



**REQUEST FOR STATEMENTS OF QUALIFICATION FROM  
QUALIFIED CONTRACTOR  
RFQC #26-054  
City-Wide Fire Systems Inspection, Testing, Maintenance, Repair,  
Support Services  
RESPONSE DUE DATE: July 17, 2026, 2:00 PM EST**

The City of Sandy Springs ("City") uses a procurement portal powered by Bonfire Interactive ("Bonfire") for accepting and evaluating bids, statements of qualification, responses and proposals digitally, found by using the link below:

**<https://sandysprings.bonfirehub.com/projects/241078/details>**

A response submitted ("Response") in any other format (e-mail, paper, fax, mail, etc.) will not be accepted for any reason.

Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your registration or submissions. You can also visit Bonfire's help forum at [bonfirehub.zendesk.com/hc](https://bonfirehub.zendesk.com/hc).

There is no pre-submittal conference for this Request for Qualifications ("RFQC"). Questions should be directed in writing to Edward S McAdoo III, City of Sandy Springs, Senior Buyer for this procurement, via e-mail at [emcadoo@sandyspringsga.gov](mailto:emcadoo@sandyspringsga.gov) or via the QA function in Bonfire. The deadline for submitting questions will be no later than **5:00 PM on July 17, 2026**.

Information concerning this solicitation may be found electronically at:

**<https://sandysprings.bonfirehub.com/projects/241078/details>**

The Bonfire website will contain this RFQC, any addenda, clarifications, schedule changes and other important information regarding the solicitation. Contractors submitting Responses ("Respondents") should check these electronic pages daily.

The City reserves the right, among others, to reject all Responses and to waive technicalities and informalities, to make award in the best interest of the City, or to cancel this solicitation at any time for any reason.

All Offerors are hereby notified that any digital content, applications, websites, or technology services provided under this solicitation must comply with the accessibility standards established under the Americans with Disabilities Act (ADA) and Web Content Accessibility Guidelines (WCAG) 2.1 Level AA. Offerors must demonstrate their ability to deliver products and/or services that are accessible to individuals with disabilities, including compatibility with assistive technologies such as screen readers, keyboard navigation, and voice recognition tools.

## SCHEDULE OF EVENTS

All dates are subject to change at the discretion of the City through written addendum or platform notice, as applicable.

| Event                                           | Date          |
|-------------------------------------------------|---------------|
| RFQC Issue Date                                 | June 25, 2026 |
| Deadline for Phase I Questions                  | July 2, 2026  |
| Deadline for Posting Phase I Answers/Addendum   | July 8, 2026  |
| Phase I Qualifications Submission Due Date      | July 17, 2026 |
| Anticipated Notice of Qualified Firms/Finalists | July 22, 2026 |

## SECTION 1: RFQC INSTRUCTIONS

### 1.1 Single Point of Contact

From the date this RFQC is issued until award or cancellation, Respondents shall not communicate regarding this procurement with any City employee, official, contractor, consultant, or evaluation team member other than the Procurement Manager identified below. Unauthorized communications may result in disqualification if the City determines the communication compromised the competitive process.

|                                      |                                                      |
|--------------------------------------|------------------------------------------------------|
| <b>Procurement Personnel/Buyer</b>   | Contact Details                                      |
| <b>Address</b>                       | 1 Galambos Way, Sandy Springs, GA 30328              |
| <b>Telephone</b>                     | 770-206-1448                                         |
| <b>Email</b>                         | emcadoo@sandyspringsga.gov                           |
| <b>Procurement Platform: Bonfire</b> | sandysprings.bonfirehub.com/ projects/241078/details |
|                                      |                                                      |
|                                      |                                                      |
|                                      |                                                      |
|                                      |                                                      |

### 1.2 Required Review

- Respondents shall carefully review this RFQC, including all instructions, evaluation criteria, submission requirements, terms, conditions, forms, and attachments.
- Respondents shall promptly submit written questions concerning any ambiguity, inconsistency, restrictive requirement, or error by the question deadline stated in the Schedule of Events.
- The City may revise this RFQC by written addendum. Addenda become part of the procurement documents and must be acknowledged as required by the procurement platform or this RFQC.
- Only written answers issued by the City through addendum or the procurement platform are binding.

### 1.4 Submitting a Sealed Response

This RFQC uses a two-phase process in the same solicitation document. Phase I evaluates qualifications. Phase II evaluates project understanding, references, and cost from only those Respondents invited to continue after Phase I.

#### 1.4.a Phase 1 Minimum Qualifications

To be considered responsive in Phase 1, proposers must demonstrate:

- Local presence in the greater Atlanta/ North Georgia Region

- All services shall be performed in accordance with NFPA 20, 25, 72 and 2001 other applicable NFPA standards, manufacturer recommendations, AHJ requirements, Georgia and local code requirements, and industry best practices
- 2-3 years of significant government agency experience and multi-facility experience
- 2-3 years of experience with Fireworks and EST4
- The Contractor shall employ qualified personnel, including manufacturer-trained technicians and NICET-certified personnel. At a minimum, the lead technician assigned to the project shall possess NICET Level II certification or higher in the applicable discipline.
- Qualification of the Proposed Team and Key Personnel, including their roles and responsibilities, relevant project experience, contact information (including email addresses), availability, applicable licenses and certifications, and the proposed project management and reporting structure.

#### **1.4.1 Phase I Qualifications Submission**

Phase I Responses shall not include price, cost, fee schedules, hourly rates, or other cost information. Inclusion of pricing in Phase I may result in disqualification.

- Qualification of Firm response addressing experience, capacity, technical capability, financial stability (Letter from a Bank Finance Statement or Income Statement), licenses, certifications, and project specific minimum qualifications.
- Required forms, affidavits, E-Verify documentation, and certifications required by this RFQC.
- Project Understanding and Technical Approach describing the Respondent's understanding of the City's needs and proposed methods for performing the work or services.
- Project schedule, staffing plan, quality control approach, risk management approach, and transition or implementation plan, as applicable. References for similar work or services completed or substantially completed within the last five years
- Provide emergency response capability with onsite presence and direct communication with City of Sandy Springs personnel.
- Web Based reporting capability
- Ability to provide sample reports
- Acknowledgement of all addenda issued for Phase I.

#### **1.4.2 Phase II Scope of Services and Cost Submission**

Only Respondents invited by the City after Phase I may submit a Phase II Response. Phase II Responses shall include the information listed below and any additional project specific requirements stated in this RFQC or by addendum.

- A completed bid submission based on the scope of services based on the form provided in the ITB.
- Acknowledgement of all addenda issued for Phase II.

#### **1.4.3 Failure to Comply with Instructions**

The City may choose not to evaluate, may deem non-responsive, or may disqualify from further consideration any Response that does not follow the required format, is difficult to understand, is difficult to read, includes prohibited pricing in Phase I, or is missing requested information.

#### **1.4.4 Deadline for Receipt of Submissions**

All Phase I and Phase II Responses must be received through the City's designated procurement platform by the applicable due date and time stated in the Schedule of Events or subsequent written addendum.

#### **1.4.5 Late Submissions, Withdrawals, and Corrections**

Late Responses will not be accepted, will remain unopened, and will be rejected regardless of cause.

A Respondent may withdraw its Response before the applicable due date and time by submitting a written withdrawal request signed by an individual authorized to legally bind the Respondent.

If an obvious clerical error is discovered after a Response has been opened, the Respondent may submit a written correction request to the Procurement Manager within two business days of opening. The request must be on Respondent letterhead, signed by an authorized representative, and supported by clear and convincing evidence that the error was unintentional. The City will review the request consistent with the Purchasing Policy. Modifications to opened Responses for reasons other than obvious clerical errors are not permitted.

### **1.5 Respondent Certification**

By submitting a Response, Respondent acknowledges that it understands and agrees to comply with the requirements of this RFQC, including all addenda, required forms, applicable laws, and the City's Purchasing Policy.

All signatures required by this RFQC shall be provided by an individual authorized to legally bind the Respondent. Proof of signature authority shall be furnished upon request.

Unless otherwise stated in this RFQC or permitted by applicable law, Responses shall remain valid for one hundred twenty (120) days after the applicable submission deadline.

### **1.6 Cost of Preparing a Response**

All costs incurred in preparing, submitting, clarifying, presenting, or negotiating a Response are the sole responsibility of the Respondent, and the City shall not be liable for any such costs.

All timely submitted materials become the property of the City and may be retained in the official procurement file in accordance with applicable law and records retention requirements.

## **SECTION 2: RECEIPT OF RESPONSES AND PROCUREMENT PROCESS**

### **2.1 Authority**

This RFQC is issued under the authority of the City of Sandy Springs and the City's Purchasing Policy.

### **2.2 Public Records and Confidential Information**

Materials submitted to the City may be subject to disclosure under the Georgia Open Records Act unless expressly exempt. Respondents claiming confidentiality must clearly mark and separate the specific information claimed as confidential and provide any affidavit or documentation required by law or this RFQC.

### **2.3 Responsiveness and Responsibility Review**

The City may classify Responses as responsive or non-responsive at any time during the procurement process. Responses may be found non-responsive if required information is not provided or if the Response does not comply with the material requirements of this RFQC.

The City may determine whether a Respondent is responsible based on information submitted, information discovered during evaluation, references, licenses, certifications, financial capacity, debarment status, and any other responsibility related information relevant to the procurement.

### **2.4 City Rights Reserved**

- Cancel or terminate this procurement at any time if the City determines it is in its best interest.
- Reject any or all Responses received.
- Waive technicalities, informalities, or minor irregularities consistent with the Purchasing Policy.
- Request clarification of information submitted in a Response when permitted by the RFQC and Purchasing Policy.

- Proceed with interviews, presentations, demonstrations, discussions, or negotiations only as authorized in this RFQC.
- Make no award if doing so is in the City's best interest.

## **SECTION 3: BACKGROUND AND PROJECT OVERVIEW**

### **3.1 Background**

The City currently operates multiple municipal facilities with fire and life safety systems that include fire alarm control equipment, detection devices, notification and communications components, sprinkler systems, fire pumps, and FM-200 clean agent suppression systems.

The reference inventory identifies the following covered equipment and service frequencies: 513 smoke detectors, 19 heat detectors, 23 duct detectors, 68 pull stations, 65 phone jacks/phone stations, 3 control panels, 1 voice evacuation panel, 1 communicator, 25 power supplies, 64 batteries, 2 annunciators, 1 fan start, 1 fan shutdown, 6 elevators, 41 control relays, 15 wet sprinkler systems, 12 dry sprinkler systems, 2 fire pumps, and 2 FM-200 suppression systems.

The current support model reflected in the reference document includes:

- Annual fire alarm system testing and inspection for seven (7) facilities
- Annual sprinkler system inspection for three (3) facilities
- Semi-annual FM-200 clean agent suppression inspection for two (2) server room locations

### **3.2 Project Overview**

The City of Sandy Springs, Georgia ("City") is soliciting sealed proposals from qualified firms to provide city-wide fire alarm, fire suppression, inspection, testing, preventive maintenance, repair, reporting, and related support services for multiple municipal facilities.

This solicitation will be conducted as a two-phase procurement:

- Phase 1 – Qualifications and Technical Proposal
- Phase 2 – Bid Submission

The City's objective is to establish a contract with a highly qualified contractor to:

- Maintain fire and life safety system integrity across multiple City facilities
- Support compliance with applicable codes, standards, and Authorities Having Jurisdiction ("AHJ");
- Identify and document deficiencies and impairments;
- Provide reliable inspection, testing, preventive maintenance, repair, and emergency response services;
- Deliver timely, organized, and auditable documentation; and
- Support City staff with technical guidance and training.

### **3.3 No Limit to Competition**

No specification, qualification, or requirement is intended to unnecessarily limit competition. Requirements are intended to describe the City's minimum needs and evaluation priorities while preserving fair and open competition.

## **SECTION 4: RESPONDENT QUALIFICATIONS AND SUBMITTAL REQUIREMENTS**

### **4.1 City Right to Investigate**

The City may conduct investigations as deemed necessary to determine the ability, responsibility, and qualifications of a Respondent to perform the work or services required by this RFQC.

### **4.2 Page Limit and Format**

Phase I Responses are limited to thirty (30) pages and Phase II Responses are limited to thirty (30) pages, excluding the transmittal letter, required forms, affidavits, addenda acknowledgements, cost forms, and other City provided forms unless otherwise stated in this RFQC.

Responses shall use a minimum 11-point font, be organized in the order requested, and provide clear, concise, complete, and relevant information.

### **4.3 Response Submittal and Evaluation Criteria**

The City will evaluate Responses using a pass/fail criteria for Phase I . Only Respondents invited by the City after Phase I may participate in Phase II.

#### 4.3.1 Phase I: Qualifications Evaluation

| Category / Criteria                           | (Pass/Fail) | What the City is Looking For                                                                                                                                                                         |
|-----------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualification of Firm                         |             | Demonstrated experience, capacity, technical capability, financial stability, required licenses or certifications, and ability to satisfy the City's project specific minimum qualifications.        |
| Qualifications of Proposed Team and Key Staff |             | Relevant experience, defined roles, availability, certifications or licenses, management structure, and evidence that the proposed team can successfully perform the work or services.               |
| Project Understanding                         |             | A clear understanding of the City's needs, sound approach to performing and completing the project, realistic schedule, quality control measures, risk management approach, and implementation plan. |
| References and Relevant Performance           |             | Relevant and verifiable references for similar work or services, including evidence of successful performance, quality, timeliness, responsiveness, and customer satisfaction.                       |

#### 4.3.2 Phase II: Bid Submission

| Category / Criteria |  | What the City is Looking For                                                                                                                |
|---------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------|
| Bid Submission      |  | Clear, complete, and reasonable pricing submitted in the required format and consistent with the technical approach and scope requirements. |

#### 4.4 Required Forms:

- Certification of Sponsor Drug Free Workplace
- Georgia Security Immigration Compliance Act Affidavit
- Notice to Contractors Compliance with Electrical Safety Provisions
- Affidavit verifying Status for City Public Benefit Application
- Contractor Affidavit and E-Verify documentation, if applicable.
- Corporate Certificate
- List of Subcontractors
- Reference Form
- Georgia Business License
- Addendum Acknowledgement Form.
- Vendor Responsibility Form

## SECTION 5: EVALUATION PROCESS

### 5.1 Initial Administrative Review

Purchasing will conduct an initial administrative review of each Phase I and Phase II submission, as applicable, to determine whether required documents, signatures, forms, and material submission requirements have been provided.

## **5.2 Phase I Evaluation and Qualified Pool**

The Evaluation Committee will evaluate Phase I Responses using only the Phase I criteria stated in this RFQC. The City will determine which Respondents are qualified to continue to Phase II based on the Phase I evaluation results and the shortlist or qualification rules stated in this RFQC.

The qualified pool or finalist list shall be reviewed by the Using Agency and Purchasing before Phase II is opened to qualified Respondents.

## **5.3 Phase II Invitation**

Only Respondents invited by the City after Phase I may submit a Phase II Response. The City will issue Phase II instructions, deadlines, question procedures, addenda, and submission requirements through the procurement platform or written notice.

## **5.4 Phase II Evaluation**

The Evaluation Committee will evaluate Phase II Responses using only the Phase II criteria stated in this RFQC. The City will combine finalized Phase I and Phase II information to identify the responsive and responsible low bidder.

## **5.5 Interviews, Presentations, or Demonstrations**

Interviews, presentations, or demonstrations will not be conducted during Phase I. If authorized in this RFQC and deemed necessary after Phase II evaluation, the City may conduct interviews, presentations, or demonstrations beginning with the most qualified firm first.

## **5.6 Award Recommendation**

The award recommendation, if any, will be based on the evaluation process stated in this RFQC, responsiveness results, responsibility findings, department concurrence, and the best interest of the City. Awards exceeding applicable approval thresholds require approval by the appropriate authority, including City Council when required.