



**RFP NUMBER 17-129-E**

**For**

**REQUEST FOR PROPOSALS FOR  
FIRE SIMULATOR RENOVATIONS**

**PROPOSALS DUE: No later than May 9, 2017, 2:00 PM EST in hard copy.  
Electronic submissions via e-mail or fax will NOT be accepted.**

Questions should be directed in writing to City of Roswell Purchasing Division,  
via e-mail to:

**[purchasing@roswellgov.com](mailto:purchasing@roswellgov.com)**

**Submit Proposals to:  
City of Roswell  
Purchasing Division  
38 Hill Street, Suite 130  
Roswell, Georgia 30075**

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## PROPOSAL LETTER

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**(FAILURE TO INCLUDE THIS SIGNED PROPOSAL LETTER AND PROPOSAL CERTIFICATION MAY RESULT IN THE REJECTION OF YOUR PROPOSAL.)**

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Proposals RFP 17-129-E Fire Simulator Renovations for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the RFP.

It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by Purchasing Division, City of Roswell, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Roswell ("City").

It is understood and agreed that we have read the City's specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such City specifications described in this RFP. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City reserves the right to reject any or all proposals, waive technicalities, and informalities, and to make an award in the best interest of the City.

It is understood and agreed that this proposal shall be valid and held open for a period of one hundred twenty (120) days from proposal opening date.

### PROPOSAL SIGNATURE AND CERTIFICATION

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal ("Offeror") for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Offeror. I further certify that the provisions of O.C.G.A. § 45-10-20, et seq. have not been violated and will not be violated in any respect.

Authorized Signature for Offeror \_\_\_\_\_

Date \_\_\_\_\_

Print/Type Name \_\_\_\_\_

Print/Type Offeror Name Here \_\_\_\_\_

## OFFEROR'S RFP CHECKLIST

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### 10 Critical Things to Keep in Mind When Responding to an RFP for the City of Roswell

1. \_\_\_\_\_ **Read the entire document.** Note critical items such as: supplies/services required; submittal dates; number of copies required for submittal; contract requirements (e.g. bonding and insurance requirements); etc.
2. \_\_\_\_\_ **Note the Buyer's name, address, phone numbers and e-mail address.** This is the only person you are allowed to communicate with regarding the RFP and is an excellent source of information.
3. \_\_\_\_\_ **Attend the pre-proposal conference** if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFP. This conference may be mandatory.
4. \_\_\_\_\_ **Take advantage of the “question and answer” period.** Submit your questions to the Buyer by the due date listed in the *Schedule of Events* and view the answers given in the formal “addenda” issued for the RFP. All addenda issued for an RFP are posted on the Cities’ website and will include all questions asked and answered concerning the RFP.
5. \_\_\_\_\_ **Follow the format required in the RFP** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. \_\_\_\_\_ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don’t assume any of the Cities or Evaluation Committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with one of the Cities. The proposals are evaluated based solely on the information and materials provided in your response.
7. \_\_\_\_\_ **Use the forms provided**, e.g. cover page, cost proposal form, standard forms, etc.
8. \_\_\_\_\_ **Check the City’s website for RFP addenda.** Before submitting your response, check the City’s website at <http://www.roswellgov.com/bids.aspx> to see whether any addenda were issued for the RFP. **If so, you must submit a signed cover sheet for each addendum issued along with your RFP response.**
9. \_\_\_\_\_ **Review the RFP document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and complete. The copies are provided to the Evaluation Committee members and will be used to score your proposal.
10. \_\_\_\_\_ **Submit your proposal on time.** Note all the dates and times listed in the *Schedule of Events* and within the document, and be sure to submit all required items on time. Late proposal responses will not be accepted.

***This checklist is provided for assistance only and should not be submitted with Offeror’s Proposal.***

## **SCHEDULE OF EVENTS**

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<b><u>EVENT</u></b>	<b><u>DATE</u></b>
RFP Issue Date .....	April 13, 2017
Pre-proposal Meeting.....	April 25, 2017(10:00 AM)
Deadline for Receipt of Written Questions .....	April 27, 2017(2:00 PM)
Deadline for Posting of Written Answers to City’s Website .....	May 2, 2017
RFP Response Due Date .....	May 9, 2017 (2:00 pm)
Oral Presentations for Shortlisted Vendors (Optional).....	May 18, 2017

## PROJECT OVERVIEW

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The purpose of the Request for Proposal is to solicit proposals through a competitive solicitation for the supply, design, installation, and training associated with the purchase of a fire simulation unit including an exterior prop. The awarded vendor shall also be responsible for the delivery and installation of all equipment to be connected to the main gas and electric facilities provided by the City of Roswell to locations that will be determined by the City and the awarded vendor.

The solicitation does not commit the City of Roswell to make an award and the City reserves the right to accept, reject or cancel this solicitation in part or in its entirety, as determined to be in its best interest.

## SECTION 1: RFP INSTRUCTIONS

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### 1.1 Single Point of Contact

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From the date this Request for Proposals (the “RFP”) is issued until an Offeror is selected, **Offerors are not allowed to communicate with any staff or elected officials of the City regarding this procurement.** Any unauthorized contact may disqualify the Offeror from further consideration. Contact information for the single point of contact is as follows:

Buyer:	Edward S McAdoo III
Address:	38 Hill Street Roswell, GA 30075
Telephone Number:	770-641-3718
E-mail Address:	purchasing@roswellgov.com

### 1.2 Required Review

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- 1.2.1 **Review RFP:** Offerors should carefully review this RFP in its entirety including all instructions, requirements, specifications, and terms/conditions and promptly notify the Buyer, identified above, in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which may be discovered upon examination of this RFP.
- 1.2.2 **Addenda:** The City of Roswell may revise this RFP by issuing an addendum prior to its opening. The addendum will be posted on the City’s website alongside the posting of the RFP at <http://www.roswellgov.com/bids.aspx>. Addenda will become part of the proposal documents and subsequent contract. Offerors must sign and return any addendum with their RFP response. Failure to propose in accordance with an addendum may be cause for rejection. In unusual circumstances, the City of Roswell may postpone an opening in order to notify vendors and to give Offerors sufficient time to respond to the addendum.
- 1.2.3 **Form of Questions:** Offerors with questions or requiring clarification or interpretation of any section within this RFP must address these questions in writing or via e-mail to the Buyer referenced above on or before **April 27, 2017**. Each question must provide clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.
- 1.2.4 **The City of Roswell’s Answers:** The City of Roswell will provide by **May 2, 2017**, an official written answer to all questions received within the period stipulated under *Section 1.2.3*. The City of Roswell’s response will be by formal written addendum. Any other form of interpretation, correction, or change to this RFP will not be binding upon the City of Roswell. Any formal written addendum will be posted on the City’s website alongside the posting of the RFP at <http://www.roswellgov.com/bids.aspx> by the close of business on the date listed. Offerors must sign and return any addendum with their RFP response.

### 1.3 Pre-Proposal Conference

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A pre-proposal conference will be conducted for this RFP on **April 25, 2017** at (10:00) AM at the Roswell-Alpharetta Public Safety Training Center located at 11565 Maxwell Rd Alpharetta, GA 30009.



## 1.4 Submitting a Sealed Proposal

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- 1.4.1 **Organization of Proposal:** Each proposal shall be prepared simply and economically, providing straight-forward, concise delineation of the Offeror's capabilities to satisfy the requirements of this RFP. Fancy bindings, colored displays, and promotional material are not required. Emphasis in each proposal shall be on completeness and clarity of content. To expedite the evaluation of proposals, it is essential that Offerors follow the format and instructions contained herein.

Proposals shall be submitted in two parts: Technical Proposal and Cost Proposal. Offerors must organize their proposals in the following format with tabs separating each section:

### A. Technical Proposal

1. Proposal Letter – Offeror's authorized representative(s) shall complete and sign the Proposal Letter on page 4 of this RFP and return it with the proposal.
2. *Section 3, Scope of Project/Specifications* – Offeror shall respond comprehensively and clearly to the requirements of *Section 3.1* and shall include all documents, information, exceptions, clarifications, etc., as requested therein. Number the responses so they are keyed to the paragraph of the RFP that the response addresses. If the Offeror cross-references supplemental materials as enclosures or appendices or annexes to the proposal, be sure that this information is numbered in the supplemental materials showing exactly what paragraph in the RFP the supplemental material is addressing.
3. Standard Contract – Offeror's authorized representative(s) shall execute the contract provided upon award and return it with the proposal.
4. Standard Forms – Offeror's authorized representative(s) shall complete the standard forms attached to the contract provided upon award. The standard forms include legal requirements that must be met before formal negotiations can be completed and the award process commenced.
5. Addenda – if any addenda have been issued, complete, sign and return Page 1, Addendum Acknowledgement (for each addenda issued) with proposal.
6. THE TECHNICAL PROPOSAL MUST NOT INCLUDE ANY COST FIGURES.

### B. Cost Proposal

1. Cost Proposal Format – Offerors must present a Cost Proposal response as outlined in *Exhibit C*. The Cost Proposal format outlined in *Section 4* will be used as the primary representation of each Offeror's cost/price, and will be used during proposal evaluations. Additional information should be included as necessary to explain in detail the Offeror's cost/price. Do not qualify the Cost Proposal with "If ..., then" statements. A qualified Cost Proposal may be rejected and not be further considered.
2. Proposal Price Certification - Offeror's authorized representative(s) shall complete and sign the Proposal Price Certification contained in *Section 4* and return it with the Cost Proposal.

- 1.4.2 **Failure to Comply with Instructions:** Offerors failing to comply with these instructions may be subject to scoring reductions. The City of Roswell may also choose not to evaluate, may deem non-responsive, and/or may disqualify from further consideration any proposals that do not follow this RFP format, are difficult to understand, are difficult to read, or are missing any requested information.
- 1.4.3 **Multiple Proposals:** Offerors may, at their option, submit multiple proposals, in which case each proposal shall be evaluated as a separate document. Multiple proposals must be submitted in separate envelopes and marked plainly to notify that each envelope contains a separate and single proposal response.
- 1.4.4 **Copies Required and Deadline for Receipt of Sealed Proposals:** All proposals must be received in sealed opaque packaging. Offerors must submit the following number of copies to the address set forth on the Cover Page:
- A. Technical Proposal:
    - i. One (1) hard copy marked “Original” with original signatures; and
    - ii. One (1) electronic copy. The electronic copy shall be submitted in pdf format (OCR) and organized in the same format as the original submission with each Chapter or Section of the original having a corresponding Electronic File.
  - B. Cost Proposal:
    - i. One (1) hard copy marked “Original” with original signatures shall be submitted in a separate, sealed opaque envelope marked “Cost Proposal” with the Offeror’s name, address, RFP #, RFP Name, and Due Date/Time. Additional Cost Proposal sheets shall not be included in proposal original or copies.
  - C. Proposals must be received sealed and at the Purchasing Office of the location noted on the Cover Page prior to **2:00 PM (EST), on May 9, 2017**. Facsimile or e-mail responses to requests for proposals are NOT accepted.
- 1.4.5 **Late Submissions, Withdrawals, and Corrections:**
- A. **Late Proposal:** Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Offeror’s sole risk to assure delivery to the Purchasing Office by the designated time. Late proposals will not be opened and may be returned to the Offeror at the expense of the Offeror or destroyed if requested.
  - B. **Proposal Withdrawal:** An Offeror requesting to withdraw its proposal prior to the RFP due date and time may submit a letter to the Buyer requesting to withdraw. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm.
  - C. **Proposal Correction** If an obvious clerical error is discovered after the proposal has been opened; the Offeror may submit a letter to the designated Buyer within two business days of opening, requesting that the error be corrected. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm. The Offeror must present clear and convincing evidence that an unintentional error

was made. The Buyer will review the correction request and a judgment will be made. Generally, modifications to opened proposals for reasons other than obvious clerical errors are not permitted.

## 1.5 Offeror's Certification

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- 1.5.1 **Understanding of Specifications and Requirements:** By submitting a response to this RFP, Offeror agrees to an understanding of and compliance with the specifications and requirements described in this RFP.
- 1.5.2 **Offeror's Signature:** All signatures required in the proposal on behalf on an Offeror must be signed in ink by an individual authorized to legally bind the business submitting the proposal. The Offeror's signature on a proposal in response to this RFP guarantees that the prices quoted have been established without collusion and without effort to preclude the City of Roswell from obtaining the best possible supply or service. Proof of authority of the person signing the RFP response must be furnished upon request.
- 1.5.3 **Offer in Effect for 120 Days:** Except in rare cases as described in *Section 1.3.5*, a proposal may not be corrected, withdrawn, or canceled by the Offeror for a 120-day period following the deadline for proposal submission as defined in the Schedule of Events, or receipt of best and final offer, if required, and Offeror so agrees in submitting the proposal.

## 1.6 Cost of Preparing a Proposal

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- 1.6.1 **Roswell Not Responsible for Preparation Costs:** The costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the City of Roswell are entirely the responsibility of the Offeror. The City of Roswell is not liable for any expense incurred by the Offeror in the preparation and presentation of its proposal.
- 1.6.2 **All Timely Submitted Materials Become Roswell's Property:** All materials submitted in response to this RFP become the property of the City of Roswell and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the City of Roswell and Offeror resulting from this RFP process.

## SECTION 2: RFP RECEIPT AND EVALUATION PROCESS

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### 2.1. Authority

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This RFP is issued under the authority of the City of Roswell.

### 2.2. Receipt of Proposals and Public Inspection

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2.2.1 **Public Information:** During the opening of sealed proposals, only the name of each Offeror shall be announced. No other information will be disclosed nor shall the proposals be considered open record until after council award. All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after the council award with the following four (4) exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the City of Roswell; (3) any company financial information requested by the City of Roswell to determine vendor responsibility, unless prior written consent has been given by the Offeror; and (4) other constitutional protections.

2.2.2 **Buyer's Review of Proposals:** Upon opening the sealed proposals received in response to this RFP, the Buyer in charge of the solicitation will review the proposals and separate out any information that meets the referenced exceptions in *Section 2.2.1* above, providing the following conditions have been met:

- Confidential information is clearly marked and separated from the rest of the proposal;
- Proposal does not contain confidential material in the cost/price section; and
- An affidavit from an Offeror's legal counsel attesting to and explaining the validity of the trade secret claim is attached to each proposal containing trade secrets.

Information separated out under this process will be available for review only by Buyer, the Evaluation Committee members, and limited other designees. Offerors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.

### 2.3. Classification and Evaluation of Proposals

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2.3.1 **Initial Classification of Proposals as Responsive or Nonresponsive:** All proposals will initially be classified as either "responsive" or "nonresponsive". Proposals may be found nonresponsive at any time during the evaluation process or negotiations if: any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or the proposal is not within the plans and specifications described and required in the RFP. Proposals found nonresponsive may not be considered further.

- 2.3.2 **Determination of Responsibility:** The Buyer will determine whether an Offeror has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through negotiation if information surfaces that would result in a determination of non-responsibility. If an Offeror is found non-responsible, the determination must be in writing and made a part of the procurement file.
- 2.3.3 **Evaluation of Proposals:** The Evaluation Committee will evaluate the remaining proposals and make a recommendation to Mayor & Council or, if necessary, to seek discussion/negotiation or a “best and final offer” in order to determine the recommended Offeror. Responsive proposals will be evaluated based on stated evaluation criteria (*Section 5*). In scoring against stated criteria, the Evaluation Committee may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors.
- 2.3.4 **Completeness of Proposals:** Selection and award will be based on the Offeror’s proposal and other items outlined in this RFP. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by Offerors outside the formal response or subsequent discussion/negotiation or “best and final offer,” if requested, will not be considered, will have no bearing on any award, and may result in the Offeror being disqualified from further consideration.
- 2.3.5 **Opportunity for Discussion/Negotiation and/or Oral Presentation/ Product Demonstration:** After receipt of all proposals and prior to the determination of the award, the City of Roswell may initiate discussions with one or more Offerors should clarification or negotiation be necessary. Offerors may also be required to make an oral presentation and/or product demonstration to clarify their RFP responses or to further define their offer. In either case, Offerors should be prepared to send qualified personnel to the City of Roswell to discuss technical and contractual aspects of their proposals. Oral presentations and product demonstrations, if requested, shall be at the Offeror’s expense.
- 2.3.6 **Best and Final Offer:** The “best and final offer” is an option available to the City of Roswell under the RFP process which permits the City of Roswell to request a “best and final offer” from one or more Offerors if additional information is required to make a final decision. The decision to seek “best and final offer” is at the sole discretion of the City. Offerors may be contacted asking that they submit their “best and final offer”, which must include any and all discussed and/or negotiated changes.
- 2.3.7 **Committee Recommendation for Award:** The Evaluation Committee will provide a written recommendation for award to the Buyer that contains the ranking and related supporting documentation for its decision. The Buyer will review the recommendation to ensure its compliance with the RFP process and criteria before concurring with the Evaluation Committee’s recommendation.
- 2.3.8 **Negotiation:** Upon recommendation from the Evaluation Committee, the Buyer may begin negotiations with the responsive and responsible Offeror whose proposal that is the advantageous to the City of Roswell. If negotiation is unsuccessful or the highest-ranked Offeror fails to provide necessary documents or information in a timely manner, or fails to

negotiate in good faith, the City of Roswell may terminate negotiations and begin negotiations with the next highest-scored Offeror.

2.3.9 **Contract Award:** Award, if any, will be made based on the determination of Mayor & Council.

## 2.4. Roswell's Rights Reserved

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While the City of Roswell has every intention to make an award as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the City of Roswell to award and execute a contract. Upon a determination such actions would be in its best interest, the City of Roswell, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP at any time. A notice of cancellation will be issued on the Roswell website. If the RFP is cancelled, the City of Roswell will not reimburse any Offeror for the preparation of its proposal. Proposals may be returned upon request if unopened;
- Reject any or all proposals received in response to this RFP,
- Make a contract award, based directly on the proposals received, determined to be in the best interest of the City, in its sole discretion,
- Enter into further discussions with one or more Offerors;
- Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFP which would not have significant impact on any proposal;
- Not award if it is in the best interest of the City of Roswell; or
- Terminate any contract if the City of Roswell determines adequate funds are not available.

## SECTION 3: SCOPE OF PROJECT/SCOPE OF SERVICES/ OFFEROR INFORMATION

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### 3.1 SCOPE OF PROJECT

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**3.1.1 Project Overview:** The City of Roswell, Mayor and City Council, the governing authority of City of Roswell, GA (“the City”) request seal bids from a Fire Training System Supplier for products and services for updating the Fire Simulator.

**3.2 Objective:** To provide delivery, design, installation, and training of interior and exterior fire props, smoke distribution system, and safety components.

#### **3.3 Kitchen Fire Prop:**

The Kitchen Fire Simulator shall simulate a fire emergency starting from a domestic kitchen unit. This simulator shall be constructed with the following equipment:

##### 3.3.1 Control Unit:

- Mounted within the stove prop or exterior of the building near the stove prop.
- Fitted with the pilot burner, gas valves, electrical components, and communication system.

##### 3.3.2 Fire Tray:

- Mounted within the stove prop with the required dimensions:
- Fire Tray (L x W x H) 30” x 20” x 6” approx.

##### 3.3.3 Stove Prop Dimensions:

Simulates a typical 4 ring gas stove, an overhead fire extension and an cabinet near the stove;  
Dimensions:

- Stove (L x W x H) 31” x 31” x 35” approx.
- Equipped with a minimum of two burners.
- One burner in stove, with three flame heights (Low, Medium, and High) and a capacity of ca 250/400/650 kw approx.
- One burner above the stove for fire extension simulation, with one flame height at a capacity of 250 kw approx.

##### 3.3.4 Additional Kitchen Props

- Overhead fire extension area (L x W x H) 35” x 20” x 20” approx.
- Cabinet (L x W x H) 24” x 24” x 35” approx.
- The material shall 5mm stainless steel at a minimum with heat resistant paint.

##### 3.3.5 Grease Fire Simulation

In order to provide an extra dimension to the fire tray, the stove shall be fitted to simulate a grease explosion as follows:

- A pan shall be fitted onto the stove, and the pan shall be equipped with a water collector. If a fire is extinguished with water, the water collector shall detect this, and as soon as a minimum amount of water is collected, a stream of fire shall be produced simulating a grease explosion.

### **3.4 Flashover/Rollover Fire Prop:**

The Flashover/Rollover Fire Prop shall be constructed in conjunction with the Kitchen Fire Training. The Flashover/Rollover fire shall be constructed as follows:

#### **3.4.1 Control Unit:**

- Mounted within the stove prop or exterior of the building near the kitchen prop.
- Fitted with a pilot burner, gas valves, electrical components, and a communication system.

#### **3.4.2 Flashover/Rollover:**

- The minimum of ca. 2000 kw and a flame radius of at least 450 inches.
- The effect shall be capable of continuous operation for at least 20 seconds.
- The scenario shall be designed to allow repeatable and continuous training. Repeatable time between simulations will be no more than 30 seconds.

### **3.5 Bed Fire Prop:**

The Bed Fire Simulator shall simulate a fire emergency from a bed unit. This simulator shall be constructed as follows:

#### **3.5.1 Control Unit**

- Mounted within the bed prop or exterior of the building near bed prop.
- Fitted with a pilot burner, gas valves, electrical components, and communication system.

#### **3.5.2 Fire Tray:**

- Mounted within the bed prop.
- Dimensions (L x W x H) 67" x 28" x 6" approx.

#### **3.5.3 Bed Prop:**

- Simulate a twin bed.
- Dimensions (L x W x H) 79" x 35" x 20 approx.
- 3 and 5 mm steel at a minimum with heat resistant paint.
- Equipped with at least two burners.
- One burner in the pillow with a single flame height and a capacity of 250 kw.
- One burner in the mattress with three flame heights, a capacity of 250/450/700 kw.
- Fitted with appropriate thermocouples for the system.

#### **3.5.4 Wall Extension**

- Above the bed, against a wall an additional burner pipe shall be installed, this will create a wall extension fire. The burner shall be capable of producing 3 stages of fire, with the ability to reach the ceiling. This burner will be equipped with the appropriate needed thermocouple.

### **3.6 Smoke Distribution System:**

The installation of a synthetic smoke generation system with an internal computer system shall be included in the design of the training structure. The smoke system shall be designed especially for fire training purposes, and shall produce no residues or substances that are damaging for the trainees and/or the environment.

The generator shall have wireless control capabilities and not be linked to the central control system.



The quality of smoke shall create 100% obscurity (visibility to be less than 12 inches) and at a height of 18 inches above the floor. The smoke generator shall be able to generate smoke to each fire training room

An additional smoke generator will be required for areas other than the fire simulation rooms, and not required to link to technical room.

#### 3.6.1 Technical specifications of the smoke generator:

- The smoke generator shall be manufactured under guidelines of the ISO 9001
- 1800 Watt Capacity for the fire simulation areas
- Ability to reach 100% obscurity for simulation within a minute of activation.
- 2200 Watt capacity for the common areas.
- Ability to reach 100% obscurity for common areas within two minutes of activation.
- No use of pressurized gasses or oil based liquid.
- The vendor shall provide 55 gallons of smoke generation fluid for training at a minimum.
- Must not fill attic above bedroom.

### 3.7 Safety Systems

The system shall include all related auxiliary and safety systems, such as gas and temperature sensors, e-stop buttons, and control mechanisms. The following systems will be included at a minimum in the design of the multi-story fire training structure:

#### 3.7.1 Control Cabinet Requirements

a). Control cabinet for all fire props and safety equipment to be installed per this proposal shall be linked to one central control/monitoring cabinet. The control cabinet and all components shall be kept insulated from water. There is already a Technical room in place for the installation of the control cabinet. The City is unwilling to pay extra for the control cabinet to be moved to a new location.

#### 3.7.2 Evacuation Lighting Requirements:

a). Evacuation lighting of commercial grade shall be provided in the technical area; it must be installed on the ceiling and operated by a manual switch next to the access door. A remote shall also be required in the event of emergency stop activation.

b). Evacuation lighting shall be provided inside the live Fire Training rooms, with a minimum of one light at or near each exit of the fire simulator rooms, installed at 12" above the floor level.

c). The lighting shall be heat to resistant to 65c and foreseen as having protection against mechanical shocks and pressure jets.

#### 3.7.3 Temperature Measurement System Requirements:

a). Temperature in the Fire Training rooms shall be measured at three levels-low level (12 inches above floor level, to protect safety equipment and trainee/instructor when lying on the floor), middle level (47 inches above floor level to protect trainee/instructor when standing up) and high level (just below the ceiling, to protect the construction). The measured temperatures shall be fed into the central control system, safety system and ventilation system.

b). If temperature measurements exceed the maximum pre-se safety thresholds, a safety override shall shut down all heat sources immediately and initiate full ventilation.

#### 3.7.4 LEL Gas Detection System Requirements:

a). At least one gas sensor per room with risk of gas accumulation shall be provided. The as detection sensors shall be placed at a height approximately 12 inches above floor level and shall be fitted inside a steel housing, which shall keep out unwanted pollution and provide mechanical protection. The gas detection system shall be interlocked into the integrated control network, and emergency stop system.

#### 3.7.5 Emergency Stop System Requirements

a). Emergency mushroom head buttons shall be installed at each access door to live Fire Training rooms, at approximately 20 to 40 inches above floor level. These buttons shall be fitted with a steel housing to prevent accidental activation of the shutoff by the breathing apparatus of trainees and to provide added mechanical protection. Additionally, one emergency stop shall be included on the Control Cabinet.

b). If one of the emergency stop buttons are activated, the following components should react:

- The power supply to the fire and smoke simulators will be cut off;
- All emergency lights shall be switched on;
- Main gas supply shall be cut off;
- Ventilation system shall be activated at full speed.

### **3.8 Ventilation System Requirements**

The vendor shall install, as part of the fire training system, a ventilation system that meets or exceeds NFPA standards. The system shall include the following as a minimum:

- Air Supply:  
To each Fire Training Room:
- Air Removal:  
Of each Fire Training Room:

#### 3.8.1 Air supply of a Fire Training Room

The air supply for Fire Training rooms shall be controlled in two different ways.

a). Air supply by auxiliary ventilators:

- The vendor shall supply an auxiliary ventilator for each prop to manage the cooling of the fire prop and technical space.

b). Air supply by ventilation grids:

- Ventilation grids shall be installed at strategic points in the outside of fire rooms to ensure a supply of fresh air in the rooms.
- A self-closing damper shall be placed behind all ventilation grids. All ventilation grids and self-closing dampers shall be made of galvanized steel.
- The dampers are opened automatically by the activation of the air removal system.

#### 3.8.2 Air removal of a fire training room

A single-suction, high temperature, centrifugal ventilator must be installed on the exterior of each fire training prop. The casing of the fan and the exhaust shall be able to resist temperatures from Class A fires and also be water and corrosion resistant.

a). The ventilator shall be connected to a frequency regulator. This frequency regulator will be activated through:

- The temperature monitoring system.
- The gas detection system.
- Emergency stop capabilities.
- The frequency regulator will also regulate and protect the engine fan (overheating, turning in the right direction, failing phase, etc).
- A safety air pressure switch on the fan is required to continuously check the functionality of the safety exhaust fan.
- A set of pipes will be installed for the evacuation of the flue gases and smoke simulation.
- A ventilation duct that allows the venting of smoke and enhances smoke simulation is connected to each fan.
- A ventilation duct is connected to the ventilator for each fire room. In the corridors, ventilation ducts shall be installed as high as possible. All ducts should be obscured from view as much as possible and should not detract too much from the training environment.
- All cables will be encased in the appropriate conduit in order to meet local codes.

### **3.9 Ceiling Protection**

The vendor shall install a flame shield plenum to protect the existing lining. The thermal steel plates shall be designed and mounted to the structure in such a way that they will remain firmly in place with the prolonged direct impact from high pressure hose streams. Complete ceiling coverage with a maximum of 20 feet from the kitchen and bedroom props. The ceiling protection shall be attached to the structural components and shall create an air space between it and the existing thermal lining. It shall be manufactured with a minimum of cold rolled steel plate FE 36mm and the cold rolled steel plate shall be treated with a heat-resistant black paint.

### **3.10 Flame Shields**

The vendor shall install flame shields around each fire prop to prevent direct flame impingement on the existing thermal lining. The flame shields shall be installed at a minimum of 5 feet around and above the fire simulator. The flame shields shall be manufactured with a minimum of cold rolled steel FE 36 4mm, whereby expansion of steel elements due to heating is also taken into account and an air space is created between it and the existing thermal lining. The cold rolled steel plate shall be treated with a heat-resistant black paint.

### **3.11 Wireless Remote Controls**

Vendor shall provide industrial grade wireless remotes. Wireless remotes shall include LED indicators or equivalent with color coded displays that show system operations such as the burners, smoke generation system(s) and flashovers being activated. One remote shall be provided for each live training prop.

a). Wireless remotes shall include buttons that allow for the following functions:

- Start and stop capabilities for the propane fueled gas props.
- Start and stop capabilities for the smoke generator.
- Activate/deactivate interior lights.
- Dead man button required for operation.
- Emergency stop function.
- Operable with a gloved hand.

### 3.12 Exterior Fire Control System

a). The vendor shall supply an expandable training system to simulate exterior live fire scenarios. The system shall include the following components:

- Pilot, control console and burn tray.
- Stainless steel construction for all components.
- Engineered for use with hand lines, CO2, and water extinguishers.
- CSA approved and UL listed continuous born forced air pilot control box with four burn zones for realist fire simulation.
- Pilot must be able to be used with other props or fire trays.
- Stainless steel 4' X 6' fire tray capable of producing 90 million BTU's.
- Fire tray shall be capable of simulating a fuel spill, or can be used in conjunction with future props.

b). Pilot shall be controlled by a UL listed mobile control console:

- Console shall interface between prop and upstream propane and power supply. The system shall house core propane and power components, control components, wireless remote components, and a build in E-stop button.
- Console shall include 50-foot propane hose with self-sealing quick disconnect fittings, specially designed to prevent gas leaks up to 250psi.

c). The wireless remote control shall include the following components:

- Industrial grade.
- Control fire simulation systems including four fire zones and add-ons fires independently and simultaneously.
- Dead man button.
- Controls smoke effect.
- Emergency stop button for rapid shutdown.

#### 3.12.1 Exterior Pressure Vessel Fire Training Prop

The vendor shall furnish a live fire pressure vessel fire training prop. The prop shall be controlled using the training system outlined in the previous section. The prop shall conform to and include the following specifications:

a). Construction:

- 250-gallon standard size horizontal tank.
- Prop shall be constructed using a minimum of 11 and 12-gauge steel with protective heat resistant paint.
- Four industrial gauge steel casters wheels with locking capability shall be included
- Working hinged dome with lock cutting pro.
- Prop shall include a hazard spill feature that shall connect to a garden hose supply.

b). Burner system:

- A water bath burner system shall be constructed below the tank with a minimum of two different flame heights and a release valve simulation.
- A functioning vapor service valve shall be included at the top of the tank.

c). Magnetic Placards:

- Vendor shall include 23 hazard placards, UN number kit, and case

#### **4.1 Training**

This project must include training for the operators that will be using the fire simulation unit, smoke generators, and exterior props at the minimum the training shall include

- Training for 12 operators.
- Vendors shall detail the number of days it will take to complete training courses.
- Curriculum for each training day.
- Training literature such as an operator book, maintenance manual, and spare parts catalogue.

#### **5.1 Warranty and Maintenance Plan**

The live training system shall be free of defects relating to material and workmanship for a period of no fewer two (2) years after the acceptance date. Additionally, the vendor shall supply a remote diagnostic capability to monitor the system and its functions. The props and fire trays are subject to a minimum of a 10-year construction warranty. The vendor will provide a toll free customer service number that is available 24-hours a day, 7 days a week.

#### **6.1 Option Pricing**

Vendors shall provide pricing for each item listed below. The City of Roswell may choose any or all items based on the funding available.

##### **6.1.1 Trainer Package**

The vendor shall provide a portable digital training system to be used outside of the fire training rooms; it must combine digital flames, sound, and smoke to create a range of simulated fire conditions that connects to a hose line water application. The digital fire training system shall be constructed in order to be used with a standard 1 3/4" and 2 1/2" fire attack hose line using a smooth bore tips and pumped at normal pressures for fire attack. The package shall include:

a) Two movable panels with LED flames including:

- Features Class "A", "B" and "C" fire settings.
- Ability to use laser, water can and hand line to extinguish the digital fire.
- Difficulty level settings.
- Adjustable audio and smoke settings.
- Collapsible weighted based to hold digital panel during training.
- Transport bag for weighted base.
- Industrial-grade transport case for the digital panel.
- Industrial, wireless, waterproof remote.
- Operable with gloved hand.

6.1.2 One (1) Smoke Generator with the following features:

- The minimum ability to produce zero visibility for a 4,000 cubic ft. area within a minute.
- Ability to connect to WIFI of digital fire training package.
- Water and shock resistant case housing a GFCI power supply.
- A repeater station to extend the range of add-on panels.
- Industrial remote control.

### 6.1.3 Remote Monitoring System:

The vendor shall provide the ability to monitor the system displaying live readouts of the conditions of the interior fire simulation rooms as training is being conducted. This system shall meet the following specifications:

- Be operational within 100 feet of the training burn building.
- Link to the central control and monitoring system.
- Display a clear image or illustration of each live fire training room.
- Display live readouts for the exhaust speed, temperature levels, gas levels, prop status (on/off) and system status.

### 6.1.4 Preventative Maintenance Plan

The vendor shall provide details and pricing for an annual preventative maintenance program to begin one (1) year from the date of commissioning. The following shall be included as a minimum:

- Phone Support.
- A direct service number
- Accessible 365 days a year.
- Remote access from the vendor into the system for updates and services shall be included
- Vendor shall include communications access.

a). One preventative maintenance visit to include:

- One technician and inclusive of all travel expenses
- System functionality and cleaning
- Testing of all components of the fire training system and exterior props for proper functionality.
- Calibration and cleaning of each detection point
- A maintenance report supplied no later than 10 days following the visit.

## 7.1 Offeror's Capabilities

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In determining the capabilities of an offeror to perform the services herein, the following information requirements must be met by the offeror. (Note: Each item must be thoroughly addressed. Offerors taking exception to any requirements listed in this section may be found non-responsive or be subject to ranking reductions.)

### 7.1.1 Introduction & Methodology

Based on the scope of work participating offerors shall have 5 years' experience in offering similar fire training systems. Participating vendors shall include all business names that the company has offered live training equipment through. The City of Roswell requests the following information as well:

- a). Timeline to complete the project.
- b). Issues that could arise during discovery that could delay the project.
- c). Resumes of staff members that will be assigned to this project.
- d). Install certificates signed by the system manufacturer certifying that the installer is authorized and/or licensed.
- e). A compliancy letter from an Independent Engineering firm of a completed safety analysis and lame failure analysis of the operational system, the FTA and FFA must be compliant with MIL-STD 882D at a minimum.

### 7.1.2 Client References

Offeror's shall provide references of a minimum of 5 previous installations, including the customer name, location, description of project and time allotted for completion.

### 7.1.3 Financial Stability

Provide suitable documentation to establish financial stability. Acceptable documentation includes audited or reviewed financial statements, tax returns or other verifiable information demonstrating financial stability.

## SECTION 8: SUBMITTALS

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### 8.1 Technical Proposal

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**8.1.1 Technical Proposal Requirements:** Each response to this RFP shall include the information described in this section. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be **succinct** and **relevant** to the goals of this RFP. Excessive information will not be considered favorably. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size. Be sure to follow and clearly mark each section of your proposal according to the sections below.

**A. Introduction & Methodology**

**B. Client References**

**C. Financial Stability**

The specific submittal requirements are outlined in Section 3 Offeror Informational Requirements.

### 8.2 Oral Presentation

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The shortlisted offerors may be required to participate in scheduled meetings on site in which they will provide greater insight on the products and services requested. Also offerors shall demonstrate how their knowledge, experience and proposal meets the City's requirements as defined in the Section 3 on May 18, 2017. Each Evaluation Committee member will then score the offeror's demonstration based on the offeror's presentation of material, communication of the offeror's strategy to complete the project and offeror's responses to questions posed by the Evaluation Committee.

### 8.3 Price

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Please submit a cost bid sheet for the items requested in Exhibit C of this bid document.

## **SECTION 9: EVALUATION CRITERIA**

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All proposals received will be reviewed by the Buyer to ensure that all administrative requirements of the RFP package have been met, such as all documents requiring a signature have been signed and submitted. Failure to meet these requirements may be cause for rejection. All proposals that meet the administrative requirements will be turned over to the Evaluation Committee for further evaluation. The Evaluation Committee will review all proposals received and determine a scoring based on the information provided in Sections 3 through 5 of this RFP. This RFP has an option for presentations/demonstrations with one or more selected Offerors.

Proposals will be evaluated and ranked based upon the following categories:

- A. Technical Requirements
  - a. Introduction & Methodology
  - b. Client References
  - c. Financial Stability
- B. Oral Presentation (Optional)
- C. Price

After each member of the Evaluation Committee reviews and ranks the proposals, the evaluation committee member ranking related to each technical will be averaged and the proposals with the lowest scores will have the most favorable scoring.

Short-listed Offerors may be required to give an oral presentation to the evaluation committee to demonstrate their understanding of the project and their ability to meet the specifications of the proposal. After the required Oral Presentations the Evaluation Committee will rank them using the same method as established above.

Scores for pricing will be evaluated using the same method:

## **10: TERMS AND CONDITIONS**

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The City of Roswell's Terms and Conditions are set forth below. Offerors should notify the City of Roswell of any Terms and Conditions that either preclude them from responding to the RFP or add unnecessary cost. This notification must be made by the deadline for receipt of written/e-mailed questions or with the Offeror's RFP response. Any requests for material, substantive, important exceptions to the standard terms and conditions will be addressed by formal written addendum issued by the designated Buyer. The City of Roswell reserves the right to address any non-material, minor, insubstantial exceptions to the terms and conditions with the highest-scored Offeror at the time of contract negotiation.



## 10.0 Additional Contract Provisions and Terms

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This RFP, including all RFP documents and any addenda, the Offeror's proposal, including any amendments, a best and final offer, any clarification question responses, and any negotiations shall be included as part of the contract upon award. In the event of a dispute as to the duties and responsibilities of the parties under the contract, the contract, along with any attachments prepared by the City of Roswell, will govern in the same order of precedence as listed in the contract.

### 10.1 Performance Prior to Contract Execution

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The successful Offeror shall not begin performance of the project prior to the execution of a formal written contract by the City of Roswell and the Offeror. Any Offeror beginning performance prior to the execution of the contract shall be deemed to be proceeding at the Offeror's risk, and shall not be entitled to any compensation for such performance. In addition, the City of Roswell reserves the right to withdraw or cancel the award of the proposal.

### 10.2 Contract Term

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The contract term for the Fire Simulator Renovations for the City of Roswell is until the project is complete at the discretion of the City.

### 10.3 Subcontractors

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The highest-scored Offeror will be the prime contractor if a contract is awarded and shall be responsible, in total, for all work of any subcontractors. All subcontractors, if any, must be listed in the proposal. The City of Roswell reserves the right to approve all subcontractors. The Contractor shall be responsible to the City of Roswell for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Contractor. Further, nothing contained within this document or any contract documents created as a result of any contract award derived from this RFP shall create any contractual relationships between any subcontractor and the City of Roswell.

### 10.4 Bonding Requirements

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No bonds are required for this RFP.

### 10.5 General Insurance Requirements

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The Contractor shall provide the City of Roswell with a certified copy of each of the policies or binders to the address listed under *Section 1.1* indicating the existence of the policies prior to the beginning of the contract term. In the event a binder is delivered, it shall be replaced within ten (10) days by a certified copy of the policy. Each policy shall contain a valid provision or endorsement that the policy may not be canceled without giving thirty (30) days written notice thereof to the City of Roswell representative named in the contract. A renewal policy or certificate shall be delivered to the City of Roswell at least thirty (30) days prior to the expiration date of each expiring policy. If at any time, any of the policies shall be or become unsatisfactory to the City of Roswell as to form or substance, or any of the carriers issuing such policies shall be or become unsatisfactory to the City of Roswell, the

Contractor shall deliver to the City of Roswell representative upon demand a certified copy of any policy required herein for review. The Certificates of Insurance shall state that the City of Roswell is additionally insured.

- **Statutory Workers' Compensation Insurance:**

Employers Liability:

- Bodily Injury by Accident \$100,000 each accident
- Bodily Injury by Disease \$500,000 policy limit
- Bodily Injury by Disease \$100,000 each employee

- **Comprehensive General Liability Insurance:**

- (a) \$1,000,000 limit of liability per occurrence for bodily injury and property damage Owner's and Contractor's Protective
- (b) Blanket Contractual Liability
- (c) Blanket "X", "C", and "U"
- (d) Products/Completed Operations Insurance
- (e) Broad Form Property Damage
- (f) Personal Injury Coverage

- **Comprehensive Automobile Liability Insurance:**

- (a) \$1,000,000 limit of liability
- (b) Comprehensive form covering all owned, non-owned and hired vehicles

- **Excess Umbrella Liability Insurance:**

- (a) \$1,000,000 limit of liability
- (b) Coverage at least as broad as primary coverage as outlined under Items 1, 2 and 3 above

## 10.6 Compliance with Workers' Compensation Act

The Contractor is required to supply the City of Roswell with proof of compliance with the Workers' Compensation Act while performing work for the City of Roswell. Neither the Contractor nor its employees are employees of the City of Roswell. Proof of compliance must be received at the address listed under *Section 1.1* within acceptable time limits established by the contract. If the Contractor does not meet the State's requirement for workers' compensation coverage, the certificate of insurance shall state that the contractor waives subrogation in regard to workers' compensation.

## 10.7 Compliance with Illegal Immigration Reform and Enforcement Act

- 10.7.1 **E-Verify Program:** The City of Roswell is committed to compliance with federal and state laws requiring the verification of newly hired employees to ensure they are lawfully entitled to work in the United States. As such, the City of Roswell shall not enter into a contract for the physical performance of services unless the contractor registers and

participates in a federal work authorization program (E-Verify). An Offeror should include a fully executed E-Verify affidavit as part of its proposal.

**Requirement to Participate in a Federal Work Authorization Program (E-Verify):**

- (1) Pursuant to O.C.G.A. § 13-10-91:
  - a. Public employers shall not enter into any contract for the physical performance of services within the State of Georgia unless the contractor registers and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees;
  - b. Subcontractors shall not enter into any contract with a contractor for the physical performance of services within the State of Georgia unless such subcontractor registers and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees; and
  - c. Sub-subcontractors shall not enter into any contract with a subcontractor or sub-subcontractor for the physical performance of services within the State of Georgia unless such sub-subcontractor registers and participates in a federal work authorization program to verify the employment eligibility of all newly hired employees.
- (2) As of the date of enactment of O.C.G.A. § 13-10-91, the applicable federal work authorization program is “E-Verify” (<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>) operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security. Information and instructions regarding E-Verify program registration, corporate administrator registration, and designated agent registration can be found at that website address.

**Contractor, Subcontractor, and Sub-subcontractor Evidence of Compliance:**

- (1) Public employers who enter into a contract for the physical performance of services within the State of Georgia shall include in such contract a provision stating that compliance with the requirements of O.C.G.A. § 13-10-91 are conditions of the contract.
- (2) Pursuant to O.C.G.A. §13-10-91, public employers shall include in all covered contracts a provision stating the contractor’s agreement that, in the event the contractor employs or contracts with a subcontractor in connection with the covered contract, the contractor will secure from such subcontractor attestation of the subcontractor’s compliance with O.C.G.A. 13-10-91 by the subcontractor’s execution of the subcontractor affidavit and maintain records of such attestation for inspection by the City of Roswell at any time. Such subcontractor affidavit shall become a part of the contractor/subcontractor agreement.
- (3) Pursuant to O.C.G.A. §13-10-91, public employers shall include in all covered contracts a provision stating the contractor’s agreement that, in the event the contractor employs or contracts with a subcontractor that

employs or contracts with any sub-subcontractor, the subcontractor will secure from such sub-subcontractor attestation of the sub-subcontractor's compliance with O.C.G.A. § 13-10-91 by the sub-subcontractor's execution of the sub-subcontractor affidavit and maintain records of such attestation for inspection by the City of Roswell at any time. Such sub-subcontractor affidavit shall become a part of the subcontractor/sub-subcontractor agreement.

- (4) All portions of contracts pertaining to compliance with O.C.G.A. § 13-10-91 and these rules, and any affidavit related hereto, shall be open for public inspection in this State at reasonable times during normal business hours.

## 10.8 Compliance with Laws

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The Offeror must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including, but not limited to, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the Offeror subjects subcontractors to the same provision. The Offeror agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

## 10.9 Substitutions and Change Orders

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NO substitutions of material, schedule cancellations, or change orders are permitted after contract award without written approval by the City Administrator. Where specific employees are proposed by the Offeror for the work, those employees shall perform the work as long as those employees work for the Contractor, either as employees or subcontractors, unless the City of Roswell agrees to a replacement. Requests for any substitution will be reviewed and may be approved by the City of Roswell at its sole discretion. Verbal agreements to the contrary will not be recognized.

## 10.10 Contract Termination

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The City of Roswell may, by written notice to the Offeror, terminate any resulting contract without cause. The City of Roswell must give notice of termination to the Offeror at least 30 days prior to the effective date of termination.

## 10.11 Invoicing and Payment

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The City of Roswell agrees to pay the Offeror in current funds for the performance of the contract subject to additions and deductions as provided in the General Conditions of the contract. Upon completion of work and acceptance of the items, the Offeror shall submit an invoice detailing the appropriate charges as currently allowed.

Invoices shall be submitted to:

Roswell Finance Department  
Attn: Cash Disbursements  
[invoicess@roswellgov.com](mailto:invoicess@roswellgov.com)  
38 Hill Street  
Roswell, GA 30075

Upon receipt of invoice and inspection and acceptance of the project work, the City of Roswell will render payment. All such invoices will be paid within thirty (30) days by the City of Roswell unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Offeror will provide complete cooperation during any such investigation.

#### 10.12 Miscellaneous

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In the event there are to be deliveries on site, all goods and materials will be F.O.B. Destination, Freight Prepaid and Allowed. The onsite delivery address is:

***City of Roswell  
38 Hill Street  
Roswell Georgia 30075***

No freight or postage charges will be paid by the City of Roswell unless such charges are included and accepted in the bid price and awarded by contract. The Offeror, at Offeror's expense, will arrange to have someone onsite to inspect and accept delivery. The Offeror has sole responsibility for securing all materials at the project site.

## **EXHIBIT A – RFP RESPONSE**

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RFP Number: 17-129-E Technical Proposal Sections A through D

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## **EXHIBIT B – REQUIRED STANDARD FORMS**

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Proposal Letter (page 2 of RFP)

Addendums

E-Verify Affidavit

**E-Verify Affidavit**

Contractor Affidavit under O.C.G.A. § 13-10-91

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of **City of Roswell**, has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

**City of Roswell, Georgia**  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_



**EXHIBIT C – COMPENSATION AND PAYMENT FOR SERVICES (SEPARATE ENVELOPE)**

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Cost Proposal

Price Proposal Certification

**Proposal Price Certification**

The undersigned offers and agrees that if this proposal is accepted by the Mayor and City Council within one hundred twenty (120) days of the date of proposal opening, that the undersigned will furnish any or all of the deliverables upon which prices are quoted, at the price set opposite each, to the designated point(s) within the time specified.

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

AUTHORIZED SIGNATURES \_\_\_\_\_

PRINT / TYPE NAME \_\_\_\_\_

**EXHIBIT D – FIRE SIMULATOR FLOOR PLANS**

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