

February 6, 2019

INVITATION FOR FIRE SUPPRESSION SYSTEM PROPOSALS

PROPOSAL DEADLINE: FEBRUARY 28, 2019 5:00 P.M. EDT

Purpose of this Invitation for Proposals

MaineHousing is in the process of renovating a 60,000 square foot building for use as its offices. We have retained architectural and construction management services and are in the final design and pricing phase. We are seeking a firm to design and install a fire suppression system for our computer server room.

Maine State Housing Authority (MaineHousing) is inviting your firm to submit a proposal to provide design and installation services for an Inergen-based fire suppression system for our server room. We are seeking professional services including but not limited to the following, as may be required by MaineHousing from time to time:

- A fire suppression system for a server room with inside dimensions of 18' x 24' with an 8' ceiling on a slab.
- Our present system uses seven 435 cu. ft. tanks of Inergen which we would like to incorporate into the new system.
- Wiring for the system can use surface mounted conduit.
- Please review the attached floor plan to understand the fire suppression needs for the new server room. MaineHousing intends to select one qualified firm, subject to the terms and conditions of this Invitation.

Maine State Housing Authority (MaineHousing) is the State of Maine's housing finance agency, an independent state agency that combines public and private housing finance to benefit Maine's low and moderate-income people. MaineHousing brings millions in new private and federal housing funds to invest in Maine for the creation of, and to help Mainers obtain, quality safe, affordable housing and services suitable to their housing needs.

Terms and Conditions Applying to this Invitation for Proposals

For services that may be requested pursuant to this Invitation, the following requirements apply:

- **Timing.** Turnaround of this work is quite short. We expect the work to be undertaken in late 2019 or early 2020 but coordination with other trades will be required no later than April 1, 2019.
- **Payment.** MaineHousing will pay for services after receipt of required reports and other materials in satisfactory form and a detailed invoice. Payments will be made during the design phase and progress payments will be made during materials purchase and installation.

Proposal Instructions

Responses to this Invitation may be in any format deemed appropriate by your firm, but at a minimum must include the following:

- Information about the firm as well as resumes of all personnel who may be performing the work. Specific information on qualifications, expertise and experience in completing each of the types of work described in this Invitation under the applicable standards must be provided. Any Ansul Diamond Alliance Partnership Program awards received should be noted, especially any awards involving Inergen Hardware and Agents. At least one sample of a comparable large-scale project must be included. If you have previously provided services to MaineHousing under one or more of these categories, you may refer to the specific document and project provided to MaineHousing in rendering such services.
- Pricing: Provide estimated project hours and cost. Please provide an all-inclusive firm fixed price covering all labor, out-of-pocket expenses, materials, etc. needed for the work.
- A statement that includes the following question and your response:
Does the applicant, any principal or affiliate of the applicant, or anyone who will be paid for work on the project have business ties, family relationships, or other close personal relationships with a current MaineHousing employee or commissioner or anyone who was a MaineHousing employee or commissioner within the past year? If your answer is "Yes" provide details.
- Names and contact information of three references (other than MaineHousing) for which you have provided services similar to those described in this Invitation.

Selection Criteria

Demonstrated expertise and prior successful experience in providing the types of services described in this Invitation, including but not limited to satisfactory work performed for MaineHousing, will be a significant factor in our selection decision. Certifications and training on the Ansul Inergen system will be an important factor as well. Pricing will also be a factor in our selection decision, with preference given to firm fixed pricing. MaineHousing will award a contract to one firm with a proposal conforming to this Invitation and determined by MaineHousing to be most advantageous, taking into account these and other factors described in this Invitation.

Detailed, specific responses showing relevant qualifications, expertise and experience with respect to the types of services requested in this Invitation will be considered more favorably than general responses.

This Invitation for Proposals and the proposal accepted by MaineHousing will become part of the agreement between MaineHousing and the firm selected by MaineHousing.

Deadlines for Questions and Proposals

All questions concerning this Invitation for Proposals must be directed in writing to Rob Morrison at rmorrison@mainehousing.org not later than February 20, 2019.

All proposals must be received by MaineHousing no later than 5:00 p.m. on February 28, 2019. Proposals must be submitted under the signature of a principal of your firm and must be received by us (i) by email addressed to rmorrison@mainehousing.org with the following in the subject line "RESPONSE TO INVITATION FOR FIRE SUPPRESSION SYSTEM PROPOSALS", or (ii) by United States mail or commercial delivery service, addressed to the attention of: Rob Morrison, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330, with "RESPONSE TO INVITATION FOR FIRE SUPPRESSION SYSTEM PROPOSALS" marked on the envelope, or (iii) by hand delivery at MaineHousing's office at 353 Water Street in Augusta, Maine, addressed to the attention of Rob Morrison, with "RESPONSE TO INVITATION FOR FIRE SUPPRESSION SYSTEM PROPOSALS" marked on the envelope.

Additional Terms and Conditions

This Invitation for Proposals is subject to the following additional terms and conditions:

- MaineHousing expressly reserves the right to modify or withdraw this Invitation at any time, whether before or after any proposals have been submitted or received.
- MaineHousing reserves the right to reject and not consider any or all proposals that do not meet the requirements of this Invitation, including but not limited to incomplete responses and/or responses offering alternate or non-requested services.
- MaineHousing reserves the right to reject any or all proposals and not to award a contract pursuant to this Invitation, or to terminate the Invitation process at any time, if deemed to be in its best interest.
- MaineHousing reserves the right to negotiate price or other factors included in any proposal submitted to MaineHousing. If MaineHousing is unable to negotiate a mutually satisfactory contract with a successful respondent under this Invitation, MaineHousing may, in its sole discretion, negotiate with another respondent or cancel this Invitation and not award a contract to any respondent.
- In the event a respondent selected does not enter into the required contract to provide the services described in this Invitation, MaineHousing reserves the right to reject the respondent and to offer a contract to another respondent. The contract will contain standard terms of MaineHousing's professional services contract.
- Each respondent agrees to bear all costs and expenses of its response and there will be no reimbursement for any costs and expenses relating to the preparation of responses submitted or for any costs or expenses incurred during any negotiations.
- Prior to any award of a contract to the successful respondent(s), MaineHousing reserves the right to contact references.

MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person

responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.