

Request for Proposal

Request for Proposals for BBAHC Life Safety System Inspections

RFP # 25-002



Bristol Bay Area Health Corporation
Attn: Procurement Office
P.O. Box 130
Dillingham, Alaska 99576

Proposals are due before:
Oct 15, 2025
2:00 PM AKT



1. Introduction & Background

1.1 Introduction

Bristol Bay Area Health Corporation (BBAHC) is seeking proposals from qualified companies to assist BBAHC's quarterly, semi-annual, and annual inspections of the **fire alarm system, sprinkler system, fire hydrants, fire pump, kitchen hood suppression systems, and portable fire extinguishers**. Throughout this request for proposals ("RFP"), the "Proposer" refers to qualified company that submit Proposals and the "Contractor" refers to the Proposer who is selected to provide the services described within this RFP.

1.2 BBAHC Background

BBAHC is comprised of 28-member village tribes located throughout the approximately 36,000 square mile area region of the Bristol Bay Area. See Attachment 1. The total population of the region in the 2000 census is 7,366, of which approximately 5,082 are Alaska Natives/American Indians. BBAHC operates the Kakanak Hospital in Dillingham and 21 village-based health clinics. Dillingham is the regional hub community with a population of approximately 2,400 people. Togiak, population approximately 880, is the region's largest village. Most year-round communities range in size from 80-200 persons with some being as small as 25 people.

BBAHC is committed to maintaining accreditation status for its various programs through several major accreditation organizations. BBAHC's Kakanak Hospital, village-based health clinics, and Behavioral Health programs are accredited by The Joint Commission (TJC). BBAHC laboratory is accredited by the College of American Pathologists (CAP); its mammography program is certified by the American College of Radiologists (ACR); and its diabetes program is certified by the American Diabetes Association (ADA). In addition, several programs are inspected by state agencies for assurance of compliance with State of Alaska standards.

2. Scope of Services

A RFP is being solicited to provide quarterly, semi-annual, and annual inspections of fire alarm, sprinkler system, fire hydrants, kitchen hood suppression systems, and portable fire extinguishers and fire pump systems. This will involve regular checks of equipment and components to ensure proper functioning and compliance with relevant fire safety codes and standards.

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2.1 Scope of Services

Quarterly Inspections:

Visual checks of fire alarm devices, notification appliances, and supervisory signals per NFPA 72 (2010 edition).

Visual checks of sprinkler system components such as water flow alarm devices, valve alarm devices, control valves, and fire department connections per NFPA 25 (2011 edition).

Semi-Annual Inspections:

Testing of mechanical sprinkler devices such as vane and pressure switch type devices per NFPA 25 (2011 edition).

Functional testing of selected fire alarm initiating devices, notification appliances, and interface equipment per NFPA 72 (2010 edition).

Annual Inspections:

Comprehensive testing of all fire alarm system components including panels, initiating devices, notification appliances, and supervisory signals per NFPA 72 (2010 edition).

Full inspection of sprinkler systems including pipework, fittings, hangers, seismic bracing, and signage per NFPA 25 (2011 edition).

Annual testing of the fire pump per NFPA 25 (2011 edition).

Inspection and maintenance of kitchen hood suppression systems per NFPA 17A (2009 edition) and NFPA 96 (2011 edition).

Annual inspection of all portable fire extinguishers per NFPA 10 (2010 edition).

Fire Hydrant Inspections: Annual inspection, testing, and maintenance of on-site fire hydrants per NFPA 25 (2011 edition).

These will be performed monthly and annually and will involve a thorough check of all fire pump equipment, labor, and materials necessary for inspection.

Sprinkler System Inspections:

These will follow NFPA 25 guidelines and include testing of the main drain, water flow, the fire pump, and alarm devices.

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Fire Hydrant Inspections:

Vendor must include inspection, testing, and maintenance of on-site fire hydrants in accordance with NFPA 25. Documentation must be suitable for CMS/Joint Commission review.

Documentation:

The service provider will be required to provide detailed inspection reports and documentation for all inspections and testing performed.

Regulatory Compliance: All inspections, testing, and documentation must comply with:

- NFPA 25 (2011) (Water-Based Fire Protection Systems)
- NFPA 72 (2010) (National Fire Alarm & Signaling Code)
- Hood Suppression Systems – NFPA 17A (2009), NFPA 96 (2011)
- Fire Extinguishers – NFPA 10 (2010)
- NFPA 101 (2012 Life Safety Code, as adopted by CMS and The Joint Commission)
- Applicable CMS K-Tags
- The Joint Commission Environment of Care and Life Safety standards

Key Considerations:

NFPA Compliance:

All inspections and testing must adhere to NFPA 25, NFPA 72, NFPA 101 (2012 Life Safety Code), and all other applicable NFPA standards, CMS K-Tags, and The Joint Commission requirements. **Professional Qualifications:**

The service provider must have certified professionals to perform the required inspections and testing.

Repair Recommendations:

While the RFP focuses on inspections, the service provider should be prepared to provide quotes for any necessary repairs.

Scheduling:

The service provider should be able to schedule inspections on a regular basis, either quarterly, semi-annually, or annually, as required.

Key Considerations:

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3. Proposal Submittal Requirements

3.1 General Bidding Requirements

When responding to this RFP, please follow all instructions carefully. Please submit the proposal contents according to the outline specified and submit documents according to the instructions. Failure to follow these instructions will be considered a non-responsive proposal and may result in immediate elimination from further consideration.

By submitting a proposal, Proposers acknowledge that:

- 3.1.1 The contract will be awarded to the Proposer that, in the opinion of BBAHC, is most qualified to perform the services at a reasonable cost. Preference will be given to qualified American Indian/Alaska Native business. Recipients shall comply in accordance with PL93-638. Notice of BBAHC award decision will be posted at procurement@bbahc.org (RFPs/Bids). Nothing herein may be construed as obligating any party to a contract for or make payments on behalf of another party.
- 3.1.2 BBAHC reserves the right to request additional information from any and all Proposers, to reject any and all proposals or award to any proposing party, whether that proposing party is the apparent low bidder.
- 3.1.3 BBAHC reserves the right to negotiate the Agreement with any proposing party.
- 3.1.4 BBAHC reserves the right to waive any irregularities which may arise in the proposal process.
- 3.1.5 BBAHC reserves the right to extend the time for accepting proposals, or to change the terms of the Agreement.
- 3.1.6 Proposals will be received by BBAHC at the time and placed on the cover page of this document. At that point, BBAHC will close the receipt of proposals and begin the evaluation process. The only information that will be released will be the names of the respondent(s). No other information will be disclosed, except as required by the evaluation process, until a contract is awarded.
- 3.1.7 A three-year contract will be awarded for services to begin TBD through TBD . However, BBAHC will retain the right to terminate the contract at any time, with or without cause, owing only for the portion of contract already performed.

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3.2 Proposal Contact

This RFP and any subsequent action taken as a result thereof is issued by BBAHC Procurement Department on behalf of BBAHC. Proposal response should be directed to the Procurement Department, specifically to the Procurement Officer, as outlined below. In regard to this RFP and subsequent procurement process, Proposers shall make NO CONTACTS, either written or verbal, with any BBAHC employee, staff member, or Board of Directors during the period beginning with the issuance of this document through approval of award unless authorized by the proposal contact. *Any attempt by a Proposer to contact or influence a member or members of the aforementioned will result in the immediate disqualification of the Proposer from award for items or services on this RFP.*

Proposal Contact:

Bristol Bay Area Health Corporation

Attn: Procurement

6000 Kanakanak Road

P.O. Box 130

Dillingham, AK 99576

907-842-5201/800-478-5201

procurement@bbahc.org

3.3 Proposal Submittal Requirements

Proposers are required to prepare their proposals in accordance with the instructions outlined in this part and elsewhere in this RFP. Each Proposer is required to submit its proposal by email to Procurement at procurement@bbahc.org.

All proposals must be received before **2:00 p.m. October 15th, 2025**. *The Proposer's name, RFP number, and proposal closing time and date must be marked clearly on the proposal submission.* The time and receipt shall be determined by the received email date and time.

BBAHC will not be held responsible for the failure of any email to be delivered. It is solely the Proposer's responsibility to: (1) Ascertain that they have all required and necessary information, documents and addenda, prior to submitting a response; (2) Ensure that the response is received at the correct email address and time.

3.4 Proposal Format

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Proposers shall prepare their proposals in accordance with the instructions outlined in this section. Each Proposer is required to submit their proposal electronically by email. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Utmost attention should be given to the accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered. The proposal should be organized into the following major sections, and pages numbered:

3.4.1 Title Page

- Bidding Company's Name, Address, Telephone Number, Name and Title of Contact person, Date

3.4.2 Table of Contents

3.4.3 Letter of Transmittal Proposer's statement of the scope of work to be done

- Statement that the person signing the proposal is authorized to bind the proposal

3.4.4 Required Proposer's Information

- Proof of Business License
- Proof of Insurance
- Representation and Certification Form
- Proof of NICET II (or higher) fire alarm/sprinkler certification for technicians.
- Documentation showing healthcare facility experience.
- Documentation of any manufacturer-specific training or certifications related to BBAHC's current fire alarm panel(s). This ensures technicians are trained on the exact make and model in use.
- Vendors must provide a sample Joint Commission-ready inspection report with their proposal.

3.4.4a Required Proposer's Information - Proposal Submittal Requirements.

- If the primary Fire Alarm vendor does not directly provide services for sprinkler systems, fire pumps, or hydrants and chooses to subcontract, the subcontractor's information must also be included. This includes:
 - Proof of business license
 - Proof of insurance
 - Certifications (NICET, manufacturer training, etc.)
 - References and relevant healthcare experience
- Documentation showing healthcare facility experience.
- Vendors must provide a sample Joint Commission-ready inspection report with their proposal.

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- The proposer is fully responsible for the performance of subcontracted services, and BBAHC reserves the right to review and approve any subcontractors.”

3.4.5 Estimate time schedule from beginning to end of project.

3.4.6 Bid price required in itemized format for services be performed.

3.5 Proposer Expenses

BBAHC will not be responsible for any expenses incurred by any Proposer in the development of a response to this RFP or any other activities associated with this procurement, including any/or supplemental information provided, submitted, or given to any of BBAHC representatives.

3.6 Interpretations, Discrepancies, and Omissions

Should any Proposer find discrepancies, omissions or ambiguities in this RFP, the Proposer must request in writing, within seven days of receipt of proposal, an interpretation from proposal contact listed in Section 3.2.

Any clarifications requiring addenda to the RFP will be available by _____, 2025. Responses will be posted on the BBAHC’s website at: Procurement@bbahc.org

The issuance of a written addendum is the only official method by which interpretation, clarification or additional information will be given by BBAHC. Only requests answered by formal written addenda will be binding. Oral and other interpretations or clarification will be without legal effect. It is BBAHC’s intent not to issue any addenda after _____, 2025.

3.7 Non-disclosure of BBAHC Information

The Proposer and its agents shall treat all data and information gathered by the Proposer and its agents, including this RFP and all attachments, or other data as confidential. The Proposer and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from BBAHC.

3.8 Award

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BBAHC reserve the right to award a contract without discussion and without conducting further negotiations. Under such circumstance, the acceptance of a proposal by BBACH shall be deemed to be an acceptance of an offer and that such acceptance will be binding upon both parties.

3.9 Retention of Proposer Material

Any and all information submitted in conjunction with this RFP and the evaluation process will not be returned to the respondent.

4. Evaluation factors

Evaluation criteria shall be established on a case-by-case basis based upon the needs of each procurement action. Consideration shall be given to such matters as contractor integrity, compliance with public policy, record of past performance (including past performance for BBAHC), and financial, administrative, and technical resources.

The written request for proposal must identify the principal evaluation factors and their relative importance as stated on the scoring matrix. Price shall be no less than forty percent (40%) of the weight of the evaluation factors.

A method for evaluating the proposals received shall be established and documented in advance of solicitation. Proposals shall only be evaluated on the basis of the factors stated in an RFP.

Architect-Engineering Services shall be procured by the Request for Proposals Solicitation of Qualifications method for selection of the best qualified and cost effective source or sources of such services to be procured.

Attachment:
Scoring Criteria