the successful Proposer. All costs associated with obtaining said performance guarantee will be the sole responsibility of the successful Proposer.

24. INSURANCE REQUIREMENTS

24.1. The successful Proposer shall, during the term of this Agreement and at its own expense, maintain with Insurers, satisfactory to the District's General Counsel, the following insurance policies:

24.1.1. A Commercial General Liability insurance policy for bodily injury (including death) and property damage in an amount of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive limit for any one occurrence and such policy shall include:

- District as an Additional Insured;
- A Cross Liability clause;
- Contractual Liability Coverage; and
- Non-Owned Automobile Liability Clause.

24.1.2. A Professional Liability insurance policy for damages arising out of errors, omissions, or negligent acts by or on behalf of the Proposer in providing professional services under this Agreement, such insurance policy to be in an amount of not less than ONE MILLION DOLLARS (\$1,000,000.00) for any one claim, and in the annual aggregate, or such other amount as agreed to by the District and the Proposer and confirmed in writing, and such insurance shall remain in full force and effect for at least twenty four (24) months after completion of the contract, if applicable.

24.2. That said insurance policies shall include a provision for the District to be given thirty (30) days prior written notice of cancellation, and thirty (30) days prior written notice of any material change(s) requested by Proposer of said insurance policies.

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Print Name: _____ Company name: _____

- 24.3. The Proposer shall furnish documentary evidence, satisfactory to the District's General Counsel, of evidence of such policies and of the renewal or continuance of such insurances within ten (10) business days of any expiration date(s) thereof.
- 24.4. The Proposer, and not the District, shall be responsible for any deductible that may apply in any of the said insurance policies.
- 24.5. The Proposer covenants and agrees that the District's insurance requirements mentioned above shall not be construed to and shall in no manner limit or restrict the liability of the Proposer.

generated for each completed delivery accepted by District.

- 28.3. Failure to comply with these requirements or to provide an invoice in conformance with this Proposal document may delay payment.
- 28.4. District does not anticipate issuing a separate contract to bind both parties to the terms and conditions of this Proposal. The successful Proposer's acceptance of the purchase order will be acknowledgment of the Proposer's intent to be bound by the terms and conditions as stated in this document.
- 28.5. District will not be bound by prices contained in an invoice that are higher than the original Proposal. If a price increase has not been accepted in writing by District, the invoice may be rejected and returned all items to the Proposer at no cost to District.
- 28.6. No advance payment shall be made for the goods or services furnished by the Proposer pursuant to this Contract.
- 28.7. Standard government payment terms are net 45 days from date of receipt of goods or invoice, whichever is latter.

25. PROVEN SATISFACTORY PERFORMANCE

- 25.1. The District reserves the right to reject any Proposal based on products that have not demonstrated proven satisfactory performance through field trials or actual use by the District, or a comparable fire agency. Whether a product meets this requirement shall be at the sole decision of the District. The lowest monetary Proposal of any of the submitted Proposals will not necessarily be accepted

26. WARRANTY

- 26.1. The Proposer shall supply information regarding the warranty that the Proposer is prepared to offer to the District, including the warranty period for each item and all warranty terms and conditions.
- 26.2. The warranty and service period shall commence after systems have passed the acceptance testing by the District, if applicable.

29. NON-EXCLUSIVITY

- 29.1. The District may elect to purchase any items listed in this agreement from another proposer if this is beneficial and is in the best interest of District in order to fulfil its mission of providing fire and emergency services to the public.

27. MAINTENANCE AND SUPPORT

- 27.1. If applicable, the Proposer should supply information regarding maintenance and support available to support the proposed system after the warranty period has elapsed.
- 27.2. The Proposer should supply a copy of their standard maintenance agreement, if applicable.

30. REJECTION OF GOODS OR SERVICES AND REPROCUREMENT COST

- 30.1. After award, District representatives shall have the option of rejecting or refusing delivery of any and all goods or services which are not in strict conformity with the requirements of this Proposal. All rejected goods or services shall be replaced.
- 30.2. Items found defective or not meeting Proposal specifications shall be picked up and replaced by the successful Proposer at the next service date at no expense to the District. If any item(s) refused are not picked up within one week after notification, the item will become a donation to the District unless otherwise agreed upon by the District.
- 30.3. When a Proposer fails to furnish goods or services in accordance with terms of this Contract, and District must purchase at a price greater than the contract price, the difference may be charged to the Contractor.

28. INVOICES AND PAYMENTS

- 28.1. The Proposer shall submit properly certified invoices to District. The invoice(s) shall contain the following information: The purchase order number, item numbers, description of supplies or services, quantities, unit prices, and discounts, if applicable.
- 28.2. When a purchase order is issued against this Contract that has the potential for multiple or partial deliveries, a separate invoice shall be

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Signature: _____ Title: _____ Date: _____

Print Name: _____ Company name: _____

COMPANY/CONTACT INFORMATION FORM

COMPANY INFORMATION

Type of Applicant New Existing Vendor

Choose One Joint Venture Partnership Proprietorship Corporation

Other explain _____

If Corporation Date Incorporated _____
States Incorporated _____
States Registered as Foreign Corporation _____

Choose One Non-Profit Corporation For Profit Corporation

Business License# _____ Federal Tax Identification # _____

Legal Contractual Name of Firm: _____

Mailing Address: _____ City: _____ St: _____ Zip-Code: _____

CONTACT INFORMATION

Address: _____ City: _____ St: _____ Zip-Code: _____

Mailing Address: _____ City: _____ St: _____ Zip-Code: _____

Contact Name: _____

Title: _____

Email: _____

Phone: _____ Fax: _____

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Signature: _____ Title: _____ Date: _____

Print Name: _____ Company name: _____

EXPERIENCE

Describe five (5) firms with similar contracts and at least three (3) government agencies your company has done business with or is currently doing business with

PROJECT INFORMATION – GOVERNMENT AGENCY #1	
Firm Name _____	
Address _____	City: _____ St: _____ Zip _____
Contact Name _____	Title _____
Phone _____	E-mail _____
Type of Service Performed _____	Contract Amount \$ _____
From: _____	To: _____
Brief Summary of work provided: _____	

PROJECT INFORMATION – GOVERNMENT AGENCY #2	
Firm Name _____	
Address _____	City: _____ St: _____ Zip _____
Contact Name _____	Title _____
Phone _____	E-mail _____
Type of Service Performed _____	Contract Amount \$ _____
From: _____	To: _____
Brief Summary of work provided: _____	

PROJECT INFORMATION – GOVERNMENT AGENCY #3	
Firm Name _____	
Address _____	City: _____ St: _____ Zip _____
Contact Name _____	Title _____
Phone _____	E-mail _____
Type of Service Performed _____	Contract Amount \$ _____
From: _____	To: _____
Brief Summary of work provided: _____	

FILLED OUT BY PROPOSER

Signature: _____ Title: _____ Date: ____/____/____
 Print Name: _____ Company name: _____

PROJECT INFORMATION – OTHER AGENCIES #1	
Firm Name	_____
Address	_____ City: _____ St: _____ Zip _____
Contact Name	_____ Title _____
Phone	_____ E-mail _____
Type of Service Performed	_____ Contract Amount \$ _____
From:	_____ To: _____
Brief Summary of work provided: _____	

PROJECT INFORMATION – OTHER AGENCIES #2	
Firm Name	_____
Address	_____ City: _____ St: _____ Zip _____
Contact Name	_____ Title _____
Phone	_____ E-mail _____
Type of Service Performed	_____ Contract Amount \$ _____
From:	_____ To: _____
Brief Summary of work provided: _____	

PROJECT INFORMATION – OTHER AGENCIES #3	
Firm Name	_____
Address	_____ City: _____ St: _____ Zip _____
Contact Name	_____ Title _____
Phone	_____ E-mail _____
Type of Service Performed	_____ Contract Amount \$ _____
From:	_____ To: _____
Brief Summary of work provided: _____	

FILLED OUT BY PROPOSER

Signature: _____ Title: _____ Date: ____/____/____
 Print Name: _____ Company name: _____

PROJECT INFORMATION – OTHER AGENCIES #4	
Firm Name	_____
Address	_____ City: _____ St: _____ Zip _____
Contact Name	_____ Title _____
Phone	_____ E-mail _____
Type of Service Performed	_____ Contract Amount \$ _____
From:	_____ To: _____
Brief Summary of work provided: _____	

PROJECT INFORMATION – OTHER AGENCIES #5	
Firm Name	_____
Address	_____ City: _____ St: _____ Zip _____
Contact Name	_____ Title _____
Phone	_____ E-mail _____
Type of Service Performed	_____ Contract Amount \$ _____
From:	_____ To: _____
Brief Summary of work provided: _____	

FILLED OUT BY PROPOSER

Signature: _____ Title: _____ Date: ____/____/____

Print Name: _____ Company name: _____

PROPOSAL PACKET CHECKLIST

- Signed, filled out and responded to all pages of this RFP
- 1 original complete packet (marked **ORIGINAL**)
- 2 copies of the complete packet
- Contact Information Form (filled out)
- Project Data Form for each project requested (filled out)
- Proposal Packet Checklist

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Signature: _____ Title: _____ Date: ____/____/____
Print Name: _____ Company name: _____