



MEETING MINUTES

Meeting/Project Name:	Fire Alarm Inspection Services, P0721		
Date of Meeting:	February 9, 2021	Time:	10:00 AM
Location:	Virtual Meeting		

TOPICS OF DISCUSSION

These minutes, including any responses to the questions documented in these minutes, are provided for informational purposes only. None of the information contained herein is intended to supersede the information provided in the contract documents and is not binding unless it is documented in an addendum to the contract documents.

1. **Introductions: CCSD Attendees** – Jordan Day (Maintenance), Chris McSpadden (Procurement), and Wendy Bell (Procurement)

2. **Chris McSpadden (Procurement) discussed key points and relevant dates of the proposal.**
 - Responses are due February 23, 2021, at 3:00 PM ET. Late responses will not be accepted.
 - Proposals must be submitted electronically via email to chris.mcspadden@cobbk12.org with “RFP P0721, Fire Alarm Inspection Services” referenced in the subject line.
 - Attendance at the pre-proposal meeting is not mandatory in order to submit a proposal.
 - The deadline for submitting questions is February 16, 2021, at 2:00 PM ET. All communications must be submitted in writing by email to Procurement Services/Chris McSpadden.
 - Read section 7.5 and 7.6 carefully so all required documents are submitted.
 - Vendors must provide a copy of their licenses/certifications with their proposal.
 - Vendor, or their subcontractors, must have been established as a fire alarm inspection service business for a minimum of five years.
 - Details regarding the size and scope of the systems currently in the CCSD locations are included in the inspection reports. These reports are only available upon sending an email request for them to Jordan.Day@cobbk12.org and copying Chris.mcspadden@cobbk12.org. Before submitting a proposal, each vendor shall examine the documents carefully.
 - A committee comprised of representatives from Maintenance and Procurement Services will evaluate the proposal responses on the basis of qualifications, relevant experience, responsiveness of proposers, as well as cost. Cost will not be the sole determining factor in the award.
 - Vendor employees and sub-contractors must wear a picture ID on the exterior of their attire for easy identification.
 - Upon arrival and departure, all visiting vendor employees are to sign in and out at the school office.



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3. Jordan Day (Maintenance) discussed other key points.

- This RFP is for inspection services only, the low voltage department within CCSD maintenance will be making most repairs.
- Please read section 3.3 carefully. We want to work with the inspection company, if it is something we can address quickly we hope at times the second inspection can be done within the same visit. However, there may be times that this cannot be done so please note that the reinspection must be provided at no extra cost. Please take this into account and price accordingly.

General Questions Asked

	Question	Response
1.	When deficiencies have been identified that will require more than just calling out staff to fix it, do we complete the inspection report and then do the reinspect as stated in 3.3 or provide a letter of repair within 30 days?	Vendor must inspect CCSD repairs and give us a clean report at no additional charge even if they must (by some requirement of the AHJ that we are unaware of) give us a "repair in 30 days" letter. This letter cannot be given in lieu of a clean report.
2.	Will you provide the past reports for each individual school?	Reports are available, please send Jordan Day an email. See Section 2.6.
3.	Since we are coming in on the first year there may be several things that need to be retested. Will there be any type of level for retesting that needs to be included?	Please price accordingly, all inspections need to be included.
4.	Since the intent is for inspection only, how will parts be purchased?	There is no guarantee that parts will be purchased from the awarded contractor.
5.	In the event of a proprietary system issue when the CCSD has determined that our company will be the one to provide the proprietary service, will the contractor be responsible for hiring the subcontractor (if needed) or will the CCSD directly hire the subcontractor?	This will depend on the situation. However, there is not guarantee as to which companies will be hired to correct issues found during an inspection.
6.	If we have to coordinate/hire an elevator or third party to get the testing done will that be our responsibility?	Yes, it will be the vendors responsibility to coordinate/hire that elevator or third party service needed.
7.	Do you have an audio/visual count by school?	We do not have that specific information.