

REQUEST FOR PROPOSALS

FOR

**FIRE & SECURITY ALARM MONITORING SERVICES,
FIRE SUPPRESSION SYSTEM TESTING, AND
INSPECTION & MAINTENANCE SERVICES**

FOR



Response Deadline

November 30, 2016

12:00 PM Central Standard Time (CST)

To:

**Nora Dinsmore
Brushy Creek MUD**

**16318 Great Oaks Drive
Round Rock, TX 78681**

n.dinsmore@bcmud.org

BRUSHY CREEK MUNICIPAL UTILITY DISTRICT
REQUEST FOR PROPOSALS
FIRE & SECURITY ALARM MONITORING SERVICES,
FIRE SUPPRESSION SYSTEM TESTING, AND
INSPECTION & MAINTENANCE SERVICES

1.0 INTRODUCTION

Brushy Creek Municipal Utility District (the “*District*”) is a conservation and reclamation district of the State of Texas. The District owns and operates a number of facilities in connection with the services provided to its residents, including a Community Center, a water treatment plant facility, a public works building, maintenance yard and various swimming pool facilities. The District seeks Proposals from qualified and interested contractors (“*Proposers*”) for the following services to be rendered at the District’s facilities: (i) fire and security alarm system monitoring services; and (ii) fire suppression equipment inspection, testing and maintenance services (collectively, the “*Services*”).

Any Proposal submitted in response to this Request for Proposal (RFP) must include all information required by this RFP. Proposers may also submit any additional that they believe is relevant to the selection by the District of a contractor that can provide the highest level of Services most efficiently and cost-effectively.

2.0 SCOPE OF SERVICES

A detailed description of the Services for which Proposals are sought is set forth in **Exhibit A** to this RFP. The exhibit also includes a description of each facility for which the Services are to be provided.

3.0 EVALUATION CRITERIA

Selection of a Proposer to provide the Services will be based on a complete analysis of each Proposal and a determination as to which Proposal will be most advantageous for the District. Each Proposal will be judged on the following criteria (in no particular order):

- Qualifications
- Experience
- References
- Capabilities
- Cost

The District shall not be obligated to accept the lowest priced Proposal.

4.0 **REQUEST FOR PROPOSALS (RFP)**

4.1 Submission Deadline: Proposals must be received by the District by **12:00 p.m. (noon), Wednesday, November 30, 2016**. All Proposals must be submitted in writing either by hand delivery, postal service mail or electronic mail to the attention of:

Nora Dinsmore
Administrative Services Specialist
Brushy Creek Municipal Utility District
16318 Great Oaks Drive
Round Rock, TX 78681
n.dinsmore@bcmud.org

Any Proposals received after the above date and time will not be considered.

No oral Proposal information or modifications will be accepted.

4.2 Pre-Proposal Meeting/Tour: A pre-Proposal meeting and facility tour will be available for interested Proposers on **Wednesday, November 16, 2016 at 10:00 a.m.** at the Brushy Creek Community Center Lobby, 16318 Great Oaks Drive, Round Rock, Texas 78681. Attendance at this meeting is not mandatory, and no Proposer will be penalized for deciding not to attend.

4.3 Questions: Proposers must submitted written questions regarding the procurement **by 12:00 p.m. (noon), Wednesday November 23, 2016**. All questions must be in writing via e-mail to n.dinsmore@bcmud.org no later than **12:00 PM (CST) Wednesday, November 23, 2016**. The subject line shall read: ***“Questions for Alarm Monitoring & Fire Suppression Equipment Inspections”***. Answers, if any, made by the District will be sent in writing to all known Proposals and will be published on the District’s website as an Addendum (www.bcmud.org). The District will not be bound by any oral statement or representation contrary to this RFP. Any revision, clarification or interpretation pertaining to this RFP will be in writing and issued by the District as an Addendum. Any changes or interpretations not contained in an Addendum will not be binding on the District.

4.4 Items to be Included in Proposal: All Proposals must include the information set forth below. Failure to submit the required information before the submittal deadline may result in rejection of a Proposal:

1. Transmittal letter Providing a summary of qualifications and contact information regarding the Proposer. The transmittal letter or Proposal provide a company overview including Company ownership, length of time in business, qualifications, office location(s), number of employees, and key staff assigned to this project if awarded.
2. Statement of Qualifications Describing the overall capability and resources of the Proposer and assurance that it can meet its commitment to

successfully provide the Services. Proposals that do not demonstrate the requisite experience and expertise will not receive further consideration.

3. Price Proposal The Proposal must include the proposed pricing for the Services. Pricing should indicate the separate pricing for each component of the RFP (fire alarm and security alarm monitoring; fire suppression system inspections and testing; and fire extinguisher maintenance), and complete (total) pricing. The District reserves the right to negotiate pricing and payment with any Proposer.
4. References The Proposal must identify not less than three (3) major municipal or commercial customers for which the Proposal has provided security and fire alarm monitoring systems and inspected and maintained fire suppression equipment and maintenance during the past two (2) years. The Proposal should include the contract name, company name, address and telephone number of the reference.
5. Conflict of Interest Statement The Proposal must include a response to the Conflict of Interest Statement set forth in Section 9 below.
6. Vendor Questionnaire and Information Form **Exhibit B**.
7. Completed and signed W-9 Tax Form.
8. Other Information The Proposal may include any additional information that the Proposer desires be consideration by the District regarding the qualifications of the Proposer to provide the Services.

Failure to include the above referenced items with a Proposal will result in rejection of the Proposal.

4.5 Proposal Validity Period: Each Proposal will be valid for a period of 90 days. The Proposer may elect to extend the validity period beyond this time at its discretion.

4.6 Costs: The District is not liable for any costs incurred by the Proposer in responding to this RFP. Costs of developing the proposals and any other such expenses incurred by the Proposer in responding to the RFP are entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the District.

5.0 RESERVATION OF RIGHTS

5.1 Further Investigation: The District reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Proposer and to evaluate the Proposal submitted. Proposers may be requested to execute releases for information. Failure to provide a release upon request will result in disqualification.

5.2 Rejection of Proposals: The District reserves the right to reject any or all Proposals, to waive technical or legal deficiencies, and to accept any Proposal that may deem to be in the best interest of the District.

5.3 Modification of Terms: The District reserves the right to negotiate the terms and conditions of any Proposal in a manner that leads to execution of a contract for Services with terms different than set forth in a Proposal.

5.4 Cancellation: The District may cancel this RFP, and the procurement, at any time.

6.0 FINAL CONTRACT

The proposed form of contract to be entered into by the District and the Proposer selected by the District for performance of the Services is attached hereto as **Exhibit "C"**. The pricing included within a Proposal shall reflect the terms and conditions included within the Contract. Notwithstanding the foregoing, the District reserves the right to negotiate the terms and conditions of the final contract with each Proposer, and such terms and conditions may vary from that set forth in the exhibit.

7.0 MISCELLANEOUS:

7.1 Authorized Signatures: Every Proposal must be signed by a person legally authorized to bind the Proposer to a contract for the performance of the Services.

7.2 Contact Information: Each Proposal must include the name, address and telephone number of the Proposer.

7.3 Confidential Information: The District is subject to the Texas Public Information Act. Any information submitted to the District by an Offeror shall be available to the public, unless it is clearly marked "CONFIDENTIAL". If another party requests access to information marked confidential, then the District shall ask the Offeror if the information may be released. If the release is agreed to, the District shall release the information. If the release is denied, the matter shall be referred to the Texas Attorney General's Office where the Offeror shall be responsible for substantiating its confidentiality. The Attorney General's office shall rule on the matter. Pricing information contained in proposals or contracts is not considered confidential under the PIA and will be disclosed without making a request to the Texas Attorney General.

7.4 Tax Exemption. The District is exempt from Federal Excise and State Sales Tax.

8.0 SUMMARY OF DEADLINES:

Proposal package distributed to Proposers

Friday, October 28, 2016

Non-Mandatory District Site-Visit

10:00 a.m. Wednesday, November 16, 2016

Meet in Brushy Creek Community Center Lobby
16318 Great Oaks Drive, Round Rock, TX 78681

Questions Due from Proposers

12:00 p.m. Wednesday, November 23, 2016

RFP Response due from Proposers

12:00 p.m. Wednesday, November 30, 2016

Staff Recommendation to Board of Directors

Thursday, December 8, 2016

Estimated Effective Date

January 2017

9.0 CONFLICT OF INTEREST

9.1 Conflicts of Interest: The Board of Directors of Brushy Creek Municipal Utility District (the “District”) has adopted a Code of Ethics Policy. In accordance with this policy, each Proposal must disclose the following:

1. Whether or not any member of the Board of Directors or Management Staff listed below is related (by blood or marriage) to any principal, owner, officer or employee of the Proposer, and if so, the nature of the relationship;
2. Whether or not any member of the Board of Directors or Management Staff listed below has any contractual relationship with the Proposer or any principal, owner, officer or employee of the Proposer, and if so, the nature of the contractual relationship; or
3. Whether Proposer or any is related to any principal, owner, officer or employee of the Proposer has provided any payment or gifts of any kind to any member of the Board of Directors of the District or Management Staff listed below.

9.2 Conflict Disclosure Questionnaire: Any Proposer that has a business relationship with any member of the Board of Directors, Management Staff below, or a family member of a Director or Management Staff and meets certain requirements must timely file a Conflicts Disclosure Questionnaire with the District in accordance with the requirements of Chapter 176, Texas Local Government Code. Failure to file a Conflicts Disclosure is a criminal offense.

9.3 HB 1295 Disclosure of Interested Persons: Section 2252.908 of the Government Code provides that a governmental entity or state agency may not enter into contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. As a result, as a condition of approval of a contract with any Proposal, the District must receive a properly completed disclosure of interested persons from the Proposer in accordance with the requirements of the Texas Ethics Commission. Further information regarding the disclosure requirement is available on the Texas Ethics Commission's website.

9.4 Identification of Board of Directors and Management Staff:

2016
Board of Directors
Brushy Creek Municipal Utility District

- Russ Shermer, Board President
- Shean Dalton, Board Vice-President
- Kim Filiatrault, Secretary
- Rebecca Tullos, Treasurer
- Donna Parker, Assistant Secretary/Treasurer

District Staff

- Mike Petter, General Manager
- Betsy Schultz, Community Center Coordinator
- Nora Dinsmore, Administrative Services Specialist