

SEP FIRE SAFETY INSPECTIN AND CLEANING RFP

ADDENDUM NUMBER 1

ISSUE DATE: April 16, 2026

This Addendum forms a part of the Request for Proposal (RFP) for Fire Safety Inspection services for the Southeast Polk Community School District. All proposers shall acknowledge receipt of this Addendum on Attachment A of their proposal.

Item 1 – Revision to Procurement Documentation

Proposers shall replace the original versions of the following documents in their entirety with the attached revised versions:

- Table 1: SEP Facilities List (ADDENDUM 1)
- Attachment A: SEP Fire Safety Inspection/Cleaning Bid Form (ADDENDUM 1)

Primary modifications include:

- Updated quantities of Fire Suppression Systems requiring inspection at several locations
- Striking the word “disposal” from the Pricing Instructions included on Attachment A
- Updated quantities of locations requiring Fire Suppression System inspections on Attachment A
- Addition of line item unit costs for:
 - Fire extinguisher disposal
 - Inspection-only services of dish and kitchen hoods

Response to Submitted Questions

The following responses are for clarification purposes only and do not modify the requirement of the RFP unless specifically noted otherwise or in the information presented above under “Item 1”.

- Q1. Does the district have a specific form or electronic system in use, or that is desired, to track extinguishers?
- A1. The district will not be requiring a specific form nor is there a specific platform on which this should operate. An Excel-based spreadsheet would be acceptable. Information for each extinguisher should be as described in the RFP.
- Q1. Is the district expecting the vendor to record all the requested information in the form/electronic location sheet?
- A1. Yes. Bidders are expected to include the effort required to establish and maintain this inventory in their pricing.

No other sections, requirements, or conditions of the RFP are modified by this Addendum.

Table 1: SEP Facilities List (ADDENDUM 1)

Building	Address	City	Zip Code	Required Services (Number of Devices)			Notes/Comments
				Fire Extinguisher Inspections	Kitchen/Dish Machine Hood Cleaning and Inspection	Fire Suppression Inspection	
Elementary Schools							
Altoona Elementary School	301 6th Street Southwest	Altoona	50009	30	1/1	0	
Centennial Elementary School	910 7th Avenue South	Altoona	50009	30	1/1	0	
Clay Elementary School	3200 1st Avenue South	Altoona	50009	25	1/1	0	
Delaware Elementary School	4401 East 46th Street	Des Moines	50319	30	1/1	0	
Four Mile Elementary School	670 Northeast 12th Avenue	Pleasant Hill	50327	30	1/1	0	
Mitchellville Elementary School	308 Elm Avenue	Mitchellville	50169	20	1/1	1	
Runnells Elementary School	6575 Southeast 116th Street	Runnells	50237	20	1/1	0	
Willowbrook Elementary School	300 17th Avenue Southwest	Altoona	50009	20	1/1	0	
Secondary Schools							
Junior High School	8325 University Avenue	Pleasant Hill	50327	75	1/1	1	
Middle School	501 Falcon Drive Southeast	Altoona	50009	60	2/1	2	
High School	7945 Northeast University Avenue	Pleasant hill	50327	70	2/1	2	
Other Facilities							
Environmental Learning Center (ELC)	11730 Southeast 6th Avenue	Runnells	50237	6	0	0	
Pre-K Annex	406 3rd Avenue Southwest	Altoona	50009	3	0	0	
Ivy Complex	9070 Northeast 12th Avenue	Altoona	50009	6	0	0	
Multipurpose Stadium	7755 Martha Miller Drive	Pleasant Hill	50327	15	0	0	
Skilled Trades Center		Pleasant Hill	50327	6	0	0	
Harbor Alternative Programming	8031 Northeast University Avenue	Pleasant Hill	50327	12	0	1	Unit may be removed from service in future
Teaching and Learning (TLRC)	6540 Northeast 12th Avenue	Pleasant Hill	50327	6	0	0	
Administrative Facilities							
District Office	8031 Northeast University Avenue	Pleasant Hill	50327	12	0	0	
Maintenance and Grounds	8379 Northeast University Avenue	Pleasant Hill	50327	25	0	0	Includes all Maintenance and Grounds Vehicles
Transportation	8415 Northeast University Avenue	Pleasant Hill	50327	125	0	0	Includes all Transportation Vehicles
Warehouse	8445 Northeast University Avenue	Pleasant Hill	50327	6	0	0	

Attachment A: SEP Fire Safety Inspection/Cleaning Bid Form (ADDENDUM 1)

Vendor Information

Company Name: _____

Address: _____

City, State, Zip: _____

Primary Contact Name: _____

Title: _____

Phone: _____

Email: _____

Website (if applicable): _____

Years in Business: _____

Pricing Held Firm Through: _____

Pricing Instructions

- Provide unit pricing for each service listed below
- Unit pricing shall include all labor, materials, travel, reporting, and compliance costs
- The District does not guarantee the quantities identified and reserves the right to add or remove locations.
- Extended totals will be used for evaluation purposes only
- Pricing shall remain firm for the contract term

Fire Extinguisher Inspections

Facility Type	Estimated Quantity	Unit Price	Extended Total
Elementary Schools	205		
Secondary Schools	205		
Other Facilities	60		
Administrative/Support	168		
TOTAL	638		

Kitchen & Dish Machine Hood Cleaning and Inspection

Facility Type	Estimated Quantity	Unit Price	Extended Total
Elementary Schools & Jr. High	18		
Middle School & High School	6		
TOTAL	24		

Fire Suppression System Inspection

Facility Type	Estimated Quantity	Unit Price	Extended Total
Elementary Schools	1		
Secondary Schools	6		
TOTAL	7		

Attachment A: SEP Fire Safety Inspection/Cleaning Bid Form (ADDENDUM 1)

Additional /Optional Unit Pricing

Service Description	Unit of Measure	Unit Price
Fire Extinguisher Recharge	Each	
Fire Extinguisher Disposal	Each	
Fire Extinguisher Replacement	Each	
Kitchen and Dish Machine Hood – Inspection Only	Each	
Emergency Service Call	Per Occurrence	
Deficiency Repair Labor	Hourly	
Mobilization / Trip Charge	Per Visit or Per Mile (designate)	
Other (Specify)		

All additional services must be pre-approved by the District prior to execution. Unit pricing provided herein shall be the basis for all approved additional work.

Clarifications and Assumptions

Addenda Acknowledgement

Addendum Number	Date

Certification and Signature

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

I hereby acknowledge and certify with my signature that I have read and agree to all terms and conditions of the bid as provided and that the costs quoted in this proposal are correct. I have authority to obligate my company to perform under the conditions stated in the bid document