
INTEROFFICE MEMORANDUM

TO: DOUGLAS BISSONETTE
FROM: RON PATERA
SUBJECT: RCE FIRE ALARM PROJECT
DATE: MAY 22, 2015

District staff met with representatives from Western States Fire Protection Co., Convergent Technologies and Simplex Grinnell on April 28th and May 8th.

There was a separate walk through the building with each company representative. During the tours of the building, measurements were taken by the company reps and questions were answered by the staff who led the tours. Each company was allotted sufficient time to tour the facility and ask questions to gain an understanding of the project. Each company was also given a “scope of work” that was developed by the Elizabeth Fire Department’s fire marshal.

Each company submitted a proposal which was reviewed by staff and the fire marshal. A couple of the proposals were not comparable. The companies were contacted to request modifications based upon our review.

After the proposals were modified, the same review team rechecked each bid to ensure that all proposals were similar.

After a final review of the bids, staff is recommending that Convergent Technologies (CT) be awarded the contract to install the new fire alarm system. The proposal submitted by CT complies with our scope of work while its proposed cost is the lowest of the three bids.