

REQUEST FOR PROPOSAL (RFP)

Fire Protection Inspection & Cleaning Services

RFP No. CN-FIREPROTECT-2025

Issued by: Catawba Indian Nation

I. INTRODUCTION

The Catawba Indian Nation (the “CIN”) is soliciting proposals from qualified vendors to provide comprehensive fire protection inspection and cleaning services at various CIN-owned facilities. The selected contractor shall be responsible for the annual inspection and maintenance of portable fire extinguishers, bi-annual inspection of commercial kitchen hood and fire suppression systems, annual cleaning and inspection of hood, duct, and exhaust systems, and annual inspection of fire sprinkler systems located throughout CIN-owned facilities. The resulting contract shall be for a period of three (3) years, with the option to renew for two (2) additional one-year terms upon mutual agreement.

II. SCOPE OF WORK

The selected contractor shall provide the following services:

1. Fire Extinguisher Inspections (Annual)

- Perform annual inspection, testing, and tagging of all portable fire extinguishers in accordance with National Fire Protection Association Standard for Portable Fire Extinguishers (“NFPA 10”) and applicable South Carolina regulations. The South Carolina regulations are provided for the reference of qualified vendors and nothing herein shall be construed to suggest that the Catawba Indian Nation is consenting to the application of South Carolina regulations within the jurisdiction of the Catawba Indian Nation.
- Must be International Code Council/National Association of Fire Equipment Distributors (“ICC/NAFED”) certified and licensed in the State of South Carolina. The South Carolina licensure is provided for the reference of qualified vendors, and nothing herein shall be construed to suggest that the Catawba Indian Nation is consenting to the application of South Carolina licensure within the jurisdiction of the Catawba Indian Nation.

2. Commercial Kitchen Hood & Suppression Systems Inspections (semiannual)

- Conduct semiannual (every 6 months) inspection and testing of kitchen hood fire suppression systems in compliance with National Fire Protection

Association Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations (“NFPA 96”) and applicable manufacturer specifications.

- Must be (ICC/NAFED) Pre-Engineered Kitchen Fire Extinguishing System Technician certified.
- Submit detailed inspection reports including deficiencies, corrective actions needed, inspection tags, and compliance documentation.

3. Hood, Duct, and Exhaust System Cleaning & Inspections (Annual)

- Perform annual inspection and professional cleaning of hood, duct, and exhaust systems per International Kitchen Exhaust Cleaning Association ANSI/IKECA C10 standards.
- Submit detailed inspection reports including deficiencies, corrective actions needed, inspection tags, and compliance documentation.

4. Fire Sprinkler System Inspections (Annual)

- Inspect fire sprinkler systems in accordance with National Fire Protection Association Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems (“NFPA 25”) and applicable South Carolina regulations.
- Must hold National Institute for Certification in Engineering Technologies (“NICET”) Level II or III certification in Water-Based Systems Layout and be licensed in South Carolina. The South Carolina licensure is provided for the reference of qualified vendors, and nothing herein shall be construed to suggest that the Catawba Indian Nation is consenting to the application of South Carolina licensure within the jurisdiction of the Catawba Indian Nation.
- Submit detailed inspection reports including deficiencies, corrective actions needed, inspection tags, and compliance documentation.

5. Emergency Lighting System Inspections (Annual)

- Submit detailed service reports including deficiencies, corrective actions required, inspection tags, and compliance documentation.

III. LOCATIONS

The services shall be performed at the following CIN-owned facilities (subject to change): *See attached Addendum Listing Facilities and Installed Equipment.*

- The Longhouse - 996 Avenue of the Nations, Rock Hill, SC
- Public Works/EPA – 950 Avenue of the Nations, Rock Hill, SC
- Teen Center – 985 Avenue of the Nations, Rock Hill, SC
- Ye’ ISWA Administration Building – 985 Avenue of the Nations, Rock Hill, SC

- Food Distribution Center – 971 Avenue of the Nations, Rock Hill, SC
- Transit – 942 Avenue of the Nations, Rock Hill, SC
- Black Snake Farm – 2736 Greenwood Road, Rock Hill, SC
- Cultural Center – 1536 Tom Stevens Road, Rock Hill, SC
- Suuk Sarak – 1556 (Bldg. 101, 102, 103) Tom Stevens Road, Rock Hill, SC
- Senior Center – 1612 Reservation Road, Rock Hill, SC
- The Lodge – 2897 Sturgis Road, Rock Hill, SC
- Housing & Community – 2919 Sturgis Road, Rock Hill, SC
- Additional facilities as constructed or acquired

IV. VENDOR QUALIFICATIONS

- Must be licensed by, and insured in, the State of South Carolina. The South Carolina licensure is provided for the reference of qualified vendors, and nothing herein shall be construed to suggest that the Catawba Indian Nation is consenting to the application of South Carolina licensure within the jurisdiction of the Catawba Indian Nation.
- Demonstrate at least five (5) years of experience in commercial fire protection services.
- Must employ ICC/NAFED and NICET-certified technicians appropriate to the services described.
- Provide references from at least three (3) commercial or governmental clients with similar scope and complexity.

V. CONTRACT TERM

- Initial term: Three (3) years from date of award.
- Optional—not automatic—one (1) year renewal periods (not to exceed a total term of five (5) years).
- Services must commence within 30 days of contract execution.

VI. SUBMISSION REQUIREMENTS

Each proposal shall include:

1. Company profile and qualifications
2. Copies of ICC/NAFED and NICET certifications
3. List of staff assigned to the project and their credentials
4. Proof of insurance and licensing in South Carolina. The South Carolina licensure is provided for the reference of qualified vendors, and nothing herein shall be construed to suggest that the Catawba Indian Nation is consenting to the application of South Carolina licensure within the jurisdiction of the Catawba Indian Nation.
5. References from similar contracts
6. Detailed cost proposal including pricing per inspection type and per location
7. Sample service report or inspection documentation

VII. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Qualifications and certifications (30%)
- Experience and past performance (20%)
- Cost competitiveness (25%)
- Responsiveness and completeness of proposal (15%)
- References (10%)

VIII. SUBMISSION DEADLINE

All proposals must be received electronically or in sealed envelopes no later than:

Friday September 19th, 2025, by 5:00 PM EST

Submit to: Kristie Ratterree - Procurement Director

Catawba Indian Nation

Attn: RFP - Fire Protection Services

996 Avenue of the Nations

Rock Hill, SC 29730

Email: kristie.ratterree@catawba.com

IX. SOVEREIGN IMMUNITY

CIN is a federally recognized Indian Tribe. Neither this RFP nor any provision included in any resulting contract shall be construed as or be deemed to be a waiver, in whole or in part, of the sovereign immunity of CIN. The selection process pursuant to this RFP will adhere to the Preferential Hiring Ordinance, and the resulting contract shall be governed by and construed in accordance with the laws and ordinances of the CIN, without regard to conflict of law principles. Contractors submitting proposals irrevocably agree and consent (a) to the exercise of personal jurisdiction by the CIN's Tribal Court, and (b) that if it brings an action, such action shall be instituted exclusively in the CIN Tribal Court.

IX. CONTACT INFORMATION

For questions or site visit coordination, contact:

Shawn Butler

Senior Director of Public Safety – Tribal Chief of Police

Email: shawn.butler@catawba.com

Phone: (803) 412-3509

X. RESERVATION OF RIGHTS

CIN reserves the right to reject any or all proposals, waive informalities, and to award a contract at its sole discretion as deemed in the best interest of CIN. Submission of a proposal does not guarantee an award.