

**REQUEST FOR PROPOSALS**  
**FOR**  
**GARAGE DOORS, EQUIPMENT AND INSTALLATION**  
**FOR THE**  
**NORTH KANSAS CITY FIRE DEPARTMENT**

**Proposal must be received no later than:**

**January 18, 2017 @ 2:00 PM**

**Deliver proposal to:**

Crystal Doss, City Clerk

2010 Howell

North Kansas City, MO 64116

**REQUEST FOR PROPOSALS FOR  
GARAGE DOORS, EQUIPMENT AND INSTALLATION**

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NOTICE IS HEREBY given that the City of North Kansas City, Missouri (the “City”) invites sealed proposals for the purchase of **Garage Doors, Equipment and Installation**.

**Sealed proposals will be received by the City of North Kansas City, Missouri, at the Office of the City Clerk, City Hall, 2010 Howell, North Kansas City, Missouri 64116, until 2:00 p.m. CST, January 18, 2017.** It is the sole responsibility of the proposing firm to ensure that proposals are received prior to the closing time as late proposals will not be accepted.

North Kansas City is a third class city and political subdivision of the State of Missouri. The City is located in Clay County, Missouri, in the greater Kansas City metropolitan area.

The Fire Department serves the community from two strategically located fires stations, including one within the Paseo Industrial District. The Fire Department protects a community of approximately 4,200 residents and 25,000 workers, as well as an extensive industrial-commercial corridor. The fire department runs approximately 1,800 calls for service a year. This requires an abnormal frequency of use of the doors. Doors are required to open and close many times during the course of the day. In addition, door operators experience the frequent operation unlike many other applications.

Event	Date/Time
Issue Date of RFP	January 04, 2017
Last Day for Questions/Clarifications	January 11, 2017 9:00 Am
Deadline for Receipt of Proposal	January 18, 2017 2:00 PM
Review of Proposals	January 18, 2017
Recommendation to Council	February 07, 2017

## CONTACTS

Administrative questions regarding bidding procedures should be directed to: Crystal Doss, City Clerk at (816) 274-6000 or at [cdoss@nkc.org](mailto:cdoss@nkc.org)

Project management questions, questions regarding this Request for Proposals (“RFP”), or a request for a site visit, may be directed to: Mike Jenkins, Battalion Chief at (816) 274-6025 or at [mwjenkins@nkc.org](mailto:mwjenkins@nkc.org)

## COMMUNICATION REGARDING THIS RFP

All communication from prospective proposers regarding this RFP must be submitted in writing by email to [mwjenkins@nkc.org](mailto:mwjenkins@nkc.org). Any other form of communication will not be accepted. Attempts by or on behalf of a prospective or existing vendor to contact or to influence any member of the selection committee, any member of the City Council, or any employee of the City of North Kansas City with regard to the acceptance of a proposal may lead to elimination of that vendor from further consideration.

## **LAST DAY FOR QUESTIONS**

The last day to submit questions to the Fire Department is **09:00 am** on **January 11, 2017**. This will allow sufficient time for any addenda to be issued by the City to all bidders. All questions must be submitted in writing via email to [mwjenkins@nkc.org](mailto:mwjenkins@nkc.org)

## **SELECTION PROCESS**

The sole purpose of the proposal process is to determine which solution best meets the City's needs. The process is not meant to imply that one proposer is superior to any other, but rather that the selected proposer can provide and has proposed the best solution and implementation approach for the City's current and future needs.

A committee will evaluate all responses to the RFP that meet the submittal requirements and deadline. Submittals that do not meet the requirements or deadline will not be considered. The review committee will rank the proposals and arrange interviews with the finalist prior to selection.

Proposals will primarily be evaluated and ranked based on the following criteria described below. The City reserves the right to consider additional factors.

### **Overall Equipment Functionality**

- Technical components of the equipment as required by the North Kansas City Fire Department.
- Capability and functionality of each proposed operational feature.
- Life expectancy both in terms of openings and closings and time.

### **Delivery Plan**

- Proposer's commitment to prompt delivery and installation.
- Feasibility and timeliness of delivery schedule.
- Level of assistance to be provided to the North Kansas City Fire Department by the proposer during transition of new equipment.

### **Ongoing Maintenance and Support**

- Proposer's capabilities and experience in providing maintenance service, including time in business.
- Average response time, locality and number of trained technicians, support tools, and any other information to provide an understanding of proposer's maintenance program.
- Experience and technical expertise of proposer's staff.
- Quality of ongoing maintenance and support.

### **References**

- Proposer's demonstrated ability to successfully provide comparable equipment described in this RFP, in other municipal, county, or fire district environments.
- To be considered, proposer shall have served as either the sole service provider or the prime proposer in successful supplying of the equipment.

### **Cost**

- Total cost of the project to include labor, materials, installation and demolition.

### **Warranty**

- Warranty period and covered components of said warranty to be clearly stated.

## **WAGE RATES**

Proposer agrees and understands that all workers performing work under this contract must be paid not less than the prevailing pursuant to the Prevailing Wage Law of the State of Missouri. Currently Annual Wage Order No. 23 Clay County. Proposer, therefore, agrees and shall ensure that it pays all of its employees not less than the prevailing wage and all shall ensure such compliance with regard to its subcontractors that all labor utilized in the construction of the aforementioned improvements shall be paid a wage of no less than the "prevailing hourly rate of wages" for work of a similar character in this locality, as established and amended at any time by the Department of Labor and Industrial Relations of the State of Missouri. Proposer shall submit upon request to the City all payroll or account records necessary to verify compliance with the prevailing wage requirements of the State of Missouri.

Contractor will forfeit a penalty to the City of \$100 dollars per day (or portion of a day) if a worker is paid less than the prevailing rate for any work done under any contract executed pursuant to this contract by the contractor or any subcontractor (§290.250 RSMo)

Upon completion of the work and labor by the Proposer and all subcontractors, an Affidavit of Compliance must be filed stating that the party has complied with the Prevailing Wage Law before final payment will be made by the City with regard to any contract awarded with regard to this RFP, all as required by (§§290.290, 290.325 RSMo). The contractor and any subcontractor within the State of Missouri shall keep this documentation for a period of one year following the completion of the work required by this agreement and shall submit, upon request, to the City all payroll and/or account records necessary to verify compliance with the prevailing wage requirements of the State of Missouri.

## **NOTE**

So that competing proposals can be compared equally, proposers must assemble their proposals in strict adherence to the layout requirements. Proposers are cautioned that failure to follow all proposal layout requirements may result in disqualification without review.

However, proposals may include additional/ supplemental materials as attachments or in narrative format so long as they are provided in the back of the proposal as "Supplemental Information". Responses must include the original question from the RFP.

Proposers must use the structure of this document to answer all questions directly. When responding to questions, proposers must place their responses in the area provided, or directly under the section/paragraph that contains the informational statement, question or requirement to which they are responding to.

Each proposer is required to submit three (3) sealed copy of their responses to the City Clerk by January 18, 2017, 2:00 pm CST. All proposals must be received by the City Clerk no later than 2:00 p.m. on January 18, 2017. The response must be sent or delivered to and marked as follows:

Crystal Doss, City Clerk  
City of North Kansas City, Missouri  
2010 Howell St.  
North Kansas City, Missouri, 64116

**Sealed Responses For  
Garage Doors and Installation**

The entire response shall be sealed in one package. If the response is sent by mail or overnight delivery service, the respondent shall be responsible for actual delivery of the response to the proper address above. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance, and clarity of content. The proposal should be organized into the following major sections and in the following order:

Each proposal shall consist of the following sections:

**1) Proposer Checklist**

This checklist has been provided to assist proposers in complying with RFP requirements. Each item on the checklist must be included with the proposal and shall be cross-referenced to the proposal page where the item is located.

**2) Proposer Background Information**

All pages in this section **must be completed** and submitted on the form provided or its copy. Failure to fully and accurately complete the form may result in proposal rejection.

**3) Signature Page**

An individual authorized to make financial commitments on behalf of the proposer shall sign the proposal.

**4) Equipment Requirements**

Equipment requirements consists of compliance summary sheets with the functional specifications for the overhead doors and other equipment. Any variances to the specifications must be outlined on a separate sheet(s) if necessary. Proposer shall provide a detailed explanation by restating the text of the requirement and providing the response immediately following it.

**5) Pricing Page**

Proposer shall **itemize the cost** to the City for all materials, equipment and installation to be provided. Proposer's costs for proposal preparation, insurance, and shipping and handling shall not be included on the Cost Sheets. These costs are the proposer's responsibility.

## 6) Delivery Plan

Proposer shall **provide a narrative** that describes a recommended delivery plan that the proposer perceives to be the most timely and appropriate for the North Kansas City Fire Department, given the scope of the proposal and other factors that the proposer deems relevant.

## 7) Documentation

Proposer shall **attach a list of documentation** (i.e. Operation and Safety manuals, preventive maintenance manuals etc.) that will be provided for the equipment.

## 8) Maintenance

Proposer shall **attach a narrative** describing a proposed maintenance plan during the warranty period, which is effective at final equipment delivery, including terms and conditions, coverage hours, and any associated costs for such maintenance during warranty.

## 9) Warranty

Proposer shall **attach a narrative** that describes proposer's capacity and availability to meet the City's requirement for warranty of equipment and installation.

## 10) Attachments (Additional to be provided by proposer)

Proposer shall **include the following attachments** with the proposal:

- a) Specification Sheets – Proposer shall attach specification sheets for all equipment being proposed. Failure to provide specification sheets may result in proposal rejection.
- b) Exceptions – An explanation of variances, if any, proposer takes to the specifications, terms and conditions set forth in this RFP.
- c) Proposer's Contract – A copy of proposer's contract, if applicable, or other documents which the City will be required to execute prior to proposer's delivery of the equipment described in this RFP.
- d) Additional Information – Proposer may attach any additional information that will assist the City in evaluating the proposal.

## CITY RIGHTS

THE CITY RESERVES THE RIGHT TO SELECT THE PROPOSAL WHICH IN ITS SOLE JUDGMENT BEST MEETS THE NEEDS OF THE CITY. THE LOWEST PROPOSED COST WILL NOT BE THE SOLE CRITERION FOR RECOMMENDING THE CONTRACT AWARD. THE RECOMMENDED SELECTION OF THE EVALUATION COMMITTEE IS FINAL AND SUBJECT ONLY TO REVIEW AND FINAL APPROVAL BY THE CITY COUNCIL.

The City reserves the right to reject any or all proposals and to waive technicalities and informalities when such waiver is determined by the City to be in the City's best interest. The City reserves the right to retain all accepted proposals, including proprietary documentation, regardless of which proposal is selected. No proposals will be returned to vendors.

The City reserves the right to request any supplementary information it deems necessary to evaluate proposer's experience or qualifications. This may include supplemental financial information, additional interview(s), and/or additional presentation by the proposer.

The City reserves the right to reconsider any proposal submitted at any stage of the procurement. It also reserves the right to meet with select proposers at any time to gather additional information.

The City reserves the right to cancel, in part or in its entirety, this RFP, including, but not limited to, selection schedule, submittal date, and submittal requirements. If the City cancels or revises this RFP, all proposers will be notified by the City.

The City reserves the right to revise the RFP prior to the date that proposals are due. The City will communicate changes through addendum to this RFP. All registered proposers will be notified of revisions to the RFP. The City reserves the right to extend the date by which the proposals are due.

The City reserves the right, in its sole discretion, to reject any and all proposals and to waive informalities and minor irregularities in any proposals received. Failure to furnish all information requested or to follow the format requested herein may disqualify the proposer, in the sole and absolute discretion of the City. False, incomplete, misleading or unresponsive statements in a proposal may also be sufficient cause for a proposal's rejection.

This RFP does not commit the City to award a contract. All proposals submitted in response to this RFP become the property of the City and public records, and as such, may be subject to public review.

The City shall not be liable for any pre-contractual expenses incurred by prospective proposers or selected Proposers, including but not limited to costs incurred in the preparation or submission of proposals. The City shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

If the successful proposer defaults, the City may award the contract to the next best proposal and may recover the loss occasioned by the successful proposer against a surety bond, if any, or by suit against the successful proposer.

The City reserves the right to cancel, in part or in its entirety, this RFP including, but not limited to, selection procedures, submittal date, and submittal requirements. If the City cancels or revises the RFP, all interested proposers will be notified.

All proposals submitted in response to this RFP become the property of the City and public records and, as such, are subject to public review.

## **QUESTIONS**

**Questions:** All questions must be submitted in writing by e-mail.

**Responses to Questions:** Depending upon the nature of the question, the City will share the response with other registered respondents (see below) if it feels the information would either correct, clarify or elaborate on information contained within the RFP. In addition, the City will issue an addendum to the RFP when a submittal instruction needs to be added or changed. Respondents may request any information the City may have on-hand, and the City will determine if the request or the information found will be shared with other registered respondents.

**Registration of RFP:** Additional information, amendments and addenda will be made to respondents known to have the RFP. In order to receive the latest information regarding this solicitation, you must register as an interested respondent to the RFP by registering your contact information with Battalion Chief Jenkins at [mwjenkins@nkc.org](mailto:mwjenkins@nkc.org) and the City will send any updates by e-mail to each respondent.

**Confidentiality of Communications:** Except as set forth above, all respondent communications with the City will be considered confidential prior to the opening of the received proposals. After opening of the proposals, all communications with the City regarding this RFP will be open records.

**Time for Questions:** Questions concerning the RFP will be taken on or prior to **9:00 a.m. CST on January 11, 2017** after this date no further questions will be answered by the City.

(Remainder of this page intentionally left blank)

This checklist has been provided to assist the proposer in complying with RFP requirements. All items listed must be included with the proposal. To assist in the proposal evaluation, proposer shall cross-reference the required item with the applicable page in the proposal.

Vendor Name \_\_\_\_\_ Person Completing Form \_\_\_\_\_

Item	Format	Page No.
___ Proposer Checklist	Attachment _____	_____
___ Proposer Background Information	Attachment _____	_____
___ Signature Page	Attachment _____	_____
___ Scope and Equipment Requirements	Attachment _____	_____
___ Pricing Page	Attachment _____	_____
___ Delivery Plan	Attachment _____	_____
___ Documentation	Attachment _____	_____
___ Maintenance During Warranty Period	Attachment _____	_____
___ On-going Maintenance and Support	Attachment _____	_____
___ Specification Sheets	Attachment _____	_____
___ List of Variations (if applicable)	Attachment _____	_____
___ Proposer’s Contract	Attachment _____	_____
___ Additional Information (if applicable)	Attachment _____	_____

**Proposer Information**

Proposer Name \_\_\_\_\_

Local Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

FAX \_\_\_\_\_

**Headquarters**

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone \_\_\_\_\_

FAX \_\_\_\_\_

**Contact Person**

Name \_\_\_\_\_

Title \_\_\_\_\_

Location \_\_\_\_\_

Telephone \_\_\_\_\_

FAX \_\_\_\_\_

Email \_\_\_\_\_

**References**

Complete the following information for a **minimum of three (3) municipal, county or organizations** for whom the proposer has supplied comparable equipment.

Proposer’s role in the supplying must have been either a prime Proposer or the sole service provider. References may or may not be reviewed or contacted at the sole and absolute discretion of the City. The City reserves the right to contact references other than and/or in addition to, those provided by proposers.

**Reference 1**

Entity Name \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

Size of Organization \_\_\_\_\_

General Description of Equipment Supplied \_\_\_\_\_

Proposer’s Role in Supplying \_\_\_\_\_

Installation Date \_\_\_\_\_

**Reference 2**

Entity Name

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Address

---

Contact

---

Title

---

Telephone

---

Size of Organization

---

General Description of Equipment Supplied

---

Proposer's Role in Supplying

---

Installation Date

---

**Reference 3**

Entity Name

---

Address

---

Contact

---

Title

---

Telephone

---

Size of Organization

---

General Description of Equipment Supplied

---

Proposer's Role in Supplying

---

Installation Date

---

**PROPOSER SUBMITTED BY**

Proposer \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

This person is authorized to enter into a binding contract for said services

\_\_\_\_\_  
Print or Type Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

**ADDENDUM RECEIPT**

The receipt of the following addenda to the specifications, if issued, is hereby acknowledged:

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Vendor Name \_\_\_\_\_ Person Completing Form \_\_\_\_\_

To remove and replace existing sectional doors and operators with aluminum sections including glass panels and new operators for each door opening at 1815 Howell Facility and 1833 Bedford Facility, per scope of work listed below.

#### SCOPE-OF-WORK:

- Proposer to remove existing sectional doors and operators and dispose of
- Proposer to supply and install new aluminum frame glass doors and new operators
- Proposer to re-connect existing electrical wiring to new door operators
- Proposer to supply and install new warning lights for added safety precaution when doors are open
- Ensure proper operation of newly installed equipment
- Supply and install new electrical wiring to existing master control panels to new operators
- Clean up and haul off any debris
- Proposer will provide ten (10) – 14' 2" w x 14' 1" ht at Station #1
- Proposer will provide four (04) – 16' 2" w x 13' 4" ht at Station #2
- Proposer will provide fourteen (14) – electric door openers

#### GLAZED ALUMINUM SECTIONAL OVERHEAD DOORS - MINIMUM REQUIREMENTS

- Glazed Sectional Overhead Doors
- Door Assembly: Stile and rail assembly secured with 1/4 inch (6 mm) diameter through rods.
- Panel Thickness: 2 inches (50.8 mm)
- Center Stile Width: 2-11/16 inches (68 mm)
- End Stile Width: 3-5/16 inches (84 mm)
- Intermediate Rail Pair Width: 2-1/8 inches (94 mm)
- Top Rail Width: 3-3/4 inches (95 mm)
- Bottom Rail Width: 3-3/4 inches (95 mm)
- Aluminum Panels: 0.050 inch (1.3 mm) thick, aluminum
- Stiles and Rails: 6063 - T6 aluminum.
- 1" Solid Shaft Springs: 25,000 cycles.
- Glazing: 1/2 inch (12.5 mm) Tempered Insulating glass (**Glass will have UV protection**)

#### Section Configuration

- Four (4) each - sections of solid panels and three (3) each sections of glazing
- All solid sections to have two (2) each heavy duty 3" Struts – powder coated to match color of door

#### Finish and Color:

- Powder coating finish: Color as selected by owner from manufacturer's standard colors
- Wind load design: Provide to meet the design/performance requirements specified
- Hardware: Galvanized steel hinges and fixtures. Ball bearing rollers with hardened steel races
- Weather-stripping: Flexible bulb-type strip at bottom section, flexible jamb seals, flexible header seal
- Track: Provide track as recommended by manufacturer to suit loading required and clearances available

## **ELECTRIC OVERHEAD DOOR OPENERS – MINIMUM REQUIREMENTS**

### **Electric Motor Operation**

- Provide UL listed electric operator, size and type as recommended by manufacturer to move door in either direction at not less than 2/3 foot or more than 1 foot per second
- Operator shall meet UL325/2010 requirements for continuous monitoring of safety devices

### **Entrapment Protection**

- Photoelectric sensors monitored to meet UL 325/2010
- Red light/green light indicator lights to indicate when door is open

### **Operator Controls**

- Push-button operated control stations with open, close, and stop buttons.
- One (1) each transmitter per operator

### **PREPARATION**

- Clean surfaces thoroughly prior to installation
- Remove existing doors and haul away
- Remove existing openers and any old electrical service not needed for new openers and haul away
- Remove exterior door opener antennas from exterior of building and remove all mounting hardware and wiring
- Repair existing exterior of building where old antennas were attached and match with matching color

### **INSTALLATION**

- Install overhead doors and track in accordance with approved shop drawings and the manufacturer's printed instructions
- Coordinate installation with adjacent work to ensure proper clearances and allow for maintenance
- Anchor assembly to wall construction and building framing without distortion or stress
- Securely brace door tracks suspended from structure. Secure tracks to structural members only
- Fit and align door assembly including hardware
- Coordinate installation of electrical service. Complete power and control wiring from disconnect to unit components
- Install push button stations for operation of door openers

### **WARRANTY**

Manufacturer will warranty doors and operators for 10 years against delamination of polyurethane foam from steel face and all other components for 5 years or 25,000 cycles, whichever comes first.



DELIVERY PLAN

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Vendor Name \_\_\_\_\_ Person Completing Form \_\_\_\_\_

List of documents to be provided with each equipment item:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_

Vendor Name \_\_\_\_\_ Person Completing Form \_\_\_\_\_

**MAINTENANCE DURING WARRANTY PERIOD**

[Empty rectangular box for maintenance during warranty period]

**MAINTENANCE AND SUPPORT AFTER WARRANTY PERIOD**

[Empty rectangular box for maintenance and support after warranty period]

Vendor Name \_\_\_\_\_ Person Completing Form \_\_\_\_\_