

Metro West Fire Protection District

P.O. Box 310
Wildwood, MO 63040

Request for Proposal

For

Water Based Fire Protection Systems Inspection, Testing and
Maintenance



METRO WEST FIRE PROTECTION DISTRICT
INVITATION TO BID

Date: _____ Name of Bidder: _____

Address of Bidder: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

E-Mail: _____

YOU ARE INVITED TO SUBMIT SEALED BIDS
ON THE FOLLOWING ITEMS PER
SPECIFICATIONS

<p style="font-size: 1.2em;">Water Based Fire Protection Systems Inspection, Testing and Maintenance</p>

CLOSING DATE: 4/14/2026 @ 4:00 P.M.

The District reserves the right to reject all bids, and also the right to take any bid whether or not it is the lowest, if in the judgement of the Board of Directors the quality of the items submitted on the bids justify taking another bid other than the lowest one. The District also reserves the right to reject items on delivery, if at that time it does not meet incoming inspection of the District.

All items quoted must be FOB Metro West Fire Protection District, Engine House #3, 17065 Manchester Road, Wildwood, MO 63040.

Mailing address: Metro West Fire Protection District, P.O. Box 310, Wildwood, MO 63040

Sales Representative _____



PO Box 310
Wildwood, MO 63040
metrowest-fire.org
636-458-2100

REQUEST FOR PROPOSALS (RFP)

Fire Sprinkler System Inspection, Testing, Maintenance, and Repair Services Metro West Fire Protection District (MWFPD)

1. INTRODUCTION

The Metro West Fire Protection District (MWFPD) is soliciting sealed proposals from qualified contractors to provide inspection, testing, maintenance, and repair services for fire sprinkler systems and associated equipment at five (5) district facilities.

The intent of this RFP is to secure a qualified contractor to ensure all fire protection systems remain in compliance with applicable codes and are maintained in a state of operational readiness.

Proposals shall be sealed and delivered or mailed to **Metro West Fire Protection District; attention Deputy Chief Fire Marshal Joe Haefer**; 17065 Manchester Road, (for Hand Delivery) or P.O. Box 310, Wildwood, MO 63040 (for mail) **No Later than 4:00 pm on Tuesday, 4/14/2026.**

Bids will be opened at the regular meeting of the Board of Directors, Metro West Fire Protection District, Station 3, 17065 Manchester Road, Wildwood, MO 63040 on 4/14/2026 at 5:00 pm.

The Fire District reserves the right to reject any and all bids; to waive any informalities, irregularities, or variations in the bids received; and to negotiate modifications, changes, or additions as deemed necessary. The Fire District further reserves the right to extend the deadline for submission of bids and to postpone the bid opening.

By Order of the Board of Directors.

2. CONTRACT TERM

The contract term shall be for a period of three (3) years, with the option to extend for two (2) additional one-year periods upon mutual agreement.

3. APPLICABLE CODES AND STANDARDS

All work shall comply with the most current adopted editions of the following:

- NFPA 25 – Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
- International Fire Code (IFC) – 2021 Edition
- International Building Code (IBC) – 2021 Edition
- St. Louis County Ordinances and requirements

4. SCOPE OF WORK

The contractor shall provide all labor, supervision, materials, tools, and equipment necessary to perform inspection, testing, maintenance, and repair services.

Brad Shelton
Chief of Fire & EMS

Tim Flora
Director

Mike Thompson
Director

Mark Macinski
Director

4.1 Inspection and Testing

- Perform annual inspections of all systems
- Complete all 3-year and 5-year internal inspections and testing during the first year of the contract
- Conduct annual fire pump testing
- Inspect and test all backflow prevention devices in accordance with applicable regulations

4.2 Maintenance and Repairs

- Provide written estimates prior to performing repairs
- Obtain MWFPD approval before initiating repair work
- Perform all work using trained and qualified personnel

4.3 Reporting

- Provide detailed, signed inspection reports after each service
- Submit backflow test reports to MWFPD and St. Louis County
- Identify deficiencies, recalls, and recommended improvements in a separate report section

4.4 Annual Scheduling Requirements

- Annual inspections shall be completed in September and October
- Dry system auxiliary drains shall be drained prior to winter

4.5 System Evaluation

- Evaluate overall system condition and code compliance during each inspection

5. SYSTEM INVENTORY

Station #1 – 14835 Manchester Rd., Ballwin, MO

- Backflow Preventer (1)
- Dry Pipe System (1)
- Wet Pipe System (1)

Station #2 – 1000 New Ballwin Rd., Ballwin, MO

- Backflow Preventer (1)
- Wet Pipe System (1)

Station #3 – 17065 Manchester Rd., Wildwood, MO

- Backflow Preventer (1)
- Wet Pipe System (1)
- Dry Pipe System (1)

Station #4 – 16060 Clayton Rd., Ellisville, MO

- Backflow Preventer (1)
- Dry Pipe System (1)
- Wet Pipe System (1)

Station #5 – 18601 Starck Ln., Wildwood, MO

- Dry Pipe System (1)
- Electric Fire Pump (1)

6. SITE VISITS

Bidders are required to visit all facilities prior to submitting proposals. Contractors that fail to participate in the **mandatory site visits on 4/1/2026** will not be considered in the bid process.

Site visits shall be coordinated through Deputy Chief Fire Marshal Joe Haefer.

7. CONTRACTOR QUALIFICATIONS

Contractors must meet the following minimum qualifications:

- Licensed to perform fire protection system work in the State of Missouri
 - NICET certification (Level II or higher recommended) in Water-Based Systems Layout or Inspection & Testing
 - Minimum of five (5) years of experience in similar projects
 - Demonstrated experience with municipal or public safety facilities preferred
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8. INSURANCE REQUIREMENTS

The contractor shall maintain the following insurance coverage:

- Commercial General Liability
- Workers' Compensation
- Automobile Liability

Certificates of insurance shall be provided prior to contract award.

9. RESPONSE TIME REQUIREMENTS

- Routine service: Scheduled in coordination with MWFPD
 - Emergency service: Contractor shall respond within 24 hours
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10. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include:

- Company profile and qualifications
 - Proof of licensing and certifications
 - Proposed cost structure
 - Hourly service rates
-

11. COST PROPOSAL

Bidders shall provide:

- Fixed cost per inspection per facility
 - Pricing for 3-year and 5-year inspections
 - Hourly labor rate for repairs
 - Material markup (if applicable)
 - See Price Sheet – Exhibit A
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12. EVALUATION CRITERIA

Proposals will be evaluated based on the following:

- Experience and qualifications
 - Cost
 - Responsiveness and completeness
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13. TERMS AND CONDITIONS

MWFPD reserves the right to:

- Reject any or all proposals
- Waive informalities
- Accept the proposal deemed in the best interest of the District

MWFPD may add or remove facilities or services during the contract term at agreed pricing.

14. CONTACT INFORMATION

All questions and coordination shall be directed to:

Deputy Chief Fire Marshal Joe Haefer

Metro West Fire Protection District

joeha@metrowest-fire.org

636.821.8504

15. TIMELINE

- Proposals must be submitted by **4:00 pm on Tuesday, 4/14/2026**. Late submissions will not be accepted.
 - A **mandatory site visit** for all bidders will be conducted on **4/1/2026**. Bidders shall meet at Engine House 3, located at 17065 Manchester Road, Wildwood, Missouri, at 9:00 a.m. Deputy Chief Fire Marshal Joe Haefer will coordinate and facilitate the site visits.
 - Competitive sealed bids will be opened on **4/14/2026 at 5:00 pm** to be evaluated.
 - A recommendation will be presented to the Board of Directors on **4/28/2026**.
 - All competitive vendors will be contacted **4/29/2026 before noon**.
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Price Sheet - Exhibit A						
	2026	2027	2028	2029 (Optional)	2030 (Optional)	
5 Year Internal Inspection	House 1-					
	House 2-					
				House 3-		
	House 4-					
	House 5-					
3 Year Inspection (Full Trip Dry Systems)	House 1-			House 1-		
	House 4-	House 5-		House 4-	House 5-	
	House 3-			House 3-		
Annual Inspection (Partial Trip)	House 1-					
	House 2-					
	House 3-					
	House 4-					
	House 5-					
Prevailing Wage Per Hour	2026	2027	2028	2029 (Optional)	2030 (Optional)	
Technician - Straight Time						
Technician - Overtime (1st 2 hours)						
Technician - Saturdays						
Technician - Sundays						
Technician - Holidays						

