

SAN DIEGO CONVENTION CENTER CORPORATION

REQUEST FOR QUOTES FOR FIRE DOORS INSPECTION & REPORT RFQ # 22-1010

Issue Date: June 6, 2022

Pre-Bid Meeting (Optional): June 13, 2022 at 10:00 a.m. local time

Pre-Bid Question Deadline: June 16, 2022 at 5:00 p.m. local time

Bid Deadline: June 24, 2022 at 5:00 p.m. local time
San Diego Convention Center Corporation
Procurement Department
Send bids to: robin.wied@visitsandiego.com

Procurement Contact: Robin Wied
Procurement Coordinator
Email: robin.wied@visitsandiego.com
Phone: (619) 577-3099

Description: The San Diego Convention Center Corporation (“Corporation”) is seeking proposals from qualified companies (“Contractor”) to provide an assessment of the existing fire doors, frames, glazing, seals, and hardware at the San Diego Convention Center. For full details of the scope of work, see Section 2 – Scope of Work.

Exhibits incorporated in this RFQ:

- Exhibit A – West Building Door Schedule
- Exhibit B – East Building Door Schedule

Exhibits are located at: <https://www.visitsandiego.com/procurement/2204231-rfq-22-1010-fire-door-inspection>

Written questions regarding the substance of the RFQ must be submitted via e-mail to the procurement contact listed above no later than the Pre-Bid Question Deadline indicated above.

Emailed Quotes are due prior to the Bid Deadline indicated above and must be delivered to robin.wied@visitsandiego.com. Late quotes will not be accepted – NO EXCEPTIONS.

PROCUREMENT REQUIREMENTS

Section 1 – Instructions & General Conditions (page 2)

Section 2 – Scope of Work (page 3)

Section 3 – Bid Form & Submittals (pages 4-6)

Section 1 – Instructions & General Conditions

1. **COMMUNICATIONS:** All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to the Request for Quote (RFQ) must be made only through the Procurement Contact noted on the cover of this RFQ, or their designee. A violation of this provision is cause for the Corporation to reject a company’s bid. No contact regarding this document with other Corporation employees is permitted, and may be grounds for disqualification.
2. **PRE-BID MEETING:** If interested in attending the pre-bid meeting, please email robin.wied@visitsandiego.com to confirm attendance and obtain directions for the meeting location.
3. **QUOTE SUBMISSION:** Quotes must be submitted prior to the date and time indicated as the Bid Deadline for consideration. Bids must be held firm for a minimum of 60 days.
4. **BIDDER EVALUATION:** The Bid will be awarded to the most responsive, responsible Bidder meeting specifications with the highest evaluation score based upon the following weighted requirements:

Cost – 50%

Comparable Projects – 20%

Proposed Work Plan – 10%

Company Resume – 10%

Sample Work Product – 10%

5. **BID AWARD:** At the conclusion of the evaluation process, Corporation will award the bid to the most responsive and responsible bidder. All participating bidders will be notified of Corporation’s decision within five (5) business days of the award decision. If, for any reason, a contract is not executed with the selected Bidder within fourteen (14) days after receipt of Contract, then the Corporation may recommend the award to the next qualified Bidder.
6. **INSURANCE REQUIREMENTS:** At all times during the term of the contract, the Contractor shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1. Workers Compensation	Statutory
2. Employers Liability	
A. Each Accident	\$2,000,000.00
B. Each Employee-disease	\$2,000,000.00
C. Policy Aggregate-disease	\$2,000,000.00
3. Commercial General Liability	
A. Per Occurrence	\$2,000,000.00
4. Business Auto Liability	\$2,000,000.00

San Diego Convention Center Corporation, Inc., City of San Diego, San Diego Unified Port District, and the members, officers, directors, agents and employees of each of these three entities shall be named as additional insured.

7. **PUBLIC DISCLOSURE:** Bids are subject to public disclosure after the deadline for submission in accordance with applicable law.

Section 2 – Scope of Work

OVERVIEW:

The San Diego Convention Center Corporation (“Corporation”) is seeking proposals from qualified companies (“Contractor”) to provide an assessment of the existing fire doors, frames, glazing, seals, and hardware at the San Diego Convention Center. This is to be accomplished by review of existing documentation, discussions with onsite personnel, and performing a walk-through of the building. Contractor shall develop recommendations and provide a written report detailing the findings. There is an expected quantity of 1,500 doors which can be used for bidding purposes. Actual number of doors may vary slightly.

INSPECTION:

All inspections are to be performed by a “qualified person with knowledge and understanding of the operating components” as per NFPA 80. A visual inspection must be performed to identify damaged or missing parts that could create a hazard before testing. Inspections are to be performed for both sides of the door to assess the overall condition. The review shall follow the following National Fire Protection Association (“NFPA”) codes and standards:

- NFPA 80 Standard for Fire Doors and Other Opening Protectives (2022 edition)
- NFPA 101 Life Safety Code (2021 edition)
- NFPA 105 Standard for Smoke Door Assemblies and Other Opening Protectives (2022 edition)
- NFPA 252 Standard Methods of Fire Tests of Door Assemblies (2022 edition)

California Fire Code (California Code of Regulations Title 24, Part 9), International Fire Code, and County of San Diego Consolidated Fire Code are also to be followed during inspections and forming recommendations.

Inspection of the fire doors are to follow the fire inspection checklist in NFPA 80. Any issues identified such as missing frame labels, improper modifications, incorrect fire door rating per building code, or malfunctioning automatic-closing devices are to be recorded in the written report and communicated to Corporation personnel. Contractor shall also confirm current designation and door placement are correct per applicable building and industry codes.

WRITTEN REPORT & PRESENTATION:

After the review has been completed, a thorough written report shall be generated and sent to Corporation personnel for review via electronic format. Contractor shall attend a project close-out meeting and provide a presentation to Corporation personnel after receipt of the written report to answer questions and discuss findings. It is understood that all reports, information, or data prepared or assembled by Contractor shall be confidential in nature and shall not be made available to any individual or organization, except Corporation. This report must include (but is not limited to) the following:

- Introduction detailing basis of analysis used and process followed to conduct study
- Executive Summary including assumptions made
- Record of inspections per NFPA 80 guidelines
- Table listing all doors (measurements, material, fire rating) and their respective locations in the building
- Calculation of useful life and remaining useful life for each shall also be listed
- Explanations and ranking (based on urgency) of issues identified along with proposed course of action for resolution
- Photos are to be submitted of any issues found

SCHEDULE / HOURS OF WORK:

This project shall commence on July 1, 2022 and must be completed no later than September 1, 2022. Work shall be completed during normal business hours (8:00 a.m. – 5:00 p.m.) and scheduled around event activities. All visits must be pre-arranged and coordinated with Corporation personnel 24 hours in advance before arriving onsite.

Section 3 – Bid Form & Submittals

Failure to complete this form in its entirety may result in your Bid being deemed non-responsive.

BIDDER:

Legal Business Name _____

Business Address _____

Primary Contact Name _____

Primary Contact Position _____

Primary Contact Phone Number _____

Primary Contact Email _____

BID:

Fire Doors Inspection (per door): \$ _____
Price is inclusive of all labor, materials, equipment, parking and trip charges, taxes, and all overhead costs.

Written Report & Presentation (lump sum): \$ _____
Price is inclusive of all labor, materials, equipment, parking and trip charges, taxes, and all overhead costs.

EXCLUSIONS AND CLARIFICATIONS. Provide a list of any exclusions and/or clarifications:
(use additional sheets of paper as needed)

PROMPT PAYMENT DISCOUNT:

The price(s) proposed herein can be discounted by _____%, if payment is made within _____ days.

Note: Unless Prompt Payment Discount is specified above, a Net 30 will be considered.

COMPANY RESUME:

Submit a company resume highlighting company's relevant experience, qualifications, and key personnel. **(Attach as separate file)**

SAMPLE WORK PRODUCT:

Submit one (1) sample inspection report prepared for a previous customer. **(Attach as separate file)**

PROPOSED WORK PLAN:

Submit a proposed work plan that outlines the methodology for accomplishing the project (personnel allocation, building location schedule, equipment used, etc.). **(Attach as separate file)**

COMPARABLE PROJECTS/REFERENCES: Provide four (4) comparable projects similar in size and complexity:
(use additional sheets of paper as needed)

1. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Are Different Values, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

2. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

3. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____

4. Project Name: _____

Project Address: _____

Name of Company: _____

Client Contact Information: _____

Contract Award Value: \$ _____

Contract Completion Value: \$ _____

If Contract Award / Completion Values Are Different, Please Explain Why: _____

Contract Completion Date: _____

Actual Completion Date: _____

Brief Description of Agreement/Contract or Services Provided: _____