

Thurston County Fire District Three



Agenda for the Board of Fire Commissioners

Regular Meeting

July 19, 2018

5:30 pm

- I. **CALL TO ORDER / FLAG SALUTE**
- II. **APPROVAL OF THE AGENDA**
 - A. Additions / Deletions
- III. **INTRODUCTION AND PINNING OF NEW MEMBERS**
- IV. **HEARING OF THE PUBLIC / MEMBERS PRESENT**
- V. **APPROVAL OF THE CONSENT AGENDA**
 - A. Draft minutes of the July 5, 2018 regular Board of the Board of Fire Commissioners meeting.
 - B. Warrants
 - General Fund 001 (Acct# 6630) checks numbered #20515 through #20553 in the amount of \$69,083.83.
 - Capital Projects Fund 301 (Acct# 6631) checks numbered #20554 through #20555 in the amount of \$138.43.
 - C. Payroll #7A 2018 in the amount of \$1,214,456.62.
- VI. **COMMITTEE REPORTS**
 - A. Thurston County Medic One
E.M.S. Council Commissioner Kirkbride
 - B. Thurston 9-1-1 Communications (TCOMM)
Administration Board Commissioner Wilson

- C. City / District Liaison
Communication updates Commissioners Kirkbride & Wilson
- D. Thurston County Fire Commissioners Association
Regular meeting Commissioner Dobry
- E. Thurston Regional Planning Council
Status report Commissioner Dobry
- F. Community Outreach
Status report Staff
- G. Nisqually Tribe
Status report Staff
- H. Capital Facilities and Equipment Activities Staff

VII. OLD BUSINESS

A.

VIII. NEW BUSINESS

- A. Bid Opening for Bay Door Replacement Project: Discussion/Potential Contract Award (Appendix A)

IX. ADMINISTRATIVE REPORT

X. COMMISSIONER COMMENTS

XI. OTHER INFORMATION

- A. Suggestion Box
- B. Correspondence

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

XIII. REQUEST FOR EXECUTIVE SESSION

- A. In Accordance with RCW 42.30.140(4)(a) Regarding Discussion of Collective Bargaining Strategies

XIV. ADJOURNMENT

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: August 2, 2018 – 5:30 pm

THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

July 5, 2018

Present:

Chair Kirkbride
Vice Chair Wilson
Commissioner Ryder
Commissioner Dobry
Commissioner Roberts

I. CALL TO ORDER / FLAG SALUTE

Chair Kirkbride called the meeting to order at 5:30 p.m.

II. APPROVAL OF THE AGENDA

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

III. PINNING CEREMONY FOR DEPUTY CHIEF COX

Chief Brooks introduced the new Deputy Chief Ryan Cox. Chief Cox gave a brief history of his career and words of appreciation to his family, friends, and the District. He recited the Oath of Office as Deputy Chief for Lacey Fire District Three. Chief Brooks thanked him and presented him with his new Deputy Chief helmet. Chief Brooks recessed the regular meeting for a brief social exchange and light refreshments at 5:42 p.m.

Chair Kirkbride reconvened the regular meeting at 5:56 p.m.

IV. HEARING OF THE PUBIC / MEMBERS PRESENT

Volunteer Coordinator Jim Dickson gave an update on the volunteer firefighter interviews. Seven fast trackers and eight academy candidates will be interviewed this month.

V. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the June 21, 2018 regular Board of the Board of Fire Commissioners meeting.

B. Warrants

- General Fund 001 (Acct# 6630) checks numbered #20465 through #20495 in the amount of \$124,348.31.

Commissioner Dobry inquired about the Foster Pepper PLLC warrant in the amount of \$3,703.50 for two invoices. Chief Brooks will email him details of the legal services.

- Donation Fund 101 (Acct# 6633) checks numbered #20496 in the amount of \$399.98.
- 2017 Capital Improvement Project Fund 306 (Acct#6639) checks #20497 in the amount of \$3,235.28.

C. Payroll #6B 2018 in the amount of \$367,114.26.

MOTION: To accept the consent agenda as presented.

Motion: Commissioner Wilson

Second: Commissioner Dobry

Carried: Unanimous

VI. COMMITTEE REPORTS

A. Thurston County Medic One
E.M.S. Council

No report. The next meeting is July 18, 2018.

B. Thurston 9-1-1 Communications (TCOMM)
Administration Board

No report. The next meeting is July 11, 2018.

C. City / District Liaison
Communication updates

No report. The next meeting is August 21, 2018 at Station 31.

D. Thurston County Fire Commissioners Association
Regular meeting

Commissioner Dobry attended the July 2, 2018 Strength of Purpose meeting. He reported the following agenda highlights:

- Meeting Schedule – No changes to the meeting locations for the next four months. The next meeting is July 17, 2018 located at Station 91. The Special Operations Rescue Team (SORT) will present.
- Member Farewell – Member Services Coordinator Amber Noland's going away celebration is July 6, 2018 in the evening.
- WFCQ Quarterly Meeting – July 7, 2018

E. Thurston Regional Planning Council
Status report

No report. The next meeting is July 6, 2018. Commissioner Dobry shared that the Thurston County posted the latest population report as of April 1st. The

estimate is 281,700. An increase of 4,800 from 2017. The City of Lacey population is 50,170. An increase of 1,470 residents.

F. Community Outreach

Status report

Chief Brooks reported the following updates and events:

1. Independence Day Celebrations

- July 3rd – Lacey Fireworks Spectacular located at Rainer Vista Park. An estimate of 7-12K people were at the park. Minor injuries reported and no transports. It was a success overall.
- July 4th – Nisqually Fireworks Show located at the Red Wind Casino at 8 p.m. The Red Wind Casino will recover the costs for the District's presence.

2. South Sound BBQ Festival – The District will be staffing the July 7, 2018 event located at Huntamer Park.

3. Recognition for Heroes at Woodland Retirement– July 28, 2018. District Responders and Chief Brooks will attend.

G. Nisqually Tribe

Status report

Chief Brooks reported no updates. He will await payment for the District's staffing at the Nisqually Fireworks show and will reach out to the Red Wind Casino to re-engage discussions on a fee for service agreement.

H. Capital Facilities and Equipment Activities

Staff

Chief Brooks reported that refined drawings for the new Station 34 were discussed today. The updated cost estimate is \$6.9 million for the site preparation and base construction costs. Staff recommends moving forward in developing biddable plans for the refined drawings. The Board agreed.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Proposed Change to Hiring Age Limitations in Human Resource Rules: Staff Report/Potential Action

Chief Brooks reported that staff recommends modifying the hiring minimum age for career firefighter's policy from 21 years of age to 18, which is the current acceptable age for volunteer firefighters.

MOTION: To modify the proposed changed to hiring age limitations in Human Resources Rules to allow career firefighters at the age of 18.

Motion: Commissioner Roberts

Second: Commissioner Wilson

Carried: Unanimous

IX. ADMINISTRATIVE REPORT

Chief Brooks reported the following events and updates:

1. Bates Fire Recruit Academy – The District has reserved space for four candidates to attend the academy in the fall.
2. Backfill Positions – A District member and longtime Seattle resident was offered a position with Seattle Fire Department and will be separating in early August. This position will be backfilled in addition to the Training Division following the promotion of Training Division Captain Cox to the Deputy Chief of Operations.
3. Amtrak Derailment Response Update – The District received a reimbursement payment of \$21K in December for responding to the incident. Battalion Chief Fox was invited to speak about the experience to Fire Rescue International Conference in Texas. Chief Brooks will also attend the conference.
4. Thurston Talk published an article about Chief Brooks and the link has been forwarded by email to the Commissioners.

X. COMMISSIONER COMMENTS

Commissioners Roberts and Ryder did not have comments. Commissioner Dobry, Vice Chair Wilson and Chair Kirkbride commented that they appreciated the Thurston Talk article, “Safe and Sound in Thurston County Thanks to Lacey Fire Chief Steve Brooks”. Chair Kirkbride highlighted the new construction underway in the Woodland District for the Washington Utilities headquarters.

XI. OTHER INFORMATION

A. Suggestion Box – None

B. Correspondence – None

XII. HEARING OF THE PUBLIC / MEMBERS PRESENT

Olympic Ambulance Director of Thurston County Operations Chris Clem gave an update on staffing and Opticom. Olympic Ambulance will be hosting another blood drive August 2, 2018 between 1 p.m. - 7p.m. He invited all to attend. Flyers will be distributed.

Volunteer Coordinator Jim Dickson reported that the District lost two volunteers to career offers in other departments. The five remaining fast trackers will complete training over the upcoming weekends. Two of the candidates will be Station 32 residents. Their badge pinning ceremony is scheduled for the next regular Board meeting on July 17, 2018 located in the Bay. They will start their shifts August 9, 2018.

XIII. ADJOURNMENT

Chair Kirkbride adjourned at 6:38 p.m.

THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.

Next Regular Meeting: July 19, 2018 – 5:30 pm



Lacey Fire District 3, WA

Check Report

By Check Number

Date Range: 07/19/2018 - 07/20/2018

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: 001-GENERAL FUND							
873 1128118	ALARM CENTER/ACE FIRE Invoice	07/19/2018	07/20/2018 Station 34 Monitoring Service 7/1/18-9/3	Regular	0.00 0.00	81.00 81.00	20515
400 43383	AMERISAFE Invoice	07/19/2018	07/20/2018 20 lb. ABC Dry Chemical Recharge	Regular	0.00 0.00	40.84 40.84	20516
1356 1444989070	CENTURYLINK - BUSINESS SVS Invoice	07/19/2018	07/20/2018 Phone Expenses - July, 2018	Regular	0.00 0.00	553.56 553.56	20517
151 7/2/18, 360-412-	CENTURYLINK - LOCAL Invoice	07/19/2018	07/20/2018 Phone Services - June, 2018	Regular	0.00 0.00	228.95 228.95	20518
704 14132	CITY OF LACEY Invoice	07/19/2018	07/20/2018 Fuel - June 2018	Regular	0.00 0.00	5,606.10 5,606.10	20519
706 7/11/18 Oly Shop	CITY OF OLYMPIA Invoice	07/19/2018	07/20/2018 Oly Shop Contract Svc & Parts - June 2018	Regular	0.00 0.00	27,023.78 27,023.78	20520
665 7/6/18 - 8498 38	COMCASTCABLE Invoice	07/19/2018	07/20/2018 Station 32 High Def - July	Regular	0.00 0.00	10.56 10.56	20521
1338 25372	CUMULUS GLOBAL/HORIZON INFO SVS, LLC Invoice	07/19/2018	07/20/2018 Chromebox	Regular	0.00 0.00	592.00 592.00	20522
640 25844	CW NIELSEN MFG CORP Invoice	07/19/2018	07/20/2018 Badge & Collar Insignia for Deputy Ops Ch	Regular	0.00 0.00	196.46 196.46	20523
113 INV194906 INV194927 INV197182	ECMS INC Invoice Invoice Invoice	07/19/2018 07/19/2018 07/19/2018	07/20/2018 Bunker Gear Maintenance WO 409910 Bunker Gear Maintenance - WO 412173 Bunker Maintenance - WO 412199	Regular	0.00 0.00 0.00	1,776.60 857.59 259.08 659.93	20524
649 52366	ESPYR Invoice	07/19/2018	07/20/2018 Discrimination & Harassment Training	Regular	0.00 0.00	1,697.52 1,697.52	20525
129 WAOLY67771	FASTENAL COMPANY Invoice	07/19/2018	07/20/2018 Response Equipment	Regular	0.00 0.00	10.80 10.80	20526
503 385382	GENERAL AUTOMOTIVE SUPPLY Invoice	07/19/2018	07/20/2018 Highway Fusee -30, Road Flares	Regular	0.00 0.00	1,106.04 1,106.04	20527
71 431341	HUNG RIGHT DOORS LLC Invoice	07/19/2018	07/20/2018 S31 Garage Door Service	Regular	0.00 0.00	831.72 831.72	20528
1288 3765	KENT D. BRUCE CO., LLC Invoice	07/19/2018	07/20/2018 New Bn.32 Mounts	Regular	0.00 0.00	184.77 184.77	20529
480 INV196568	LN CURTIS & SONS INC Invoice	07/19/2018	07/20/2018 Wildland PPE	Regular	0.00 0.00	914.80 914.80	20530
484 640450B	MCKINNEY'S APPLIANCE CNTR Invoice	07/19/2018	07/20/2018 S31 Dishwasher Repair	Regular	0.00 0.00	315.21 315.21	20531
1032 0510061-IN 0510062-IN	NATIONAL SAFETY INC Invoice Invoice	07/19/2018 07/19/2018	07/20/2018 E31 Gas Monitor Repair E34 Gas Monitor Repair	Regular	0.00 0.00 0.00	506.49 261.46 245.03	20532
1239	OLYMPIA AUTO BODY INC		07/20/2018	Regular	0.00	970.93	20533

Check Report

Date Range: 07/19/2018 - 07/20/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
11023	Invoice	07/19/2018	V3182 (CH31) Hood Painting Service	0.00	970.93	
1284	PALADIN BACKGROUND SCREENING	07/20/2018	Regular	0.00	209.00	20534
1269	Invoice	07/19/2018	Background Screening	0.00	209.00	
50218	PELLEGRINO, BERNADETTE T	07/20/2018	Regular	0.00	365.00	20535
7/12/18 B. Pelleg	Invoice	07/19/2018	Pellegrino Reimb.-Registration Fees & Cer	0.00	365.00	
418	PUGET SOUND ENERGY INC	07/20/2018	Regular	0.00	5,844.70	20536
7/6/18 - Acct. 30	Invoice	07/19/2018	Utilities July 6, 2018 - Electric & Natural G	0.00	5,844.70	
1405	RAINIER CONNECT	07/20/2018	Regular	0.00	14.95	20537
7/1/18 - Acct #90	Invoice	07/19/2018	7/1/18 - Monthly Web Hosting	0.00	14.95	
738	SONETICS CORPORATION	07/20/2018	Regular	0.00	4,455.44	20538
INV301928	Invoice	07/19/2018	Headset Packages	0.00	3,990.52	
INV302027	Invoice	07/19/2018	E34 Headset Repair	0.00	160.00	
INV302193	Invoice	07/19/2018	Headset Repair	0.00	130.68	
INV302238	Invoice	07/19/2018	Headset Repair	0.00	174.24	
1290	SOUTH PUGET SOUND COM COLLEGE	07/20/2018	Regular	0.00	3,300.00	20539
134667	Invoice	07/19/2018	Volunteer Firefighter Recruit Academy 8	0.00	1,650.00	
134669	Invoice	07/19/2018	Volunteer Firefighter Recruit Academy 8	0.00	1,650.00	
1310	STAPLES ADVANTAGE	07/20/2018	Regular	0.00	65.27	20540
3382185383	Invoice	07/19/2018	Business Cards	0.00	65.27	
306	STERICYCLE INC	07/20/2018	Regular	0.00	259.46	20541
3004319225	Invoice	07/19/2018	Hazardous Waste Removal	0.00	167.26	
3004334097	Invoice	07/19/2018	Hazardous Waste Material	0.00	92.20	
148	SWANSON, LINDA A	07/20/2018	Regular	0.00	883.75	20542
LFD3-2018-001	Invoice	07/19/2018	Labor Contract Consultation	0.00	883.75	
1314	TAKE AIM, LLC	07/20/2018	Regular	0.00	1,013.35	20543
6289,6296,6297,	Invoice	07/19/2018	Uniforms INV# 6289-6304	0.00	874.76	
6329, 6332, & 63	Invoice	07/19/2018	Uniforms INV# 6329-6336	0.00	138.59	
1377	THOBURN, Ph.D., JOHN	07/20/2018	Regular	0.00	400.00	20544
June 2018 - Thob	Invoice	07/19/2018	Practicum Supervision for Doctoral Stude	0.00	400.00	
187	UNIFIRST CORPORATION	07/20/2018	Regular	0.00	956.80	20545
6/25/18 Acct #9	Invoice	07/19/2018	Laundry & Mats - June, 2018	0.00	956.80	
853	UPS	07/20/2018	Regular	0.00	48.13	20546
000008XY88268	Invoice	07/19/2018	Shipping, Invoice #000008XY88268	0.00	48.13	
1376	US BANK	07/20/2018	Regular	0.00	4,711.17	20547
7/6/18 - Dickson	Invoice	07/19/2018	Dickson - P Card July 2018	0.00	4,477.17	
7/6/18 Teri Perri	Invoice	07/19/2018	Teri Perrine PCard	0.00	234.00	
1243	US HEALTH WORKS MED GROUP WA,PS	07/20/2018	Regular	0.00	382.00	20548
0790197-WA	Invoice	07/19/2018	Medical Services - Return to Work Physic	0.00	382.00	
252	VFIS	07/20/2018	Regular	0.00	1,031.00	20549
87361115	Invoice	07/19/2018	Insurance Coverage for New Medic Vans	0.00	1,031.00	
227	WA ST BOARD FOR VOL FF	07/20/2018	Regular	0.00	540.00	20550
7/10/18 BVFF	Invoice	07/19/2018	BVFF Enrollment for New Volunteer FFs	0.00	540.00	
260	WA ST DEPT OF RETIREMNT SYS	07/20/2018	Regular	0.00	756.01	20551
01286303	Invoice	07/19/2018	LFD3 Portion of Torkelson LEOFF2 Temp	0.00	756.01	
1073	WESTCARE CLINIC LLC	07/20/2018	Regular	0.00	832.50	20552
0618LFD3	Invoice	07/19/2018	Medical Services - Vaccinations, Respirato	0.00	832.50	

Check Report

Date Range: 07/19/2018 - 07/20/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
746	WHISTLE WORKWEAR	07/20/2018	Regular	0.00	367.17	20553
<u>1298</u>	Invoice	07/19/2018	Chaplain Uniforms	0.00	279.05	
<u>1307</u>	Invoice	07/19/2018	Chaplain Uniforms	0.00	88.12	

Bank Code 001 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	50	39	0.00	69,083.83
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	50	39	0.00	69,083.83

Check Report

Date Range: 07/19/2018 - 07/20/2018

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount Payable Amount	Number
Bank Code: 306-2017 CAPITAL PROJECTS FUND							
439 <u>103732304-0701</u>	OLYMPIAN / PACIFIC NW PUBLISHING CO Invoice	07/19/2018	07/20/2018 Advertisement for Bay Doors RFP	Regular	0.00 0.00	62.20 62.20	20554
1218 <u>0718-108</u>	SIGNDEZIGN LLC Invoice	07/19/2018	07/20/2018 Brush Truck Lettering	Regular	0.00 0.00	76.23 76.23	20555

Bank Code 306 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	138.43
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	2	0.00	138.43

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	52	41	0.00	69,222.26
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	52	41	0.00	69,222.26

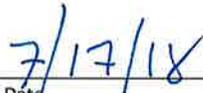
Fund Summary

Fund	Name	Period	Amount
001	General Fund	7/2018	69,083.83
306	2017 Capital Improvement Project Fund	7/2018	138.43
			69,222.26

Authorization Signatures



 Signature Finance Director



 Date

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the service rendered, or the labor performed as described herein, and that the warrants as listed in the above check register are submitted for approval.



 Fire Chief

 Chairman of the Board

 Commissioner

 Commissioner

 Commissioner

 Commissioner

THURSTON COUNTY FIRE DIST. #3
MASTER PAYROLL LIST

Payroll Period 07A 2018

Checks Total Amount	514,497.21
<hr/>	
DIRECT DEPOSIT - KEY BANK	394,888.24
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KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	71,767.69
KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	19,877.00
KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	768.66
Net Tax Deposit Total	92,413.35
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UNEMPLOYMENT FUND	0.00
<hr/>	
WASH STATE DEPT OF RETIREMENT SYSTEMS	212,657.82
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TOTAL PAYROLL	1,214,456.62

REQUEST FOR BID PROPOSAL

HI SPEED, HIGH CYCLE APPARATUS BAY DOORS FOR FIRE STATIONS

Closing Date: July 19, 2018

The District is accepting sealed bids for replacement of existing station bay doors with high speed doors for three fire stations; doors similar to Rytech spiral or Hörmann Speed Guardian are desired.

General Conditions:

1. Rytech and Hörmann are listed as examples of the type or style of Overhead Rapid Coiling Doors desired, bids for replacement with conventional doors will be rejected.
2. Overhead Rapid Coiling Doors - A power-operated rolling, non-residential door, characterized by either 100 or more cycles per day or 40 or more inches per second opening speed, and made-to-order and designed for higher durability.
3. Doors must be capable of a minimum of 60 inches per second opening
4. Sealed proposals will be received by the District at 1231 Franz St SE, Lacey, WA 98503 until 5:00 pm on July 19, 2018. The proposals will be opened July 19th at the Board of Fire Commissioners meeting.
5. Taxes, and delivery costs if any, shall be included in the bid.
6. Bidders are expected to examine the requirements of the bid, specifications and all documents closely. Failure to do so will be at the bidder's risk and the bidder cannot secure relief with a plea of error in the bid. Any necessary architectural, electrical, or engineering services are the responsibility of the bidder.
7. Bidders must pay Washington State prevailing wage rates; an intent to pay prevailing wage and affidavit of wages paid will be required.
8. The bidder selected and contracted shall meet the following insurance requirements and provide proof of insurance with District named as an "additional insured on liability insurance."
 - a. Workers compensation – Contractor will at all times comply with all applicable worker's compensation, occupational disease and occupational health and safety laws, statutes and regulations as applicable. The District will not be held responsible in any way for claims filed by the Contractor or their employees or subcontractors for services performed under the contract.
 - b. Commercial general liability – Contractor will be required to maintain commercial general liability insurance and if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 per each occurrence and \$3,000,000 aggregate. Contractor will also be responsible for ensuring that any subcontractors provide adequate insurance coverage and name the District as an additional insured under all general liability, excess, umbrella and property insurance policies.

- c. Motor Vehicle liability – as applicable, the Contractor shall maintain business auto liability and if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 per accident.
9. The bidder selected and contracted shall defend, indemnify and hold the District, its officers, officials, employees, agents and volunteers harmless from injury and all claims, damages, losses and suits, including all legal costs and attorney fees arising out of or in connection with the performance of the contract, except for injuries and damages resulting from the sole negligence of the District.
10. Jobsite debris cleanup and disposal to be completed by Contractor.
11. Existing doors are to be removed, door openings “maximized” and new doors installed. Door to be installed in an opening that is wider than the door’s finished size.
12. The District desires to maximize the existing door openings by the removal of the existing door frames/ sides “trim” and the door frames/sides re-clad with thin, all weather metal (such as aluminum or stainless) finish materials to maximize the door width within the existing openings.
13. Specific door model must have proven track record of successful installation with similar usage / cycle demand.
14. Facility must be able to remain secure when contractor not on site.
15. The District reserves the right to reject any and all bid proposals.

General Project Description

Removal and disposal of old doors and installation of new doors into “existing openings” – District desires to maximize existing door openings by removal of door frames / side trim and re-cladding with thin, all weather metal (such as aluminum or stainless) finish materials. Minor alterations as deemed necessary by the bidder for installation are acceptable and are to be identified and included in the bid proposal. Any anticipated electrical work must be described in the bid; electrical work will be performed by licensed electrician and must be coordinated with the District. A total of 12 doors are anticipated to be installed as follows:

- 8 doors at Station 31 at 1231 Franz St SE, Lacey WA first; followed by installation at
- 2 doors at Station 33 at 6500 Mullen Road SE, Olympia, WA
- 2 doors at Station 35 at 3701 Willamette Drive SE, Olympia, WA.

District emergency services operations will be ongoing during the project life; contractor must coordinate with District staff regarding maintenance of ongoing operations and job needs. Contractor is responsible for maintaining an orderly and safe worksite, ensuring facility is secure when the contractor is not on site,

meeting Department of Occupational Safety and Health (DOSH) safety requirements for his/her employees, and for cleanup and disposal activities.

Equipment Specifications:

- Electrical components must be UL listed
- Doors must be high speed with a minimum of 60 inches per second opening
- Doors must have mechanical release (including manual disconnect of power to the motor) that is easily operated by a single person from the floor level in the event of an emergency, power failure, or other loss of automatic opening capability. Once released, the door must be able to be fully opened by a single person from the floor level.
- Safety features to include:
 - Photo eyes, light grid, light curtain and/or multiple sensor(s) or sensing capability from ground level to at least 12 feet above ground level for control of door closure and/or reversing functionality
 - Reversing edge or load sensing system or similar safety reversing feature
 - Interior and exterior indicator lights visible to the driver indicating door operating position (ready to close, closing, full open)
 - Provide one Lockable Electrical Disconnect Device (switch) for each Overhead Rapid Coiling Door installed.
- Triple Push Button Control Station 3 button activation control with push buttons labeled 'OPEN', 'STOP', and 'CLOSE' located remotely from the door Control Panel
- Auto down capable with manual disable switch mounted on wall next to each Triple Button Control
- Double wall metal slats
- Doors are to contain panels allowing vision through to the outside – minimum 36 inch high, full width, beginning approximately 48 inches from the ground
- Appropriate door seals
- Door travel adjustments must be able to be performed from the floor level; control software must include a self-adjusting limit feature
- All components factory finished
- Constructed and installed according to all recognized industry standards
- Condition output to be based on door open / closed for remote heating relay controls – circuit is open when door is open, circuit in closed when door is closed. Similar output conditions may be considered and approved before installation.
- Two wireless programmable remotes per installed door to be provided

Installation Requirements

- The contractor must coordinate job requirements with ongoing District emergency services operations
- The contractor must coordinate with all respective trades necessary for installation
- Comply with manufacturer's detailed written instructions for the installation of Overhead Rapid Coiling Doors.
- The contractor must test and adjust doors as needed for optimum performance meeting district needs; verify all safety features are operational as intended/designed
- The contractor must follow manufacturer's written instructions regarding installation prerequisites, electrical diagrams, and initial start-up and adjustment procedures. Operate each door in its 'Test Mode' for no less than 50 successful cycles to confirm proper functioning. Troubleshoot any faults, LCD error messages, warnings or impediments not able to be resolved with manufacturer's technical support prior to turn-over.
- The contractor must install all applicable safety labeling / warning signs
- Install doors true, level, and plumb, without evident warping, twisting, bending, or excessive abrasion.
- The contractor must complete installation in compliance with manufacturer's installation instructions
- The contractor must provide a final demonstration of safe and proper operation of the door, including all safety features and manufacturer's recommended protocols
- Thin, all weather metal (aluminum or stainless preferred) finished and matching materials to be installed on exterior door frame to create maximum opening size
- Pre-installation Testing: Check the size of the Overhead Rapid Coiling Door against the size of the door opening before beginning the actual installation.
- Exterior doorway openings should be weatherproofed, flashed, and ready to receive finishes prior to commencing installation.
- Secure loose, sagging, or excess substrate materials. Repair or replace damaged substrate materials as soon as identified and hold installation procedures until repairs are complete.
- Overhead Rapid Coiling Doors must be installed directly to the structure of the doorway opening. Remove and discard any finish materials which directly interfere with installation prior to execution of new work. Take due care to not cause unnecessary or excessive damage to adjacent materials or finishes as result of the work.

Proposal Contents:

1. A completed Statement of Supplier Qualifications.
2. A completed Bid Cost Summary Sheet. All prices, including applicable sales tax, installation, freight, parts, accessories or components necessary for a complete installation. Each option a bidder may offer must have a separate Bid Cost Summary sheet. Bidder can add additional pages as necessary.

3. Factory recommended service schedules for all components and location(s) of factory authorized representative(s) applicable to each option a bidder may offer. Identify any scheduled maintenance programs available.
4. Description and summary of factory warranty(ies) for all equipment and associated components for each option a bidder may offer.
5. Bidder must identify all sub-contractors, if any; subcontractors must not be on the debarred contractor list available from DOSH
6. Rough-in or shop drawings/diagrams, operating and installation instructions and maintenance information
7. Sample of door materials, colors and finishes and optional feature costs
8. Include design drawings fully detailing each door assembly; indicate size, clearances; hardware, horsepower, voltage, phase, and hertz; location of control devices and drive units.
9. Indicate pertinent dimensioning, anchorage methods, hardware locations, and installation details and include information for special components and installations not dimensioned or detailed in manufacturer's Product Data Sheets.
10. Wiring Diagrams: Detail wiring for power, signal, and control systems. Differentiate between manufacturer-installed and field-installed wiring and components provided by the door manufacturer and those provided by others.
11. Take field measurements before preparation of shop drawings and fabrication of doors, where possible to enable proper fitting of the work.
12. Description of energy code rating of proposed door panels
13. Explanation of any available discounts for pre-payment or similar
14. Delivery and installation timeline, after receipt of order for each site/location.
15. Bidders must identify if storage of supplies and /or equipment is necessary and where such is to be stored; bidder must work with District if onsite storage is requested. Bidder is responsible for security and condition of doors prior to completion of installation.

Selection Process: The District will evaluate the bids submitted and select the most responsive bidder with the lowest cost bid. The successful bidder will be notified within 30 days from bid opening. A contract will be agreed upon between the successful bidder and the District.

Submission: Two (2) copies shall be mailed or hand delivered to the Lacey Fire District 3, 1231 Franz Street SE, Lacey, WA 98503 by 5:00 PM on Thursday, July 19, 2018. Sealed bids must be clearly marked "**BAY DOOR BID**". Qualification submittals sent via fax or e-mail, or proposals received after the date and time shown will not be accepted. **Bids must be sealed;** if sent in a Fed-Ex or similar envelope/packaging, a sealed envelope must be inside.

Method of Payment:

Except for any agreed upon early payments for discount, net 30 days from successful completion of installation at each site and receipt of invoice. Successful completion of installation includes testing according to manufacturer's instructions and approval of installation by District representative. Affidavit of wages paid must be provided prior to payment.

An invoice clearly identifying items for payment must be provided.

An IRS W-9 form is required if the successful bidder does not have one on file with the District. Accounts payable warrants are processed on the first and third Thursdays of each month.

Additional Information:

1. Questions about this bid request may be directed to the Facilities, Equipment and Technology Director Matt Chambers (360) 528-2342 or mchambers@laceyfire.com
2. Onsite walk through and evaluation available upon request

Closing for this bid submittal is July 19, 2018 by 5:00 PM

Statement of Supplier Qualifications

Company: _____

Business Address: _____

Business Phone: _____ Business Fax: _____

Recent similar projects completed by your company:

Agency or Business where installed	Contact Person	Contact Phone:

State of Washington Registration No: _____

I certify that other projects now in progress or hereafter obtained will not interfere with timely performance of services to Lacey Fire District 3, should I become the successful bidder.

I further certify that the person, firm, association co-partnership or corporation herein named has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Owner for consideration in the award of a contract on the improvements described for Lacey Fire District 3.

Representative Name

Representative Signature

Date signed

Bid Cost Summary Sheet

BIDDER:			
OPTION #		MAKE / MODEL	

Description	Cost
Doors	
Installation at 1231 Franz St SE	
Installation at 6500 Mullen	
Installation at 3701 Willamette	
Warranty cost if not included	
Identification of Subcontractors:	Role for project / cost if not included above

Proposed Delivery and Timeline Estimate

- Station 31 @1231 Franz St SE
-
- Station 33 @ 6500 Mullen Road SE
-
- Station 35 @ 3701 Willamette
-