

RFP 08-13
REQUEST FOR PROPOSALS
FIXED ASSET INVENTORY
ALL FIRE DEPARTMENTS

The City of Norwich (Owner) requests written proposals from qualified firms to perform a capitalized fixed asset inventory of the five volunteer departments and the career fire department in Norwich, Connecticut.

Copies of this proposal are available from the Office of the Purchasing Agent, the City of Norwich website (www.norwichct.org/) or the State of Connecticut DAS website.

Firms responding to this proposal must submit six (6) copies of their proposal to the attention of:

**William Block
Purchasing Agent
City Hall, Rm. 105
100 Broadway
Norwich, CT 06360**

Proposals are due Tuesday, September 9 , 2008 at 4:00PM.

The City of Norwich is an affirmative action/equal opportunity employer.

William Block
Purchasing Agent

PROPOSAL REQUIREMENTS.

Responding firms must state the number of years they have been in business. Firms must also state the number of years they have been performing this service for fire departments. Please include a list of all fire departments that your firm has performed inventory services for during the past three years.

The firm selected will perform a capitalized fixed asset inventory of all the fire departments in Norwich. The selected firm's inventory activities must not impede the daily operations of the Firehouses. The inventory shall be comprised of all individual assets of \$500 or greater. Individual items under this threshold that may be considered capital items in aggregate shall be entered as a single asset. This inventory will be limited to loose equipment, equipment fixed in place and vehicles.

The various fire departments will provide the selected firm with the original purchase prices and dates of acquisition. The selected firm will be expected to assist the departments in this process. Where such data is not available, the firm shall utilize its experience and expertise to estimate acquisition costs and dates.

Where practical, all individual assets must be labeled. Aggregate items must be assigned an inventory number. Labels must be bar-coded and include readable (human) information as to department name, major location identification, and, if applicable, vehicle identification. Labels must be permanent and durable.

The selected firm shall, when the data set has been established, assign estimated life values to each asset. This information shall be used by the selected firm to prepare reports and a presentation to the City for the purpose of providing a forecast of future equipment costs to be anticipated by the various City fire departments. These reports shall be provided in print form and on CD-ROM. There shall be individual department reports for the use of each department and a combined master report for use by the City of Norwich.

Responding firms must submit a fee schedule, a list of personnel to be assigned to this project, and a schedule that will include the dates that each department will be inventoried. The City of Norwich intends to award a contract for this project in September. The preferred completion date for this work would be mid-October. The firm selected must provide the City with a certificate of insurance. The amounts and coverage are detailed on the following page.

FIRE DEPARTMENT LOCATIONS

- Central Fire Headquarters 10 No. Thames St. Norwich, CT 06360
- Greeneville Fire Station 444 No. Main St. Norwich, CT 06360
- Laurel Hill Vol. Fire Dept. 509 Laurel Hill Ave. Norwich, CT 06360
- East Great Plain VFD 488 New London Tpke. Norwich, CT 06360
- Occum Vol. Fire Dept. 44 Taftville-Occum Rd. Norwich, CT 06360
- Taftville Vol. Fire Dept. 134 Providence St. Taftville, CT 06380
- Yantic Vol. Fire Dept. 151 Yantic RD. Yantic, Ct 06385

**CITY OF NORWICH
DEPARTMENT OF PURCHASING
GENERAL CONDITIONS**

CONTRACTOR'S BOND AND INSURANCE

The successful bidder must, within 10 days from the date of acceptance of his proposal, file with the City, Workmen's Compensation, Comprehensive General Liability, Comprehensive Auto Liability, Certificates of Insurance satisfactory to the City, in compliance with the law, and in the following form and amount:

Comprehensive General Liability	
Premises -Operations -Products/Completed Operations	
General Aggregate	\$1,000,000.00
Occurrence	\$1,000,000.00
Comprehensive Automobile Liability	
Combined Single Limit	\$1,000,000.00
Workmen's Compensation	Statutory
Employer's Liability	\$500,000.00

If subcontractors are employed, same limits as named above shall apply and the certificate of insurance must be filed with the City.

No contract shall be binding upon the City of Norwich until Comprehensive General Liability, Comprehensive General Auto Liability and Workmen's Compensation policy certificates indicated above have been filed with the City and approved as to form and sufficiency by the Owner. The insurance policy certificate provided by the successful bidder and all subcontractors shall carry a statement by the insurance company that the City of Norwich will receive at least ten (10) days notice prior to cancellation of any portion of the policies or any modifications in the insurance coverage that may affect the City's interest. The cost of all insurance coverage shall be included in the price of the contract cost.

The insurance company must be licensed to do business in the State of Connecticut and must be satisfactory to the City of Norwich. THE CITY OF NORWICH MUST BE NAMED AS ADDITIONAL INSURED.