

CALLOWAY COUNTY FISCAL COURT

REQUEST FOR PROPOSALS (RFP)

Fire Extinguisher Purchase, Inspection, Maintenance, and Service

1. INTRODUCTION

The Calloway County Fiscal Court is seeking sealed proposals from qualified vendors to provide comprehensive **fire extinguisher purchase, installation, inspection, maintenance, testing, and repair services** for county-owned buildings and facilities.

The intent of this RFP is to ensure all fire extinguishers are compliant with NFPA 10, OSHA regulation and all applicable state and local safety standards and are properly maintained to protect county employees, citizens, and property.

2. LEGAL NOTICE & AUTHORITY

The Calloway County Fiscal Court, Kentucky, hereby solicits sealed proposals pursuant to **KRS 424.260** and in accordance with applicable provisions of the **Kentucky Model Procurement Code (KRS Chapter 45A, where applicable)** for fire extinguisher purchase and maintenance services.

The Fiscal Court reserves the right to accept or reject any and all proposals pursuant to **KRS 67.080** and to waive irregularities in the procurement process where deemed in the best interest of the County.

3. SCOPE OF SERVICES

The selected vendor shall provide comprehensive fire extinguisher services, including but not limited to:

A. Equipment Supply

- Provide new fire extinguishers as needed, including:
 - ABC dry chemical extinguishers
 - CO₂ extinguishers
 - Class K extinguishers (for kitchen facilities)
 - Other specialty extinguishers as required
- Identify extinguishers that are adequate, deficient, or excessive, including recommendations to increase or reduce the number, size, or class of extinguishers at each department or facility as needed to meet NFPA 10 based on the hazard and space. Ensure all equipment meets current **NFPA 10 standards** and applicable OSHA regulations

B. Installation

- Install new fire extinguishers and mounting hardware
- Ensure proper placement, visibility, and accessibility per code requirements

C. Inspection & Maintenance

- Conduct **annual/periodic inspections** as required
- Perform maintenance in accordance with NFPA 10 standards
- Provide tagging and documentation for each extinguisher

D. Testing

- Conduct hydrostatic testing as required by law
- Recharge extinguishers after use or as needed

E. Repair & Replacement

- Repair defective units when feasible
- Replace units that cannot be repaired or are non-compliant

F. Documentation & Reporting

- Maintain detailed service records for each location
- Provide annual compliance reports to the County
- Notify the County of deficiencies and recommended corrective actions

G. Emergency Service

- Provide on-call or emergency service within a reasonable response time

4. LOCATIONS

Services will be required at various county-owned facilities, including but not limited to:

- Courthouse
- Annex
- Judicial Center
- Jail
- Road Department Facilities
- Animal Shelter
- Sheriff Office

5. CONTRACT TERM

The contract shall be for **one (1) year**, with the option to renew annually for up to **three (3) additional one-year periods**, subject to Fiscal Court approval and funding availability.

6. PROPOSAL REQUIREMENTS

A. Vendor Information

- Company name, address, and contact person
- Years in business
- Licenses and certifications

B. Qualifications

- Proof of technician certification
- Experience with government or commercial contracts
- Minimum of three (3) references

C. Compliance

- Statement of compliance with:
 - NFPA 10
 - OSHA regulations
 - Applicable Kentucky statutes

D. Insurance

- General Liability Insurance (\$1,000,000 minimum)
- Workers' Compensation coverage

E. Service Plan

- Inspection schedule
- Response time guarantees
- Reporting procedures

F. Pricing (See Attached Bid Sheet)

7. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Cost (40%)
- Experience and qualifications (25%)
- Service capability and response time (20%)
- References (15%)

8. SUBMISSION INSTRUCTIONS

Sealed proposals must be received by: **Friday, April 17 at 12:00 PM**

No late submissions will be considered

Submit to: **Calloway County Judge/Executive's Office**
201 South 4th Street
Murray, KY 42071

Mark envelope: **"RFP – Fire Extinguisher Services"**

No fax, or email submissions will be accepted

Bids will be opened on Monday, April 20 at 8:00 AM in the Court House Annex

9. TERMS & CONDITIONS

- The County is tax-exempt pursuant to Kentucky law
- Contractor must comply with **KRS 337 (prevailing wage, if applicable)**
- The County reserves the right to negotiate terms
- Contract may be terminated with **30 days written notice**
- Vendor must comply with all applicable federal, state, and local laws

10. CONTACT INFORMATION

- For questions: Calloway County Judge/Executive's Office
Phone: 270-753-2920
Email: kimes@callowaycountyky.gov
- Website: www.callowaycountyky.gov

BID SHEET (REQUIRED FORM)

Vendor Name: _____
Contact Person: _____
Phone/Email: _____

A. EQUIPMENT PRICING

Item	Unit Cost
5 lb ABC Fire Extinguisher	\$ _____
10 lb ABC Fire Extinguisher	\$ _____
CO ₂ Extinguisher	\$ _____
Class K Extinguisher	\$ _____
Wall Mount / Cabinet	\$ _____

B. SERVICE PRICING

Service	Unit Cost
Annual Inspection (per unit)	\$ _____
Monthly Inspection (per unit, if required)	\$ _____
Recharge (standard ABC)	\$ _____
Hydrostatic Testing	\$ _____
Service Call Fee	\$ _____
Emergency Call Fee	\$ _____

C. LABOR RATES (IF APPLICABLE)

Description	Hourly Rate
Technician Labor	\$ _____
After-Hours Labor	\$ _____

D. ADDITIONAL FEES / NOTES

E. SIGNATURE

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud.

Authorized Signature: _____

Printed Name: _____

Date: _____
