



START TREATMENT & RECOVERY CENTERS, INC.

REQUEST FOR PROPOSAL

Fire Alarm, Fire Sprinkler, Fire Extinguisher Services **Revised******

RESPONSES TO THIS REQUEST FOR PROPOSAL MUST BE DELIVERED ELECTRONICALLY TO

START Treatment & Recovery Centers, Inc.

**Attention: Ivan W Duncan, Vice President Real Property, and
Irving Dela Cruz, Chief Financial Officer**

Final Proposal Due: April 6th, 2023, 3:00PM



TABLE OF CONTENTS

A. INTRODUCTION AND BACKGROUND 3

B. PROCUREMENT NEED..... 3

C. SCOPE OF WORK..... 4

D. SKILLS REQUIRED 5

E. PRICING..... 5

F. MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES..... 5

G. EQUAL EMPLOYMENT OPPORTUNITY 6

H. COMPLIANCE WITH POLICIES 6

I. RFP SCHEDULE 6

J. CONTACTS 6

K. GUIDELINE FOR PROPOSAL PREPARATION 7

L. CONTRACT REVIEW 8



A. INTRODUCTION AND BACKGROUND

About START Treatment and Recovery Centers, Inc.

START Treatment & Recovery Centers, Inc. (“START”) is a not-for-profit 501(c)(3) corporation that is a community-based organization, and one of the nation’s largest and oldest minority-led addiction treatment, behavioral health services, and biomedical research, agencies, founded by the renowned national authority on drug addiction, Dr. Beny J. Primm, in 1969. Serving patients throughout the New York Metropolitan area, operating from six (6) facilities in Manhattan and Brooklyn, New York, START employs a staff of nearly 300, and maintains treatment for over 3,000 patients each year.

START operates the following healthcare programs:

- Eight (8) substance use disorder treatment outpatient programs, including seven (7) opioid treatment programs (OTPs), which programs include behavioral health counseling and psychiatric services, certified by the New York State (NYS) Office of Addiction Services and Supports (OASAS), under Article 32 of the Mental Hygiene Law. START OTPs are also certified by the federal Substance Abuse and Mental Health Services Administration (SAMHSA) and accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).
- An outpatient program offering mental health services for adolescents, licensed under the NYS Office of Mental Health, under Article 31 of the Mental Hygiene Law.
- START facilities, which house all its programs, are each licensed to provide primary care services and limited laboratory services by the NYS Department of Health Office of Primary Care and Health Systems Management under Article 28 of the Public Health Law.

Our integrated, multidisciplinary care model, including programs that offer specialist treatment for HIV and Hepatitis C, and vocational education, is equipped to engage patients as partners with their providers in their recovery, treatment for chronic conditions, and health promotion.

START’s programs are operated from six (6) sites, in Fort Greene, East New York, Bushwick, East Harlem, Central Harlem, and Washington Heights.

B. PROCUREMENT NEED

The purpose of this RFP is to solicit competitive proposals from potential vendors that can provide the most effective and cost-efficient services for annual, semi-annual, quarterly, and monthly fire sprinkler and standpipe inspections, fire alarm inspections, fire extinguisher inspections and fire alarm central station monitoring.

The location for **Sprinkler and Standpipe Inspections** are as follows:

- 1) 494 Dumont Avenue, Brooklyn, NY
- 2) 937 Fulton Street, Brooklyn, NY
- 3) 2191 3rd Avenue, New York, NY
- 4) 119 West 124th Street, New York, NY



The location for **Fire Alarm Inspections** are as follows:

- 1) 494 Dumont Avenue, Brooklyn, NY
- 2) 1149 Myrtle Avenue, Brooklyn, NY
- 3) 937 Fulton Street, Brooklyn, NY
- 4) 119 West 124th Street, New York, NY
- 5) 2191 3rd Avenue, New York, NY

The location for **Fire Extinguisher Inspections** are as follows:

- 1) 494 Dumont Avenue, Brooklyn, NY
- 2) 1149 Myrtle Avenue, Brooklyn, NY
- 3) 937 Fulton Street, Brooklyn, NY
- 4) 2191 3rd Avenue, New York, NY
- 5) 119 West 124th Street, New York, NY
- 6) 2406 Amsterdam Avenue, New York, NY

The location for **Fire Alarm Central Station Reprogramming** are as follows:

- 1) 494 Dumont Avenue, Brooklyn, NY
- 2) 1149 Myrtle Avenue, Brooklyn, NY
- 3) 937 Fulton Street, Brooklyn, NY
- 4) 2191 3rd Avenue, New York, NY
- 5) 119 West 124th Street, New York, NY
- 6) 2191 3rd Avenue, New York, NY

C. SCOPE OF WORK

The following is a list of services that shall be provided for each building where applicable:

1. Visual Inspection

i. Monthly:

- Inspection of all control valves.
- Check that level of water pressure gauge is appropriate to meet Fire Department requirement.
- Inspection of OS&Y valves to ensure that they are sealed in the open position.
- Inspection of all alarm valves.
- Inspection of retard chamber/alarm drains are not leaking.
- Inspection of Fire Pump(s).

ii. Quarterly:

- Inspection of Siamese connection.
- Inspection of Siamese connection couplings, plugs, caps, ball drip, hose valves, gaskets, and signage.
- Inspection of pressure reducing valves.



- Inspection of properly operating clapper.
- Inspection of automatic drain valve.

iii. Annual:

- Inspection of sprinkler heads in all accessible areas.
- Inspection of spare sprinkler heads and wrench.
- Inspection of hangers, pipes, and fittings throughout the building.
- Inspection of information signage.

2. Testing Portion

i. Quarterly:

- Testing and Operating of Water Motor Gong Alarm.
- Verification of Hydraulic Name Plate. (If Applicable)

ii. Semi-Annual:

- Test and operate the main tamper switch only by opening and closing main control valve(s).
- Test and operate local alarm by opening inspector test connection.

iii. Annual:

- Perform a 2" main drain test. (Full Flow).
- Operate each sprinkler control valve by exercising the control valve to ensure its integrity.
- Anti-Freeze Solution. (If Applicable)

3. Special Notes

Vendor is required to adhere with **[NFPA 25 – Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.](#)**

D. SKILLS REQUIRED

Vendor must provide all current copies of business licenses and certificates, for the personnel and for the legal entity, who will perform under the awarded contract. **[Vendor shall submit references of current and past clients to be called at the discretion of START Treatment & Recovery Centers, Inc.](#)**

E. PRICING

Vendor shall provide detailed information regarding the total cost for the year. Additionally, the vendor shall provide the breakdown of the service call labor rates for straight-time, overtime, and holiday and emergency after-hours.

F. MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES

To the extent that Vendor employs any subcontractor or otherwise authorizes another person or entity to fulfill any of its duties under the contract awarded from this RFP or retains any supplier in connection with the contract, Vendor agrees that it will adhere to the provisions of New York State Executive Law Article 15-A and 5 NYCRR Part 142, which provisions are intended to promote and advance the



participation of minority group members and women-owned business enterprises (MWBs) in certain contract opportunities.

G. EQUAL EMPLOYMENT OPPORTUNITY

In performing the contract awarded from this RFP, Vendor will ensure that each subcontractor and supplier performing work on the contract will undertake or continue existing Equal Employment Opportunity (EEO) programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, religion, national origin, sex, age, sexual orientation, gender identity, disability, or marital status. For these purposes, EEO will apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.

Vendor will submit its EEO policy statement to START upon execution of the contract and any amendments thereto will be provided within a reasonable period thereafter.

H. COMPLIANCE WITH POLICIES

Vendor will comply, and cause Vendor employees and subcontracted agents to comply, with all of START’s policies and procedures, including, without limitation, those governing START’s information technology systems and health screening requirements.

I. RFP SCHEDULE

- RFP Available to Vendor/Contractor March 26th, 2023
- Questions to be submitted March 30th, 2023, 1PM
- Answers available March 31st, 2023
- Building Walk-Through (upon request) March 27th – March 31st
- Final Proposals Due April 6th, 2023, 3PM
- Contract Award & Notice to Proceed April 13th, 2023
- Commencement of Work TBD

J. CONTACTS

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K. GUIDELINE FOR PROPOSAL PREPARATION

Award of the contract resulting from this RFP will be based upon the responsive Vendor whose proposal is most advantageous to START in terms of cost, engagement duration and candidate's ability to meet START's needs as specified elsewhere in this RFP.

START reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor,
- Accept other than the lowest priced offer,
- Award a contract based on initial offers received, without discussions or request for best and final offers, or
- Award more than one contract.

Vendor's proposal must be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between START and the selected Vendor(s). The submitted proposals are suggested to include each of the following sections:

1. Executive Summary

This section will present a high-level synopsis of the Vendor's responses to the RFP. The Executive Summary should be a brief overview of the engagement and should identify the main features and benefits of the proposal work.

2. Scope, Approach and Methodology

Include descriptions for the various activities that the vendor will conduct.

3. Engagement Approach

Include the method and approach used to manage the overall project and client correspondence. Briefly describe how the engagement proceeds from beginning to end.

4. Deliverables

Include descriptions of what your services will deliver within the statement of work.

5. Detailed Cost Breakdown

Include a detailed breakdown of all cost including material, labor and incidental.

6. Potential Conflict of Interest

Detail here any personal or professional relationship that the Vendor has with any START employee, Board member or Advisory Council member. If there is none, state None.

7. Appendix: License and Certificate

Licenses and Certificates of proposed candidate.

8. Appendix: Company Overview



A short (no more than one page) overview of your organization and your work in healthcare and New York State Medicaid programs specifically.

L. CONTRACT REVIEW

START's standard master services contract, and statement of work form is attached to this RFP. Please review and, if there are aspects of the standard contract that your organization cannot agree to, detail the requested changes in your response.

END