

City of Muskegon Fire Department**Request for Proposals (RFP)****Fire Extinguisher & Fire Suppression annual maintenance , service & testing.****Issue date: July 9, 2025****Due August 7, 2025 at 2 pm at the City of Muskegon Clerk's Office****1. Purpose**

The City of Muskegon is seeking proposals from qualified vendors to provide annual inspection, testing, maintenance, and recharging of portable fire extinguishers, fire suppression systems and hood suppression systems located in all city-owned buildings. The selected vendor shall be required be expected to ensure all fire extinguishers are compliant with National Fire Protection Association (NFPA) standards, MIOSHA part 74, and all applicable local, state, and federal fire codes. This proposal will be good for (3) years. The City reserves the right to cancel services early or extend this agreement.

2. Scope of Work

The successful vendor shall provide the following services:

- Annual inspection and certification of all portable fire extinguishers.
- Maintenance and servicing, including refilling, recharging, and replacement as needed.
- Hydrostatic testing per required schedules.
- Tagging and labeling of all extinguishers with date and technician initials.
- Semiannual and annual maintenance and servicing of Central Station fire suppression and hood suppression systems
- A comprehensive report listing all serviced extinguishers, their locations, types, service performed, and deficiencies.
- Recommendations for replacement or upgrades if equipment is obsolete or damaged.
- Emergency response for malfunctioning or discharged extinguishers during normal and after business hours.

Estimated Inventory:**1. Fire Department:**

- 42 portable fire extinguishers located at 3 fires stations and 10 fire apparatus.
- One UL300 Hood system, Central Fire Station
- A wet fire suppression system covering the entire Central Fire Station

2. City Hall:

- 27 portable fire extinguishers
- A wet fire suppression covering basement area only

3. Police Department: (located in City Hall)

- 35 portable fire extinguishers location in police vehicles
- 4. Department of Public Works (DPW):**
 - 37 portable fire extinguishers (building and vehicle)
 - Wet fire suppression covering the entire complex
- 5. Farmers Market:**
 - 6 portable fire extinguishers
 - UL 300 Hood system, Amerex, Model 600
- 6. Trinity Health Arena:**
 - 20 portable fire extinguishers
 - A wet fire suppression system covering the entire complex
 - 3 UL300 Hood systems

NOTE: This complex may be under new management soon and not the City's responsibility
- 7. Water Filtration Plant:**
 - 17 portable fire extinguishers
 - A wet fire suppression system covering the entire complex
- 8. Rest Lawn Cemetery:**
 - 4 portable fire extinguishers
- 9. Lakeside Cemetery:**
 - 1 portable fire extinguisher
- 10. Hartshorn Marina:**
 - 21 portable fire extinguishers
- 11. Margaret Drake Park:**
 - 2 portable fire extinguishers
- 12. Marsh Field:**
 - 4 portable fire extinguishers
- 13. McCrea Playfield:**
 - 1 portable fire extinguisher
- 14. McGraft Park:**
 - 4 portable fire extinguishers
- 15. Reese Playfield:**
 - 1 portable fire extinguisher
- 16. Smith-Ryerson Park:**
 - 6 portable fire extinguishers

Type and Size:

Fire Extinguishers include but not limited to: 2.5#, 5#, 10#, & 20 ABC dry chemical, 30# Class D dry powder, 1 ¼ gallon Class K, 10#, 15# & 20# Co2, 2.5 gallon water, 20# cartridge operated ABC dry chemical unit, and 2 ½ water mist.

3. Proposal Requirements

Proposals must include the following:

- Company overview and relevant experience.
- List of qualifications and certifications (e.g., NAFED, NFPA).
- Proposed service approach and timeline.
- Fee schedule (including hourly rates, per-unit costs, and any travel or emergency service fees).

4. Evaluation Criteria

Proposals will be evaluated based on the following:

- Experience and qualifications
- Cost-effectiveness
- Compliance with applicable standards
- References and past performance
- Responsiveness and completeness of the proposal

5. Submission Instructions

Submit one (3) three copies of the proposal in a sealed envelope labeled:

“RFP – Fire Extinguisher & Suppression Maintenance Services”

City of Muskegon
City Clerk’s Office
933 Terrace Street
Muskegon, MI 49440

Deadline for Submission: Thursday, August 7, 2025 at 2 pm at Muskegon City Clerk’s Office, 933 Terrace Street, Muskegon, MI 49440.

Late submissions will not be considered.

6. Questions and Clarifications

All questions regarding this RFP must be submitted to Deputy Director Jay Paulson, jay.paulson@shorelinecity.com. Responses will be shared with all interested parties.

The City of Muskegon reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed to be in the best interest of the City.