

Request for Proposal

Release Date: July 1, 2022

Number:

Service Needed: Security – Fire Watch

About Neighborhood House:

Neighborhood House is one of the oldest social service agencies in the Puget Sound region and has a long history of working with King County's immigrant, refugee and low-income communities. Our mission is to partner with diverse individuals and families to build community and achieve their goals for health, education and self-sufficiency. Neighborhood House serves individuals of all ages through programming in the areas of early childhood education, youth development, family & social services, employment & adult education, housing stability and community health.

Scope of Work:

Neighborhood House currently operates licensed childcare at St. Elizabeth's Church in Burien, Washington. The program recently received funding to expand licensed preschool and toddler classrooms at this site and will undergo renovations in the coming months. In the meantime, we have a temporary license that requires a Fire Watch to occur every 30 minutes since the temporary classroom does not meet fire safety standards.

Neighborhood House is seeking a professional trained in fire watching to conduct and document fire watch rounds every 30 minutes from 8 AM to 3 PM Monday-Friday excluding holidays and school closures.

The company we contract with for these services will ensure that each weekday when classes are in session:

- Fire watch will begin no later than September 12 and will continue through December of 2022 or until construction is completed.
- A trained fire watch employee will be available to arrive prior to 8 AM and begin conducting a fire watch round at 8 AM.
- Complete thorough visual checks of each of the levels of the building as well as the outside walls.
- Document checks every half hour as they are completed.
- Communicate with site managers and program facilities staff about any concerns identified.

A 45 minute lunch break will be provided daily in coordination with the site's manger.

A space to sit between fire watch rounds will also be provided. This space may change day to day or week to week when construction is happening in the building.

Time Period

- Proposals due July 29, 2022

Proposal:

The ideal candidate will have training in fire watches and the ability to cover this work each day when classes are open. We ask that all individuals working on site have passed a Washington State background check. Please submit a proposal including:

- Qualifications of staff who will be provided to conduct fire watches
- Details regarding scheduling and communication with your team
- Compensation for services
- Other requirements you have regarding a contract for services with your company

Questions

Contact: Shara Glithero shara@nhwa.org
Carly Derrick carlyd@nhwa.org

Submission Close Date

8/31/2022

Submissions to

- Email or FAX submissions to: anhthun@nhwa.org or (206) 461-3857,
Attention: Anhthu Nguyen