

EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT

REQUEST FOR PROPOSALS (RFP)

RFP No. 57-2026 Fire Alarm System Replacement – Fire Station 57

NOTICE TO PROPOSERS

The East Lake Tarpon Special Fire Control District ("District") is soliciting sealed proposals from qualified and licensed contractors to provide all labor, supervision, materials, equipment, engineering, permitting, installation, testing, inspections, documentation, training, and all incidental work necessary for the complete replacement of the existing fire alarm system at Fire Station 57.

The successful proposer shall furnish and install a complete turnkey, non-proprietary, addressable fire alarm system that complies with all applicable federal, state, and local laws, codes, regulations, and standards.

The District reserves the right to reject any or all proposals, waive minor informalities or irregularities, request clarifications, negotiate as permitted by law, and award the contract determined to be in the best interest of the District.

PROCUREMENT SCHEDULE

Milestone	Date
RFP Issued	July 30, 2026
Deadline for Written Questions	August 10, 2026 – 4:00 PM EST
Final Addendum Issued (if required)	August 13, 2026
Proposal Due Date	August 19, 2026 – 4:00 PM EST
Bid Award Date	August 25, 2026
Bid Award Notification	August 26, 2026
Contract Execution / Purchase Order Following Award	
Notice to Proceed	Upon Contract Execution
Preferred Project Completion Date	September 30, 2026

The above dates are subject to change by written addendum.

PROCUREMENT CONTACT

All questions regarding this solicitation shall be submitted in writing to:

Pamela DeMeo
Fire Marshal
East Lake Tarpon Special Fire Control District

Email: pdemeo@elfr.org

Phone: (239) 919-6136

No proposer shall contact District Commissioners, District employees, or other District representatives concerning this solicitation except through the Fire Marshal.

Responses to all inquiries shall be issued by written addendum and distributed to all known prospective proposers to ensure fairness and transparency.

PRE-PROPOSAL SITE VISIT

A pre-proposal site visit may be completed prior to proposal submission.

Prospective proposers shall contact the Fire Marshal to schedule a mutually convenient site visit.

The purpose of the site visit is to allow proposers to:

- Examine the existing fire alarm system.
- Verify existing field conditions.
- Become familiar with station operations.
- Identify installation constraints.
- Verify quantities and existing conditions.
- Develop a complete turnkey proposal.

Submission of a proposal constitutes acknowledgment that the proposer has inspected the site and included all labor, materials, engineering, permits, programming, testing, and incidental work necessary to provide a complete code compliant operational fire alarm system.

PROPOSAL SUBMISSION

Sealed proposals shall be clearly marked:

“RFP No. 57-2026 Fire Alarm System Replacement – Fire Station 57

DO NOT OPEN

Attention: Fire Chief Jason Gennaro”

Deliver proposals to:

East Lake Tarpon Special Fire Control District
Attention: Fire Chief Jason Gennaro
3375 Tarpon Lake Boulevard
Palm Harbor, Florida 34685

Proposal Due Date:
August 19, 2026
4:00 PM Eastern Time

Late or incomplete proposals shall not be accepted.

EX PARTE COMMUNICATION. In order to ensure fair evaluation of proposals, ex parte communication initiated by Proposers is prohibited from the time the responses are opened until a final decision has been made. No Proposer may initiate communication with any District Commissioners or any District official, staff, or employee who is participating in the evaluation process.

The District may, however, initiate communication with any Proposer in order to obtain additional information or clarification necessary for fair evaluation of their proposal. Ex parte communication initiated by a Proposer may disqualify that Proposer from consideration for this or future Requests for Proposals.

The District will not pay any costs incurred by Proposers in the preparation of its proposal or presentations. Proposals may not be withdrawn for 90 days after bid opening. The District reserves the right to reject any and all proposals and to waive minor informalities.

PROJECT DESCRIPTION

The District seeks a complete code compliant replacement of the existing fire alarm system at Fire Station 57.

The successful contractor shall provide all labor, supervision, engineering, materials, equipment, programming, permitting, testing, inspections, documentation, owner training, warranties, and all incidental work necessary to furnish a complete operational fire alarm system.

SCOPE OF WORK

The Contractor shall furnish all labor, supervision, project management, engineering, equipment, materials, transportation, permits, inspections, testing, programming, documentation, and incidental work necessary to provide a complete, code compliant, turnkey replacement of the existing fire alarm system.

The Scope of Work shall include, but is not be limited to:

- Removal and proper disposal of the existing fire alarm control panel, devices, equipment, and obsolete wiring where accessible.
- Furnishing and installation of a complete non-proprietary addressable fire alarm system.
- New fire alarm control panel.
- Replacement of all incompatible initiating devices.
- Replacement of all incompatible notification appliances.
- Replacement of all incompatible monitor and control modules.

- Replacement of batteries and power supplies.
- Surge protection as required.
- Circuit supervision.
- Device labeling.
- Circuit labeling.
- Complete system programming.
- Sequence of operation programming.
- Duct detector interface, testing, and functional verification.
- HVAC shutdown interface, where applicable.
- Emergency Standby Power/Generator monitoring interface, where applicable.
- Temporary impairment coordination and temporary fire protection measures, when required.
- Coordination with Fire Station operations to minimize disruption to emergency response activities.
- All required engineering.
- Signed and sealed engineering documents as required by Florida law.
- Fire alarm shop drawings.
- Battery calculations.
- Voltage-drop calculations.
- Sequence of operations.
- Device address list.
- Riser diagrams.
- Permitting.
- Permit fees.
- Inspection fees.
- Acceptance testing.
- Final inspections.
- Owner training.
- Final system demonstration.

- Record drawings.
- AutoCAD (.DWG) files.
- PDF record drawings.
- Programming database.
- Programming software.
- Configuration files.
- Administrator-level passwords.
- Warranty documentation.
- Operations and maintenance manuals.
- Manufacturer literature.
- Final project closeout documentation.

The Contractor shall repair all walls, ceilings, finishes, and building components disturbed during installation and leave all work areas clean upon completion.

The Contractor shall include all work reasonably inferable from the Contract Documents to provide a complete, fully operational, code-compliant fire alarm system. No additional compensation shall be allowed for work necessary to produce a complete installation.

NON-PROPRIETARY SYSTEM REQUIREMENTS

The completed fire alarm system shall be non-proprietary.

Upon project completion, the District shall receive unrestricted ownership and use of:

- Programming software
- Programming database
- Configuration files
- Administrator-level passwords
- Licenses required for future programming
- CAD files
- As-built drawings

The completed system shall not require manufacturer-specific authorization or proprietary restrictions that would prevent future maintenance, inspection, testing, programming, or repair by qualified licensed fire alarm contractors.

ENGINEERING REQUIREMENTS

Engineering services shall comply with all applicable Florida laws and regulations including, but not limited to:

- Florida Administrative Code Rule 61G15-32.008(1)-(8)
- Chapter 471, Florida Statutes
- Florida Building Code, 8th Edition
- Florida Fire Prevention Code, 8th Edition
- NFPA 72 (2019 Edition)
- NFPA 70 (National Electrical Code)
- All applicable adopted codes, standards, and local amendments.

CODES AND STANDARDS

All work shall comply with the latest adopted editions of all applicable codes and standards including:

- Florida Fire Prevention Code
- Florida Building Code
- NFPA 72
- NFPA 70
- NFPA 101
- Florida Administrative Code
- Manufacturer installation requirements
- Applicable local ordinances

CONTRACTOR QUALIFICATIONS

Each proposer shall:

- Hold all required Florida licenses.
- Be legally authorized to conduct business in Florida.
- Employ qualified personnel.
- Have completed at least three comparable commercial fire alarm replacement projects within the previous five years.
- Provide references demonstrating successful project completion.

REQUIRED PROPOSAL CONTENTS

Each proposal shall include:

1. Company name, address, and contact information.
2. Florida contractor license number(s).
3. Detailed project approach.
4. Proposed project schedule.
5. Itemized cost proposal.
6. Equipment manufacturer and model numbers.
7. Engineering approach.
8. Proof of insurance.
9. Applicable certifications.
10. Three references for similar projects completed within the past five years.
11. Warranty information.
12. Acknowledgment of all addenda.
13. Statement of compliance with this RFP.

WARRANTY

The Contractor shall provide a minimum one-year warranty covering workmanship, installation, programming, and all equipment furnished unless longer manufacturer warranties apply.

INSURANCE

The successful Contractor shall maintain insurance meeting District requirements, including:

- Commercial General Liability
- Automobile Liability
- Workers' Compensation
- Employer's Liability

Certificates of Insurance shall be provided prior to contract execution.

EVALUATION OF PROPOSALS

Proposals will be evaluated using a predetermined method to ascertain which vendor best meets the qualifications and needs of the district. In some circumstances, qualifications may be so similar that oral interviews may have to be arranged to assist in making the final selection. Evaluation considerations will include the following:

- Responsiveness of the Proposal is clearly stating the understanding of the work to be performed.

- The quality, availability, and adaptability of the fire alarm services to be rendered.
- Technical experience of the vendor.
- Ability, capacity, and skill of the proposer to perform the fire alarm replacement.
- Responses regarding customer references and reviews.

The District reserves the right to request interviews, demonstrations, clarifications, or revised proposals if determined to be in the District's best interest.

ADDITIONAL SERVICES

If during the contractual period covered by the agreement, additional service is requested by the district, it will be performed at a negotiated rate.

PAYMENT

Payment shall be made through the District's procurement process utilizing a Purchase Order funded through the East Lake Tarpon Special Fire Control District Capital Outlay Budget.

No work shall commence until:

- Contract execution;
- Purchase Order issuance; and
- Notice to Proceed.

ACCEPTANCE OF OFFER

The signed proposal shall be considered an offer on the part of the Proposer.

EXECUTION OF AGREEMENT

The individual, firm, or corporation to which the proposal has been awarded shall sign the necessary Agreement entering into a contract with the District and return it to the District within seven (7) business days from the date the final approved contract has been received by the successful bidder. The contract shall not be considered binding upon the District until it has been properly executed.

GENERAL INFORMATION

The principal contact with the East Lake Tarpon Special Fire Control District will be the Fire Chief/designee, who will coordinate the assistance to be provided by the East Lake Tarpon Special Fire Control District to the vendor.

BACKGROUND INFORMATION

The East Lake Tarpon Special Fire Control District is a self-governing "independent special fire district" established by the Florida Legislature. It is an independent governmental unit whose primary source of operating funds is ad valorem tax. The East Lake Tarpon Special Fire Control District operates East Lake Tarpon Fire District with 3 fire stations and a total staff of 45 personnel.

DISQUALIFICATION

The District reserves the right to disqualify offers before or after opening, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposers.

WORKING PAPERS

Work papers are the property of the vendor and shall be retained for a period of three years and shall be available to inspect and reproduce upon request of the district or its authorized representatives.

STAFF ASSIGNMENT

The district reserves the right to approve or reject staff assigned to the CRA/SOC project.

PUBLIC RECORDS

Proposals submitted in response to this solicitation become the property of the District.

Pursuant to Chapter 119, Florida Statutes, all proposals and related communications are public records unless specifically exempt from disclosure by law.

Contractors shall comply with Section 119.0701, Florida Statutes, regarding public records requirements applicable to contractors performing services on behalf of a public agency.

RESERVATION OF RIGHTS

The District reserves the right to:

- Reject any or all proposals.
- Waive minor informalities and irregularities.
- Request clarification of any proposal.
- Negotiate with one or more proposers as permitted by law.
- Cancel or reissue this solicitation.
- Award the contract determined to be in the best interest of the District.

STATUTORY REQUIREMENTS

The successful proposer shall comply with all applicable Florida laws including, but not limited to:

- Section 287.133, Florida Statutes (Public Entity Crimes)
- Section 448.095, Florida Statutes (Employment Eligibility/E-Verify)
- Chapter 119, Florida Statutes (Public Records)
- Chapter 471, Florida Statutes (Engineering)
- All other applicable federal, state, and local laws.

APPENDIX A – PUBLIC ENTITY CRIME

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in S.287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

All invitations for proposals, as defined by S.287.012(11), requests for proposals as defined by S.287.012(16), and any contract document described by S.287.058 shall contain a statement informing people of the provisions of the above paragraph.

APPENDIX B – INSURANCE REQUIREMENTS

Indemnification and Insurance Requirements

a. Hold Harmless and Indemnifications:

The proposer shall hold harmless, indemnify and defend the district, its members, officers, and employees, against any claim, action, loss, damage, injury (whether mental or physical, and including death to persons or damage to property), liability, cost and expense of whatsoever kind or nature including, but not by way of limitation, attorneys' fees and court costs, caused by the negligent acts or omissions of the proposer, its agents, assigns and employees. This shall not be construed in any way as a waiver of any immunity the District may have under the Doctrine of Sovereign Immunity or its rights pursuant to Florida Statutes § 768.28.

b. Insurance:

1. Without limiting its liability under the contract, the proposer shall procure and maintain at its sole expense during the life of the contract, insurance of the types and in the minimum amounts stated herewith:

TYPE	AMOUNT
Professional Liability	\$1,000,000.00
Comprehensive General Liability	\$1,000,000.00
Comprehensive Automobile Liability	\$1,000,000.00

TYPE	AMOUNT
Workers' Compensation	As required by law

2. The proposer's comprehensive general liability policy shall include contractual liability on a blanket or specific basis to cover this indemnification.

3. Such insurance shall be written by a company licensed to do business in the State of Florida and satisfactory to the district. Prior to commencing any work under the contract, certificates evidencing the maintenance of said insurance shall be furnished to and approved by the district.

4. The insurance shall provide that no material alteration or cancellation, including expiration and non-renewal, shall be effective until 30 days after receipt of written notice by the district.

5. The proposer shall provide a Certificate of Insurance identifying the district as an additional insured.

c. Governing Law; Consent to Jurisdiction.

The laws of the State of Florida shall govern the rights, obligations, duties and liabilities of the Parties to this Agreement and shall govern the interpretation of this Agreement. Any and all legal or equitable actions necessary to enforce this Agreement shall be held and maintained solely in the state and federal courts in and for Pinellas County, Florida. Venue shall lie exclusively in Pinellas County.

d. Attorney's Fees

In any civil, administrative, bankruptcy, or other proceeding concerning the interpretation, performance or enforcement of this Agreement, each Party shall pay all of their own costs, attorneys' fees and expenses, including all costs, fees, and expenses incurred in any administrative hearing, trial, appeal, and mediation. Each Party hereby waives any award of attorney fees it might otherwise recover as the prevailing Party in such proceedings.

QUESTIONS

All questions regarding this RFP must be submitted in writing to:

Pamela DeMeo

Fire Marshal

Email: pdemeo@elfr.org

Phone: 727-784-8668

Responses to all inquiries will be distributed to all prospective bidders to ensure fairness and transparency.

END OF REQUEST FOR PROPOSALS