



ATTACHMENT A – COVER SHEET FOR PROPOSAL

Proposals must include this cover sheet (or this sheet reproduced on company letterhead) as PAGE 1 of the response. Vendors may complete all required attachments as a stand-alone response (fillable form .pdf document, written or typed).

[] an individual, [] a corporation (please mark appropriate box), duly organized under the laws of the State of _____.

The undersigned, having carefully read and considered the services as described within the RFP, does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached proposal, including, by reference here, the County's RFP document.

NO CONFLICT(S) OF INTEREST: By submission of a proposal, vendor agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of the vendor's services, or (2) benefit from an award resulting in a "Conflict of Interest," including holding or retaining membership or employment on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the County.

MICHIGAN ECONOMIC SANCTIONS ACT, 2012 ("IRAN-LINKED BUSINESS"): By submission of a proposal, vendor certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as defined in the Michigan Economic Sanctions Act, 2012 P.A. 517.

DEBARMENT AND SUSPENSION: By submission of a proposal, the undersigned certifies to the best of his/her knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its' principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

CERTIFICATION OF INSURANCE AND INDEMNITY REQUIREMENTS: By submission of a proposal, the undersigned certifies and represents an understanding of the County's Insurance and Indemnification requirements as defined within Ottawa County Terms and Conditions. Potential vendors must understand and agree that fiscal responsibility for claims or damages to any person or to companies and agents shall rest with the vendor.



ATTACHMENT A – (CONTINUED)

The vendor must affect and maintain any and all insurance coverage, including, but not limited to, Workers' Compensation; Employers' Liability and General, Contractual and Professional Liability to support such financial obligations. A certificate of insurance detailing insurance coverages may be requested. The certificate must indicate that insurers will provide to the County written notice thirty (30) days prior to terminating any insurance policy.

The undersigned affirms that he/she is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other vendor and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the vendor has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

Company Name: _____

Contact Name and Title: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Website: _____

Federal Employer Identification Number: _____

The submission of a proposal hereunder shall be considered evidence that the vendor is satisfied with respect to the conditions to be encountered and the character, quantity, and quality of the work to be performed.

BY: _____
(Signature of Authorized Representative) _____
Date

(Printed Name and Title of Authorized Representative)



ATTACHMENT B – VENDOR REFERENCES

Provide (3) three references from projects or services provided that are similar in size and/or scope, preferably from other governmental/municipal, and/or other community-based organizations. By providing the references below, Vendor authorizes any person contacted to give the County any and all information concerning work experience or performance and releases all parties from all liability for any damage that may result from furnishing the same to the County. Please do NOT include Ottawa County as a reference.

Vendor Reference 1			
Customer Name:		Contact Person:	
Contact Number:		Contact Email:	
Project Description:			

Vendor Reference 2			
Customer Name:		Contact Person:	
Contact Number:		Contact Email:	
Project Description:			

Vendor Reference 3			
Customer Name:		Contact Person:	
Contact Number:		Contact Email:	
Project Description:			



ATTACHMENT C - PROPOSAL RESPONSE

To be submitted as a stand-alone document, the proposal response should be clear and concise narrative, providing detailed information and responses to all questions listed below.

EXPERIENCE: Provide evidence showing that your firm has been providing inspection, testing and maintenance services on fire alarms, suppression systems, emergency lighting, and sprinkler systems for a minimum of five (5) years.

QUALIFICATIONS: Provide technical qualifications and experience of personnel that will be performing the service work and assigned to this contract for suppression systems, fire alarms, emergency lighting, and sprinkler systems. Include certification by the State of Michigan to perform testing, maintenance, and repair services on fire suppression systems. The vendor is required to acknowledge and agree that at least one technician must undergo a background check conducted by Ottawa County before providing repair or inspection services.

DOCUMENTATION: Include a sample of the following verification documents, as relates to the service work you would provide to the County, as applicable:

1. Inspection and testing fire alarm systems checklist report
2. Inspection report for fire alarm systems testing
3. Inspection, testing and maintenance of fire sprinkler systems report

COSTS AND FEES: Use the below tables for pricing and/or providing all fees involved with completing this project.

ATTACHMENT C - PROPOSAL RESPONSE – (CONTINUED)

Service to include inspections of Fire Alarm System, Sprinkler System, Pre-Action System and if applicable Range / Fire Suppression Hood Inspection		Address	Year 1 - Extended Total	Year 2 - Extended Total	Year 3 - Extended Total
1	Annual Alarm and Suppression Inspections at Juvenile Detention Center, Adult Detention Center, Probate Court and Sheriff Storage Barn	12130 Fillmore St, West Olive	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
1a	Bi-Annual Fire Suppression Hood Inspection including normal parts replacements	12130 Fillmore St, West Olive	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
2	Inspections at Administration Offices, Sheriff's Dept.	12220 Fillmore St, West Olive	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
3	Annual Alarm and Suppression Inspections at Grand Haven Court House	414 Washington St, Grand Haven	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
4	Annual Alarm and Suppression Inspections at Community Mental Health, Grand Haven	1111 Fulton St, Grand Haven	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
5	Annual Alarm and Suppression Inspections at Hudsonville District Court and Public Health Department	3100 Port Sheldon, Hudsonville	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
6	Annual Alarm and Suppression Inspections at Community Mental Health (A Building)	12265 James St, Holland	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
7	Annual Alarm and Suppression Inspections at Community Mental Health (B Building)	12263 James St, Holland	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
7a	Bi-Annual Fire Suppression Hood Inspection including normal parts replacements	12263 James St, Holland	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
8	Annual Alarm and Suppression Inspections at Public Health Department (C Building)	12251 James St, Holland	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total

ATTACHMENT C - PROPOSAL RESPONSE – (CONTINUED)

9	Annual Alarm and Suppression Inspections at Department of Health & Human Services (D Building)	12185 James St, Holland	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
9a	Bi-Annual Fire Suppression Hood Inspection including normal parts replacements	12185 James St, Holland	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
10	Annual Alarm and Suppression Inspections at Holland District Court	85 West 8 th St, Holland	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
TOTAL			\$ _____	\$ _____	\$ _____

ATTACHMENT C - PROPOSAL RESPONSE – (CONTINUED)

Service to include inspections of range / fire suppression hood inspection		Year 3 - Extended Total	Year 3 - Extended Total	Year 3 - Extended Total
1	Inspections at 15600 68th Ave, Coopersville, MI 49404	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
2	Inspections at 16850 Comstock Ave, Grand Haven, MI 49417	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
3	Inspections at 6693 Roger Dr, Jenison, MI 49428	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
4	Inspections at 700 56th Ave, Zeeland, MI 49464	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
5	Inspections at 14053 Quincy, Holland, MI 49427	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
6	Inspections at 4529 48th Ave, Hudsonville, MI 49426	\$ _____ Location Total	\$ _____ Location Total	\$ _____ Location Total
TOTAL		\$ _____	\$ _____	\$ _____

Unit Pricing

Drain and Recharge of Fire Sprinkler System	\$ _____ /unit
Water Gauge	\$ _____ /unit
Check Valve Inspection	\$ _____ /valve
Internal Pipe Inspection	\$ _____ /inspection
Lift Services	\$ _____

Additional Pricing:

Please include any additional costs associated with the scope of work for RFP 24-011.