

South Davis Metro Fire Service Area

Request for Proposal
Emergency Board Up Services
Rotating Call List



Prepared by South Davis Metro Fire Service Area
May 1, 2024

**South Davis Metro Fire Service Area
Request for Proposal to
Provide Emergency Clean Up Services**

The South Davis Metro Fire Service Area (SDMFSA) is accepting proposals for contractor(s) to provide post-incident services to secure residential and commercial structures, following emergency responses. The specific cost and service requirements are identified in the proposal packet. Exhibit A shall be filled out included with bid proposals. Any exceptions to this proposal may be submitted with completed proposals.

Timeline: RFP Submittal window 5/1/24 – 5PM 6/20/24
RFP Review and Scoring: 6/24/24 – 6/27/27
Awards: 7/1/24

Proposal information packets are available at Station 81 located at:

255 South 100 West
Bountiful, Utah

Also available for download in PDF at sdmetrofire.gov

Responses to this Request for Proposal can be submitted to the above station, or electronically to nthompson@sdmetrofire.gov.

South Davis Metro Fire Service Area reserves the right to accept or reject any proposal in the best interest of SDMFSA. SDMFSA reserves the right to issue contracts to multiple vendors.

INTRODUCTION AND BACKGROUND

South Davis Metro Fire Service Area (SDMFSA) is a provider of emergency services to the communities of Bountiful, Centerville, West Bountiful, Woods Cross, North Salt Lake and unincorporated Davis County, Utah. SDMFSA is responsible for fire protection, emergency medical services and providing resources to best fit the needs of SDMFSA citizens. It is our desire post-incident to initiate the recovery process for affected citizens and businesses to facilitate securing and protecting affected property.

As part of risk management there is a need to ensure that a residence or business structure and contents are protected from unauthorized people and secondary damage caused by weather. Our desire is to release a scene and free up SDMFSA resources to a professional company prepared to handle the post-incident phase of the recovery process for affected citizens.

SDMFSA is seeking to identify and select an outside contractor(s) to perform the required services. SDMFSA reserves the right to select one or more qualified contractors.

Contractor shall provide SDMFSA certain Emergency Services as described in Exhibit "A", for a period of five (5) years commencing on the date of execution of this agreement SDMFSA may extend this Agreement for three (3) one-year terms, renewable on an annual basis, under the same terms and conditions.

SCOPE OF WORK

Proposals shall demonstrate contractor's ability to perform the following services:

- Ability to provide physical security measures to all damaged areas including but not limited to secure or protect exposed roof areas, doors and/or windows before leaving scene with appropriate material such as plywood, tarp, etc.
- Ability to provide security, including installing temporary fencing, caution tape, etc.
- Ability to provide complete damage assessment and engineering, if needed, as well as ability to provide additional services such as clean-up or restoration as requested by the property owner.
- For doors that need to be secured, the contractor shall provide a lock hasp and combination pad lock for each; for fencing, contractor shall provide a chain and combination pad lock. The code shall be provided to SDMFSA or designee.
- Initial board up and actions taken for property security will be provided to the affected party at no cost to SDMFSA or any of the represented cities.
- Additional restoration products or services may be negotiated after the initial

board up with the property owner and or insurance company.

PROPOSAL CONTENT

Instructions: When preparing a proposal, reply to each of the following content and evaluation criteria in the order listed. Please restate each numbered point listed below followed by your response in full, narrative sentences, and provide any requested materials.

CONTRACTOR REQUIREMENTS

1. Contractor shall obtain and maintain proper licensing as may be required by the State of Utah to provide any services to be performed by Contractor.
2. Contractor shall furnish all materials, supervision, labor, and equipment to complete the requirements of this agreement.
3. Financial Information: Contractor must be able to deliver adequate Emergency Services without the risk of financial stress and/or bankruptcy. Contractor must be in acceptable financial standing as rated by Dunn & Bradstreet and/or Experian.
4. The Better Business Bureau of Utah collects information on business reliability and provides information on ethical business practices of business. To provide the best possible contractor service to the community, Contractor must have and show evidence of an acceptable rating with the Better Business Bureau of Utah of "A" or better.
5. Contractor shall obtain and maintain in force at all times: comprehensive auto insurance, general liability insurance, and workers' compensation insurance as may be required by the State of Utah, and as such are necessary to provide any services by Contractor as described herein. Contractor shall immediately notify SDMFSa if auto, general liability, or worker's compensation insurance lapses or is terminated for any reason. Any Contractor, whose required insurance is not in force, may not provide services under the Contract.
6. Contractor shall furnish certificates of insurance, acceptable to SDMFSa, that are required.
7. Reporting: Contractor agrees to provide an annual report to SDMFSa regarding the following: number and type of calls for service; summary of charges per call; report of customer complaints; billing or cost disputes; and any other applicable information.

8. References: Provide references from three (3) successfully completed services from an emergency scene, including date and address of incident, contact information for involved fire department or city, contact information for property owner and/or affected citizens.
9. Project Team Staffing: Affirm that no employees working on the staff have ever been convicted of a felony. Provide contractor's drug screening and background check policies and procedures. Provide ratio of full-time staff to contract labor. Describe qualifications, skills, and experience of key employees.
10. Employees - The safety of the community is of greatest importance. Contractor must use E-Verify (www.verify.utah.gov) to verify the federal legal working status of all employees that may have special access to property.
11. Ethical Standards Policy – Contractor agrees to abide by a “no chase” policy. Contractor shall only respond when called by SDMFSA. Arriving at emergency incidents without being requested could result in suspension or removal from contractor rotation.
12. No restoration company shall be allowed on incident scenes unless that company has been requested by the Incident Commander or property owner. Unsolicited business by a company representative in an emergency incident will result in removal from the board up services rotation.
13. Hours of response – Contractor must be able to respond when needed on a 24/7/365 basis and have an acceptable response time frame of no more than 1 hour. Please provide hours of operation and an example of how you plan to respond under the 24/7/365 criteria.

POLICY:

Property owners' preference for restoration services shall take priority over call list rotation.

1. Companies contacted that do not call back within 10 minutes will be skipped and the next company on rotation will be contacted.
2. Board-up company representatives must arrive on-scene within sixty (60) minutes of being contacted by the fire department unless a longer estimated time of arrival is provided and approved at the sole discretion of the fire department at the time of initial contact.
3. Companies are prohibited from securing payment from the property owner prior to completion of emergency board-up services.
4. Properties shall be left posted with no trespassing sign.
5. South Davis Metro Fire Service Area offers no minimum guarantee of the amount of business or frequency of demand for board up services.
6. South Davis Metro Fire Service Area may modify the conditions and procedures for participating in the rotating call list referral program; add or remove a qualified board up company from the call list rotation at any time for any reason or discontinue the rotation list program.
7. A board up company participating in the call list rotation may choose to discontinue its participation in the call list program for any reason at any time.
8. SDMFSA may not know if property is properly insured at time of the call for board up service. If the affected property is uninsured the contractor shall not bill the affected citizen and/or SDMFSA.
9. Failure to follow any of the above-listed policy requirements may result in the termination of referral services.

TOWPRO PARTICIPATION:

Call list rotation is accessed through Bountiful PD Dispatch and managed through a third-party application called TowPro. This application allows board up companies to track their position on the call list rotation in real time, at any time. The current estimated fee for application access is \$25 each time the board up company is utilized. There is no fee to access and monitor status and location of the contractor on the list.

BAGSTER BAG PARTICIPATION:

(*This is not a scorable category for this RFP. Exceptions to this participation should be listed in an exceptions attachment.)

South Davis Metro Fire Service Area salvage operations utilizes the Bagster® 3 Cubic Yard construction debris bags in our salvage operation. This allows firefighters to efficiently move incident debris as well as contain and consolidate debris to one area of the emergency scene and ease in collection by the restoration company following the incident. By participating in board up call rotation, the board up company agrees to supply the department with the same number of bags that were used on the incident scene to consolidate the debris. Typically, this would be one or two bags. Current bag pricing is approximately \$30 per bag, available at Lowes, Amazon or through Waste Management. Bagster® bags are associated with the Waste Management company. <https://www.thebagster.com/> Participating board up company is under no obligation to utilize Waste Management for their removal services of Bagster® bags.



CONFIDENTIALITY

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the offeror that are submitted to the SDMFSA, as part of the proposal or otherwise, shall become the property of the SDMFSA when received by the SDMFSA and may be considered public information under applicable law. The SDMFSA is subject to the disclosure requirements of the Government Records Access and Management Act, Title 63G, Chapter 2, Utah Code Annotated ("GRAMA"). The SDMFSA generally considers proposals and all accompanying material to be public and subject to disclosure. **Any material considered by the offeror to be proprietary must be accompanied by a written claim of confidentiality and a concise written statement of reasons supporting the claim. Blanket claims that the entire RFP is confidential will be denied.** The SDMFSA cannot guarantee that any information will be held confidential. Under Section 63G-2-305 of GRAMA, if the offeror makes a claim of confidentiality, SDMFSA, upon receipt of a request for disclosure, will determine whether the material should be classified as public or nonpublic, and will notify the offeror of such determination. The offeror is entitled under GRAMA to appeal an adverse determination. **The SDMFSA is not obligated to notify the offeror of a request to see the offeror's proposal, and will not consider a claim of confidentiality, unless the offeror's claim of confidentiality is made in a timely basis and in accordance with the GRAMA.**

EXHIBIT "A"
Emergency Response Services

The following is a list of services/resources that may be required to execute Emergency Response Services once contacted by SDMFSA. Indicate whether you will/will not be able to provide these services. Also identify any of the work that you intend to subcontract to others and identify the proposed subcontractors including names, specific assignments, and the qualifications of the subcontracting company and its key personnel.

<i>Service</i>	<i>Contractor Can Provide</i>	<i>Contractor Can Not Provide</i>	<i>Subcontracted</i>
General Board up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residential Water Extraction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Water Extraction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dumpster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roof Tarping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Watch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insulation Removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Services Not Listed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RFP AWARD SCORE SHEET:

Weight per category (0-5)

5= Excellent 4= Good 3= Average 2= Weak 1= Poor 0= no response

Category:	Score:	Comments:
Scope of Work		
Proposal Content		
Compliance with Contractor Requirements		
Qualifications		
Emergency Response Services		
Policy Acknowledgement		
Better Business Rating		
TowPro Participation		

EXCEPTIONS: (List any exceptions to the RFP below)