

REQUEST FOR PROPOSAL FOR:

Fire Alarm Testing & Fire/Security System Monitoring

NHTI – Concord’s Community College

PURPOSE:

The purpose of this REQUEST FOR PROPOSAL is to establish a contract for NHTI – Concord’s Community College for the monitoring of NHTI’s C-Cure security system burglary panels and the monitoring & testing of the (13) thirteen fire alarm panels and their devices on campus.

VENDOR CERTIFICATIONS

The vendor who is awarded the contract must comply with the terms of the CCSNH P-37 contract. Prospective bidders are encouraged to ensure they are able to comply with all applicable regulations. Compliance regulations are indicated further down in the document under the header COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS.

CONTRACT TERM:

The term of any resulting contract shall end on or before June 30, 2020.

NHTI – Concord’s Community College shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

PAYMENT AND COMPENSATION:

Payment terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by NHTI – Concord’s Community College. Partial payments are allowed.

SCOPE OF SERVICES:

Work within this request for proposal (RFP) shall include the following:

Scope #1 – Fire Alarm System Testing

The contractor shall provide fire panel and device testing for the following buildings:

Building

Child and Family Development Center
Library
North Hall
South Hall
Strout Hall
Sweeney Hall
Goldie Crocker Wellness/Student Centers
Little Hall
MacRury Hall
Grappone Hall
Farnum Hall
Business/Campus Safety/Maintenance Building
Maintenance/Grounds Building

Panel Type

Gamewell Zans 400
Simplex 4100
Simplex 4100U
Simplex 4100U
Simplex 4100U
Simplex 4100U
Simplex 4100U
Simplex 4100U
Simplex 4010
Simplex 4010
Gamewell Zans 400
Silent Knight 5207
Notifier NFW2-100

The following list is an approximate number of devices which will be required to be tested during the annual inspection:

<u>Qty</u>	<u>Description</u>
12	Fire Panel & Batteries
11	Master Box
9	Annunciator
129	Manual Pull Stations
56	Door Holders
247	Heat Detectors
47	Duct Detectors
453	Photo/Smoke Detectors
1014	Horns/Strobes/Speakers

Testing of the fire alarm system and its components must be done bi-annually and consist of 50% detector activation, relay operation and interlocks (if applicable) i.e.: elevators, air handlers, etc. Audible testing & central station verification and done by code and in compliance with regulations and statutes.

Testing of the following buildings may only be conducted between the hours of 10:00 am and 4:00 pm:

North Hall

South Hall

Strout Hall

Child and Family Development Center*

Must be scheduled with the Campus Safety Department and the Director of Child and Family Development Center

The contractor shall provide a schedule for acceptance by NHTI for all required testing a minimum of 2 weeks before the actual inspection occurs. Acceptance by NHTI shall not be unduly denied. The contractor shall provide a sufficient number of qualified personnel to perform the work and be prepared to complete the testing within the scheduled time frame. NHTI reserves the right to assess the Contractor \$100/hour, and in quarterly increments, for missing timeframes of the agreed upon schedule.

Bi-annual tests must be performed so that all initiating devices are tested at least once I a calendar year. The contractor is required to provide an inspection report to the contracting office within (7) seven days of the work being performed. The inspection report must clearly define what was tested and each devices status during the inspection. Any device or software that failed during the inspection which is an immediate threat to the life safety of persons must be reported immediately to the contracting office at the time of its discovery.

All services will comply with NFPA Standards and Contracting Officer's requirements depending on the type of system. All manufacturer recommendations and any State or local codes will be met to keep the fire alarm systems in proper working condition.

All Fire Alarm System testing and maintenance services shall be accomplished as required by current NFPA and New Hampshire State requirements and manufacturers requirements. This includes but is not limited to smoke detector cleaning and sensitivity testing.

Prospective contractors must be able to demonstrate their ability to perform smoke detector sensitivity testing as required by NFPA 72, Chapter 7.3.21. Failure to meet this requirement may be grounds for bid rejection.

The Contractor shall be required to coordinate all activities with prior contractors as well as subsequent contractors in order to maintain a smooth transition of service.

The Contractor will be responsible for having master boxes plugged out. Fines assessed to the campus due to failure to have a master box plugged out will be the responsibility of the successful bidder. Campus Safety is to be notified when a master box is plugged out and when it has been put back into service.

Scope #2 – Fire Alarm and Security System Monitoring

The contractor is to provide monitoring seven (7) days a week, twenty four (24) hours a day including holidays. During the course of the contract any additional burglary or fire panels that are added to the system must be covered by the vendor for monitoring purposes. The following are current devices on the NHTI campus being monitored:

- Three (3) Simplex 4100U fire panels located in North, South, and Strout Residence Halls, one (1) Silent Knight fire panel located in Maintenance
- Four (4) burglary panels located in the Residence Halls and Library
- One (1) temperature alarm panel located in MaCrury Hall.

Once activation of an event has occurred, the contracting company must notify NHTI Campus Safety by phone at (603) 224-3287. In the event the phone is unanswered the contracting company must utilize a phone tree until an appropriate individual receives notification of the event.

The contractor is required to sign in at the Maintenance Office when arriving on campus and signing out when leaving campus.

Remove and legally dispose of all waste generated by the work.

Remove all unused material brought on site by the bidder.

Scope #3 – Battery Replacement

All batteries will be replaced when needed at no cost to NHTI – Concord’s Community College.

SITE VISITATION:

A walk through will be Mandatory in order to submit a bid and is scheduled for April 28, 2017 at 10:00 a.m. at NHTI - Concord’s Community College.

Bidders are responsible for having ascertained pertinent local conditions, such as equipment, conditions, locations, accessibility, and general character of the site, knowledge of conditions affecting the work. The act of submitting a bid is to be considered as full acknowledgment that the bidder inspected the site and is familiar with the conditions and requirements of these specifications.

Any questions regarding the contents of this request will be discussed at the site visit. If there are any questions, please contact Jason Bishop at (603) 230-4042.

ADDITIONAL INFORMATION:

NHTI – Concord’s Community College reserves the right to make a written request for additional information from a Contractor/Vendor to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

Required Material Safety Data Sheets (MSDS) for material brought on site by the successful bidder must be available on site at all times.

All local, state and federal regulations are to be followed. Any fines assessed to NHTI – Concord’s Community College due to the lack of these regulations being followed will be the responsibility of the successful bidder.

If applicable, vendor is responsible for calling Dig Safe System, Inc., a private locating service. A private locating service is needed as with the exception of natural gas, all utilities on the campus of NHTI – Concord’s Community College are privately owned. Any fines, damages, etc. assessed to NHTI – Concord’s Community College due to failure to obtain a Dig Safe permit and to have utilities located by a private company will be the responsibility of the successful bidder.

Shirts are required to be worn at all times on the work site, smoking is allowed only in designated smoking areas, no radios or headsets are allowed, food is available for purchase in two locations and parking for vehicles and equipment must be cleared through the Maintenance Department. Use of cell phones and radios are prohibited while vehicles are in motion. Posted speed limits are to be obeyed. Infractions of rules can result in the offender being asked to leave the campus.

The Contractor who is awarded the contract will need to complete a P-37 contract (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so.

Workers' compensation requirements as outlined in the P37 (15) and as required by NH law must be followed, and includes, in part, providing proof by the Contractor of workers' compensation insurance coverage for all of its employees on this site. The Contractor awarded the work is also to submit information as required under RSA 21-I:81 B. This law requires, among other things, the Contractor to provide timely information on employee and subcontractor identity, including all CFOs and principals on a log for this purpose, and for the College to potentially post this information on a publicly accessible website. **(Note: Any exemptions demonstrated by the Contractor can be noted in the contract at Exhibit C.)**

After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractor's employees, and other related personnel who will be physically required to work at NHTI – Concord's Community College, providing the following information for each person:

Name
Employer's Company Name

NHTI – Concord's Community College reserves the right to request a criminal background check on any employee of Contractor. NHTI – Concord's Community College also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS

In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws.

In addition, the Contractor shall comply with all applicable copyright laws.

During the term of any contract, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

If the contract is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 of September 24, 1965 entitled "Equal Employment Opportunity", as amended by Executive Order 11375 of October 13, 1967 and as supplemented in Department of Labor regulations (41C.F.R. Part 60) and with any rules, regulations and guidelines as the State of New Hampshire or the United States shall issue to implement these regulations.

The Contractor shall allow access by the grantee, the sub-grantee, the Federal agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audits, examinations, excerpts, and transcripts.

The Contractor agrees to retain all pertinent records for three years after CCSNH makes final payment and all other pending matters are closed.

INSURANCE:

Insurance will be more fully addressed at the time a P37 is submitted after the bidding process. The Contractor awarded the contract will need to furnish an insurance certificate which includes the following:

The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of the State and NHTI – Concord's Community College, the following insurance: Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident, or the current statutory cap on the State's liability, and fire and extended coverage insurance covering all property subject to subparagraph 9.2 (P-37) of these general provisions, in an amount not less than 80% of the whole replacement value of the property.

This insurance is in addition to the workers' compensation insurance requirements outlined above in this document.

The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire.

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by NHTI – Concord's Community College.

The certificates are required to name NHTI – Concord's Community College a component of the Community College System of New Hampshire as additional insured.

BOND/SECURITY AND POWER OF ATTORNEY:

NH RSA 447:16 requires contracts for construction, repair or rebuilding of public buildings or other public works (not including design work) over \$35,000 to include a payment bond or other security in an amount equal to 100% of the contract price. Other types of contracts may also have bond/security requirements for payment and/or performance. In such contracts, the bond and power of attorney of the person executing the bond must be included in the contract.

ADDENDUM:

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, NHTI – Concord's Community College will fax addenda to all who have already submitted bids and post any changes to its website www.ccsnh.edu/open-bids. Before your submission, always check for any addenda or other materials that may have been issued which would affect the RFP by checking this website.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed.

SUBMISSION OF RFP RESPONSE:

Bids are due on May 5, 2017 at 2:00 p.m. If any Addenda to the RFP are issued, please acknowledge in your bid. **Your response must include the following: Labor Total, Material Total and Project Total. All the materials requested in this RFP document.** Bids should be mailed to NHTI – Concord's Community College, Attention Melanie Kirby, Chief Financial Officer, 31 College Drive, Concord, NH 03301 or faxed to (603) 230-9311, Attn: Melanie Kirby NHTI – Concord's Community College is not responsible for proposals not received due to equipment failure, mail delays, etc. If you want to ensure your proposal was received, please verify by calling Melanie Kirby at (603) 230-4000 ext. 4225.

AWARD:

This contract will be awarded solely on the Fire Alarm Testing & Fire/Security System Monitoring for NHTI – Concord's Community College, as listed on Exhibit A.

The contract will be awarded to the lowest bidder who meets the criteria listed in the specifications.

NHTI – Concord's Community College reserves the right to accept or reject any or all of the proposals.

NHTI – Concord's Community College reserves the right to waive any and all informalities in its best interest.

BID RESULTS:

Bid results may be viewed when available, once the award has been made, on our web site only at: www.ccsnh.edu/closed-bids

For Vendors wishing to attend the bid opening: **Only the names of the Vendors submitting responses will be made public.**

EXHIBIT A

PROJECT: Fire Alarm Testing & Fire/Security System Monitoring

COLLEGE NAME: NHTI – Concord’s Community College

BID FORM

Company Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

The total cost for scope of services broken out by year

Monitoring & Testing 2017 - 2018 \$ _____

Monitoring & Testing 2018 - 2019 \$ _____

Monitoring & Testing 2019 - 2020 \$ _____

Total Contract Cost \$ _____
(Contract will be awarded on this amount)

Hourly Repair Rates:

Monday thru Friday 8:00 a.m. to 4:00 p.m.

\$ _____ per hour/per person

Monday thru Friday 4:01 p.m. to 7:59 a.m.

\$ _____ per hour/per person

Signature: _____

Printed Name: _____

Date: _____

Acknowledging Inclusion of Addendum:

Signature: _____

Printed Name: _____

Date: _____

This bid must be signed by a person authorized to legally bind the bidder.

EXHIBIT B

PROJECT: Fire Alarm Testing & Fire/Security System Monitoring

COLLEGE NAME: NHTI – Concord's Community College

INTENT TO BID FORM

**To: NHTI – Concord's Community College
ATTN: Melanie Kirby
FAX: (603) 230-9311
31 College Drive
Concord, NH 03301**

In filing this Intent to Bid, the firm of _____, gives notice to the College of intent to bid for the work of providing Fire Alarm Testing & Fire/Security System Monitoring at NHTI – Concord's Community College. No obligation on the part of either party is assumed or binding in filing this notice.

Company Name: _____

Contact Person: _____

Address: _____

Email Address: _____

Telephone Number: _____

Fax Number: _____

Signature of person filing the Intent to Bid Form: _____

Date: _____