

Winnepesaukee River Basin Program
Laconia Maintenance Shop, 202 Water Street, Laconia NH 03246
Phone: (603) 528-6746 Fax: (603) 528-6147



Re: Request for Quotation – Fire Alarm System Testing & Maintenance

The New Hampshire Department of Environmental Services, Winnepesaukee River Basin Program (WRBP), owns and operates the regional wastewater collection and treatment facilities located in the Lakes Region. The WRBP is soliciting quotes for a three-year contract that will run from contract approval date. (FY 17, FY18, and FY19) and that provides for annual testing, maintenance, and emergency repair services of fire alarm systems.

The fire alarm systems were activated in September of 2000 and have been maintained under a service contract since that date. All fire alarm systems are in proper working order and are fully functional. Each individual alarm system communicates alarm conditions to a programmable logic controller (PLC). The PLCs in the system are networked in such a way that will relay alarm conditions to a master PLC at the Laconia Maintenance Shop. The alarm conditions are then communicated to equipment supplied by an alarm monitoring company that is responsible for contacting the proper fire departments. The scope of work does not include the network of PLCs used to communicate alarm conditions to the alarm monitoring company or the monitoring.

PROPOSED CONTRACT

We include herein a blank copy of a standard state service contract (P-37), as well as EXHIBITS A, B and C. We suggest you review the general contract conditions shown on the P-37 Agreement. Note that the contractor will be required to provide certificates documenting the insurance specified in Item 14 of the P-37. Should your firm be selected to do the work, we will send you a "Notice of Intent to Award", along with a contract for execution, and instructions for providing other required documents. When the original contract documents are returned to us, the contract will be processed for approval. This process typically takes 8 to 12 weeks after the original contract documents are returned to us.

Be aware that any corporation, individual (sole proprietorship) or partnership doing business with the State must be registered and in good standing with the NH Secretary of State's Office in order to process a contract. If your company is not registered with that office, you will have 14 days to become registered. If the company is not registered at the end of 14 days, it will be at the Department's option to disregard the company's quotation. An original certificate of good standing dated after April 1, 2016 will be required as part of the required contract documents.

SAFETY

There are numerous devices located throughout the sewage facilities, including one (1) pump station with (2) devices that are located in confined spaces per OSHA 29 CFR Part 1910 and the NH Department of Labor Safety Regulations. Note: these confined spaces **do not** require any harness device for entry. WRBP will supply the gas monitoring device for safe entry to any potentially hazardous atmosphere locations. The WRBP operates an active safety program. The selected

contractor must comply with all WRBP safety rules, applicable state and federal worker safety laws, and regulations including those dealing with hazardous locations and confined spaces. A WRBP staff person will accompany the contractor during all work including work in the confined space at the Belmont pump station, and the contractor will be expected to follow all safety procedures relative to these areas.

CONTACT PERSON

Inquiries regarding this request for quotation should be directed to John Spadafore at the maintenance office, (603) 528-6746. Inquiries regarding the WRBP safety program should be directed to Craig Shippee at (603) 528-6746.

QUOTATION SUBMISSION

Quotes, including completed Exhibits A, B, and C, from a qualified contractor must be submitted before the specified due date and time. The WRBP reserves the right to: determine what constitutes a conforming quotation; to determine if a firm is qualified; to waive irregularities that it considers not material to the quotation; and award the contract solely as it deems to be in the best interest of the State.

All bids must be received by 2:00 pm on May 13, 2016. Quotes may be faxed to the Laconia shop at (603) 528-6147, emailed to John.Spadafore@des.nh.gov or sent/delivered in a sealed envelope that is clearly marked "Fire Alarm Testing and Maintenance Quote". Submitting firm is responsible for confirming receipt of their quotation at the Laconia Shop before the due date and time and for checking for any addenda at the State's purchase and property website http://das.nh.gov/purchasing/bids_posteddte.asp?sort=PostedDate DESC. Contractor quotation shall be sent to:

State of NH-DES
Winnepesaukee River Basin Program
202 Water Street
Laconia, NH 03246

We look forward to your quoting on our work. If you have any questions, please contact us.

Sincerely,

John Spadafore
Technical Support Specialist III

cc: Sharon McMillin, Administrator, WRBP
Craig Shippee, Maintenance Supervisor, WRBP

Encl.

EXHIBIT "A"
THE SERVICES

1. The Contractor shall provide the Department of Environmental Services Winnepesaukee River Basin Program (WRBP) with "fire alarm system testing and maintenance services" for the following Simplex Grinnell Fire Alarm equipment. All owned by the State of New Hampshire, at the following locations:

Belmont Station74 South Road Belmont, NH

Control Panel 4004..... 1 each
Control Relay Module 1 each
Pull Station 1 each
Smoke Detectors..... 3 each
Heat Detector..... 1 each
Horn / Strobe 2 each

River Street Station101 River Street Franklin, NH

Control Panel 4004..... 1 each
Control Relay Module 1 each
Pull Station 2 each
Smoke Detectors..... 3 each
Heat Detector..... 1 each
Horn / Strobe 3 each

Treatment Plant528 River Street Franklin, NH

Fire Alarm Control Panel 4100..... 1 each
External Battery Cabinet..... 1 each
N.A.C. Power Extender..... 3 each
LCD Annunciator 2 each
Pull Station31 each
 Explosion Proof 2 each
Smoke Detectors.....71 each
 Duct..... 2 each
Heat Detector.....35 each
Remote Test Station..... 1 each
Zone Adapter Module 3 each
Individual Addressable Module14 each
Horn / Strobe45 each
Remote Annunciator..... 2 each
Transient Cubes48 each
UV Building11 each

Ellacoya Station280 Scenic Drive Gilford, NH

Control Panel 4004..... 1 each
Control Relay Module 1 each
Pull Station 2 each
Smoke Detectors..... 6 each
Heat Detector..... 1 each
Horn / Strobe 1 each

Gilford Station74 Weirs Road Gilford, NH

Control Panel 4004..... 1 each
Control Relay Module 1 each
Pull Station 1 each
Smoke Detectors..... 6 each
Heat Detector..... 1 each
Horn / Strobe 1 each

Glendale Station31 Dock Road Gilford, NH

Control Panel 4004..... 1 each
Control Relay Module 1 each
Pull Station 1 each
Smoke Detectors..... 6 each
Heat Detector..... 1 each
Horn / Strobe 1 each

Jewett Brook Station73 Strafford Street, Laconia, NH

Control Panel 4004..... 1 each
Control Relay Module 1 each
Pull Station 2 each
Smoke Detectors..... 5 each
Heat Detector..... 1 each
Horn / Strobe 1 each

Maiden Lady Cove Station763 Scenic Drive Laconia, NH

Fire Alarm Control Panel 4004..... 1 each
Control Relay Module 1 each
Pull Station 1 each
Smoke Detectors..... 6 each
Heat Detector..... 1 each
Horn / Strobe 1 each

Maintenance Shop202 Water Street Laconia, NH

Control Panel 4010..... 1 each
LCD Annunciator 1 each
Pull Station 6 each

Smoke Detectors.....	10 each
Heat Detector.....	12 each
Horn / Strobe	12 each
North Main Station	1539 Old North Main Street Laconia, NH
Control Panel 4004.....	1 each
Control Relay Module	1 each
Pull Station	1 each
Smoke Detectors.....	7 each
Heat Detector.....	1 each
Horn / Strobe	1 each
Paugus Station.....	29 Paugus Park Road Laconia, NH
Control Panel 4004.....	1 each
Control Relay Module	1 each
Pull Station	1 each
Smoke Detectors.....	7 each
Heat Detector.....	1 each
Horn / Strobe	4 each
Pendleton Beach Station.....	67 Pendleton Beach Road Laconia, NH
Control Panel 4004.....	1 each
Control Relay Module	1 each
Pull Station	2 each
Smoke Detectors.....	6 each
Heat Detector.....	1 each
Horn / Strobe	4 each
State School Station	1 Right Way Path Laconia, NH
Control Panel 4004.....	1 each
Control Relay Module	1 each
Pull Station	1 each
Smoke Detectors.....	3 each
Heat Detector.....	1 each
Horn / Strobe	1 each
Winnisquam Station.....	202 Water Street Laconia, NH
Control Panel 4004.....	1 each
Control Relay Module	1 each
Pull Station	1 each
Smoke Detectors.....	6 each
Horn / Strobe	1 each

2. The Contractor shall provide the Department of Environmental Services Winnepesaukee River Basin Program (WRBP) with "fire alarm system testing and maintenance services" for the following Honeywell Fire Alarm System at the Franklin Wastewater Treatment Plant. **Note:** this Honeywell system contains (1) contact to the Simplex Grinnell System in the main operations building. This system is owned by the State of New Hampshire in this location:

- UV Building.....528 River Street Franklin, NH
- Control Panel Honeywell MS-9200UDLS.....1 each
- Pull Stations.....5 each
- Horn / Strobe.....6 each
- Heat Detectors.....18 each
- Smoke Detectors.....5 each

3. The fire alarm testing services shall consist of the following: Annual fire alarm inspections (testing) consisting of detector activation, relay operation and all interlocks i.e., air handlers etc., audible testing and communication to central station verification. Annual tests shall be performed at a mutually agreeable date and time. The Contractor shall document the test results for each individual device and provide a computer generated report listing them by location and device number. The Contractor shall be required to test fire alarm batteries in accordance with NFPA 72.

4. All fire alarm system testing and maintenance service shall be accomplished as required by National Fire Alarm Code (NFPA 72, Chapter 7), manufacturer recommendations and any state or local fire codes. In addition, the Contractor shall be responsible to clean all smoke detectors as required by NFPA 72, Chapter 7. The Contractor shall conduct sensitivity testing for all required devices every alternate year and, as such, the Contractor shall conduct sensitivity testing on all required devices in fiscal year 2017 and 2019. The sensitivity testing shall be accomplished as required under NFPA 72. In accordance with NFPA 72, smoke detectors found to have a sensitivity outside the listed and marked sensitivity range shall be cleaned and recalibrated or be replaced. Replacement cost, including device and installation shall be borne by the WRBP as per item 6 below.

5. The Contractor shall be responsible to provide a proposed schedule for annual testing to the State a minimum of two weeks (10 working days) before the actual inspections occur. The Contractor shall have in their employ a sufficient number of trained technicians so that annual inspections are completed on time, as scheduled.

6. The Contractor is required to repair or replace any defective main fire alarm control panel components, including batteries and extender panels, to maintain the system in proper operating condition. Main fire alarm control panels include one (1) Simplex control panel 4100, 4010 or 4004 at each location and one (1) Honeywell Control Panel MS-9200UDLS in the UV building.

7. The WRBP shall decide whether peripheral units including smoke detectors, heat detectors, pull stations, horn/strobe units, remote keypads, transient cubes, and annunciator shall be repaired or replaced by the Contractor or by the WRBP. Peripheral or other devices supplied by the Contractor and Contractor's labor to replace such devices shall be compensated for as detailed in Exhibit B.
8. Repair or replacement of said peripheral units by the Contractor shall be approved in advance prior to any actual work being performed by the Contractor. The cost to repair any ground faults or wiring issues shall be the responsibility of the WRBP unless the Contractor is authorized in advance to do the repairs. Such work shall be compensated at the rates in Exhibit B.
9. The Contractor shall maintain or have readily available spare parts and properly trained personnel to support the equipment at the Contractor's cost throughout the duration of the contract.
10. The Contractor shall make service available twenty-hour (24) hours per day, seven (7) days per week. Normal system maintenance shall occur on Monday through Fridays between 7:00am and 3:00pm. The Contractor shall be paid overtime rates for service work that is required on weekday evenings after 4:30pm, weekends and on State Holidays. The Contractor shall have a minimum of four (4) full time staff to provide 24 hour, 7 day a week service. Subcontractors will only be allowed upon receiving written approval in advance from the Bureau Administrator. Contractor shall be responsible for the performance of their subcontractor(s).
11. The Contractor shall, in performing the services as described herein, utilize technicians skilled in the service of the described systems. The Contractor shall have in his/her employment, a sufficient number of trained technicians so that all service calls are answered promptly. The Contractor shall respond to the State by telephone for all service calls within five minutes of report of occurrence. The Contractor shall physically respond to the site within four (4) hours after report of occurrence.
12. The Contractor shall present after each scheduled or emergency call and before leaving the job site, a written summary of the work performed and obtain the State's signature thereon. Signature shall not relieve the Contractor of their responsibilities under the contract nor authorize payment in lieu of an invoice.
13. The Contractor shall provide only replacement parts that are new and of the same quality and brand name as that is being replaced. Substitutions will be permitted only with prior authorization of the Bureau Administrator or designated representative.
14. All repair services shall be conducted in full compliance with all specified standards in a manner equal to, or better than, the normal safety and security procedures and standards established by the State, and at no time shall state facilities or its occupants be placed in jeopardy.

15. The State shall be responsible to provide reasonable means of access to all equipment covered by this agreement and to promptly notify the Contractor of any malfunction in the system(s) that comes to the State's attention.

16. The Agreement assumes the main fire panel and batteries are in an operational and maintainable condition as of the effective date of this Agreement. If, upon initial inspection, which must occur within thirty (30) days of the effective date of this Agreement, the Contractor determines that repairs are necessary, repair charges will be covered under this Agreement as described in Exhibit B.

17. The Contractor shall not be responsible for any damage caused to the fire alarm panel system components that are a result of lightening, water, vandalism or misuse by the building owner. It should be noted that all WRBP buildings are equipped with a lightning protection system.

18. In the event that (proprietary) system programming is required, the Contractor shall contract with and supervise Simplex Grinnell or Honeywell employees to provide that service. The Contractor shall bill the State for the actual programming costs plus the Contractor's markup provided in Exhibit B.

19. The selected firm shall provide all labor, materials, services, tools, equipment, transportation, and facilities to complete the Scope of Work described herein. It shall be the sole responsibility of the contractor awarded the contract to comply with all local, state and federal rules and regulations in commission of the work requested by this specification.

20. All work shall be performed in a neat and workmanlike manner, in conformance with the best modern trade practices and by competent, experienced workers.

Information contained in the State's Request for Quotations dated May 13, 2016 is hereby included in Exhibit A by reference.

EXHIBIT "B"
COST PROPOSAL AND TERMS OF PAYMENT

	FY17 *	FY18	FY19*
Annual fire Alarm inspection service as described in Exhibit "A" <i>The Services</i>			

*Sensory Test

*Sensory

Test

Unscheduled Services and emergency repair work not covered in Annual Services	FY17	FY18	FY19
Regular Hourly Rate (\$/hour)			
Overtime Hourly Rate (\$/hour)			
Mileage charge, if any (\$/mile)			
Truck charge, if any (\$/visit)			
Part and Supplies mark-up, if any (%)			
Subcontractor mark-up, if any (%)			

Specify minimum number of hours or minimum service charge (if applicable). \$ _____

In the space below, bidder shall clearly describe if hourly rates apply portal to portal or on-site only, how hourly rates are prorated (ex. by the quarter hour, half hour, or full hour) and when mileage charges, truck charges, and any minimum service charges apply. Bidder shall also provide address of primary place of business from which service personnel are dispatched.

Primary place of business _____

Notes:

- Bidders are required to submit rates for each fiscal year (FY) as follows: FY17 extends from approval of this contract to June 30, 2017. FY18 extends from July 1, 2017 to June 30, 2018. FY19 extends from July 1, 2018 to June 30, 2019.

Contractor Initials _____

Date _____

2. The **basis of award** shall be to the low responsive bidder based upon a menu of services consisting of the following:
 - a) Sum of Annual fire alarm inspection, maintenance, and repair services for each fiscal year (prorated as required). Sensitivity testing shall be included in FY 17 and FY 19 annual costs.
 - b) Sum of three (3) Unscheduled service calls in each of the four (4) fiscal years involving one (1) person and four (4) hours of time at overtime rates or the minimum service charge described in Exhibit "B", whichever is greater.
 - c) Mileage charge for each unscheduled service call (e.g. \$/mile for round trip miles for three service calls each fiscal year or minimum charge, whichever is greater). Mileage used for the basis of award will be calculated round trip from the Contractor's primary place of business (provided above) to the Franklin WWTP using GPS shortest route. Since the WRBP has multiple facilities, actual mileage to the WRBP facility requiring service shall be compensated, as appropriate.
 - d) Truck charge for each unscheduled service call (e.g. \$/visit for three service calls each fiscal year).
 - e) \$5,000.00 per fiscal year contingency for necessary repair parts and supplies at the Contractor's mark-up.
 - f) Subcontracted programming services used for the basis of award will be the sum of \$175/hour for 3 hours and a \$210 truck charge at the Contractor's mark-up. Actual programming service costs shall be compensated, as appropriate, with verification documentation required (e.g. Subcontractor's invoice).

3. The contract price limitation shall be based upon the sum of the menu of services including annual servicing and unscheduled repair services described in Note 2. The contract price limitation for each fiscal year may be used for any services or parts, as required. No additional charges or fees shall be paid except those specifically delineated in Exhibit B.

4. Contractor to be paid within thirty (30) days of submission of invoice and satisfactory completion of work. Approval of this contract does not authorize any expenditure over the price limitation.

Company Name

Name (please print)

Contractor Initials _____

Date _____

EXHIBIT "C"
SPECIAL PROVISIONS

Item 1

CONFINED SPACE CERTIFICATION

I, _____, of
(Name)

(Company Name)

Hereby certify that the confined space policy of

(Company Name)

Complies in all aspects with the Federal Occupational
Safety and Health Standards (OSHA), 29 CFR Part 1910 and that

(Company Name)

possesses all equipment required for compliance with all provisions of the rules.

Contractor Initials _____
Date _____