

REQUEST FOR PROPOSAL

By the Southern Local Schools, Salineville, OH

INTRODUCTION

This request for Proposals (RFP) is a solicitation for proposals from qualified firms to provide Fire alarm voice EVAC system for the Hutson building located at 70 East Main Street, Salineville, OH 43945.

All proposals must contain the requisite information outlined in the RFP and be received no later than 3:00 PM on February 1, 2023

DESCRIPTION OF SERVICES

The School desires the following services to be performed.

Services

1. Installation of Fire Alarm Voice EVAC system from state approved architectural design (completed and available to all bidders) and can be delivered via regular mail or email.

The firm will provide scope of proposal and timeframe (Start to Completion) to the School for review and for selection process.

The School requires the following submissions:

Type of Project	Initial Plan Check	Subsequent Plan Checks
Fire Alarm Voice EVAC System		
Product Description		
Scope of work		
Schedule of work		

CONTACT

The contact with the Southern Local Schools is Josh Manist, via e-mail address is: Josh.Manist@slindians.org the phone number is 330-679-2343

The Schools address is:
Southern Local Schools
38095 State Route 39
Salineville, OH 43945-9726

ON SITE INSPECTION

The building will be open to inspection by appointment only between January 5, 2023, and January 27, 2023.

CONSTRUCTION SERVICES

After being selected the firm will procure a building permit and provide materials and installation of design.

RFP SCHEDULE

The following timeline applies to the RFP, however, the School may change the estimated dates and process as deemed necessary:

Activity	Date
RFP Issued	01/05/2023
On site Inspection	By appointment only Jan 5-Jan 27, 2023
Last Date for Question	01/27/2023
Proposal Due Date	02/01/2023
Contract Awarded	

The School expects, but does not guarantee, that the decisions on the selection of pre-qualified Consultants will be made by the School on the date(s) indicated above.

The deadline to submit questions regarding this RFP is January 27, 2023. Questions must be submitted in writing (email is preferred) to the attention of Josh Manist, listed above.

SUBMITTAL REQUIREMENTS AND FORMAT

- A. General Conditions: The School reserves the right to waive any irregularity in any proposal or to reject any proposal. Selection of the firms to provide the described services will be made solely by the School base on criteria determined by the School.
- B. Submittal Deadline: Proposals are due no later than 3:00 p.m. on Wednesday, February 1,2023.
- C. Submittal: The submittal must include three (3) hard copies in a sealed envelope in a 11 x 17 format or via email.

Send submittals, or hand deliver to:

Southern Local Schools
Attn: Josh Manist
38095 State Route 39
Salineville, OH 43945-9726

Email: Josh.Manist@slindians.org

D. Content: To be considered for selection, submit the following information in keeping with the following format and identifying each item by number and letter.

1. Letter of introduction.
 - a. Briefly describe the firm, the name, address, email, and phone number of the contact person as well as a summary of the respondent's understanding of the scope of services and the overall approach to the scope of services. This letter should indicate features, skills and/or services which distinguish the firm, and state why your firm believes it to be the best qualified to perform these services. Describe the firm's management philosophy and style in providing services to public sector clients. Indicate if any conflicts of interest exist or could arise due to wording for the School.
2. Table of Contents.
 - a. Include a clear identification of the material by selection and by page number. Number all proposal pages that follow the Table of Contents.
3. Drawings.
 - a. Provide complete engineered design drawings -state approved.
 - b. Product description
 - c. Scope of work
 - d. Schedule of work
4. Statement of Qualifications (non-promotional).
 - a. Identify contracts the firm is currently undertaking of a similar nature (i.e. similar type buildings) and has undertaken in the recent past (3 years in Ohio) and describe the type of services provided under each contract.
 - b. Provide a scope of services involved for one previous or existing contract
5. Personnel and Allocation of Resources.
 - a. Provide the names, title, experience, and qualifications of management personnel who would provide oversight for the contract service. Provide resumes of all such personnel.
 - b. Provide the names, title, experience, and qualifications of personnel who would be assigned to provide direct services to the school. Provide resumes of all such personnel not listed in 5(a) above.
 - c. Provide the office location that would be servicing the school and staffing level at that office.
6. References.
 - a. Provide at least three (3) references that may be contacted for verification of the respondent's experience and qualifications. This should consist of a minimum of two Schools for which similar services have been performed, and provide names and telephone numbers of personal who can be contacted with regard to the services you have provided.

GENERAL STIPULATIONS

- A. Right to Request Additional Information: During this evaluation process, the School reserves the right, where it may serve the schools best interest to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Debriefings will not be provided by the school.
- B. Right to Reject Proposals: The School reserves the right without prejudice to reject any or all proposals.

- C. Public Record: All proposals submitted in response to this RFP will become the property of the School upon submittal and a matter of public record pursuant to applicable law.
- D. Reimbursement: The School does not reimburse respondents for the cost of proposal or proposal preparation or delivery, even in the event of cancellation of the RFT.
- E. Period of Performance: The Professional Services Agreement with the firm selected through this process will be valid for one year.
- F. Standard Agreement: The School. H olds ultimate discretion to modify the Professional Services Agreement, including modifications requested by proposing firms, or modifications suggested or required by the school's legal or insurance services. The School reserves the right to reject any exceptions o proposed changes to the schools standard Professional Services Agreement.