



REQUEST FOR PROPOSAL FOR FIRE SAFETY AND MONITORING SYSTEM INSPECTIONS AND FIRE EXTINGUISHER INSPECTION AND SERVICE

The Auburn Lewiston Airport invites you to submit a proposal for services related to the following project:

FIRE SAFETY and MONITORING SYSTEMS INSPECTIONS AND FIRE EXTINGUISHER INSPECTIONS AND SERVICE

Project Description

Auburn Lewiston Airport has many facilities, new and older, that have fire safety and suppression systems. Most airport facilities have alarm systems that are connected to remote monitoring. All airport facilities and all airport vehicles/equipment have fire extinguishers as well. Auburn Lewiston Airport is seeking a qualified and licensed firm to perform annual inspections of all fire safety and monitoring systems and annual inspections and service for all airport fire extinguishers. The qualifying firm would need to have the ability to certify that all systems and extinguishers meet or exceed current codes related to fire safety for that application. The qualifying firm would also need to have the ability to perform six-year maintenance and/or hydro testing on all fire extinguishers requiring such service. Finally, the qualifying firm would need to submit annual reports to the airport of compliance, needs for maintenance, and any additional reports required in regards to fire safety.

Scope of Professional Services

A full range of professional services will be required. The scope of services includes the following:

- Visit each airport facility to inspect and test fire alarm systems and fire sprinkler/foam dispensing systems to ensure compliance with current fire safety codes.
- Visit each airport facility to inspect all fire extinguishers within that facility as required to maintain NFPA code compliance.
- Inspections of all fire extinguishers located in airport vehicles, equipment, or other “off-site” locations.
- Six-year maintenance and/or hydro-testing of fire extinguishers requiring such maintenance when such maintenance does not exceed the cost of a replacement extinguisher.
- Simple repairs to fire safety systems or fire extinguishers that can be billed at an hourly rate.
- Annual reports of all fire safety systems, fire sprinkler systems, fire extinguisher inspections and maintenance, and other such related reports along with follow-up reports when necessary.

The qualifying firm may also submit a bid sheet for fire extinguisher purchases and other fire safety related work at an hourly rate.



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Organization of Proposal

Proposals should be concise and focused. The proposal must indicate specifically the following:

1. Provide a detailed list of qualifications and licensing that would demonstrate your company and its employees are prepared to perform the necessary work.
2. Statement of project understanding and a work plan in narrative form outlining your approach to accomplishing the scope of this project. This work plan should relate specifically the information and resources needed to complete each task successfully.
3. Proposal should include two separate and distinct aspects of work. These aspects will be:
 - (1) Services provided in regards to fire safety systems and fire sprinkler systems.
 - (2) Services provided in regards to fire extinguishers.
4. Summary of service team described in qualifications statements.
5. Describe the firm's experience in providing similar services.
6. A schedule of anticipated fees and reimbursable expenses as well as any desired additional pricing for fire extinguisher purchases and other fire safety related work at an hourly rate.

Administrative

Familiarization with the airport:

Firms are invited to visit Auburn Lewiston Airport to familiarize themselves with airport facilities and the scope of the project. Staff members will be designated to escort and help understand each airport-owned facility. Prior arrangements for the visit are recommended to ensure access to all airport facilities.

Evaluation criteria: The airport will equally weigh in as objective manner as possible the following criteria in selecting a firm:

1. Qualifications, experience, and background of the firm.
2. The specific individuals assigned to the project and the time commitments of each.
3. Project schedule and the approach to the project as suggested in your proposal.
4. Cost.



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Proposal copies: Submit the proposal in writing to:

Airport Fire Safety and Service
Auburn Lewiston Airport
80 Airport Drive
Auburn, ME 04210

Deadline: Not later than 2 pm on 2 March 2018. Submissions received after this time will not be accepted.

Questions: Telephone inquiries concerning the project should be limited to brief questions of fact or clarification. Multiple or lengthy questions are to be submitted in writing. Please call (207) 786 0631 or email manager@flytomaine.com

Acceptance/rejection of RFP's: The Auburn Lewiston staff intends to award a contract to the firm that best satisfies the design and projects needs of Auburn Lewiston Airport. This Request for Proposals does not commit Auburn Lewiston Airport to award a contract or share in the expenses of preparing the proposal or participating in the interviews. Auburn Lewiston Airport may ask a firm to sit for an interview to expand on their qualifications for the project. Auburn Lewiston Airport will NOT interview all firms that submit an RFP.