

RFQu # HV-936-04062026

REQUEST FOR QUALIFICATIONS

FOR

FIRE SAFETY INSPECTION, TESTING, MAINTENANCE AND REPAIR
SERVICES

BID SUMMARY

Commodity/Service Being Requested: Fire Safety Inspection, Testing, Maintenance and Repair Services.

Type of Solicitation: Request for Qualifications (RFQu) - Huron Valley Schools, in partnership with the CoPro+ cooperative purchasing program managed by the Public Procurement Institute of Michigan (PPIM), a nonprofit organization, is implementing a Fire Safety Inspection, Testing, Maintenance and Repair Services procurement program statewide in Michigan. School districts and counties across the state have been requesting a Contract vehicle be put in place that makes Fire Safety Inspection, Testing, Maintenance and Repair Services affordable and easy to order.

Through this process, it is the goal of Huron Valley Schools to competitively pre-qualify and establish a list of Contractors that will provide Fire Safety Inspection, Testing, Maintenance and Repair Services for the next three to five years. The resulting Contract(s) will enable public municipalities, non-profit organizations, and school districts to “piggyback” and purchase on an as-needed basis from the awarded pool of Contractors. The list of entities that will be using this bid will continue to grow statewide. **Please be sure in your proposal to list the areas of the state where you provide services (See Appendix A – Regional Services Map).** Huron Valley Schools as part of this process is requesting pricing to procure Fire Safety Inspection, Testing, Maintenance and Repair Services.

Type of Resulting Contract: Statewide Cooperative Contract - As a result of this RFQu, Huron Valley Schools will work with the CoPro+ cooperative purchasing program to market and extend the resulting Contract(s) to other government municipalities and school districts statewide. The vendor or vendors will be competitively selected as having been qualified as defined within the qualification section of this RFQu.

Resulting Contract Term: Three (3) years with two (2) one-year renewal options.

TIMETABLE	
Release of RFQu:	June 22, 2026
Bidder Questions Due by (12:00 PM Eastern Time):	June 29, 2026
Answers to Questions Posted:	July 6, 2026
Proposals Due by (12:00 PM Eastern Time)*:	July 20, 2026
Master Agreement Award Date:	September 2026

***Responses received later than the specified deadline will be disqualified.**

Contacts with Huron Valley Schools Personnel: All contact with Huron Valley Schools regarding this RFQu or any matter relating thereto must be sent to the following email: faye.northey@ppim.org

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Solicitation Terms and Conditions – HVS/CoPro+ Master Agreement Template: [Business Office | \(hvs.org\)](https://www.hvs.org)

SECTION 1.0 – BIDDER RESPONSES TO SCOPE OF WORK AND PRICING

1.1 Minimum Mandatory Requirements

All Bids will be reviewed for compliance with the minimum mandatory requirements. Bids deemed non-responsive will be eliminated from further consideration.

The Proposer must demonstrate experience in providing Fire Safety Inspection, Testing, Maintenance and Repair Services by submitting a minimum of three (3) distinct client references. Each referenced engagement must be for services equivalent to or similar in scope and complexity to those requested by Huron Valley Schools and must have been performed for a minimum duration of three (3) years within the past five (5) years. Please enter your references in Section 2.2 **References**.

1. Proposers must provide pricing in **Attachment A – General Pricing Information**.
2. Please include a detailed response describing your company's services and label the response as **Section 1.1 #3** in your proposal. Please also list the types of services offered and normal timelines for scheduling and work.

Proposer Response:

Please enter your responses in the "Proposer Response" text boxes provided. There is no requirement or limitation on the amount of words for your responses.

1.2 Scope of Work and Requirements

1.2.1 Introduction

Huron Valley Schools is seeking licensed service vendors that possess the depth, breadth, and quality of resources necessary to provide scheduled and as needed Fire Safety Inspection, Testing, Maintenance and Repair Services on an annual or bi-annual basis as described for properties owned by the District. The Huron Valley Schools reserves the right to add or delete properties on this contract. The initial contract period will be for three (3) years in which Huron Valley Schools, at its discretion, may elect to exercise two (2) additional one-year periods renewals to extend the contract.

The general objectives of this solicitation are the following:

- Support local Fire Safety Inspection, Testing, Maintenance and Repair Services Contractors.
- Reduce the cost of Fire Safety Inspection, Testing, Maintenance and Repair Services to school districts and governmental entities.
- Create Contract vehicles that will enhance operational efficiencies.

The specific objectives of the solicitation are the following:

- Develop and establish service levels and operating hours that are responsive to the needs of the employees, students, clients and community.
- Develop an innovative and effective Fire Safety Inspection, Testing, Maintenance and Repair Services.
- Develop reporting systems that meet the needs and expectations of the school districts and governmental entities.

- Develop a long- term positive working partnership with the Contractor and its employees.

As a result of this RFQu, Huron Valley Schools/CoPro+ cooperative members will have access to a Multiple Award Schedule of Fire Safety Inspection, Testing, Maintenance and Repair Services companies that will provide services. The vendors will be competitively selected as having been qualified as defined within the qualification section of this RFQu.

1.2.1 Proposer Response: Please confirm your understanding by checking Yes or No.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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1.2.2 Scope of Work

The awarded Contractor(s) will be responsible for Fire Safety Inspection, Testing, Maintenance and Repair Services.

A. Requirements

The services will include the following requirements:

- During the term of this agreement, any local school district or public-school academy (“school district”) within Michigan may choose to access this agreement. The awarded vendor will provide the awarded bid pricing for the requested services to these entities. Requested services including detail of district requirements shall be provided by the individual district or building representatives.
- All state and local laws and ordinances shall be observed.
- The awarded vendor will provide the following:

Inspection

Awarded vendor will inspect and test systems listed on Attachment A ensuring that all systems are tested in accordance with the following (**or most current**) standard:

- Fire Alarm Systems must meet NFPA National Fire Alarm Code NFPA 72 (1999 Edition)
- Fire Extinguisher & Fire Suppression Systems must meet NFPA Inspection, Testing and Maintenance of Water Based Fire Protection Systems, NFPA 25 (1998 Edition).
- Halon Fire Suppression Systems must meet 1301 Fire Extinguishing Systems NFPA 12A (1997 Edition)
- Wet Chemical Fire Suppression Systems must meet NFPA 17a, (1999 Edition)
- Radionic Alarm Receiver (including software upgrades)

Services Performed

All components and systems shall be tested to verify that they function as intended by the manufacturer and that appropriate referenced standard.

- Vendors shall submit a copy of their standardized inspection and testing checklist with their proposal submission to ensure all items covered under the agreement meet or exceed the aforementioned standards.

Emergency Services

Provide under the base program 24-hour emergency service. Response time will be guaranteed within four (4) hours of notification to be on site.

Reports

Two copies of the inspection report will be issued after each inspection. One copy will be given to the Facility Services Department and one copy will be forwarded to the corresponding Authorities having

Jurisdiction for review. The report shall include the referenced standard as outlined in Section 1.2. The report will be rendered noting any unfavorable conditions observed, recommended improvements, necessary repairs to maintain the system in operation condition, an itemized estimate of parts, material costs and approximate labor costs will be submitted; and no repairs or improvements will be undertaken without specific authorization.

Maintenance

1. All work beyond the Inspection and testing program will be performed on a time and material basis only after specific authorization by the Designated Representative.
2. Parts will be warranted per the manufacturer's warranty period. Labor will be warranted for a minimum of thirty (30) days.
3. All necessary parts will be billed at cost plus a fixed bid factor. A copy of your supplier's invoice for parts will be provided with the invoice. Failure of the awarded contractor to select and utilize quality parts/supplies will not be tolerated. All work will be done once without the need for return repairs.
4. At the request of the Supervisor of Maintenance, the awarded contractor may be required to provide supervisory assistance at a fixed hourly rate.
5. Huron Valley Schools reserves the right to clean or repair any or all equipment in house or use outside contractors for additional repairs beyond the inspection, testing and maintenance program.

Contractor Specifications

1. Provide emergency service when/if required, 24 hours per day, including weekends and holidays. Response time of four (4) hours or less.
2. Contractor shall be licensed in accordance with state requirements covering the appropriate trade. **A COPY OF ALL LICENSES SHOULD BE INCLUDED WITH YOUR PROPOSAL.**
3. Contractor shall provide qualified, trained service and installation technicians. In an attempt to provide for consistency, every attempt shall be made to utilize the same 1 or 2 technicians for service.
4. Contractor must be able to demonstrate that they have adequate staffing to be able to dispatch 2 technicians at once to make repairs on the alarm system (i.e. one to be at the receiver and one at the site).
5. If a system requires maintenance and the system will be considered out of service, the contractor shall coordinate with the building representative, who shall contact the fire department. The building owner shall assign an impairment coordinator to comply with the requirement of the adopted fire code.
6. All planned services under this agreement will be performed during the District's normal business hours defined as 7:30 am. to 5:00 pm. Monday through Friday unless otherwise specified. The Contractor shall respond to the District within twenty-four (24) hours of receipt, verbal or otherwise, of the need for their services. The work shall be performed in a timely manner, except in the case when special materials are required, and then work shall begin within twenty-four (24) hours after receipt of the special materials.
7. Repair parts & equipment must be compatible with existing equipment.
8. Some buildings have a wet suppression system and some have a dry suppression system.
9. The contractor shall report observed damages to the Supervisor of Maintenance f

Maintenance prior to performing services. Failure to report observed damages may result in the Contractor being held responsible for such damages.

10. Contractor must, prior to any work, contact the Supervisor of Maintenance of the date and time of the inspection or repair work; failure to contact the Supervisor of Maintenance may result in the unavailability of access to District properties.
11. Huron Valley Schools reserves the right to withhold any or all payments until defects in performance have been satisfactorily corrected.

Reporting

The Contractor shall report to the District representative when on the job. After each inspection or service call, a service report shall be left with the District Representative detailing work performed. A service report shall generally include type of visit, testing, nature of the problem, parts required and cost, labor, number of hours, hourly rate and summary of work done, etc.

Tagging

Following completion of required annual testing and inspection, appropriate tags must be installed on the system. In the event appropriate tags have not been installed as required following an inspection, the District Representative shall contact the vendor to return to for completion of tagging at no cost or additional expense to the District.

General Conditions

1. Any deviation from the scope of services must be noted in the quotation.
2. Buildings or services may be added to or deleted from the list during the contract term at the discretion of the District.
3. No contract will be automatically renewed at the end of the contract term.
4. Additional costs for varying fuel charges will not be allowed for the term of this contract.
5. The Contractor shall perform all work in accordance with applicable local, State and Federal laws, rules, regulations, zoning and building codes, as well as MIOSHA guidelines in effect at the time of the project.
6. The Contractor shall provide for the protection of the public, District employees and the Contractors own workers from work related hazards.
7. Contractor shall provide notification to the District representative and personnel directly affected by the work of any potentially dangerous situations.
8. Contractor shall immediately stop any activity or operation affecting safety until the situation(s) is corrected.
9. All work performed shall conform to the best current practice of the respective trades; and all equipment, materials and articles incorporated in the work under the agreement shall be of new and of the best grade of their kind for their purpose and conform with all NFPA, applicable federal, state, county, school district, and local municipal codes. The Contractor shall, if requested, provide evidence as to kind and quality of materials, equipment and/or articles used.
10. The District shall have the right to order the work wholly or partially stopped until the objectionable work, materials, equipment and/or articles are removed or to declare the agreement forfeited for non-performance or not being executed according to the intent or meaning of the specifications or other documents used in conjunction with the work.
11. The Contractor shall confine their equipment, apparatus, the storage of materials and the operations of their employees to the limit indicated by law, ordinances, permits or direction of the District Representative and shall not unnecessarily encumber the premises with their materials or equipment.
12. Contractor shall store their materials, supplies, and equipment in a neat and orderly manner so as not to unduly interfere with the progress of their work, the

work of other contractors or the operations of the District business.

13. Contractor shall remove all rubbish and debris from District property and legally dispose of it.
14. The Contractor shall take all necessary measures to prevent damages to other building, grounds and utilities adjacent to their work. The Contractor shall be responsible for damage of the District's premises that may be caused by their work.
15. The Contractor shall obtain all necessary permits required by law and regulations. The Contractor shall deliver to the District Representative a certificate of inspection where such are required.
16. Contractor shall provide Material Safety Data Sheets (MSDS) for each chemical used under these specifications
17. The Contractor shall be the responsible to pay all costs incurred from a cleanup associated with an environmental hazard created by way of release, spill, leak or any other means of contamination caused by accident or negligence of the contractor or its employees.

1.2.2 A. Proposer Response: Please state whether you agree or explain exceptions.

1.3 Product Specifications

1.3.1 Reservation of Rights

Huron Valley Schools will evaluate the merits of all bids submitted and reserves the right, in its sole and absolute discretion, to accept or reject, in whole or in part, any or all bids or portions of bids with or without cause. Huron Valley Schools further reserves the right to waive any irregularity or informality in the RFQu process or any bid, and the right to award to one or multiple vendors. Huron Valley Schools reserves the right to add or delete services from the bid, extend agreements, or change vendors, in order to best serve the eligible agencies. These changes will follow approved bidding laws. Huron Valley Schools may use the product or service cost, or the sum of groups of products and/or services, may group similar products, and/or total cost of ownership, to evaluate prices and award bids. Huron Valley Schools reserves the right to request additional information from any or all Proposers. Huron Valley Schools also reserves the right to select one or more vendors to award a Contract to under this RFQu. In the event a bid is accepted by Huron Valley Schools and the vendor asserts exceptions, special considerations or conditions after acceptance, Huron Valley Schools, in its sole and absolute discretion, reserves the right to reject the bid and award other Proposer(s).

1.3.1 Proposer Response: Please confirm your understanding by checking Yes or No.

Yes No

1.4 Service Specifications

All services furnished must be in conformity with the participating agency requirements and specifications and will be subject to acceptance by the individual customers at delivery. The right is reserved to reject the service at the risk and expense of the vendor.

1.4 Proposer Response: Please confirm your understanding by checking Yes or No.

Yes No

1.4.1 Contractor Code of Conduct

The purpose of the Huron Valley Schools and its employees is to provide a safe, positive learning environment for the students of the District. In providing that environment it is mandatory that all employees, visitors, and Contractors follow certain levels of conduct, dress, and demeanor. This Code of Conduct outlines the expectations of the Huron Valley Schools for persons both contemplating performing work and performing work

for Huron Valley Schools in the capacity of a Contractor or subcontractor. These rules will become part of the mandatory working conditions of the Contract and failure to comply by any Contractor, subcontractor, management, employee, or contracted consultant may result in the cancellation of the Contract. In general, it is expected that everyone entering a Huron Valley Schools facility, whether a school, support facility, or the surrounding grounds, must dress, act, and talk in a manner that is conducive to the education process of children while assuring their overall safety and security. The following rules have been established to assure that this is done:

Every Contractor employee that enters or leaves the building must sign in and out at either the school office or the building engineer's office as designated by the school administrator. This sign-in sheet must record the name, time in and out, the firm, and the signature of the individual.

All Contractors shall be furnished by their company a badge or identification that is to be worn while in the building. Such identification shall clearly indicate the individual's name and the name of the firm they are working for.

Prior to the beginning of a job, the Contractor shall furnish the building engineer with a list of individuals expected to be on the job, contact persons with phone numbers, and a schedule of the activities to take place.

The Contractor shall provide the building engineer with a scope of work and check with him prior to drilling or penetrating any walls, floors, or ceilings.

Each person working in a school building or on school property shall comply with the following:

No drinking or possession of liquor or alcoholic beverages and or possession of any kind of illicit drugs or narcotics.

No use of District facilities or equipment including telephone, computers, internet access, fax, kitchen, maintenance, or office equipment.

No smoking or use of any tobacco products anywhere within the building at any time nor outside the school on District property during normal school hours (This is a law and punishable as a civil infraction by local authorities).

A reasonable standard of dress must be followed. Within the educational facilities where students and parents are or can be present, this is to mean clothing or attire must be suitable for the work and must not bear images or writing depicting anything to be construed as obscene in nature or promoting or portraying alcoholic beverages or use, drugs, narcotics, tobacco, or establishments that serve or promote the use of these substances.

There shall be no use of profanity or obscene language or gestures. Language, gestures, or other actions that depict sexual or ethnic harassment or intimidation will not be permitted.

The Contractor is responsible for a clean and safe workplace. To that end the following will be adhered to:

All work areas, walkways, and stairs must be kept clear of debris and loosely scattered materials.

Material storage is to be in an area designated by the Building Engineer.

All work areas are to be cleaned by the Contractor prior to leaving. Building staff will not be responsible for cleaning work areas.

All trash, debris, and material must be removed from the worksite each day and disposed of off-site. District dumpsters and trash containers are not to be used by Contractors for disposal.

All Contractor tools and equipment must be kept in good working order, with guards and safety devices in place and working. Defective tools must be taken out of service. District tools and equipment will not be loaned to Contractors.

Contractors are to provide and use required protective safety equipment and comply with all local, state, and federal safety laws and regulations.

Contractors are responsible for the reporting of accidents both to the District and their management and to obtain any emergency treatment that may be required.

Upon leaving a jobsite all doors and windows must be locked, secured, or left as they were found prior to beginning the work.

Contractors are to provide their own site safety plan for areas that they are working in.

Contractors are reminded that there may be asbestos insulation in our buildings. They are not to disturb any insulation or enter any areas that contain asbestos containing building materials. If they have any questions, contact the building engineer for direction.

Contractor is not to disable or interfere with any fire or burglary system equipment or telephone lines servicing such equipment. If equipment needs to be removed, relocated, or temporarily disabled, the Contractor needs to coordinate this with the building engineer.

The District will not tolerate acts of theft, vandalism, fighting, or abuse of the facilities or activities that threaten the security and safety of the school environment and its students, staff, and employees.

In summary, good judgment must be used to protect the learning environment. **Failure to comply with the above or to exhibit conduct which is deemed not in the best interest of the Huron Valley Schools will be grounds for immediate removal from the building and the project.**

1.4.1 Proposer Response: Please confirm your understanding by checking Yes or No.

<input type="checkbox"/> Yes <input type="checkbox"/> No
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1.5 Service Capabilities

1.5.1 Communication Plan/Contract Management

Proposers must identify their company standards of communication as they relate to Contract performance, issue management, and change management. An issue is an identified event that, if not addressed, may affect schedule, scope, service, delivery, quality, or budget. A change is identified as a change in corporate leadership, structure, merger, or acquisition.

1.5.1 Proposer Response: Please explain your communication plan/Contract management.

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1.5.2 Primary Account Representative

Proposers must identify by name and location the primary account representatives and key contacts who will be responsible for the performance of a resulting Contract, as well as contact persons for reports and bid documents. Include names, titles, address, phone number, and email addresses.

1.5.2 Proposer Response:

Name	Responsibilities	Address, Phone#, Email
	Primary Account Rep	
	Contract Signee	
	Contract Performance	

1.6 Customer Service

It is preferred that the Vendor have an accessible customer service department with an individual specifically assigned to Huron Valley Schools. Customer inquiries should be responded to within 48 hours or two (2) business days unless it is an emergency issue. Describe your company's Customer Service Department (hours of operation, number and location of service centers, regular and emergency response times, etc.)

1.6 Proposer Response:

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1.7 Purchase Orders

Requests for quotes will be initiated by participating entities as specific needs arise. Participating entities will issue individual detailed specifications to the pre-qualified vendor pool along with specific response information required, deliverables, and any special terms and conditions. The vendors will respond directly to the requesting agency within the timeframe specified in the request for quote. The participating entity will evaluate the responses and determine the vendor that will be awarded a purchase order (PO). Resulting orders are to be delivered and billed directly to these institutions.

1.7 Proposer Response: Please confirm your understanding by checking Yes or No.

<input type="checkbox"/> Yes <input type="checkbox"/> No
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1.8 Delivery and Acceptance

The Proposer will be required to quote prices for all known costs for the requested products and services. Proposer should address the following items and costs in their proposal and other item/costs that they are aware of that may not have been requested in this bid.

- What is your ordering procedure and/or process?

1.8 Proposer Response: Please explain your service ordering processes and procedures.

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1.8.1 Reporting Capabilities

Contractors are required to submit quarterly reports and other reporting documents, as it pertains to this Contract.

1.8.1 Proposer Response: Please confirm your understanding by checking Yes or No.

<input type="checkbox"/> Yes <input type="checkbox"/> No
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1.8.2 Shipping/Service Errors

The receiving entities have been instructed to make immediate inspection on receipt of products/services and to process payment documents promptly. Payment documents, however, will be delayed if the products/services fail to comply with specification requirements.

1.8.2 Proposer Response: Please confirm your understanding by checking Yes or No.

Yes No

1.8.3 Invoicing

Monthly invoices must be sent to HVS (and each participating school district) with the following information:

- Building Name
- Building location
- Date of Service
- Services Performed
- Cost per service
- Provide receipts for parts provided to document vendor cost.

1.8.3 Proposer Response: Please confirm your understanding by checking Yes or No.

Yes No

If "NO" was answered on any items in Section 1 above, please explain:

1.9 Pricing Schedule

1. Price Guarantee

Price Stability Guarantee

For the entire term of the Agreement, the vendor must guarantee to provide the products and/or services at the proposed rates outlined in **Attachment A – General Pricing Information**.

Promotional Pricing

Proposer may offer promotional pricing for awarded products and/or services during the Contract term. Upon promotion expiration, the pricing must return to previous item price and remain in compliance with the Price Stability Guarantee.

Free on Board (F.O.B) Delivered/Destination (Required)

Prices shall be quoted "F.O.B. Delivered/Destination" to each Customer with transportation charges prepaid on all orders of one (1) or more.

2. Bid Pricing

Bid pricing must reflect Net 30 payment terms.

3. Quantity Term

Vendor agrees to supply Fire Safety Inspection, Testing, Maintenance and Repair Services that each customer requires.

4. Rebates and Special Promotional Capabilities

All vendors are encouraged to make manufacturer promotions, rebates and special pricing opportunities available. Huron Valley Schools must approve promotional materials referring to the Huron Valley/CoPro+ Agreement prior to release. Huron Valley/ CoPro+ will post rebate and special pricing information on its web site.

Guidelines for Vendor /Contractor promotions for Huron Valley/ CoPro+ awarded items:

- A. Submit all promotions for approval
- B. Identify the savings amount
- C. Identify the final price
- D. Specify the time period in which a purchase must be made
- E. Identify the link to a rebate form (preferred) or provide the form

5. Tax Excluded from Price

- (a) Sales Tax: Huron Valley and local units of government are exempt from sales tax for direct purchases. The Proposer's prices must not include sales tax.
- (b) Federal Excise Tax: Huron Valley and local units of government may be exempt from Federal Excise Tax, or the taxes may be reimbursable, if articles purchased under any resulting Contract are used for Huron Valley Schools exclusive use. Certificates showing exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, the Proposer's prices must not include the Federal Excise Tax.

1.9 Proposer Response: Please provide any additional comments regarding pricing, promotions and discounts being offered, and information on other cooperative Contracts held by respondent in the response box below.

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1.10 Price Assurance

The awarded vendor agrees to provide pricing to Huron Valley Schools and its participating entities ensuring the lowest pricing available. If awarded vendor has existing cooperative Contracts in place, Huron Valley Schools requests equal or better than pricing to be submitted.

All pricing submitted to Huron Valley Schools shall include 2.0% administrative/remittance fee to be payable to the Public Procurement Institute of Michigan (PPIM) by the awarded vendor. It is the awarded vendor's responsibility to keep all product listings and sales reports up to date and on file with Huron Valley Schools/PPIM.

1.10 Proposer Response: Please confirm your understanding by checking Yes or No.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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SECTION 2.0 – BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the bid documents, including, without limitation, any RFQu Addenda, Appendices, Attachments, and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the bid documents of RFQu # HV-936-04062026 Fire Safety Inspection, Testing, Maintenance and Repair Services..
3. The undersigned has reviewed the bid documents and fully understands the requirements in this bid and that each bidder who is awarded a Contract shall be, in fact, a prime Contractor, not a subcontractor, and agrees that its bid, if accepted by Huron Valley Schools, will be the basis for the Bidder to enter into a Contract with Huron Valley Schools in accordance with the intent of the bid documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements listed in **all Sections of this RFQu**:
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 - Certification Regarding Nondiscrimination Under Federally and State Assisted Programs
 - Assurance Regarding Access to Records and Financial Statements
 - Iran Economic Sanctions Act
 - Familial Relationship Disclosure
 - Non-Collusion Affidavit
 - Price Assurance Certification
6. The selected Contractor(s) will be required to sign a Confidentiality Agreement to protect the data supplied by the schools and agencies. The selected Contractor(s) will adhere to all provisions of the Federal Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. 123g), Michigan Education Code, and District policies regarding the protection and confidentiality of data. At all times, the Contractor(s) will consider all data collected in the course of their duties to be protected and confidential. The Contractor(s) needs to explain how it will clean the hard drives in the copier machines at lease end or changes in copier machines to ensure removal and protection of data.
7. The undersigned acknowledges that bidder will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFQu and associated bid documents.
8. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a bid, the bidder certifies that if awarded a Contract they will make no claim against Huron Valley Schools based upon ignorance of conditions or misunderstanding of the specifications.
9. Patent indemnity: Vendors who do business with the Huron Valley Schools shall hold Huron Valley Schools, its officers, agents, and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the Contract or purchase order.
10. Insurance certificates are not required at the time of submission. However, if awarded, the Contractor agrees to meet the minimum insurance requirements posted in the terms and conditions. This documentation must be provided to Huron Valley Schools, prior to award, and shall include an insurance certificate and additional insured

certificate, naming Huron Valley Schools, which meets the minimum insurance requirements, as stated in the terms and conditions.

11. Bidders are requested to submit a bid on any category(s) that they are able to supply as specified. Substitutions will not be considered. If the documents note "or acceptable equal" all manufacturers will be considered. Products for consideration must comply with bid category "general notes" and identify discrepancies where product does not meet or exceed the specified (basis of design) product for design, finish, and quality.
12. Should a Bidder find discrepancies in, or omissions from the specifications, details, instructions and bid proposal form, or should the bidder be in doubt as to the meaning, the bidder should notify the bid contact who will post an Addendum. The bid contact shall not be responsible for any oral instructions.
13. It is the Bidder's responsibility to note any detail or specification that, in his opinion, is not practical or functional.
14. Interpretations and supplemental instructions will be issued by Addenda. No Bidder shall rely on any interpretations or corrections given by any other method. Interpretations, corrections, or changes of the Bidding Documents made in any other manner will not be binding.
15. Copies of addenda will be made available for inspection wherever Bidding Documents are posted.
16. Addenda will not be issued later than three (3) days, (72 hrs.) prior to the date of receipt of bids (excluding weekends and holidays), except an addendum withdrawing the request for bids or postponing the bid date.
17. Failure of Bidder to receive such addenda shall not relieve him from any obligation under his bid as submitted.
18. Failure to comply with instructions stated in this section may result in rejection of bid.
19. After a Contract agreement has been executed, the Bidder shall not be allowed any sum over and above the price(s) specified in the Contract agreement.
20. Huron Valley Schools requires all Contractor owners, employees, agents, representatives, subcontractors, and/or other personnel who will be present on School grounds to submit to a criminal history background check. This background check will include a requirement for each Contractor owner, employee, agent, representative, subcontractor, and/or other personnel to be screened before he/she enters School grounds. A valid State ID card or Driver's License is required to complete the background check. Once screened, the District will provide approved personnel with a Contractor Badge with a unique number.

2.1 Company Profile

Official Name of Company:		Type of Entity/Organization (check one): <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Non-Profit / Church <input type="checkbox"/> Other: _____
Street Address:		
City:		
State:	Zip Code:	
Website:		
Primary Contact Name:		
Primary Contact Phone Number		
Primary Contact Email Address:		
Dunn & Bradstreet (D&B) Number (if applicable):		
Has your company been debarred by the Federal Government? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>		
Has your company been debarred by State Governments? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>		
Brief history of your company, including the year it was established:		
Signature:		
Name and Title of Signer:		
Date:		

Please include a current copy of a W-9 with your proposal.

2.2 References

Provide a minimum of three (3) customer references for product and/or services of similar scope dated within the past five (5) years for a minimum duration of three (3) years.

Entity Name:	
Contact Name:	Title:
City:	State:
Phone Number:	Years Serviced (mm/yy – mm/yy):
Email Address:	
Description of Services:	
Annual Sales Volume:	

Entity Name:	
Contact Name:	Title:
City:	State:
Phone Number:	Years Serviced (mm/yy – mm/yy):
Email Address:	
Description of Services:	
Annual Sales Volume:	

Entity Name:	
Contact Name:	Title:
City:	State:
Phone Number:	Years Serviced (mm/yy – mm/yy):
Email Address:	
Description of Services:	
Annual Sales Volume:	

2.3 Assurances and Certifications

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective Contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for from participating in this transaction by any Federal department of agency. Where the prospective Contractor is unable to certify to any of the statements in this certification, such prospective Contractor shall attach an explanation to this proposal.

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education (MDE).

Assurance Regarding Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity, i.e., the Huron Valley Schools, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with 2 CFR, Part 200, Subpart F, and Compliance Supplement for the U.S. Department of Education.

Iran Economic Sanctions Act

The prospective Contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Huron Valley Schools as a Michigan public entity is required to follow Public Act 517 of 2012.

Vendor Signature:
Date:

Notary
State of _____
County of _____
Sworn to and subscribed before me, a notary public in and for the above state and county, on this _____ day of _____, 20 _____.
Notary Public _____
My commission expires:

2.4 DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Huron Valley Schools Board of Education or the Huron Valley Schools District Superintendent must be accompanied with the bid. **Bids without this disclosure statement will not be accepted.**

The members of the Huron Valley Schools Board of Education are listed on the following website:

<https://www.hvs.org/page/board-of-education>

Dr. Paul Salah is Huron Valley Schools’ Superintendent.

The Following are the familial relationships:

There are none.

Vendor Signature:
Date:

Notary
State of _____
County of _____
Sworn to and subscribed before me, a notary public in and for the above state and county, on this _____ day of _____, 20 _____.
Notary Public _____
My commission expires:

2.5 NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN)
)
[NAME OF COUNTY]) ss:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have, or will receive directly or indirectly, any rebate, gift, fee, commission, or thing of value on account of such sale.

Bidder (Firm)

Signature of Bidder or Agent

Subscribed and sworn to before me this _____ day of _____, 20__.

My commission expires: _____

County of residence: _____

Notary Public Signature

Seal

(Return this completed form with bid package)

SECTION 3.0 – BIDDING, EVALUATION, SELECTION & AWARD PROCESS

This section contains key project dates and activities as well as instructions to proposers on how to prepare and submit their proposal:

TIMETABLE	
Release of RFQu:	June 22, 2026
Bidder Questions Due by (12:00 PM/ EST):	June 29, 2026
Answers to Questions Posted:	July 6, 2026
Proposals Due by (12:00 PM/ EST) *:	July 20, 2026
Master Agreement Award Date:	September 2026

***Responses received later than the specified deadline will be disqualified.**

3.1 Huron Valley Schools Responsibility

Huron Valley Schools is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

3.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at Huron Valley Schools Administrator/Purchasing agent designee's sole judgment and his/her judgment shall be final.

3.3 Proposers Questions

Proposers may submit written questions regarding this RFQu by e-mail to the address identified below. All questions must be received by 12:00 pm ET (Eastern Time) no later than Monday, June 29, 2026. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFQu.

When submitting questions please specify the RFQu section and paragraph number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFQu. Huron Valley Schools reserves the right to group similar questions when providing answers. Questions should be addressed to:

Email address: faye.northey@ppim.org

Huron Valley Schools may modify the RFQu at any time during the bid process. All changes to the RFQu will be posted under the bid number and each posting officially revises the RFQu.

3.4 Preparation of the Proposal

Each Proposer must submit a complete proposal in response to this RFQu. The proposal must remain valid for at least 120 days from the due date for responses to this RFQu.

The Proposer will be responsible for completing and submitting the following sections of this RFQu:

Section 1.0 – Bid Responses to Scope of Work and Pricing - The Proposer's proposal must include detailed responses to each of the outlined requirements in the text boxes provided. There is no requirement or limitation on the number of words for these responses.

Section 2.0 – Bidder Information and Acceptance – The Proposer will be required to complete the information in this section and provide required signatures and notarization.

- **Standardized inspection and testing checklist**
- **Licenses**
- **Company Profile & Attachments**
- **References**
- **Attachment A - Pricing**

3.5 Bid Submission Deadline

The Deadline for receipt of Bids is: Monday, July 20, 2026, 12:00 PM Eastern Time (the "Due Date"). Any bids received after this time will not be opened.

E-mail the bid, with the subject line as Fire Safety Inspection, Testing, Maintenance and Repair Services **HV-936-04062026** to:

bids@hvs.org

Due to COVID 19 our Bid Opening will be virtual. Below is the Microsoft Teams invite if you are interested in attending.

Topic: Bid Opening – Fire Safety

Day/Time: Monday, July 20, 2026, 12:10 PM Eastern Time (US and Canada)

<https://teams.microsoft.com/meet/222233470774904?p=tPWZYIPyjZ6m3nUUKb>

Meeting ID: 222 233 470 774 904

Passcode: Ne37DS3f

3.6 Adherence to Minimum Mandatory Requirements (Pass/Fail)

Huron Valley Schools Administrator or designee shall review Section 2.0 Bidder Information and determine if the proposer meets the minimum mandatory requirements as outlined in this RFQu.

Failure of the proposer to comply with the minimum mandatory requirements may eliminate its proposal from any further consideration. Huron Valley Schools may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

3.7 Evaluation Process

All bids will be reviewed for compliance with the minimum mandatory requirements stated within this RFQu. Bids not meeting the minimum mandatory requirements will be deemed non-responsive and eliminated from further consideration. Huron Valley Schools may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

- A. Huron Valley Schools may contact the proposer for clarification of the proposer's bid.
- B. Huron Valley Schools may use other sources of information to perform the evaluation.

C. Huron Valley Schools may require the proposer to submit additional and/or supporting materials.

Responsive bids will be evaluated on the factors identified in this RFQu. The Proposer(s) whose bid is most advantageous, taking into consideration the evaluation factors, will be recommended for award approval.

After a prospective vendor(s) has been selected, Huron Valley Schools and the prospective vendor(s) will negotiate a Master Agreement. If a satisfactory Master Agreement cannot be negotiated, Huron Valley Schools may, at its sole discretion, begin negotiations with the next qualified proposer who submitted a proposal. It is anticipated that pre-qualified Contract awards will be made to multiple vendors.

A solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part, when it is in the best interest of Huron Valley Schools in accordance with regulations.

3.8 Evaluation Criteria

1. Experience of firm – 25 points
 2. Qualifications of team assigned to provide services - 25 points
 3. References (Section 2.2) – 25 points
 4. Attention to the requests and requirements as stated in the RFQU – 25 Points
- Total points possible = 100 points

Proposals receiving **80** or more evaluation criteria points will be considered for award. Award(s) shall be made to the most responsible vendor(s) whose proposal is determined to be best value to Huron Valley Schools taking into consideration the terms and conditions set forth in this RFQu. A valid and enforceable Contract exists when an agreement is fully executed between Huron Valley Schools and the Supplier.

3.9 Optional Tools to Enhance Evaluation Process

Huron Valley Schools during the evaluation of proposals may find it necessary to utilize one or multiple tools, as listed below, to facilitate their understanding of the proposal(s) in order to select the best offering to Huron Valley Schools:

- Clarifications
- Deficiency Report
- Oral Presentation
- Site Visit
- Best and Final Offer (BAFO)
- Negotiations

3.10 Huron Valley Schools Option to Reject Proposals

Huron Valley Schools may, in its sole and absolute discretion, reject any or all proposals submitted in response to this RFQu. Huron Valley Schools shall not be liable for any costs incurred by the proposer in connection with the preparation and submission of any proposal. Huron Valley Schools reserves the right to waive inconsequential disparities in a submitted proposal.

3.11 Freedom of Information Act

This Contract and all information submitted to Huron Valley Schools by the Contractor and proposers is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

Huron Valley Schools shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the Michigan Freedom of Information Act or otherwise by

law. The Proposer(s) must specifically label only those provisions of the proposal, which are actually trade secrets, confidential, or proprietary in nature. A blanket statement of confidentiality or the marking of each page of the proposal as "Trade Secret", "Confidential", or "Proprietary" shall not be permitted. Any such designation will be disregarded.

By submitting a response to this RFQu, the Proposer shall be deemed to have agreed to indemnify and hold harmless Huron Valley Schools for any liability arising from or in connection with Huron Valley Schools failure to disclose, in response to a request under the Michigan Freedom of Information Act, any portion or portions of the Proposer's response to this RFQu which have been marked "Trade Secret," "Confidential," or "Proprietary."

3.12 Contacts with Huron Valley Schools Personnel

All contact with Huron Valley Schools regarding this RFQu or any matter relating thereto must be e-mailed as follows:

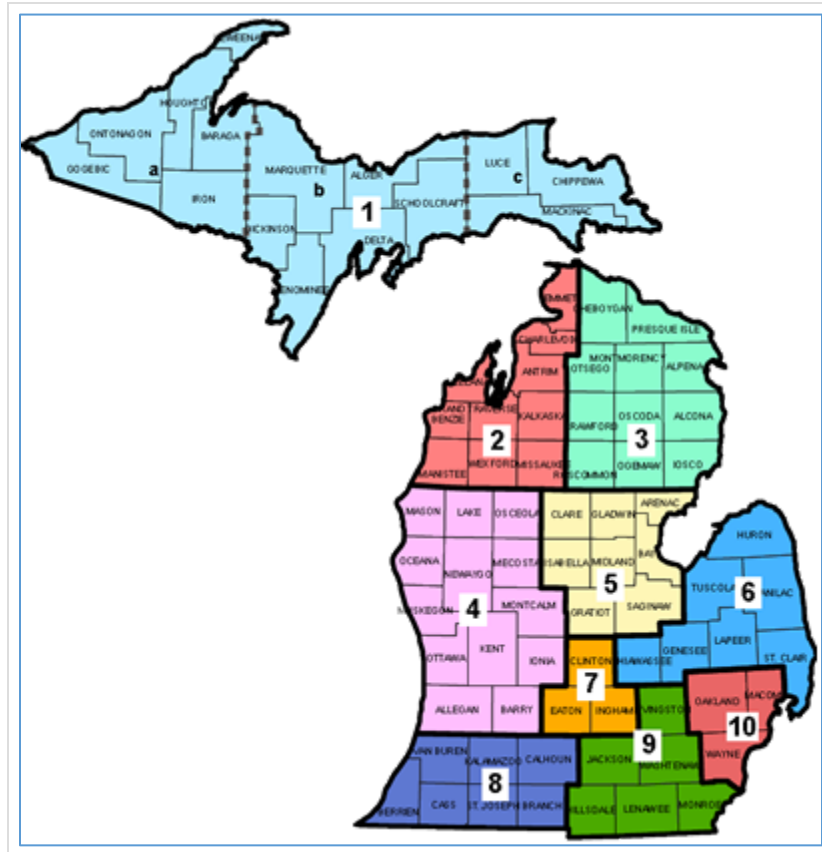
Email address: faye.northey@ppim.org

If it is discovered that a Proposer contacted and received information regarding this solicitation from any Huron Valley Schools personnel other than the Procurement Contact, Huron Valley Schools, in its sole discretion, may disqualify its proposal from further consideration. Only those communications made by Huron Valley Schools in writing will be binding with respect to this RFQu.

3.13 Final Agreement Award Determination

Huron Valley Schools reserves the right to make one total award, one award for each category/section, multiple awards, or a combination of awards, and to exercise its judgment concerning the selection of one or more proposals, the terms of any resultant agreement(s), and the determination of which, if any, proposal(s) best serves the interests of Huron Valley Schools.

APPENDIX A – Regional Services Map



1. Upper Peninsula
2. Northwest
3. Northeast
4. West
5. East Central
6. East
7. South Central
8. Southwest
9. Southeast
10. Detroit Metro

Appendix A – Regional Services Map Proposer Response: Please indicate the regions you provide services for/to.

APPENDIX B - Huron Valley Schools Building Locations

Location	Address
1. Apollo Elementary	2029 Milford
2. Brooks Center	1000 Hill
3. Bus Garage	2366 Milford
4. Country Oaks Elementary	5070 Duck Lake
5. Grounds Building	2370 Milford
6. Heritage Elementary	219 Watkins
7. Highland Elementary	300 Livingston
8. HVS Warehouse	2360 Milford
9. Johnson Elementary	515 General Motors
10. Kurtz Elementary	1350 Kurtz
11. Lakeland High School	1630 Bogie Lake
12. Lakewood Elementary	1500 Bogie Lake
13. Milford High School	2380 Milford
14. Muir Middle School	425 George
15. Oak Valley Center	4200 White Oaks
16. Oxbow Elementary	100 Oxbow Lake
17. Power Plant	1570 Bogie Lake
18. Spring Mills Elementary	3150 Harvey Lake
19. White Lake Middle School	1450 Bogie Lake

**ATTACHMENT A - PRICE PROPOSAL
FIRE EXTINGUISHER: INSPECTION, TESTING & MAINTENANCE SERVICES**

VENDOR NAME:

TYPE OF UNIT	INSPECTION PRICE PER UNIT	RECHARGED PRICE PER UNIT	HYDRO-TESTED PRICE PER UNIT	SIX (6) YEAR TEST
ABC DRY CHEMICAL – 2 1/2#				
ABC DRY CHEMICAL – 5#				
ABC DRY CHEMICAL – 10#				
ABC DRY CHEMICAL – 15#				
ABC DRY CHEMICAL – 20#				
CO ₂ – 5#				
CO ₂ – 10#				
CO ₂ – 15#				
BC DRY CHEMICAL – 2 1/2#				
BC DRY CHEMICAL – 5#				
BC DRY CHEMICAL – 10#				
PK DRY CHEMICAL				
WHEEL UNIT				
HALON 1211 MODEL, PA-H, 10-C				
HALON 5# CA-0582, FE				
Other:				

NOTE: Annual inspection fee to include fire extinguisher seal, hazardous labels if needed, and tags.

Provide an annual flat rate pricing per location (including all labor, expenses, etc.) for all staff that will be involved with the required service under this contract. The following is a list by location:

Flat Rate Price - Service Locations for Annual Alarm/Suppression Inspections

- 1. Apollo Elementary \$ _____
- 2. Brooks Center \$ _____
- 3. Bus Garage \$ _____
- 4. Country Oaks Elementary \$ _____
- 5. Grounds Building \$ _____
- 6. Heritage Elementary \$ _____
- 7. Highland Elementary \$ _____
- 8. HVS Warehouse \$ _____
- 9. Johnson Elementary \$ _____
- 10. Kurtz Elementary \$ _____
- 11. Lakeland High School \$ _____
- 12. Lakewood Elementary \$ _____
- 13. Milford High School \$ _____
- 14. Muir Middle School \$ _____
- 15. Oak Valley Center \$ _____
- 16. Oxbow Elementary \$ _____
- 17. Power Plant \$ _____
- 18. Spring Mills Elementary \$ _____
- 19. White Lake Middle School \$ _____

Clean agent systems are required to be inspected and tested Semi Annually. The price that follow are for the additional inspections at the site.

- 1. Apollo Elementary \$ _____
- 2. Brooks Center \$ _____
- 3. Country Oaks Elementary \$ _____
- 4. Heritage Elementary \$ _____
- 5. Highland Elementary \$ _____
- 6. Johnson Elementary \$ _____
- 7. Kurtz Elementary \$ _____
- 8. Lakeland High School \$ _____
- 9. Lakewood Elementary \$ _____
- 10. Milford High School \$ _____
- 11. Muir Middle School \$ _____
- 12. Oak Valley Center \$ _____
- 13. Oxbow Elementary \$ _____
- 14. Spring Mills Elementary \$ _____
- 15. White Lake Middle School \$ _____

Repair of Extinguishers

Labor Rate: \$ _____ per 1 hour

Parts & Materials:

The percentage of mark-up over cost will remain constant for all items purchased during the term of the contract.

Mark-up over Cost: _____ %

Scheduled Service Calls (include truck and equipment in labor rate):

Labor Rate: \$ _____ per 1 hour

Trip: \$ _____ each

Emergency/After Hours Service Calls:

Labor Rate: \$ _____ per 1 hour

Trip: \$ _____ each

Initial here that it is acknowledged that all prices will be firm the entire blanket purchase period. _____

Any other charges? _____ Explain: _____

Parts & Materials:

The percentage of mark-up over cost will remain constant for all items purchased during the term of the contact.

Mark-up over Cost: _____ %

Initial here that it is acknowledged that all prices will be firm the entire blanket purchase period. _____