



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

TO: All Interested Parties

DATE August 27, 2015

SUBJECT: Installation of Safety Equipment for Older Adults, Expression of Interest

The Fairfax County Department of Family Services, Adult and Aging Division, is soliciting expressions of interest from companies or qualified individuals to provide installation of safety equipment for older adults living in Fairfax County and the Cities of Fairfax and Falls Church.

The Fairfax County Department of Family Services, Fairfax Area Agency on Aging, has been awarded a grant from the Virginia Department of Aging and Rehabilitation Services to provide funding for the installation of safety equipment.

Based upon the response to this letter, the county may elect to negotiate multiple vendor agreements with qualified firms to provide individual purchase of services as authorized by Virginia Code Title 2.2-4345. The county is authorized to purchase services on behalf of clients of the Department of Family Services. Vendors meeting the minimum qualifications will be asked to sign a 1-year contract, with a negotiated number of renewal options, not to exceed 4, that outlines the terms and conditions.

Attachment A provides an overview of the anticipated responsibilities. The response form attached to this email must be received no later than **2 p.m. Monday, September 14, 2015** at the Department of Administration of Human Services, 12011 Government Center Parkway, Contracts Management, Suite 738, Fairfax, VA 22035. Submit one (1) copy of the response form. Faxed responses are accepted at 703-324-7339.

If you have any questions or comments, please direct them to me at (703) 324-5281.

Sincerely,

Alison Baez

Contract Analyst

Department of Administration for Human Services
Contracts Management

12011 Government Center Parkway, Suite 738
Fairfax, VA 22035

Phone: 703-324-5630 Fax: 703-324-7572 TTY: 703-324-5628
<http://www.fairfaxcounty.gov/admin/cm/default.htm>

Promoting Excellence in Human Services

Background:

Fairfax County, through the Department of Family Services Area Agency on Aging, provides services to older adults in the community.

Fairfax County has identified a need to contract for services for installation of certain safety equipment in the homes of county residents. Fairfax County will pay for all costs associated with this service.

Requested Services:

Respondents are encouraged to submit their qualifications and proposed pricing for these services. The services include evaluation, installation, provision of authorized equipment, and clean up and removal of any waste associated with the installation. The approved equipment for installation includes: threshold ramps; grab bars-installed in tile; grab bars-installed in drywall; handrails-both indoor and outdoor; and indoor and outdoor stair rails. The county anticipates that approximately 30 clients will be served under these contracts through September 30, 2017.

As much advance notice as possible will be given to the vendor, however the vendor is expected to fulfill the request within 1 week of receiving a request for services. Services will occur within Fairfax County and the Cities of Fairfax and Falls Church.

The County uses the services of an Occupational Therapist (OT) in determining the need for installation of the above mentioned equipment. The vendor will be expected to work within the OT proposed guidelines for service.

All alterations must comply with the 2012 International Building Code with the Virginia Uniform Statewide Building amendments and the 2009 and the International Code Council/American National Standards Institute A117, Accessible and Usable Buildings and Facilities standards. The vendor will be expected to carry and maintain insurance appropriate for the services being provided. Insurance requirements will be negotiated at contract signing.

All employees of the vendor working on under a resulting contract will be expected to pass a criminal background check. All background checks shall include the Central Criminal Records Exchange through the Virginia State Police. The vendor will be responsible for conducting and paying for all background checks.

Vendors will be expected to submit an invoice by the 10th of each month for services provided in the prior month. Vendors will receive payment within 30 days of receipt of a properly submitted invoice.